Oracle® Public Sector Payables User's Guide

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Oracle® Public Sector Payables User's Guide, RELEASE 11

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Contents

VOLUME 1

Preface ..... **i**

Chapter 1 **Payables Overview** ..... **1 – 1**
Oracle Public Sector Payables Overview ..... 1 – 2
Payables Workbenches ..... 1 – 2
The Invoice Workbench ..... 1 – 5
The Payment Workbench ..... 1 – 8

Chapter 2 **Payables Setup** ..... **2 – 1**
Setting Up Oracle Public Sector Payables ..... 2 – 2
Choosing a Set Of Books ..... 2 – 10
Payment Terms ..... 2 – 11
Payment Terms Window Reference ..... 2 – 13
Invoice Tolerances ..... 2 – 16
Tax Names ..... 2 – 19
Tax Names Window Reference ..... 2 – 22
Withholding Tax Groups ..... 2 – 27
Maintain Tax & Certificates ..... 2 – 29
Maintain Tax & Certificates Window Reference ..... 2 – 31
Invoice Approvals ..... 2 – 33

Invoice Approvals Window Reference . . . . . 2 – 35
Distribution Sets . . . . . 2 – 39
QuickCodes . . . . . 2 – 42
QuickCodes Window Reference . . . . . 2 – 43
Interest Rates . . . . . 2 – 45
Expense Report Templates . . . . . 2 – 46
Expense Report Templates Window Reference . . . . . 2 – 47
Signing Limits . . . . . 2 – 53
Reporting Entities . . . . . 2 – 54
Reporting Entity Window Reference . . . . . 2 – 55
Income Tax Regions . . . . . 2 – 57
Income Tax Regions Window Reference . . . . . 2 – 59
Financials Options . . . . . 2 – 61
Defining Financials Options . . . . . 2 – 62
Financials Options Window Reference . . . . . 2 – 63
Accounting Methods . . . . . 2 – 71
Setting up Your Accounting Method . . . . . 2 – 74
Payables Options . . . . . 2 – 76
Payables Options Window Reference . . . . . 2 – 77
Automatic Payment Programs . . . . . 2 – 103
Automatic Payment Programs Window Reference . . . . . 2 – 104
Payment Formats . . . . . 2 – 107
Payment Formats Window Reference . . . . . 2 – 108
Countries and Territories . . . . . 2 – 112
Banks . . . . . 2 – 114
Defining Banks . . . . . 2 – 115
Defining Bank Accounts . . . . . 2 – 117
Defining and Maintaining Payables Payment Documents . . 2 – 122
Banks Window Reference . . . . . 2 – 124
Bank Accounts Window Reference . . . . . 2 – 126
Payment Documents Window Reference . . . . . 2 – 132
Bank Branch Validation by Country . . . . . 2 – 135
Bank Account Validation by Country . . . . . 2 – 137
Bank Charges . . . . . 2 – 141
Bank Transaction Codes . . . . . 2 – 142
Controlling the Status of AP Accounting Periods . . . . . 2 – 143
Closing an Accounting Period . . . . . 2 – 145
Account Segments for Expense Reporting . . . . . 2 – 148
Account Segments for Expense Reporting Window Reference . . . . . 2 – 149
Aging Periods . . . . . 2 – 150

Special Calendar . . . . . 2 – 152
Voucher Numbers . . . . . 2 – 154
Implementing Sequential Voucher Numbering . . . . . 2 – 158
Setting Up Web Employees Expense Reporting . . . . . 2 – 160
Expense Reporting Workflow . . . . . 2 – 166
The Predefined Expense Reporting Workflow Definition . . 2 – 166
Setting Up The Expense Reporting Workflow . . . . . 2 – 173
Descriptive Flexfields in the Enter Receipts Window . . . . . 2 – 182
Web Employees Expense Report Spreadsheet . . . . . 2 – 188
Setting Up Web Expense Reports Using Web Application Dictionary . . . . . 2 – 193
Setting Up Credit Card Programs . . . . . 2 – 196
Credit Card Code Sets . . . . . 2 – 199
Credit Card Code Sets Window Reference . . . . . 2 – 201
Credit Card Programs . . . . . 2 – 202
Credit Card Programs Window Reference . . . . . 2 – 203
Credit Card GL Account Sets . . . . . 2 – 204
Credit Card Profiles . . . . . 2 – 205
Credit Card Profiles Window Reference . . . . . 2 – 207
Credit Cards . . . . . 2 – 210
Credit Cards Window Reference . . . . . 2 – 211
Credit Card Transaction Employee Workflow . . . . . 2 – 212
Credit Card Transaction Manager Workflow . . . . . 2 – 218
Setting Up Credit Cards Using Web Application Dictionary . . . 2 – 224
Payables Implementation Information . . . . . 2 – 226
Customizing Your Supplier Letters . . . . . 2 – 226
Implementing the Invoice Payments Descriptive Flexfield . 2 – 229
Setting Up Custom Payment Programs . . . . . 2 – 229
Setting Up Custom Payment Formats . . . . . 2 – 233
Using the Evergreen Check Laser Format . . . . . 2 – 235
Customizing Automatic Withholding Tax . . . . . 2 – 238
Using the Multiple Organization Support Feature . . . . . 2 – 239
Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report . . . . . 2 – 240

Chapter 3 **Suppliers . . . . . 3 – 1**
Suppliers . . . . . 3 – 2
Entering Suppliers . . . . . 3 – 10
Suppliers and Supplier Sites Window Reference . . . . . 3 – 13
Reviewing and Adjusting Suppliers . . . . . 3 – 35
Finding Suppliers . . . . . 3 – 35
Reviewing Suppliers . . . . . 3 – 36
Adjusting Suppliers . . . . . 3 – 36
Identifying Duplicate Suppliers . . . . . 3 – 40
Supplier Merge Program . . . . . 3 – 40
Taxpayer ID Validation . . . . . 3 – 43
Tax Registration Number Validation . . . . . 3 – 44
Supplier Audit Report . . . . . 3 – 46
Supplier Merge Report . . . . . 3 – 47
Purchase Order Header Updates Report . . . . . 3 – 47

Chapter 4 **Invoices . . . . . 4 – 1**
Entering Invoices . . . . . 4 – 2
Entering Basic Invoices . . . . . 4 – 2
Entering Invoice Distributions . . . . . 4 – 5
Entering Invoice Batches . . . . . 4 – 8
Entering Purchase Order Matched Invoices . . . . . 4 – 11
Matching to Purchase Orders . . . . . 4 – 12
Recording Price Corrections . . . . . 4 – 14
Viewing Purchase Order Information . . . . . 4 – 17
Final Matching Purchase Orders . . . . . 4 – 18
Credit and Debit Memos . . . . . 4 – 22
Entering Credit / Debit Memos . . . . . 4 – 22
Matching Credit / Debit Memos to Purchase Orders and Invoices . . . . . 4 – 23
Clearing a Credit . . . . . 4 – 27
Entering Foreign Currency Invoices . . . . . 4 – 28
Mixed Invoices . . . . . 4 – 32
Entering Taxes on Invoices . . . . . 4 – 33
Tax Control Methods . . . . . 4 – 36
Deriving Tax From a Natural Account (Account Method) . . 4 – 38
Defaulting Tax in Payables . . . . . 4 – 39
Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature . . . . . 4 – 41
Using the Automatic Tax Calculation Feature to Enter Tax . 4 – 43
Prorating Tax . . . . . 4 – 47

Entering Offset Taxes . . . . . 4 – 48
Entering Use Taxes . . . . . 4 – 49
Entering Taxes on Expense Reports . . . . . 4 – 49
Entering Freight on Invoices . . . . . 4 – 53
Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements . . . . . 4 – 54
Updating 1099 Information . . . . . 4 – 56
Holds . . . . . 4 – 59
Applying Holds . . . . . 4 – 59
Releasing Holds . . . . . 4 – 63
Approval . . . . . 4 – 68
Submitting Online Approval for Invoices . . . . . 4 – 69
Submitting Online Approval for Invoice Batches . . . . . 4 – 70
Payables Approval Program . . . . . 4 – 71
Scheduling Invoice Payments . . . . . 4 – 73
Scheduled Payments Window Reference . . . . . 4 – 75
Discounts . . . . . 4 – 78
Assets Integration . . . . . 4 – 79
Entering Project Related Invoices and Distributions . . . . . 4 – 81
Purchasing Integration . . . . . 4 – 82
Integrated Supplier and Purchasing Information . . . . . 4 – 83
Purchase Order Matching . . . . . 4 – 84
Purchase Order Shipment and Distribution Matching . . . . . 4 – 85
Two–, Three–, and Four–way Matching . . . . . 4 – 86
PO Default and QuickMatch Invoices . . . . . 4 – 86
Payment on Receipt . . . . . 4 – 87
Invoice Variances . . . . . 4 – 87
Variance Accounts . . . . . 4 – 89
Defining Accrual and Variance Accounts . . . . . 4 – 90
Closing Purchase Orders . . . . . 4 – 91
Receipt Accrual . . . . . 4 – 91
Purging Payables and Purchasing Information . . . . . 4 – 92
Procurement Card Integration . . . . . 4 – 93
Credit Card Transactions . . . . . 4 – 94
Credit Card Transactions Window Reference . . . . . 4 – 95
Oracle Inventory Integration . . . . . 4 – 97
Entering Recurring Invoices . . . . . 4 – 98
Recurring Invoices Window Reference . . . . . 4 – 104
Prepayments . . . . . 4 – 108
Entering Prepayments . . . . . 4 – 109
Applying Holds to Prepayments . . . . . 4 – 110

Releasing Holds from Prepayments . . . . . 4 – 110
Paying Prepayments . . . . . 4 – 110
Applying Prepayments to Invoices . . . . . 4 – 110
Applying Prepayments to Expense Reports . . . . . 4 – 112
Unapplying Prepayments . . . . . 4 – 112
Cancelling Prepayments . . . . . 4 – 114
Find Prepayments / Invoices to Apply Windows . . . . . 4 – 114
Recording a Refund of a Prepayment or Advance . . . . . 4 – 116
Expense Reports . . . . . 4 – 118
Entering Expense Reports . . . . . 4 – 121
Entering Foreign Currency Expense Reports in the Expense Reports Window . . . . . 4 – 124
Applying Holds to Expense Reports . . . . . 4 – 124
Applying Advances Against Expense Reports . . . . . 4 – 125
Modifying and Reviewing Existing Expense Reports . . . . . 4 – 127
Paying Expense Reports . . . . . 4 – 131
Expense Reports Window Reference . . . . . 4 – 132
Oracle Web Employees Expense Reporting . . . . . 4 – 139
Payables Invoice Import Program . . . . . 4 – 141
Invoice Import Report . . . . . 4 – 155
Invoice Import Exceptions Report . . . . . 4 – 156
Invoice Import Prepayments Applied Report . . . . . 4 – 161
Payables Open Interface Import . . . . . 4 – 163
Submitting Payables Open Interface Import . . . . . 4 – 165
Payables Open Interface Import Troubleshooting . . . . . 4 – 169
Payables Open Interface Purge Program . . . . . 4 – 170
Payables Open Interface Outbound Advice . . . . . 4 – 170
Open Interface Invoices Window . . . . . 4 – 171
Payables Open Interface Workflow . . . . . 4 – 171
Payables Open Interface Report . . . . . 4 – 174
Reviewing and Adjusting Invoices . . . . . 4 – 182
Invoice Overview . . . . . 4 – 183
Finding Invoice Batches . . . . . 4 – 184
Finding Invoices . . . . . 4 – 184
Reviewing Invoice Distributions . . . . . 4 – 187
Reviewing Payment Information in the Invoice Workbench 4 – 188
Payments Window (of the Invoice Workbench) Reference . . 4 – 188
Reviewing Invoice Batches . . . . . 4 – 190
Reviewing Invoices . . . . . 4 – 190
Calculating a Supplier or Supplier Site Balance . . . . . 4 – 191
Adjusting Invoice Batches . . . . . 4 – 193
Adjusting Invoices . . . . . 4 – 194

Adjusting Prepayments . . . . . 4 – 197
Adjusting Invoice Distributions . . . . . 4 – 197
Adjusting Scheduled Payments . . . . . 4 – 203
Cancelling Invoices . . . . . 4 – 204
Identifying Duplicate Invoices . . . . . 4 – 206
Resolving Duplicate Invoices . . . . . 4 – 207
ADJUSTMENT CHARTS . . . . . 4 – 208
Invoice Notices . . . . . 4 – 216
Printing Invoice Notices from the Invoice Workbench . . . . . 4 – 217
Invoice Holds Window Reference . . . . . 4 – 218
Match to PO Window Reference . . . . . 4 – 220
Invoice Batches Window Reference . . . . . 4 – 223
Invoices Window Reference . . . . . 4 – 226
Distributions Window Reference . . . . . 4 – 235

Chapter 5 **Payments . . . . . 5 – 1**
Creating Single Payments . . . . . 5 – 2
Recording Manual Payments and Wire Transfers . . . . . 5 – 2
Paying Invoices with Quick Payments . . . . . 5 – 4
Paying Invoices with Clearing Payments . . . . . 5 – 7
Paying Invoices From the Invoice Workbench . . . . . 5 – 9
Paying Invoices in Payment Batches . . . . . 5 – 12
Creating Foreign Currency Payments . . . . . 5 – 38
Stopping or Voiding Foreign Currency Payments . . . . . 5 – 41
Creating Zero–Amount Payments . . . . . 5 – 42
Electronic Payments . . . . . 5 – 44
Creating Electronic Funds Transfer Payments without the Oracle EDI Gateway . . . . . 5 – 44
Creating Electronic Payments with the Oracle EDI Gateway . . . . . 5 – 47
Future Dated Payment Method . . . . . 5 – 50
Setting Up Your System for Future Dated Payments . . . . . 5 – 51
Using Future Dated Payments . . . . . 5 – 52
Voiding or Stopping Future Dated Payments . . . . . 5 – 53
Defining Recurring Invoice Templates for Future Dated Payments . . . . . 5 – 54
Posting and Reconciling Future Dated Payments . . . . . 5 – 54
Automatic Offsets and Future Dated Payments . . . . . 5 – 55
Automatic Clearing for Future Dated Payments Utility and Report . . . . . 5 – 56
Reviewing and Adjusting Payments . . . . . 5 – 58

Payment Overview . . . . . 5 – 58
Finding Payments . . . . . 5 – 60
Reviewing Payments . . . . . 5 – 61
Updating Payments . . . . . 5 – 62
Updating Invalid Payment Distribution GL Accounts . . . . . 5 – 64
Stopping Payments . . . . . 5 – 65
Voiding Payments . . . . . 5 – 66
Escheating Checks . . . . . 5 – 69
Reconciling Payments with Oracle Cash Management . . . . . 5 – 70
Payment Batches Window Reference . . . . . 5 – 72
Payments Window Reference . . . . . 5 – 78

VOLUME 2

Chapter 6 **Foreign Currency . . . . . 6 – 1**
Foreign Currency Transactions . . . . . 6 – 2
Cross Currency Payments for Fixed–Rate Currencies . . . . . 6 – 7
Accounting for Fixed–Rate Payments . . . . . 6 – 9
AutoRate Program . . . . . 6 – 11

Chapter 7 **Posting . . . . . 7 – 1**
Posting . . . . . 7 – 2
Payables Transfer to General Ledger Program (Posting) . . . 7 – 15
Payables Transfer to General Ledger Parameters . . . . . 7 – 27
Reconciling Payables Activity . . . . . 7 – 34
Reconciling Payables Activity to General Ledger . . . . . 7 – 35

Chapter 8 **Reports, Programs, and Listings . . . . . 8 – 1**
Submitting Standard Reports, Programs, and Listings . . . . . 8 – 2
Request Sets . . . . . 8 – 2
Automatic Reports . . . . . 8 – 3
Submitting Requests . . . . . 8 – 4
Common Report Parameters . . . . . 8 – 5
Common Report Headings . . . . . 8 – 7
Programs . . . . . 8 – 9
Credit Card Transaction Validation and Exception Report . . 8 – 9
Credit Card Invoice Interface Summary . . . . . 8 – 12

Mass Additions Create Program . . . . . 8 – 14
Unposted Invoice Sweep Program . . . . . 8 – 15
Update Income Tax Details Utility and Report . . . . . 8 – 16
Submitting Workflow . . . . . 8 – 21
Distribute Employee Card Transaction Verifications . . . . . 8 – 21
Distribute Manager Card Transactions Approvals . . . . . 8 – 22
Supplier Reports . . . . . 8 – 23
New Supplier / New Supplier Site Listing . . . . . 8 – 23
Supplier Balance Revaluation Report . . . . . 8 – 24
Supplier Mailing Labels . . . . . 8 – 26
Supplier Paid Invoice History Report . . . . . 8 – 29
Supplier Payment History Report . . . . . 8 – 30
Suppliers Report . . . . . 8 – 31
Income Tax Forms and Reports . . . . . 8 – 34
1099 Reporting Overview . . . . . 8 – 34
1096 Form . . . . . 8 – 37
1099 Forms . . . . . 8 – 38
1099 Invoice Exceptions Report . . . . . 8 – 41
1099 Payments Report . . . . . 8 – 42
1099 Tape . . . . . 8 – 44
1099 Supplier Exceptions Report . . . . . 8 – 47
Tax Information Verification Letter . . . . . 8 – 49
Withholding Tax By Invoice Report . . . . . 8 – 51
Withholding Tax By Payment Report . . . . . 8 – 52
Withholding Tax By Supplier Report . . . . . 8 – 54
Withholding Tax By Tax Authority Report . . . . . 8 – 56
Withholding Tax Certificate Listing . . . . . 8 – 58
Invoice Reports . . . . . 8 – 59
Batch Control Reports . . . . . 8 – 60
Credit Memo Matching Report . . . . . 8 – 61
Expense Distribution Detail Report . . . . . 8 – 62
Invoice Aging Report . . . . . 8 – 65
Invoice Audit Listing by Voucher Number . . . . . 8 – 68
Invoice Audit Listing . . . . . 8 – 69
Invoice Audit Report . . . . . 8 – 70
Invoice History Report . . . . . 8 – 72
Invoice on Hold Report . . . . . 8 – 73
Invoice Register . . . . . 8 – 75
Matching Hold Detail Report . . . . . 8 – 77
Open Items Revaluation Report . . . . . 8 – 82
Payables Approval Report . . . . . 8 – 84

Prepayments Status Report . . . . . 8 – 87
Recurring Invoices Report . . . . . 8 – 90
Unrealized Gain / Loss Report . . . . . 8 – 91
Invoice Tax Reports . . . . . 8 – 94
Intra–EU VAT Audit Trail Report . . . . . 8 – 94
Tax Audit Trail Report . . . . . 8 – 97
Tax Declaration Report . . . . . 8 – 99
Use Tax Liability Report . . . . . 8 – 101
Payment Reports . . . . . 8 – 104
Cash Requirement Report . . . . . 8 – 104
Discounts Available Report . . . . . 8 – 107
Discounts Taken and Lost Report . . . . . 8 – 109
Final Payment Register . . . . . 8 – 110
Missing Document Numbers Report . . . . . 8 – 112
Payment Audit by Voucher Number Report . . . . . 8 – 113
Payment Batch Control Report . . . . . 8 – 114
Payment Distribution Report . . . . . 8 – 116
Payment Exceptions Report . . . . . 8 – 119
Payment Gain & Loss Report . . . . . 8 – 121
Payment Register . . . . . 8 – 122
Preliminary Payment Register . . . . . 8 – 123
Stopped Payments Report . . . . . 8 – 127
Undistributed Payments Report . . . . . 8 – 128
Void Payment Register . . . . . 8 – 130
Posting Reports . . . . . 8 – 132
Accounts Payable Journal Entry Audit Report . . . . . 8 – 132
Accounts Payable Journal Entry Exception Report . . . . . 8 – 134
Accounts Payable Trial Balance Report . . . . . 8 – 137
Journal with GL Details Report . . . . . 8 – 139
Posted Invoice Register . . . . . 8 – 141
Posted Payment Register . . . . . 8 – 142
Posting Hold Report . . . . . 8 – 144
Transaction Reconciliation Report . . . . . 8 – 147
Key Indicators Report . . . . . 8 – 150
Key Indicators Current Activity Report . . . . . 8 – 150
Key Indicators State–of–the–System Report . . . . . 8 – 155
Notices . . . . . 8 – 157
Invalid PO Supplier Notice . . . . . 8 – 157
Matching Hold Agent Notice . . . . . 8 – 158
Prepayment Remittance Report . . . . . 8 – 159
Print Invoice Report . . . . . 8 – 161

Receiving Hold Requestor Notice . . . . . 8 – 162
Listings . . . . . 8 – 164
Bank Account Listing . . . . . 8 – 164
Distribution Set Listing . . . . . 8 – 166
Employee Listing . . . . . 8 – 167
Payment Terms Listing . . . . . 8 – 169
QuickCode Listing . . . . . 8 – 170
Tax Names Listing . . . . . 8 – 171
Expense Report Template Listing . . . . . 8 – 172

Chapter 9 **Resource Management . . . . . 9 – 1**
Purging Records . . . . . 9 – 2
Submitting Purges . . . . . 9 – 6
Viewing the Status of a Purge . . . . . 9 – 9
Aborting a Purge . . . . . 9 – 10
Restarting a Purge . . . . . 9 – 10
Recreating Database Objects From Which You Purge . . . . . 9 – 10
Purge Reports . . . . . 9 – 12
Preliminary Purged Listings . . . . . 9 – 12
Final Purged Listings . . . . . 9 – 14
Rejected Purged Listings . . . . . 9 – 15
Final Purge Statistics Report . . . . . 9 – 15

Chapter 10 **Other Topics . . . . . 10 – 1**
AuditTrail . . . . . 10 – 2
Positive Pay Integration . . . . . 10 – 3
Positive Pay Report . . . . . 10 – 4
Prompt Payment Support . . . . . 10 – 7
Payment Batches and Quick Payments . . . . . 10 – 9
Manual Payments . . . . . 10 – 10
Void Payments and Stop Payments . . . . . 10 – 11
Fund Accounting with Automatic Offsets . . . . . 10 – 12
Fund Accounting with . . . . . 10 – 12
Automatic Offsets and Invoice Processing . . . . . 10 – 14
Automatic Offsets and Payment Processing . . . . . 10 – 17
Posting with Automatic Offsets . . . . . 10 – 20
Enabling Automatic Offsets . . . . . 10 – 22
. . . . . 10 – 22
Automatic Withholding Tax Overview . . . . . 10 – 24
Setting Up Withholding Tax . . . . . 10 – 25

Withholding Taxes . . . . . 10 – 26
Creating Withholding Tax Invoices . . . . . 10 – 27
Paying a Tax Authority . . . . . 10 – 28
Reviewing Withheld Amounts Online . . . . . 10 – 29
Withholding Tax Reports . . . . . 10 – 29
Projected Withholding Tax . . . . . 10 – 29
Projected Withholding Tax Window Reference . . . . . 10 – 30
View Period–To–Date Withheld Amounts . . . . . 10 – 31
View Period–To–Date Withheld Amounts Window Reference . . . . . 10 – 32
Automatic Tax Calculation Overview . . . . . 10 – 33
Budgetary Control in Payables . . . . . 10 – 38
Checking Funds for Invoices . . . . . 10 – 39
Approval When You Use Budgetary Control . . . . . 10 – 40
Encumbrance Entries in Payables . . . . . 10 – 42
Petty Cash Funds . . . . . 10 – 45
Interfund Accounting . . . . . 10 – 49

Appendix A **Oracle Public Sector Payables Menu Paths . . . . . A – 1**
Payables Navigator Paths . . . . . A – 2

Appendix B **Payables Profile Options . . . . . B – 1**
Profile Options in Payables . . . . . B – 2
Profile Options in Payables . . . . . B – 4
Profile Options for Oracle Web Expenses . . . . . B – 6
Profile Options in General Ledger . . . . . B – 8
Profile Options in Application Object Library . . . . . B – 8
Profile Options for Multiple Organization Support . . . . . B – 9

Appendix C **Function Security in Payables . . . . . C – 1**
Function Security in Payables . . . . . C – 2

Appendix D **Attachments in Payables . . . . . D – 1**
Attachments in Payables . . . . . D – 2

Appendix E **Invoice, Payment, and Account Default Charts ..... E – 1**
Invoice and Invoice Batch Default Hierarchy Chart ..... E – 2
Payment and Payment Batch Default Hierarchy Chart ..... E – 6
Account Default Hierarchy Chart ..... E – 9

Appendix F **Oracle Public Sector Payables Alerts ..... F – 1**
Invoices on Price Hold ..... F – 2
Invoices on Quantity Received Hold ..... F – 3
Invoices on Quantity Ordered Hold ..... F – 4
Receipt Holds ..... F – 5

Appendix G **Invoice Import Interface Tables ..... G – 1**
Invoice Import Interface Tables ..... G – 2
Payables Invoice Import Definitions ..... G – 2
Understanding the Invoice Import Interface Tables ..... G – 3
Table Descriptions ..... G – 5
Setting Up Invoice Import to Import Non–Oracle Invoices . G – 30
After Setting Up ..... G – 32

Appendix H **Purchase Order Matching Database Tables ..... H – 1**
Purchase Order Matching Database Tables ..... H – 2
Understanding the Matching Tables ..... H – 2
Table Descriptions ..... H – 4
Matching to Purchase Orders ..... H – 13
Using Approval ..... H – 15
Using Encumbrance Accounting with Purchasing ..... H – 17
Purging Purchasing Information ..... H – 18

Appendix I **Payables Open Interface Tables ..... I – 1**
Payables Open Interface Tables ..... I – 2
Understanding the Payables Open Interface Tables ..... I – 2
Payables Open Interface Table Descriptions ..... I – 4
Other Invoice Values Assigned During Payables Open Interface Import ..... I – 37
Account Overlay in Payables Open Interface Import ..... I – 38
Using SQL*Loader to Populate the Payables Open Interface Tables ..... I – 39

Appendix J **Payables Credit Card Transaction Interface Table ..... J – 1**
The Payables Credit Card Transaction Interface Table ..... J – 2
Understanding the Payables Credit Card Transaction Interface Table ..... J – 2
Payables Credit Card Transaction Interface Table ..... J – 3
Using SQL*Loader to Populate the Credit Card Transaction Interface Tables ..... J – 6

Appendix K **Oracle Public Sector Payables Holds ..... K – 1**
Account Holds ..... K – 2
Funds Holds ..... K – 3
Invoice Holds ..... K – 4
Matching Holds ..... K – 5
Variance Holds ..... K – 8
Miscellaneous Holds ..... K – 9

Glossary

Index

Preface

Welcome to RELEASE 11 of the *Oracle Public Sector Payables User's Guide.*

This user's guide includes the information you need to work with Payables effectively. It contains detailed information about the following:

- Overview and reference information
- Payables implementation suggestions
- Specific tasks you can accomplish using Payables
- How to use Payables windows
- Payables programs, reports, and listings
- Payables functions and features
- Payables system setup

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About This User's Guide

This guide is the primary source of information about Oracle Public Sector Payables. It contains overviews as well as task and reference information. This guide includes the following chapters:

- Chapter 1 provides a brief introduction to the graphical user interface (GUI) available with this release of Payables. It also explains the Invoice and Payment workbenches and how you use them to enter invoices and create payments.
- Chapter 2 contains a checklist for setting up your Payables system, and includes a complete description of each Payables setup window.

Note: There is no separate implementation manual for this product. All implementation information is included in this user's guide.

- Chapter 3 tells you how to enter, review, and adjust your suppliers.
- Chapter 4 describes how to enter, adjust, approve, and review all types of invoices and invoice batches. It also explains holds, and expense reports. It includes information on importing EDI invoices, invoices from other systems, and credit card transaction data by using Payables Open Interface Import. It also describes how to use Payables Invoice Import to import expense reports. In addition, it describes Payables integration with other Oracle products.
- Chapter 5 provides detailed information about creating, modifying, reviewing, and reconciling payments and payment batches.
- Chapter 6 describes how to enter foreign currency information and complete foreign currency transactions. It explains how to make payments in associated fixed–rate currencies. It also describes how to use the AutoRate program to automatically provide invoices with exchange rates.
- Chapter 7 tells you how to use the Payables Transfer to General Ledger Program to transfer accounting entries to the General Ledger Interface tables. From these tables you can then create journal entries and post them to your general ledger. This chapter also explains how to reconcile Payables activity with your general ledger.
- Chapter 8 explains how to submit a request or request set, and briefly describes each Payables report and listing.

- Chapter 9 tells you how to use the Purge feature to delete records that you no longer need to access online.
- Chapter 10 includes documentation about the following specialized features: AuditTrail, Positive Pay Integration, Interest Invoices, Automatic Offsets, Automatic Withholding Tax, Automatic Tax Calculation, Budgetary Control and Encumbrance, and Interfund Accounting.
- Finally, appendices A – K include information about menu paths, profile options, function security, attachments, hierarchical field defaults, alerts, invoice import interface tables, open interface tables, credit card transaction interface tables, purchase order matching database tables, and predefined holds.

This user's guide is available online

All Oracle Applications user's guides are available online, in both HTML and Adobe Acrobat format. (Most other Oracle Applications documentation is available in Adobe Acrobat format.)

The paper and online versions of this manual have identical content; use whichever format is most convenient.

The HTML version of this book is optimized for on–screen reading, and lets you follow hypertext links for easy access to books across our entire library; you can also search for words and phrases if your national language is supported by Oracle's Information Navigator. The HTML documentation is available from the Oracle Applications toolbar, or from a URL provided by your system administrator. Note that the HTML documentation is translated into over twenty languages.

You can order an Oracle Applications Documentation Library CD containing Adobe Acrobat versions of each manual in the Oracle Applications documentation set. Using this CD, you can search for information, read it on–screen, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.

> **Note:** There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, choose the Documentation Updates link on the main menu on this product's HTML help.

Assumptions

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with Oracle Public Sector Payables. If you have never used Payables, we suggest you attend one or more of the Payables training classes available through Oracle Education. (See Other Information Sources for more information about Payables and Oracle training.)

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide.*

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle provides powerful tools you can use to create, store, change, retrieve and maintain information in an Oracle database. But if you use Oracle tools like SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Consequently, we STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our manuals.

Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Payables.

Most Oracle Applications documentation is available in Adobe Acrobat format on the *Oracle Applications Documentation Library* CD. We supply this CD with every software shipment.

If this manual refers you to other Oracle Applications documentation, use only the Release 11 versions of those manuals unless we specify otherwise.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, run reports, and introduces other basic features of the graphical user interface (GUI) available with this release of Payables (and any other Oracle Applications product). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent requests.

You can also access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Related User's Guides

Payables shares business and setup information with other Oracle Applications products. Even if you have not installed them as separate products, your Payables application includes some forms and functionality from other Oracle Applications. Therefore, you may want to refer to other user's guides when you set up and use Payables.

If you do not have the hardcopy versions of these manuals, you can read them by choosing Library from the Help menu, or by reading from the Oracle Applications Document Library CD, or by using a web browser with a URL that your system administrator provides.

Oracle Public Sector General Ledger User's Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define

additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Oracle Cash Management User's Guide

This manual explains how you can reconcile your payments with your bank statements.

Oracle Public Sector Purchasing User's Guide

If you install Oracle Public Sector Purchasing, refer to this user's guide to read about entering and managing the purchase orders to which you match invoices.

Oracle HRMS User's Guide

This manual explains how to enter your employees, so you can enter expense reports for them. It also explains how to set up organizations and site locations.

Oracle Public Sector Receivables User's Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, banks, invoices, and payments windows.

Oracle Projects User's Guide

If you install Oracle Projects, use this user's guide to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle Assets User's Guide

If you install Oracle Assets, you can use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information in Payables.

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for the Payables implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications

product data. This manual also provides information on creating custom reports on flexfields data.

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

Oracle Alert User's Guide

This manual explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Character Mode to GUI Menu Path Changes

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

Oracle Financials Open Interfaces Guide

This guide contains a brief summary of all open interface discussions in all Oracle Financial Applications user's guides. You can also read about the Payables open interface tables in the appendix of the *OraclePayables User's Guide.*

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Payables. The manual details additional steps and setup considerations for implementing Payables with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Payables installation, use this guide to learn about setting up and using Payables with this feature.

Web Applications Dictionary, Project Configurator, and Object Navigator User's Guide

Use this guide when you set up Oracle Web Expense or the procurement card feature.

Oracle Self–Service Web Applications Implementation Manual

If you use Oracle Web Employees, read this guide to learn how to implement Oracle Applications for the Web.

Oracle Applications Implementation Wizard User's Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer / 2000 forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This manual contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms 4.5.

Installation and System Administration

Oracle Applications Installation Manual

This manual and the accompanying release notes provide information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Applications Upgrade Manual

This manual explains how to prepare your Oracle Applications products for an upgrade. It also contains information on finishing the upgrade procedure for each product. Refer to this manual and the *Oracle Applications Installation Manual* when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Payables Applications Technical Reference Manual

The *Oracle Payables Applications Technical Reference Manual* contains database diagrams and a detailed description of Payables and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Payables with non–Oracle applications, and write custom reports for Payables.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.

Oracle Applications Product Update Notes

This book contains a summary of each new feature we added since Release 10.7, as well as information about database changes and seed data changes that may affect your operations or any custom reports you have written. If you are upgrading from Release 10.6 or earlier, you also need to read Oracle Applications Product Update Notes Release 10.7.

Other Information

Training

Oracle Education offers a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Payables working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and revenue and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers**,** and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software agency. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

Thank You

Thank you for using Oracle Public Sector Payables and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Payables or this user's guide. Mail your comments to the following address or call us directly at (650) 506–7000.

Worldwide Government & Education Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to **gepddoc@us.oracle.com**.

CHAPTER

1 Payables Overview

This chapter gives an overview of Payables and describes the two Payables workbenches.

Oracle Public Sector Payables Overview

Oracle Public Sector Payables has a highly responsive, multi–window graphical user interface (GUI) with full point–and–click capability. You can use your mouse or keyboard to operate graphical controls such as pull–down menus, buttons, poplists, check boxes, or alternative regions.

You can read more about the basic characteristics of this GUI user interface in the *Oracle Applications User's Guide.*

This discussion includes the following topics:

- Payables Workbenches: page 1 – 2
- The Invoice Workbench: page 1 – 5
- The Payment Workbench: page 1 – 8

Payables Workbenches

Payables includes two fully integrated workbenches, the Invoice Workbench and the Payment Workbench. You can perform most of your transactions in Payables using the Invoice Workbench or the Payment Workbench. You enter, adjust, and review invoices and invoice batches in the Invoice Workbench. You create, adjust, and review payments and payment batches in the Payments Workbench.

You may be restricted in the windows, buttons, and actions you can access based on the Function Security implemented by your System Administrator. See: Function Security in Payables: page C – 2.

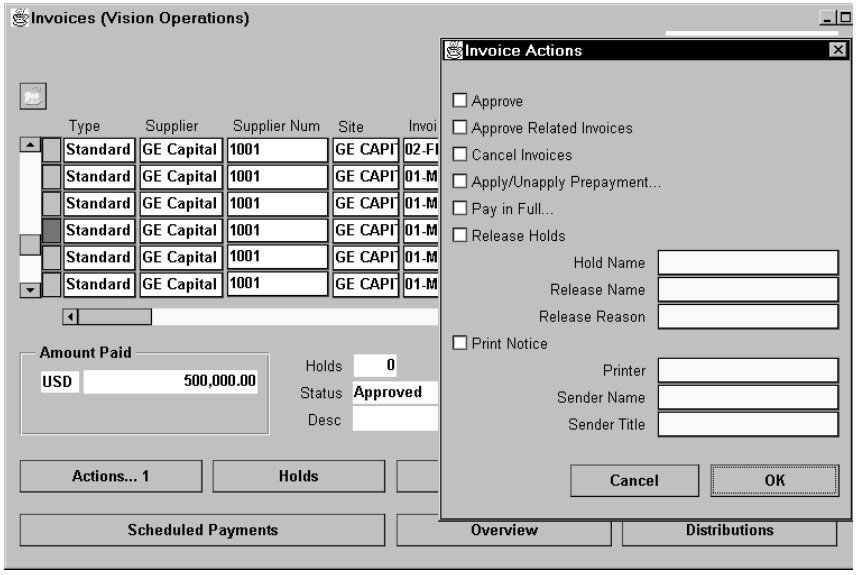
Use the Invoice Overview and the Payment Overview windows to review information from their respective workbenches. These windows also act as bridges between the two workbenches. For example, from the Invoices Overview, you can choose the Payments button to navigate to the Payments window.

Five of the Payables windows have a customizable folder that allows you to move, resize, and hide fields in the window. See: Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*. Additionally, the Suppliers Summary window has a Suppliers detail window that displays for a single record the same information as the corresponding Summary window, but with alternating regions rather than a single row.

Payables workbenches let you find critical information in a flexible way. For example, in the Invoice Workbench, you can find an invoice based on supplier, purchase order number, status, or other criteria. Then, for

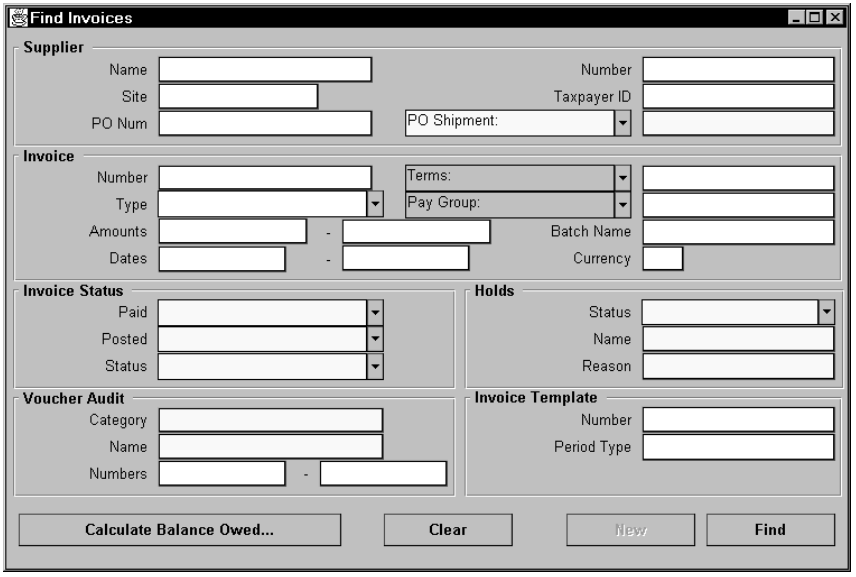
that invoice, you can review distributions, scheduled payments, payments, holds, and other detailed invoice information. You can also perform matching, submit approval, apply and release holds, or initiate payment. All the windows you need are accessible from just one form; you can query an invoice then perform several transactions without having to find the invoice again. You can also keep multiple windows open at one time.

In Payables, the Invoices window, Distributions window, Payments window, and Payment Batches window each has an associated Actions window you can use to perform available actions on one or more records. For example, see the Invoices Actions window below:



Payables also provides Find windows that you can use to query records by field, record status, or by a range of values. You can access most Find windows from a window's Query menu. For example, from the

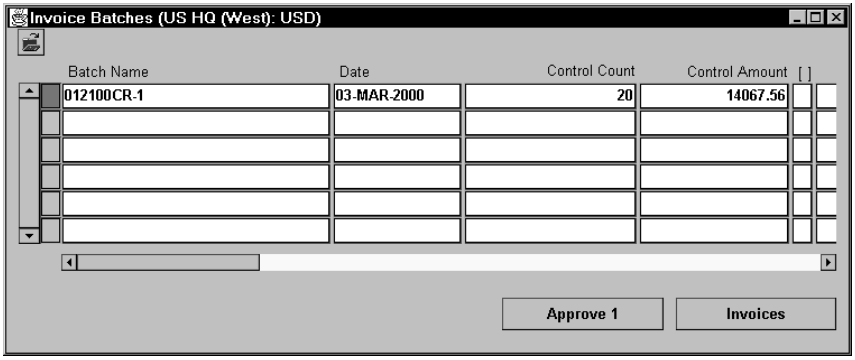
Invoices window you can use the Find Invoices window to query all approved invoices with a range of invoice dates.

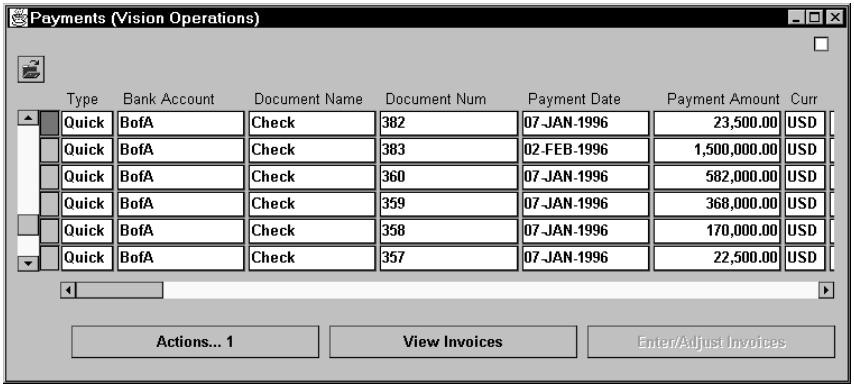


Payables opens other Find windows automatically when you are navigating to a window, so it can display in the window records that match criteria you specify. For example, when you select a credit memo in the Invoices window and choose the Match button, Payables automatically opens the Find Invoices to Match window. You enter criteria in the window, and choose the Find button. Payables then opens the Match to Invoice window and displays invoices that match your criteria.

To see how to navigate to or open a window in Payables, see: Payables Navigator Paths: page A – 2.

The Invoice Workbench





The Invoice Workbench is a group of windows that you use to enter, adjust, and review your invoices and invoice batches. The following is the window hierarchy in the Invoice Workbench:

- **Invoice Batches**
  - Find Invoice Batches
- **Invoices**
  - Find Invoices
    - Calculate Balance Owed
  - Distributions
    - Find Invoice Distributions
    - Prorate (Tax, Freight, and Miscellaneous)
  - Scheduled Payments

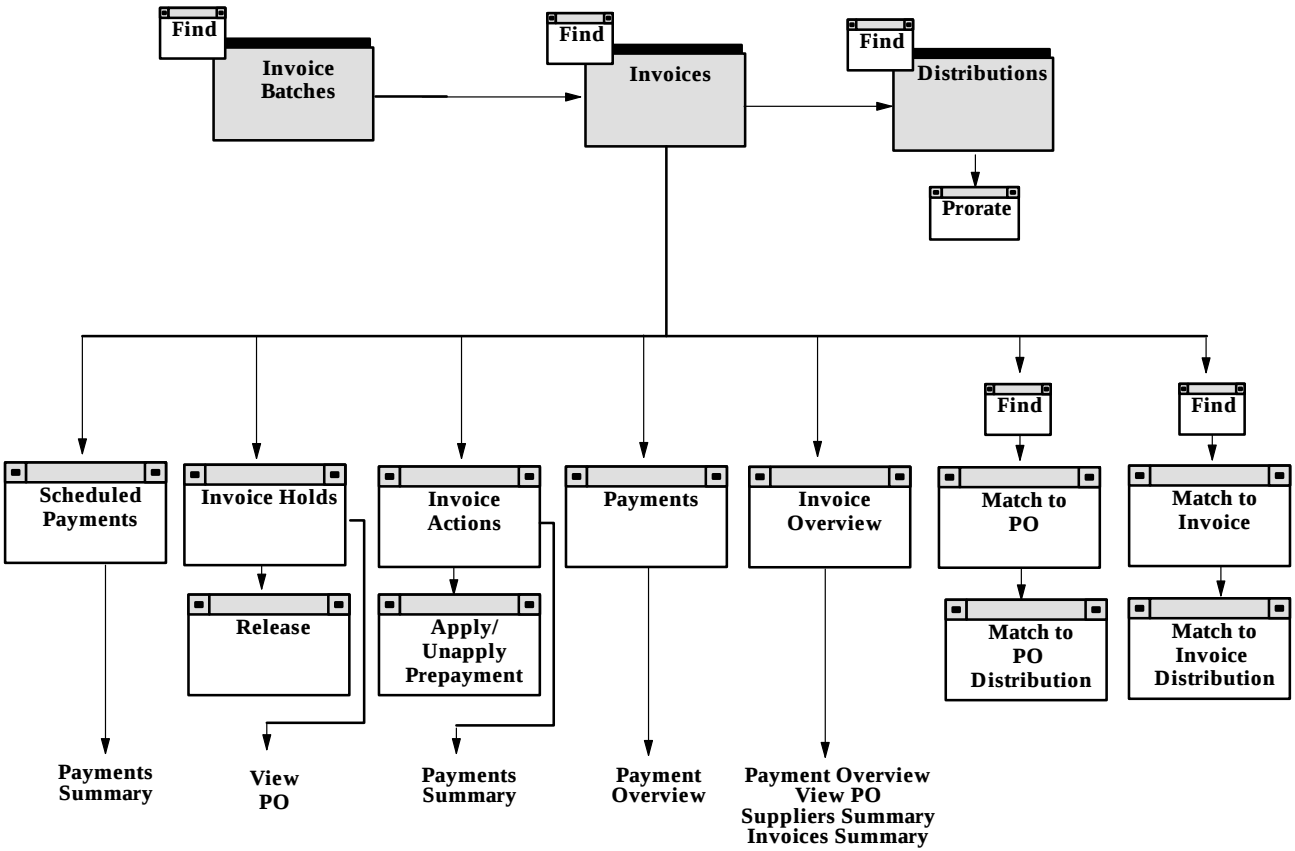
- Invoice Holds
  - Release
- Invoice Actions
  - Apply / Unapply Prepayments
- Payments
- Match to Invoice
  - Find Invoices to Match
  - Match to Invoice Distribution
- Match to PO
  - Find Purchase Orders to Match
  - Match to PO Distribution
  - Prorate (Tax, Freight, and Miscellaneous)

■ **Invoice Overview**

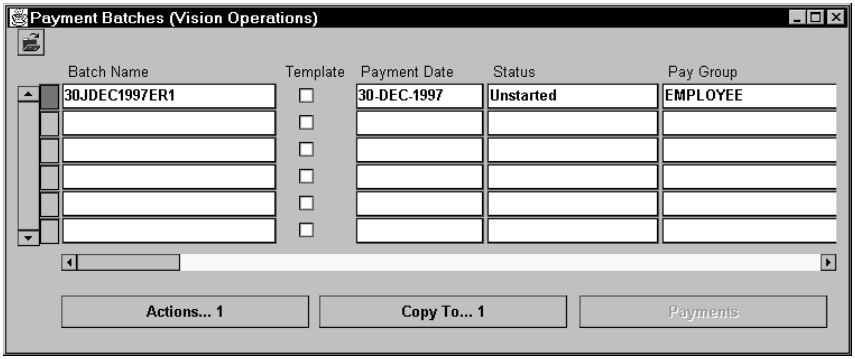
The following diagram shows how you can navigate between the windows in the Invoice Workbench. You navigate into the Invoices window or Invoice Batches window through the Navigator, and navigate to most windows by choosing buttons. You can access the Find windows from the Query menu, and the Apply / Unapply Prepayment window by selecting the appropriate check box in an Actions window.

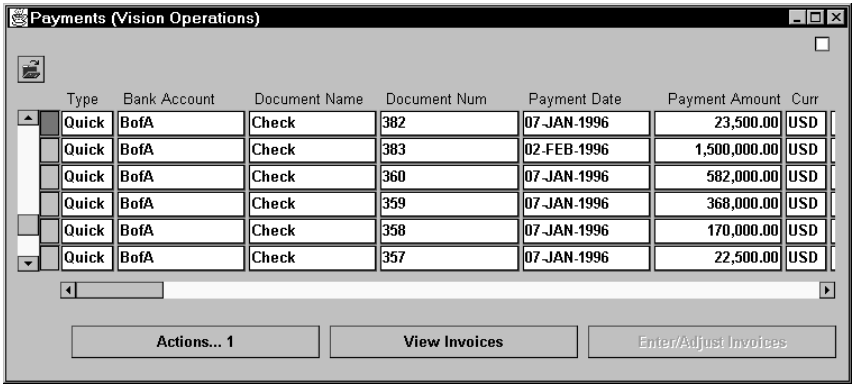
Figure 1 – 1

THE INVOICE WORKBENCH



The Payment Workbench





The Payment Workbench is a group of windows that you use to create, adjust, and review payments and payment batches. The following is the window hierarchy in the Payment Workbench:

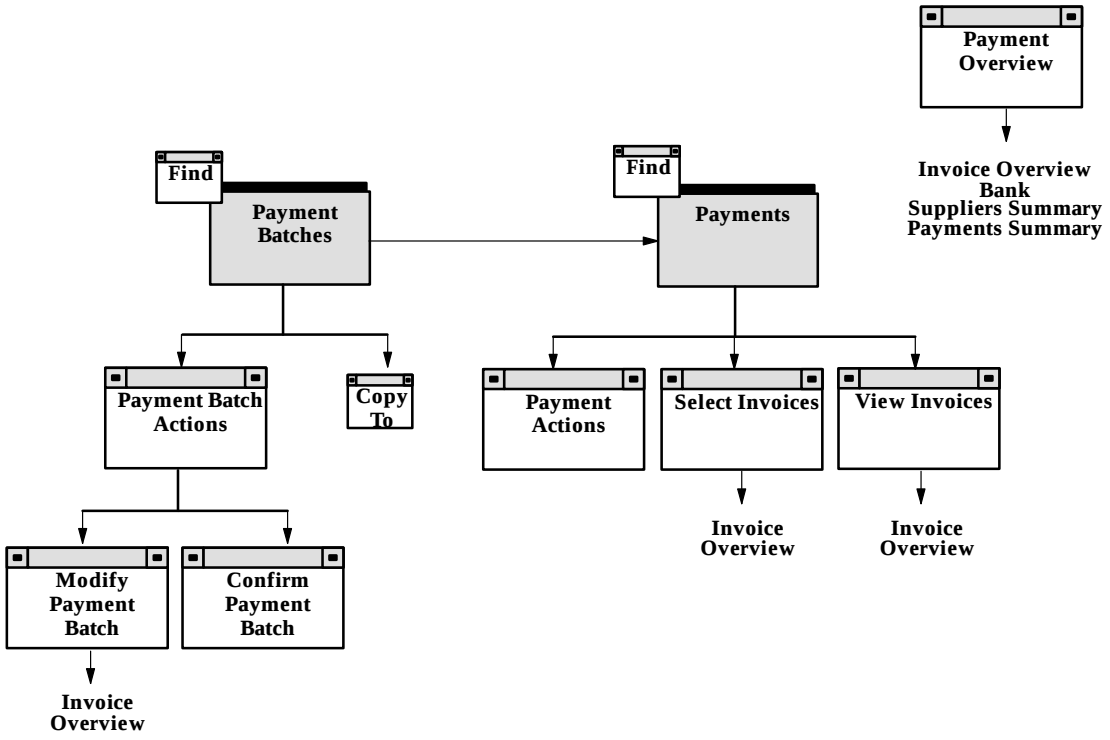
- **Payment Batches**
  - Find Payment Batches
  - Copy To
  - Payment Batch Actions
    - Modify Payment Batch
    - Confirm Payment Batch

- **Payments**
  - Find Payments
  - Select Invoices
  - View Invoices
  - Payment Actions
- **Payment Overview**

The following diagram shows how you can navigate between windows in the Payment Workbench. You navigate into the Payments, Payment Batches, and Payment Overview windows through the Navigator, and navigate to most of the other windows by choosing buttons. You can access the Find windows from the Query menu, and the Modify Payment Batch and Confirm Payment Batch windows by selecting the appropriate check box in the Payment Batch Actions window.

Figure 1 – 2

THE PAYMENT WORKBENCH



See Also

Payables Navigator Paths: page A – 2

CHAPTER

2 Payables Setup

This chapter tells you how to set up Payables after you have installed it. It includes an overview with list of steps to follow to set up Payables, and includes detailed instructions on completing setup tasks in each Payables setup window.

Refer to the first section, Setting Up Oracle Public Sector Payables, to see if a setup step is documented outside of the Payables User's Guide. We suggest that you use this document in online help during setup. You can then quickly access any non–Payables specific setup documentation by using hypertext links.

Setting Up Oracle Public Sector Payables

Follow the steps in the chart to install and set up your Payables system. The following chart shows you where to read in detail about the setup step. The Window Names(s) column shows you in which window(s) you perform the step, and if the window is available only if you use a specific responsibility or product. The Required column shows you if the step is required, optional, required with defaults, or conditionally required. Required with Defaults means that you add or alter values that Payables provides for a function Payables requires.

Attention: If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Payables installation, read the *Multiple Organizations in Oracle Applications* manual before proceeding.

Attention: If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, read the *Multiple Reporting Currencies in Oracle Applications* manual before proceeding. The manual details additional setup steps and setup considerations for implementing Payables with this feature.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross–product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to read online help for a setup activity and open the appropriate setup window, and to see a graphical overview of setup steps. You can also document your implementation by using the Wizard to record comments for each step, for future reference and review.

For more information, see: *Oracle Applications Implementation Wizard User's Guide.*

Setting Up Underlying Oracle Applications Technology

The setup steps in this chapter tell you how to implement the parts of Oracle Applications specific to Oracle Public Sector Payables.

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system–wide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

For more information, see: *Oracle Applications System Administrator's Guide*

Also, if your product uses Oracle Workflow to, for example, approve Web Employees expense reports, you need to set up Oracle Workflow.

For more information, see: *Oracle Workflow User's Guide*

Payables Upgrade Steps

If you have upgraded from a previous release of Payables you need to perform only the following the following steps:

- Step 36: Set up print styles and drivers for the Supplier Mailing Labels Report (only if you upgrade from Release 10SC Production 15 or earlier)
- Step 41: Set Profile Options (required if you are upgrading from character mode to GUI)

Step Number	Step Description	Window Name(s)	Required?
❑ Step 1	**Install or upgrade Payables.** See: *Oracle Applications Installation Manual for Windows or Oracle Applications Installation Manual, Oracle Applications Upgrade Preparation Manual, Oracle Applications Installation Update Notes.*		Required
❑ Step 2	**Create application user sign–ons and passwords.** See: Users Window *(Oracle Applications System Administrator's Guide).*	System Administrator responsibility: Users	Required
❑ Step 3	**Define your chart of accounts.** See: Defining Your Chart of Accounts *(Oracle Public Sector General Ledger User's Guide)*, and Defining Your Account Structure *(Oracle Public Sector General Ledger User's Guide)*	General Ledger: multiple windows	Required
❑ Step 4	**Define your accounting period types and accounting calendar periods**. See: Defining Period Types *(Oracle Public Sector General Ledger User's Guide)*, and Defining Calendars *(Oracle Public Sector General Ledger User's Guide).*	1) Period Types and 2) Accounting Calendar	Required
❑ Step 5	**Enable currencies that you plan to use.** See: Currencies Window *(Oracle Applications System Administrator's Guide).*	Currencies	Optional
❑ Step 6	**Define a set of books. Specify a set of books name and assign it a calendar, functional currency, and a chart of accounts structure.** See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide).*	(Define) Set of Books	Required
❑ Step 7	**Use the System Administrator responsibility to assign your set of books to a responsibility.** See: Function Security in Payables: page C – 2.	System Administrator responsibility: Responsibilities	Required
❑ Step 8	**If you want to enter foreign currency transactions, define additional rate types, and enter your daily rates.** See: Defining Conversion Rate Types *(Oracle Public Sector General Ledger User's Guide)*, Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide)*, and Foreign Currency Transactions: page 6 – 2.	General Ledger: 1) Conversion Rate Types and 2) Daily Rates	Optional

Table 2 – 1 (Page 1 of 5)

Step Number	Step Description	Window Name(s)	Required?
❑ Step 9	**Select your primary set of books.** See: Choosing a Set of Books: page 2 – 10.	(Choose) Set of Books	Required
❑ Step 10	**After choosing your set of books, use the Application Developer responsibility to set the GL Set of Books ID profile option to Updateable.** See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options (*Oracle Applications System Administrator's Guide).*	Application Developer responsibility: Profiles	Required
❑ Step 11	**After choosing your set of books, use the System Administrator responsibility to set the GL Set of Books Name profile option. If you are performing a single set of books installation, set the option for the Oracle Public Sector Payables application. If you are performing a multiple set of books installation, set the option for each unique combination of organization and responsibility.** See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options *(Oracle Applications System Administrator's Guide).*	System Administrator responsibility: System Profile Values	Required
❑ Step 12	**Define your payment terms.** See: Payment Terms: page 2 – 11.	Payment Terms	Required
❑ Step 13	**Define your purchase order matching tolerances.** See: Invoice Tolerances: page 2 – 16.	Invoice Tolerances	Optional
❑ Step 14	**If you plan to use automatic withholding tax, define Tax Authority type suppliers. (You must do this before defining tax names and tax groups.)** See: Entering Suppliers: page 3 – 10.	Suppliers detail	Conditionally Required
❑ Step 15	**Define tax names, and if you use automatic withholding tax, define withholding tax groups.** See: Tax Names: page 2 – 19, Withholding Tax Groups: page 2 – 27, and Setting Up Withholding Tax: page 10 – 25.	1) Tax Names and 2) Withholding Tax Groups	Optional
❑ Step 16	**Define invoice approval codes. You use these codes to apply and release holds from invoices.** See: Invoice Approvals: page 2 – 33.	Invoice Approvals	Required with Defaults

Table 2 – 1 (Page 2 of 5)

Step Number	Step Description	Window Name(s)	Required?
❑ Step 17	**Define distribution sets. You can use a distribution set to automatically enter distributions for an invoice.** See: Distribution Sets: page 2 – 39.	Distribution Sets	Optional
❑ Step 18	**Define Payables QuickCodes.** See: QuickCodes: page 2 – 42.	(Payables) Quickcodes	Required with Defaults
❑ Step 19	**If you want to use Automatic Interest Calculation, define payment interest rates.** See: Interest Rates: page 2 – 45.	Payment Interest Rates	Optional
❑ Step 20	**If you want to use Payables to enter employee expense reports, create templates for entering expense reports.** See: Expense Report Templates: page 2 – 46.	Expense Report Templates	Optional
❑ Step 21	**If you use Payables to enter employees in your organization, enter employee Quickcodes**. See: Adding Quickcode Values (*Oracle Human Resources User's Guide).*	(Employee) QuickCodes	Optional
❑ Step 22	**Enter locations.** See: Site Locations *(Oracle Human Resources User's Guide).*	Location	Required
❑ Step 23	**Enter employees.** See: Enter Person (*Oracle Human Resources User's Guide).*	Enter Person	Conditionally Required
❑ Step 24	**Define one or more reporting entities for your organization for income tax reporting.** See: Reporting Entities: page 2 – 54.	Reporting Entity	Conditionally Required
❑ Step 25	**Define additional United States 1099 income tax regions.** See: Income Tax Regions: page 2 – 57.	Income Tax Regions	Conditionally Required with Defaults
❑ Step 26	**If Oracle Inventory or Oracle Purchasing is installed, you must define at least one Inventory Organization before defining Financials Options.** See: Creating an Organization (*Oracle Human Resources User's Guide).*	Inventory: Organization	Conditionally Required
❑ Step 27	**Define Financials options.** See: Financials Options: page 2 – 61.	Financials Options	Required
❑ Step 28	**Define Payables options.** See: Payables Options: page 2 – 76.	Payables Options	Required

Table 2 – 1 (Page 3 of 5)

Step Number	Step Description	Window Name(s)	Required?
❑ Step 29	**Define payment programs.** See: Automatic Payment Programs: page 2 – 103.	Automatic Payment Programs	Required with Defaults
❑ Step 30	**Define any additional payment formats.** See: Payment Formats: page 2 – 107. Note: If you plan to define foreign currency or multiple currency payment formats, you must first enable the Allow Multiple Currencies Payables option in the Payables Options window. See: Currency Payables Options: page 2 – 82.	Payment Formats	Optional
❑ Step 31	**Update country and territory information and assign flexible address formats.** See: Countries and Territories: page 2 – 112, and Flexible Addresses *(Oracle Public Sector Receivables User's Guide or consult online help).*	Countries and Territories	Optional
❑ Step 32	**Define bank accounts.** See: Defining Banks: page 2 – 115.	Banks	Required
❑ Step 33	**Open your accounting period.** See: Controlling the Status of AP Accounting Periods: page 2 – 143.	AP Accounting Periods	Required
❑ Step 34	**Define request sets.** See: Defining Request Sets (*Oracle Applications User's Guide).*	Request Set	Optional
❑ Step 35	**Define the format for the Expense Distribution Detail Report, and define the format for the Invoice Aging Report.** See: Account Segments for Expense Reporting: page 2 – 148, and Aging Periods: page 2 – 150.	1) Account Segments for Expense Reporting and 2) Aging Periods	Optional
❑ Step 36	**Set up Print Styles and Drivers for the Supplier Mailing Labels Report.** See: Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report: page 2 – 240.	System Administrator Responsibility: multiple windows	Required
❑ Step 37	**Define special calendars for key indicators, recurring invoices, and withholding tax.** See: Special Calendar: page 2 – 152.	Special Calendars	Optional

Table 2 – 1 (Page 4 of 5)

Step Number	Step Description	Window Name(s)	Required?
❑ Step 38	**Implement Budgetary Control in General Ledger.** See: Setting Up Budgetary Control (*Oracle Public Sector General Ledger User's Guide).*	General Ledger: multiple windows	Optional
❑ Step 39	**Implement sequential voucher numbering.** See: Implementing Sequential Voucher Numbering: page 2 – 158.	System Administrator responsibility: multiple windows	Optional
❑ Step 40	**Define descriptive flexfields.** See: Defining Descriptive Flexfields *(Oracle Applications Flexfields Guide).*	System Administrator responsibility: multiple windows	Optional
❑ Step 41	**Set Profile Options.** See: Profile Options in Payables: page B – 2.	System Administrator responsibility: System Profile Values	Optional

Table 2 – 1 (Page 5 of 5)

See Also

Enabling Automatic Offsets: page 10 – 22

Payables Implementation Information: page 2 – 226

Payables Navigator Paths: page A – 2

Setting Up Interfund Accounting: page 10 – 49

Setting Up Payables for Prompt Payment Support: page 10 – 9

Setting Up Payables for Budgetary Control: page 10 – 38

Electronic Payments: page 5 – 44

Setting Up Withholding Tax: page 10 – 25

Setting Up Expense Reporting: page 2 – 160

Implementing Oracle Public Sector Payables for Projects Integration *(Oracle Projects User's Guide)*

Setting Up Your Accounting Method: page 2 – 74

Setting Up Your System for Positive Pay: page 10 – 3

Setting Up Credit Card Programs: page 2 – 196

Choosing a Set Of Books

Your set of books defines the account structure, accounting calendar, and functional currency your organization uses to record transactions in Payables. You can choose one primary set of books for each installation of Payables. You can choose a secondary set of books in the Accounting Methods region of the Payables Options window if you are keeping both an accrual and cash set of books.

Your system administrator associates sets of books with one or more responsibilities. Your responsibility determines with which set of books you are working. In release 10.6 and later, you have the option of setting up multiple organizations within one installation of Payables. Your system administrator associates a responsibility to a particular organization and set of books. The name of your set of books appears on all reports you generate in Payables.

If you use the Multiple Reporting Currencies feature, read the *Multiple Reporting Currencies in Oracle Applications* manual for information on your sets of books.

Attention: You cannot change your Set of Books selection in this window after you save it.

Prerequisites

- ❑ Define your Set of Books. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*.

▶ **To choose your primary set of books:**

1. From the Navigator, choose Setup:Set of Books:Choose, to open the Set of Books window.
2. Enter the name of the Set of Books you want to use.
3. Save your work.

See Also

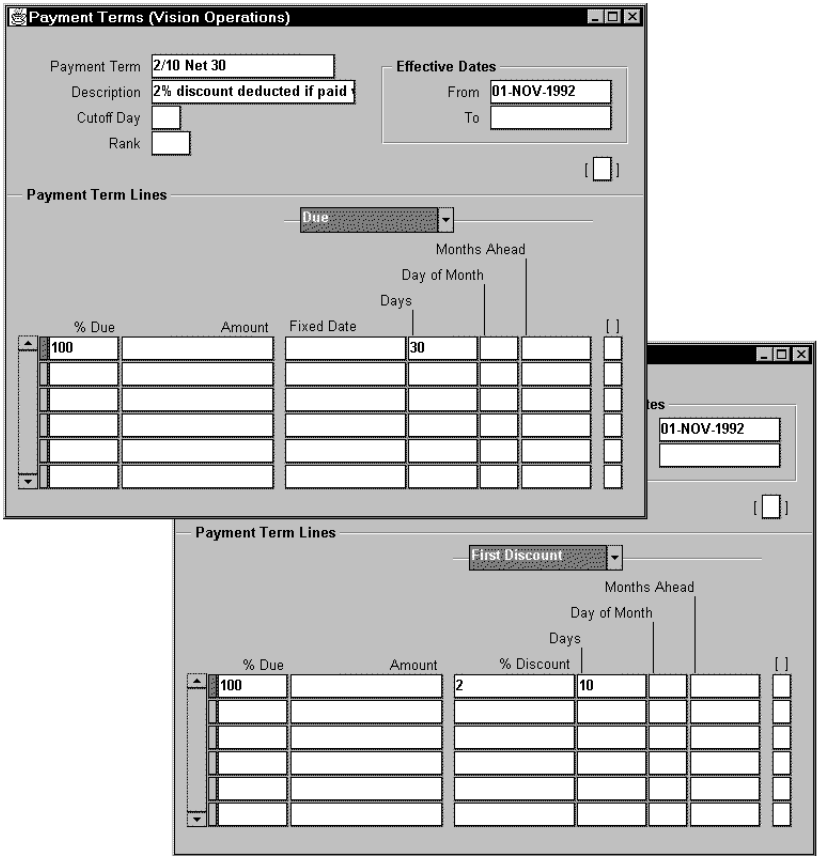
Setting Up Oracle Public Sector Payables: page 2 – 2

Accounting Methods: page 2 – 71

Payables Options: page 2 – 76

Multiple Organizations in Oracle Applications

Payment Terms



In the Payment Terms window, you define payment terms that you can assign to an invoice to automatically create scheduled payments when you submit Approval for the invoice. You can define payment terms to create multiple scheduled payment lines and multiple levels of discounts. You can create an unlimited number of payment terms.

Payment terms have one or more payment terms lines, each of which creates one scheduled payment. Each payment terms line and each corresponding scheduled payment has a due date or a discount date based on either a specific day of a month, such as the 15th of the month,

or a number of days added to your terms date, such as 14 days after the terms date.

Each payment terms line also defines the due or discount amount on a scheduled payment. When you define payment terms you specify payment amounts either by percentages or by fixed amounts.

Payables provides a predefined, unalterable payment term, called Prepayment Immediate, which Payables automatically assigns to all prepayments you enter.

After you define your payment terms, you can select default system payment terms that Payables automatically assigns to the suppliers and supplier sites you enter. The payment terms for a supplier site default to the invoices you enter for the site.

Attention: If you update the payment terms on an invoice, Payables recalculates the scheduled payment for the invoice. Thus, you must reenter any manual adjustments you made to the previous scheduled payment. For example, if you update the payment priority on a particular scheduled payment and then change the payment terms, Payables will recalculate the scheduled payment using the same payment priority defaults as before and you will need to redo your updates.

▶ **To define payment terms:**

1. In the Payment Terms window, enter a unique Payment Term name and a description. These will appear on a list of values whenever you select payment terms.

   For detailed information on any field, see: Payment Terms Window Reference: page 2 – 13.

2. If you are entering Day of Month terms, enter a Cutoff Day.

3. If you enable Automatic Interest, enter a unique value in the Rank field.

4. If you want to invalidate this payment term after a certain date, enter that date in the Effective Date / To field.

5. Enter each payment terms line.

   Enter one of the following to determine the portion of an invoice due on the scheduled payment:

   - % Due.
   - Amount.

In the Due region, enter one of the following to determine the due date on the scheduled payment line:

- Fixed Date
- Days
- Day of Month, and Months Ahead.

6. If you are using discount terms, define payment terms lines in the First, Second, and Third Discount regions. Define your discounts so that the first discount has an earlier discount date than the second and so on. You can realize only one discount on a payment terms line.

   Enter one of the following to determine the portion of the invoice to discount on the scheduled payment:

   - % Discount.
   - Amount.

   In the Discount region, enter the discount percent.

   Enter one of the following to determine the due date on the scheduled payment line:

   - Due Days
   - Day of Month, and Months Ahead.

7. Save your work.

See Also

Payment Terms Restrictions: page 2 – 15

Payment Terms Window Reference

Payment Term. Payment term name. Use names that make it easy to identify the usage of payment terms. For example, use 1/10 Net 30 to refer to a payment term which indicates you get a 1% discount if you pay within 10 days and the invoice is due in 30 days. This name will appear on a list of values with the description whenever you select a payment term.

Description. Description of payment term.

Cutoff Day. For Day of Month type terms only, the day of month after which the due and discount dates of the scheduled payment will be in a future month. The exact month depends on the value you enter for Months Ahead. Payables compares the invoice terms date to the Cutoff Day. If you leave this field blank, Payables always uses the current accounting month to determine the due and discount dates. For example, your Cutoff Day is 11, your Months ahead is zero, and your Day Of Month due date is 15. If you enter an invoice with a terms date of January 12, Payables will set the due date for February 15.

If you use Due Days or Fixed Date type terms, do not enter a cutoff day.

Rank. If you enable Automatic Interest, enter a unique value to rank your invoice terms. 1 is the highest rank. Payables uses ranks to choose the most favorable payment terms from the invoice and purchase order. During Approval, Payables recalculates the scheduled payment using the most favorable terms only if the Recalculate Scheduled Payment Payables option is enabled.

% Due. The portion of an invoice due. The total of your scheduled payment lines must equal 100%. You cannot combine percentages due and amounts due for one set of payment terms. See also: Payment Terms Restrictions: page 2 – 15.

Amount. For amount due terms only, enter the amount due. Typically amount due terms have more than one payment terms line since you must specify zero as the amount on your last payment terms line. Payables uses the zero amount payment line to determine the remaining amount due on the last scheduled payment. See also: Payment Terms Restrictions: page 2 – 15.

Fixed Date. Specific date on which payment terms are due. For example, 15–APR–97.

% Discount. Payables uses the percentage you enter here to calculate the discount amount available for a scheduled payment. Payables multiplies this percentage with the amount due on the scheduled payment line to determine the discount amount available on the scheduled payment line. In the Second and Third Discount regions, you can enter second and third discount percentages for discounts available if you miss the first discount date. Do not enter a value in this field if there is no discount available.

Days. Payables adds this number of days to the invoice terms date to determine the due or discount date on your scheduled payment line. You cannot enter values in the Day of Month and Months Ahead fields for a payment terms line if you enter a value in this field.

Day of Month/Months Ahead.

Day of Month. Payables uses the value you enter here to calculate a due or discount date for a scheduled payment. For example, enter 15 to have Payables schedule payment for the 15th day of the month. Enter 31 if you want to have Payables schedule payment for the final day of the month, including months with less than 31 days.

Months Ahead. For Day of Month type terms only. Payables uses the value you enter here in conjunction with the Cutoff Day you enter to calculate the due or discount date of a scheduled payment line. If you enter zero in this field and the terms date of an invoice equals or exceeds the Cutoff Day, Payables uses the day in the Day of Month field for the next month as the due date of an invoice payment line. If you enter 1 in this field, Payables uses one month beyond the next month as the due date.

You cannot enter a value in this field if you enter a value in the Due Days field.

See Also

Automatic Interest: page 10 – 7

Financials Options: page 2 – 67

Payment Schedule Recalculation: page 2 – 93

Scheduling Invoice Payments: page 4 – 73

Discounts: page 4 – 78

PAYMENT TERMS RESTRICTIONS:

% DUE/AMOUNT DUE. You cannot combine the percentage due and amounts due for one payment term.

Invoice Tolerances

Use the Invoice Tolerances window to define the matching and tax tolerances you want to allow for variances between invoice, purchase order, receipt, and tax information. You can define both percentage–based and amount–based tolerances.

Tolerances determine whether Payables places matching or tax holds on an invoice. When you submit Approval for an invoice you have matched to a purchase order, Payables checks that the invoice matches the purchase order within the matching tolerances you define. When you submit Approval for an invoice with a tax amount, Payables checks that the actual invoice tax amount equals the calculated tax amount within the tolerances you define.

If you use a percentage based tolerance, Payables calculates the tolerance based on the invoice amount, including tax. For example, you enter a $108 invoice and the tax rate is 8%. You have a 10% tax tolerance. You can enter a tax distribution amount anywhere from $8 to $8.80 without getting a Tax Variance hold on the invoice.

If you enter a zero for a percentage tolerance and enable the check box for that tolerance, Payables treats the tolerance as infinite and will never apply a the corresponding hold to the invoice. If you want a low tolerance, you can enter a very small percentage.

Payables displays next to the tolerance field the name of the Hold that Payables will place on your invoice during Approval if the variance exceeds the tolerance you define.

▶ **To set tolerance levels for your invoices:**

In the Invoice Tolerances window, select the check box for each tolerance you want to enforce, and enter tolerance levels for your purchase order matching transactions and your invoice taxes. If you do not have a purchasing system installed, enter tolerances only in the tax region. Enter all amounts in your functional currency.

- **PO Matching**
  - **Maximum/Quantity Ordered.** Enter either the percent or quantity difference above purchase order shipment line quantity ordered that you allow suppliers to invoice. Approval checks the quantity billed against the quantity ordered without taking price into consideration. Enter a Maximum Quantity Ordered tolerance only if most of your purchase orders are for the same relative value.

- **Maximum/Quantity Received.** Enter either the percent or quantity difference above purchase order shipment line quantity received that you allow suppliers to invoice. Approval checks the quantity billed against the quantity received without taking price into consideration. Enter a Maximum Quantity Received quantity tolerance only if most of your purchase orders are for the same relative value.
- **Price.** The percentage difference above purchase order shipment line unit price that you allow suppliers to invoice.
- **Exchange Rate Amount.** The amount of variance you allow between an invoice amount and the amount of the purchase order shipment to which it is matched. Payables compares the functional currency of each, based on the invoice and purchase order exchange rates, respectively. Enter a value in this field only if you enter foreign currency invoices in Payables.
- **Shipment Amount.** The amount of variance you allow between an invoice amount and the amount of the purchase order shipment to which it is matched. If either amount is in foreign currency, Payables compares the functional currency amounts by using the exchange rates of the invoice and purchase order shipment, respectively.
- **Total Amount.** The total amount of variance you allow for both the Exchange Rate Amount variance and the Shipment Amount combined. If you do not use foreign currency, do not enter a value in this field.

Suggestion: For the greatest control over your foreign currency invoices, you may choose to enter a Total Amount tolerance that is less than the total of your Shipment Amount and Exchange Rate Amount tolerances. For example, if your foreign currency invoice match is within the individual Exchange Rate Amount and Shipment Amount tolerances, you still may want Payables to prevent payment of the invoice because the exchange rate variance combined with the shipment amount variance, while within their individual tolerances, exceed your desired Total Amount tolerance.

- **Tax**
  - **Tax %.** For Revenue, Offset, and user–defined tax types, Approval validates the tax amount you enter on invoice distributions for a particular tax name against the sum of the item distributions that have the same tax name. If the implied rate of the tax distributions you enter is different from the rate you enter for a particular tax name, including the tax tolerance you define, Approval places a Tax Variance hold on the invoice.
  - **Tax Amount Range.** The amount of variance you allow between the actual invoice tax amount and the invoice calculated tax amount.

▶ **To inactivate a tolerance:**

- Deselect the check box for the tolerance.

Tax Names

In the Tax Names window, you define the tax names you use on invoices to record invoice taxes you pay to your suppliers and to your tax authorities. Each tax name has a tax type, tax rate, and account to which you charge tax amounts.

Withholding Tax type tax names can have multiple rates, effective date ranges, tax amounts limits, and taxable amount limits. You can also link a tax authority supplier to a Withholding Tax type tax name so you can create invoices to pay taxes you withheld from your suppliers

You define the Tax Name Defaults hierarchy in the Payables Options window to determine the order in which Payables will search for tax name defaults when a document requires a default. See: Defaulting Tax in Payables: page 4 – 39.

You can assign tax names to expense or asset accounts so that Payables will automatically enter the appropriate tax name when you enter an account. For more information see: Deriving Tax From an Account: page 4 – 38.

If you use automatic tax calculation in Payables, when you enter a Sales type tax name during invoice entry, Payables uses the tax rate of the tax name to calculate the invoice sales tax and automatically create tax distributions. You do not need to define special tax names for distributions that include tax. Simply check the Includes Tax distribution check box when you enter the distribution, and Payables will adjust the calculation. See: Automatic Tax Calculation Overview: page 10 – 33.

During Approval, Payables uses the Tax Name to validate that you have entered tax distributions correctly. See: Tax Amount Verification During Approval: page 4 – 35.

Defining Tax Names

Prerequisites

- ❑ Define tax types. See: QuickCodes: page 2 – 42.
- ❑ Define accounts. See: Defining Accounts *(Oracle Public Sector General Ledger User's Guide).*

▶ **To define tax names for Sales, Use, Offset, and User–defined invoice taxes:**

1. In the Tax Names window, enter a unique Tax Name. Enter the Tax Type, and Description of the tax name. Enter the tax rate percentage. For example, if this is a 5% tax, enter 5. Enter the account to which you will charge this tax. If you want to inactivate this tax on a certain date, enter an Inactive Date. For detailed information on any field, see Tax Names Window Reference: page 2 – 22.
2. Save your work.

Defining Tax Names for Withholding Taxes

Prerequisites

- ❑ (Optional) Define AWT Rate Types. See: QuickCodes: page 2 – 42.

Attention: Payables uses only the Standard AWT Rate Type. If you want to use an AWT Rate Type other than Standard, you may want to customize Automatic Withholding Tax to perform special behavior based on the AWT Rate Type. See: Customizing Automatic Withholding Tax: page 2 – 238

- ❑ Define accounts. See: Defining Accounts (*Oracle Public Sector General Ledger User's Guide*).
- ❑ Define your tax authorities as Tax Authority type suppliers. See: Classification Region of the Suppliers window: page 3 – 16.
- ❑ Define Withholding Tax Periods if you want to be able to review on–line period–to–date amounts for a Withholding Tax type name. See: Special Calendar: page 2 – 152.

▶ **To define tax names for withholding taxes:**

1. In the Tax Names window, enter a unique Tax Name. Enter Withholding Tax as the Tax Type, and enter a Description of the tax name. Do not enter a Rate. Enter the Account to which you will charge this tax. If you want to inactivate this tax on a certain date, enter an Inactive Date. For detailed information on any field, see Tax Names Window Reference: page 2 – 22.
2. Choose the Withholding Tax Details button to navigate to the Withholding Tax Details window. Enter the Tax Authority name or tax authority supplier number, and tax authority supplier site.

Enter a withholding tax period Type if you want to be able to review online period–to–date withheld amounts for this tax name.

If you want to limit the amount withheld for each period, enter a Period Limit.

If you want to enter amount limit ranges in the Tax Rates region, define an Amount Basis (Gross or Net), and a Period Basis (Invoice or Period).

If you want to automatically create a tax withholding group for this tax name, select the Create Tax Group check box.

3. In the Tax Rates region, enter rates and optionally set ranges for effective dates or amounts. Enter the rate Type, and any effective dates for the rate. Enter one or both Amount Range fields if you want to set upper and / or lower amount limits for taxable amounts or tax amount.

   Enter the rate percentage for the tax name you are defining. For example, if this is a 5% tax, enter 5. Enter any comments for your future reference.

   Attention: You can define your own AWT Rate Types in the QuickCodes window. Payables uses only the Standard AWT Rate Type. If you want to use an AWT Rate Type other than Standard, you may want to customize Automatic Withholding Tax to perform special behavior based on the AWT Rate Type. See: Customizing Automatic Withholding Tax: page 2 – 238.

4. Save your work.

See Also

Withholding Tax Groups: page 2 – 27

Entering Taxes on Invoices: page 4 – 33

Defining Tax Names to Meet French VAT Requirements

If you need to meet VAT reporting requirements in France, you need to define tax names with the following tax types:

- DEB / M
- DEB / M–1

- CRE / M
- CRE / M–1

The Tax Declaration Report lists detailed information for invoices on which you have paid tax charges using tax names with these tax types.

Prerequisite

❑ In the QuickCodes window define the four tax types listed above. See: QuickCodes: page 2 – 42.

▶ **To define tax names to meet French VAT reporting requirements:**

■ Define tax names as usual, but use one of the four tax types listed above as the Tax Type.

See Also

Tax Declaration Report: page 8 – 99

Tax Names Window Reference

Tax Name. A unique name for your tax. For example, CA Sales, 15% VAT, or Federal Withholding. Tax Names appear on a list of values whenever you need to enter a Tax Name.

Tax Type. Type of tax you are defining: Sales, Use, Offset, Withholding, or User–defined. For more information on Tax Types, see Tax Types: page 4 – 33.

Rate. The rate for the tax name you are defining. For example, if you are defining a 6.5% sales tax, enter 6.5.

For Withholding Tax type tax names, do not enter a tax rate in this field. Enter tax rates for Withholding Tax type tax names in the Tax Rates region of the Withholding Tax Details window.

For Sales, Offset, and user–defined tax types, Approval validates the tax amount you enter on invoice distributions for a particular tax name against the sum of the Item type distributions that have the same tax name. If the implied rate of the tax distributions you enter is different from the rate you enter here for a particular tax name, including the tax

tolerance you define, Approval places a Tax Variance hold on the invoice.

For Use type tax names, Payables uses the rate you enter here to determine the amount of your tax liability when you submit the Use Tax Liability report.

For tax names with Sales, Withholding, User–defined, or Use tax types, you can only enter a rate greater than or equal to zero.

For tax names with Offset tax types, you can only enter a rate less than zero. When you define an Offset tax name, you should enter the same rate (but with a negative value) as the tax name it is offsetting. For example, if you have a VAT tax of 4% and are defining an offsetting tax for this tax, enter –4 in this field.

Description. A description of the tax name. The system displays the Tax Name and Description on a list of values whenever you need to select a Tax Name.

Enable for Self–Service User. If you have installed Oracle Self–Service Web Applications, and you want this tax name to appear on the Tax Name poplist in the Enter Receipts page for Web Employees, then enable this option. See: Entering Taxes on Expense Reports: page 4 – 49.

Inactive Date. Date tax name becomes inactive. The system does not display in a list of values any tax name with an inactive date that is on or before the current date.

GL Account. Account to which you want to charge tax amounts for your tax name. You cannot enter an Account which you have defined as a summary account.

If you define a Sales, Withholding, or User–defined type tax, you should enter a tax expense account. For a Sales, Withholding, or User–defined type tax names, Payables creates a separate invoice distribution automatically for the amount of tax, using the tax name account for the line. When you define a Use tax, Payables does not use the account you define here since Payables does not create a tax distribution for a Use type tax.

You can choose to prorate your tax expense across selected invoice distributions when you use the Prorate feature in the Distribution window of the Invoice Workbench.

Account Description. Payables displays the description of the GL Account.

VAT Transaction Type. This field is used only for Belgian VAT tax reporting. For more information, see: *Oracle Applications Belgium Globalizations Reference Manual*.

Withholding Tax Details Window Reference

Tax Authority Name. Supplier name of the tax authority to which you want to link a Withholding Tax type tax name for payment of withheld tax. A tax authority must be a supplier with a supplier type of Tax Authority.

Number. Supplier number of the Tax Authority.

Site. Tax Authority Supplier site to which you will remit withholding taxes.

Amount Basis. To enter amount ranges in the Tax Rates region, you must specify an Amount Basis and a Period Basis. Payables uses the Amount Basis and Period Basis to determine the amount limit for a tax rate for a Withholding Tax type tax name.

If you want to define a tax rate with a taxable amount range, choose Gross as the Amount Basis. For example, to specify that you want a tax rate of 10% for the first $10000 subject to withholding tax, choose Gross as the Amount Basis and enter 0 as the From amount and enter 10000 as the To amount. If you want to define a tax rate with a tax amount range, choose Withheld Amount as the Amount Basis. For example, to specify that you want a tax rate of 10% for the first $10000 of tax, choose Withheld Amount as the Amount Basis and enter 0 as the From amount and enter 10000 as the To amount. You can also use amount ranges as limits for a taxable amount or tax amount by specifying zero as a tax rate beyond a certain amount range.

- **Gross Amount.** Enter Gross Amount if you want to define an acceptable range for the total invoice amounts you will allow to tax.
- **Withheld Amount.** Enter Withheld Amount if you want to define an acceptable range for the total amount of tax to withhold.

Period Basis. To enter amount ranges in the Tax Rates region, you must specify an Amount Basis and a Period Basis. The system uses the Amount Basis and Period Basis for a tax rate to determine the amount limit for a tax rate for a Withholding Tax type tax name. If you enter an Amount Basis, you must also enter a Period Basis.

- **Invoice.** Enter Invoice if you want to apply an amount range to a single invoice.
- **Period.** Enter Period if you want to apply an amount range to a Withholding Tax period.

Calendar. The name of the special calendar you want to associate with a Withholding Tax type tax name. Define a Withholding Tax special calendar and assign it to a Withholding Tax type tax name to view online period–to–date withheld amounts for a supplier. Review online period–to–date withheld amounts in the View Period–To–Date Withheld Amounts window.

Currency. The system displays the functional currency assigned to your set of books. Any period limit you define applies to only those invoices entered in your functional currency.

Period Limit. The maximum amount of tax to withhold for a Withholding Tax type tax name within a period. Payables will not withhold taxes for this tax name during a period once this limit is reached.

Create Tax Group. Enable to automatically create a tax withholding group from a single Withholding Tax type tax name. To use a Withholding Tax type tax, you must assign it to a withholding tax group. Define a Withholding Tax Group with multiple Withholding Tax type tax names in the Withholding Tax Groups window.

Tax Rates region

If you define a tax name as a Withholding Tax type, define tax rates in the Tax Rates region. In the Tax Rates region, you can also define effective date ranges for a tax rate and you can define tax amount limits and taxable amount limits for a tax rate.

Type. Rate type for the Withholding Tax type tax name.

Effective Dates: From/To. The effective dates for a rate. You can enter one or both fields.

Enter effective dates for a tax rate with or without amount ranges. You can enter multiple rates for a Withholding Tax type tax name with overlapping effective date ranges only if you enter unique contiguous amount ranges for the same effective date range. For example, if you want to use the effective date range 01–JAN–1996 to 31–DEC–1996 for two different amount ranges, one being 0 to 1000, the second being 1000 to 10000, the starting amount for the second range must be exactly the same amount as the ending amount of the first range.

Amount Range: From/To. The amount range for a tax rate. You can enter one or both fields. Amount ranges with overlapping effective date ranges must be contiguous.

If you are entering a tax rate with an amount range, you must first specify in the Withholding Tax Details region the Amount Basis and the Period Basis. You can apply an amount range to either a single invoice, or to an amount–to–date period.

Rate. The rate for the Withholding Tax type tax name you are defining.

Comments. Enter any comments for your reference.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Special Calendar: page 2 – 152

Withholding Tax Groups

Use this window to define withholding tax groups that include multiple Withholding Tax type tax names. You can assign the same tax name to more than one group. When you assign a withholding tax group to an invoice or distribution, Payables calculates invoice withholding tax based on every tax name in the withholding tax group. For example, you assign a withholding tax group to an invoice or distribution if you need to withhold taxes at both the local and country level, each withheld at different rates and remitted to different tax authorities. You define and assign to the invoice or distribution a Withholding Tax Group that includes both taxes.

You rank all of the tax names in a withholding tax group when you define the group. When you enter an invoice and enter a withholding tax group, Payables calculates the taxes in order of rank. Lower ranked taxes are applied to the amount of the invoice or distribution amount less the previous withholding tax amounts. For example, you define a withholding tax group with two tax names, and you give tax A (rate = 10%) a rank of 1 and tax B (rate = 5%) a rank of 2. When you assign this group to an invoice, Payables calculates the withholding tax for a $100 invoice as follows: tax A = $10, tax B = $4.50 (.05(100 – (100 * .10))).

If you want to define a withholding tax group with only one Withholding Tax type tax name, you can enable the Create Record Group option in the Withholding Tax Details region of the Tax Names window to automatically create a withholding tax group with the one Withholding Tax type tax name.

You can assign a default withholding tax group in the Payables Options window. Payables automatically assigns the Payables default withholding tax group to all new suppliers. The suppliers value defaults to any new supplier sites for the supplier. Supplier sites assign the default to any new invoices you enter for the supplier site. You can override any withholding tax group default at any time.

Creating Withholding Tax Groups

Prerequisites

- ❑ Define Withholding Tax type tax names. See: Tax Names: page 2 – 19.

▶ **To create withholding tax groups:**

1. In the Withholding Tax Groups window, enter a unique name for your withholding tax group, and enter a description of the group. The name and description will appear on a list of values whenever you need to select a withholding tax group.
2. If you want to inactivate this withholding tax group on a certain date, enter an Inactive Date.
3. Assign a rank to each tax name in the tax group. 1 is the highest rank. You can assign the same rank to more than one tax name. For example, if you want to use the gross invoice amount to calculate withheld amounts for each tax name, assign each tax name a rank of 1.

   Enter each Withholding Tax type tax name that you want to assign to this group.

   Payables automatically displays the Description, Tax Authority Name, and Tax Authority Site that are associated with each tax name.
4. Save your work.

See Also

1099 Reporting Overview: page 8 – 34

Automatic Withholding Tax Overview: page 10 – 24

Maintain Tax & Certificates

Use the Maintain Tax & Certificates window to define Withholding Tax type tax name rate exceptions for a supplier site. You can define a certificate to specify a rate exception for a Withholding Tax type tax name for all invoices of a supplier site. You can also define a rate exception for a Withholding Tax type tax name for a single invoice.

Defining Withholding Tax Certificates and Exceptions

Prerequisites:

- ❑ Enable the Use Withholding Tax Payables option. See: Payables Options: page 2 – 76.
- ❑ Define Withholding Tax type tax names. See: Tax Names: page 2 – 19.
- ❑ Enter withholding tax details for suppliers: See: Withholding Tax Region of the Suppliers and Suppliers Sites windows: page 3 – 33.

▶ **To define a withholding tax certificate:**

1. In the Maintain Tax & Certificates window, enter a supplier name or supplier number, and supplier site for which you want to define a certificate or an exception.
2. In the Certificate region, enter the Withholding Tax type tax name for which you want to define a withholding tax certificate.
3. Enter the certificate number. This number can be user–defined or it can be a number assigned to a certificate issued to the supplier by the tax authority.
4. Enter the certificate type. Payables predefines the Standard type. Define additional certificate types in the QuickCodes window. See: Quickcodes: page 2 – 42.
5. Enter the certificate priority. If you have one or more certificates for the same Withholding Tax type tax name with an overlapping effective date range, Payables applies the certificate with the highest priority (1 = highest priority). Only one certificate can be enforced at a time.
6. Enter the certificate tax rate for the Withholding Tax type tax name. If the certificate specifies that the supplier site is exempt from this tax name, enter 0 as the rate.

7. Enter the effective date range for the certificate tax rate. If you want to limit the dates during which the certificate is effective, you can enter just a From date, just a To date, or both a From date and a To date. You can enter overlapping effective date ranges on different certificates for the same Withholding Tax type tax name for the same supplier site if you specify a unique priority for each certificate.
8. Enter any comments that apply to the current tax certificate.
9. Save your work.

▶ **To define a withholding tax exception:**

1. In the Maintain Tax & Certificates window, enter a supplier name, supplier number, and supplier site for which you want to define a certificate or an exception.
2. In the Exception region, enter the Withholding Tax type tax name for which you want to define an exception.
3. Enter the invoice number to which the current exception applies. If you enter the invoice before entering the exception, select from a list of values the invoice number to link the exception to the invoice. If you enter the exception before entering the invoice, enter the unvalidated invoice number and Payables will automatically link the exception to the invoice number when you enter the invoice.
4. Enter the exception rate for the invoice.
5. Enter the effective date range for the exception. If you want to limit the dates during which the exception is effective, you can enter just a From date, just a To date, or both a From date and a To date. If you enter an incorrect invoice number for an exception, enter an effective date range in the past to inactivate an exception rate for an invoice.
6. Enter any comments that apply to the current tax exception.
7. Save your work.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Maintain Tax & Certificates Window Reference

Supplier region

Supplier Name. The supplier name for which you will define a tax certificate or exception.

Supplier Number. The supplier number for which you will define a tax certificate or exception.

Supplier Site. The supplier site for which you will define a tax certificate or exception.

Certificate region

Tax Name. The Withholding Tax type tax name for which you will define a tax certificate.

Certificate Number. The certificate number for a withholding tax certificate.

Certificate Type. The certificate type for the withholding tax certificate. Payables predefines the Standard type. Define additional certificate types in the QuickCodes window.

Certificate Priority. The certificate priority. If you have one or more certificates for the same Withholding Tax type tax name with an overlapping effective date range, Payables applies the certificate with the highest priority. Only one certificate can be applied at a time.

Rate. The certificate rate for the Withholding Tax type tax name. Enter 0 if the certificate specifies that the supplier site is exempt from this tax name.

Date From/To. The effective date range for the certificate tax rate. You must enter both a From date and a To date. You can enter overlapping effective date ranges on different certificates for the same Withholding Tax type tax name for the same supplier site if you specify a unique priority for each certificate.

Comments. Any comments that apply to the current tax certificate.

Exception region

Tax Name. The Withholding Tax type tax name for which you will define a tax exception.

Invoice Number. The invoice number to which the current exception applies. If you enter the invoice before entering the exception, select from a list of values the invoice number to link the exception to the invoice. If you enter the exception before entering the invoice, enter the unvalidated invoice number and Payables will automatically link the exception to the invoice number when you enter the invoice.

Rate. The exception rate for the invoice.

Date From/To. The effective date range for the exception. You can enter just a From date or you can enter both a From date and a To date. If you enter an incorrect invoice number for an exception, enter an effective date range in the past to inactivate an exception rate for an invoice.

Comments. Any comments that apply to the current tax exception.

Invoice Approvals

Use the Invoice Approvals window to define the invoice approval codes that you use to manually hold or release invoices. You can define as many invoice approval codes as you need. You can define hold codes that you assign to an invoice during entry to place the invoice on hold. For example, "Needs Fund Manager Approval". You can also define release codes that you use in the Invoice Holds or Invoice Actions window to remove the holds you place on invoices. For example, "Fund Manager Approved". You cannot pay an invoice that has a hold applied to it.

You can also determine whether to allow posting for the hold codes you define. If you assign a posting hold code to an invoice, you cannot post the invoice until you remove the hold.

Payables predefined invoice hold codes

Payables predefines hold codes and release holds that it uses to apply and release invoice holds during Approval.

In the Invoice Approvals window, you can query the predefined hold and release approval codes that Payables provides, but you cannot modify them.

INVOICE APPROVAL CODES (Holds and Releases)

Approval Hold Types	Approval Release Types	Predefined	User Definable	Manually Releasable
Acct Hold Reason		✔		No
Funds Hold Reason		✔		Mixed
Insufficient Information		✔		No
Invoice Hold Reason		✔	✔	Mixed
Matching Hold Reason		✔		Mixed
Natural Account Tax		✔		Mixed
Period Hold Type		✔		No
Variance Hold Reason		✔		Mixed
	Acct Release Reason	✔		N / A

Table 2 – 2 (Page 1 of 2)

Approval Hold Types	Approval Release Types	Predefined	User Definable	Manually Releasable
	Funds Release Reason	✔		N/A
	Sufficient Information	✔		N/A
	Invoice Release Reason	✔	✔	N/A
	Matching Release Reason	✔	✔	N/A
	Natural Account Tax Updated Reason	✔		N/A
	Period Release Type	✔		N/A
	Variance Release Reason	✔	✔	N/A
	Hold Quick Release Reason	✔	✔	N/A
	Invoice Quick Release Reason	✔	✔	N/A

Table 2 – 2 (Page 2 of 2)

Defining Supplier Controls

You can automatically place holds on invoices for a supplier site by enabling invoice controls for the site. Payables provides you with four types of controls that you can enable in the Control Information region at the supplier site level of the Suppliers window. You can also define default values for these controls in the Control region at the supplier level. Payables automatically assigns defaults you define for a supplier to any new sites you enter for the supplier. See: Control Region of the Suppliers and Supplier Sites window: page 3 – 17.

Defining Invoice Approvals

▶ **To define invoice approval codes:**

1. In the Invoice Approvals window enter the type of approval code you are defining. You can define either hold or release codes. For detailed information on any field, see: Invoice Approvals Window Reference: page 2 – 35.

   Enter a unique Name and Reason to identify the approval code. The name and reason will appear on a list of values whenever you need to enter the approval code.

If you are defining a hold code, enable the Postable option if you want to allow Payables to post invoices that have this hold code.

If you want to inactivate the approval code on and after a certain date enter an Inactive Date.

2. Save your work.

See Also

Summary of Approval Hold Codes: page K – 2

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

Approval: page 4 – 68

Invoice Approvals Window Reference

Use the Invoice Approvals window to define approval codes that you use to manually apply and release holds.

Type. The type of an approval code determines if a hold is applied or released. You can enter a Hold type or a Release types:

Hold Types:

Hold type approval codes are used by Approval when it applies holds to invoices. You can define and manually apply approval codes of the Invoice Hold Reason type.

- **Invoice Hold Reason.** This type of approval code applies a hold to an invoice. You can manually apply as many of these holds to an invoice as you require when you enter or adjust the invoice.

The following hold types are predefined by Payables. You cannot define holds with these types.

- **Acct Hold Reason.** Payables uses these account holds to identify invoices with invalid or incorrect accounts payable liability, exchange rate variance, or distribution accounts. An invalid account prevents payment and posting of an invoice and prevents posting of a payment.

- **Funds Hold Reason.** If you use budgetary control, Payables applies a Funds hold to an invoice during Approval if there are insufficient funds for an invoice distribution or Payables cannot perform funds checking.
- **Insufficient Information.** Payables uses this hold for foreign currency invoices. During Approval Payables applies an Insufficient Information hold to foreign currency invoices without an exchange rate.
- **Matching Hold Reason.** Payables automatically applies a matching hold to an invoice during Approval if the invoice violates predefined matching criteria.
- **Natural Account Tax.** Payables applies this hold if you have enabled the Enforce Tax From Account Payables option, and the natural account on the distribution does not match the tax name assigned to it in the Tax Options window. See: Tax Payables Options: page 2 – 99.
- **Period Hold Type.** Payables predefines one hold code with the Period Hold Type. Approval applies a hold of this type to an invoice with a GL Date in a Future period. Payables prevents payment and posting of an invoice with a Period Hold.
- **Variance Hold Reason.** Payables predefines three hold codes with this type. Approval applies the Dist Variance hold to an invoice if the total of the invoice distributions does not equal the invoice amount.

  During Approval, Payables verifies that the distribution tax amount matches the calculated tax for the Tax Name, within the amount and / or percentage tolerances you define. If the variance exceeds a percentage tolerance, Payables applies the Tax Variance hold, and if the tax variance exceeds an amount tolerance, Payables applies the Tax Amount Range hold.

Release Types:

Release type approval codes are used by Approval when it releases holds. You can manually release holds using approval codes with release types Invoice Release Reason, Matching Release Reason, Variance Release Reason, Holds Quick Release Reason, and Invoice Quick Release Reason. Release holds codes appear on a list of values for the Release field of the Invoice Actions and Release windows.

- **Invoice Release Reason.** You can use this type of approval code to release one manually releasable hold for one invoice in the Invoice Holds window.
- **Invoice Quick Release Reason.** You can use this type of approval code to release all manually releasable holds for one invoice in the Invoice Holds window.
- **Hold Quick Release Reason.** You can use this type of approval code to release all holds from invoices that you query in the Invoice Workbench. Payables only releases the type of hold you entered as part of your search criteria.
- **Matching Release Reason.** You can use this type of approval code to release a Matching hold that Payables automatically applies to an invoice during Approval.
- **Variance Release Reason.** You can use this type of approval code to release Variance Holds that Approval automatically applies to invoices that have a tax variance.

The following release types are predefined by Payables:

- **Acct Release Reason.** For an invoice, Payables releases an account hold when you correct the invalid account and submit Approval. For a payment, Payables releases an account hold account when you correct the invalid account and post the payment.
- **Funds Release Reason.** Payables uses these releases for funds checking if you use budgetary control. Payables releases a Funds hold on an invoice during Approval if sufficient funds exist for an invoice or Payables can perform funds checking.
- **Natural Account Tax Updated.** Payables uses this release to release a Natural Account Tax hold on an invoice after you assign the correct tax name to the invoice. See: Tax Payables Options: page 2 – 99.
- **Period Release Type.** Payables predefines one release code with the Period Release type. Payables uses this release code to release a Period hold when you open the period and resubmit Approval. See: Controlling the Status of AP Accounting Periods: page 2 – 143.
- **Sufficient Information.** Payables predefines one release code with the Sufficient Information type. Payables places a Sufficient Information release code on an invoice after you enter an exchange rate for a foreign currency invoice.

- **Variance Release Reason.** Payables predefines two release codes with the Variance Release Reason type.

  Payables places the Variance Corrected release code on an invoice if you correct an invoice variance. Payables places this release code when you submit Approval for an invoice with a distribution or tax variance hold for which you have corrected the variance.

  You cannot enter a variance release reason for an invoice with a Distribution Variance hold. You must adjust the invoice so that the total of the invoice distributions equals the invoice amount.

  You can enter Variance Override for an invoice if you want to release an invoice from a tax variance hold using the Holds window. You can also define other Variance Release Reasons to use for releasing invoices from tax variance hold.

Name. A unique approval code name. The name and description will appear on a list of values when you need to enter the hold or release code.

Description. Description of the hold or release code. Use this description to elaborate on your hold or release code to eliminate any confusion over similar names.

Postable. Enable to allow Payables to transfer journal entry information to your general ledger for invoices with this hold code. You can control this option only for holds of the type Invoice Hold Reason.

Releaseable. If you can release this hold manually, Payables enables the Releaseable check box.

Inactive Date. Date on and after which you want to prevent use of a hold or release code. On or after this date, Paybles will not include this code on a list of values, and you will not be allowed to enter it. You can remove an inactive date at any time.

Distribution Sets

You can use a Distribution Set to automatically enter distributions for an invoice when you are not matching it to a purchase order. For example, you can create for an advertising supplier a Distribution Set that allocates advertising expense on an invoice to four advertising departments.

You can assign a default Distribution Set to a supplier site so Payables will use it for every invoice you enter for that supplier site. If you do not assign a default Distribution Set to a supplier site, you can always assign a Distribution Set to an invoice when you enter it.

Use Full Distribution Sets to create distributions with set percentage amounts or Skeleton Distribution Sets to create distributions with no set distribution amounts. For example, a Full Distribution Set for a rent invoice assigns 70% of the invoice amount to the Revenue facility expense account and 30% to the Administration facility expense account. A Skeleton Distribution Set for the same invoice would create one distribution for the Revenue facility expense account and one distribution for the Administration facility expense account, leaving the amounts zero. You could then enter amounts during invoice entry depending on variables such as that month's headcount for each group.

If you enable and use a descriptive flexfield with your distribution set lines, the data in the flexfield will be copied to the invoice distributions created by the Distribution Set.

> **Note:** Distributions created by distribution sets are always exclusive of tax even if you use Automatic Tax Calculation and you have checked the Includes Tax check box at the supplier site.

Creating Distribution Sets

▶ **To create a Full Distribution Set:**

1. In the Distribution Sets window, enter the Name and Description of the Distribution Set you are creating.

2. Enter the Account and Description for each distribution and enter the Percentage of the invoice amount that you want to distribute to the Account. You can enter positive and negative percentages. Create as many distributions as you need. The sum of the distribution percentages must equal 100 or 0.

   If you are creating a Distribution Set for a federally reportable supplier, optionally enter an Income Tax Type.

   Optionally enter an Invoice Tax Name. The Tax Name will default based on the Tax Name Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 39. If the source Payables uses is Template, then Payables uses the value from the Distribution Set, even if the value is null.

3. Save your work. Payables automatically assigns type Full to your Distribution Set.

▶ **To create a Skeleton Distribution Set:**

1. In the Distribution Sets window enter the Name and Description of the Distribution Set you are creating.

Attention: If you create a skeleton Distribution Set, include skeleton in the name to remind you to enter the line amounts.

2. Enter the Account and Description for each distribution and leave the Percentage at zero. Create as many distributions as you need.

   If you are creating a Distribution Set for a federally reportable supplier, optionally enter an Income Tax Type.

3. Save your work. Payables automatically assigns type Skeleton to your Distribution Set.

Creating a Project Related Distribution Set

If you have Oracle Projects installed, you can associate a distribution with a project by entering project information on invoice distributions. The system uses the project information to build the distribution accounts. If you use a project related distribution set, Payables automatically enters the project information on the distribution for you. You can override the project fields on the distribution. The system will then create accounts based on the new information.

Prerequisite

- ❑ Oracle Projects is installed.

▶ **To create a project related Distribution Set:**

1. Enter either a Skeleton or Full Distribution Set in the Distribution Sets window.
2. If a distribution is project related, check Project Related.

   Enter the Project, Task, Expenditure Type, and Organization.
3. Save your work.

See Also

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54

Entering Project Related Invoices and Distributions: page 4 – 81

Defaulting Tax in Payables: page 4 – 39

*I*mplementing Oracle Public Sector Payables for Projects Integration *(Oracle Projects User's Guide)*

QuickCodes

Use the QuickCodes window to define and maintain QuickCodes for the following accounting–related items:

- **AWT Certificate Type.** Used to define withholding tax certificates.
- **AWT Rate Type.** Used to define Withholding Tax type tax names.
- **FOB.** Used as supplier default for all new purchase orders.
- **Freight Terms.** Used as supplier default for all new purchase orders.
- **Minority Group.** Used to classify suppliers for reporting.
- **Pay Group.** Used to initiate payment batches.
- **Disbursement Type.** Used to define payment documents.
- **Don't Pay Reason.** Used to modify payment batches.
- **Source.** Used to submit Payables Invoice Import and Payables Open Interface Import.
- **Tax Type.** Used to define tax names.
- **Supplier Type.** Used for supplier reporting.

Payables displays QuickCodes in the list of values for fields that require these accounting–related items. You can create as many QuickCodes for each item as you require. You cannot change the type or name of a QuickCode after you enter it, but you can update the description and inactive date at any time.

Payables also provides predefined QuickCodes that you can query in this window. You can modify the description and active status of any predefined QuickCode.

Defining QuickCodes

▶ **To define a QuickCode:**

1. In the QuickCodes window, enter the item Type for which you want to define a QuickCode. In the Name field, enter the name of the Quickcode you are defining. Enter a Description for the QuickCode. The name and description will appear on a list of values when you need to enter the name.

   If you want to inactivate this name on and after a certain date, enter an Inactive Date.

2. Save your work.

QuickCodes Window Reference

Type. Type of Quickcode:

- **AWT Certificate Type.** Used to define withholding tax certificates. See: Maintain Tax & Certificates: page 2 – 29.
- **AWT Rate Type.** Used to define Withholding Tax type tax names. See: Tax Names: page 2 – 19.

Attention: Oracle Public Sector Payables uses only the Standard AWT Rate Type. If you want to use an AWT Rate Type other than Standard, you may want to customize Automatic Withholding Tax to perform special behavior based on the AWT Rate Type. See: Customizing Automatic Withholding Tax: page 2 – 238.

- **Date Mask.** Obsolete.
- **Disbursement Type.** Used when you define your payment documents in the Payment Documents window of the banks window. See Defining and Maintaining Payables Payment Documents: page 2 – 122.

  Payables predefines three disbursement type QuickCodes: Combined, Quick, and Recorded.
- **Don't Pay Reason.** Used in the Modify Payment Batch window when you remove all invoices for a supplier site from a payment batch. See: Modifying Payment Batches: page 5 – 18.
- **FOB.** Used as a supplier default to all new purchase orders. See: Entering Suppliers: page 3 – 10.

- **Freight Terms.** Used as a supplier default to all new purchase orders. See: Entering Suppliers: page 3 – 10.
- **Minority Group.** Used to classify suppliers for reporting purposes. See: Entering Suppliers: page 3 – 10.
- **Pay Group.** Used to initiate payment batches. See: Paying Invoices in Payment Batches: page 5 – 12.
- **Source.** Used when you enter the source of invoices you want to import. See: Payables Invoice Import Program: page 4 – 141, or Payables Open Interface Program: page 4 – 163.
- **Tax Type.** Used to define tax names. See: Tax Names: page 2 – 19.

  Payables predefines four tax type QuickCodes: Revenue, Use, Offset, and Withholding Tax. If you want to meet French VAT reporting requirements, you need to define the following tax types: DEB / M, DEB / M–1, CRE / M, CRE / M–1.
- **Supplier Type.** Used to classify suppliers for reporting purposes. See: Entering Suppliers: page 3 – 10.

Localized Quickcodes. The following QuickCodes are used only in certain localized versions of Payables:

- **Custom Bill.** Used to define a Custom Tax type tax name. When a distribution has a Custom Tax type, the amount entered is a statistical amount and is reported in the Purchase VAT register.
- **EEC VAT Document.** Not implemented.
- **Exempt VAT.** Not implemented.
- **Non Taxable.** Used to define a Non Taxable type tax name.
- **Self Invoice Document.** Not implemented.
- **Self Invoice.** Used to define a Self Invoice type tax name. When a distribution has a Self Invoice tax type, the amount entered is a statistical amount and is reported in the Self Invoice Purchase and Revenue VAT registers.

Name. Unique, descriptive name of the QuickCode. This name appears on a list of values with the description when you need to enter it. You cannot update the name of a QuickCode after you save it.

Description. Description of the QuickCode.

Active. If enabled, QuickCode is valid for data entry.

Inactive Date. On and after the inactive date, you can no longer enter this QuickCode, and it will no longer appear on a list of values.

Interest Rates

In the Payment Interest Rates window, you define interest rates Payables uses to calculate and pay interest on overdue invoices. Payables calculates interest only on overdue invoices if you enable the Allow Interest Invoices Payables option, and enable the Allow Interest Invoices option for the supplier site of an invoice.

Payables calculates interest based on the rate you enter in this window is in accordance with the United States Prompt Payment Act. The formula used compounds monthly, up to a maximum of 356 days interest. You can review the formula in the following discussion: Prompt Payment Support: page 10 – 7.

For each rate you define, specify during which dates the rate is effective. Effective dates of rates cannot overlap. For example, the current interest rate is 7% for all unpaid balances. The interest rate on overdue invoices will rise to 7.5% on December 1, 1996. This new rate will be valid for three months. You enter two date ranges and interest rates, the first from today's date to 30–NOV–98 (interest rate 7%) and the next from 01–DEC–98 to 28–FEB–99 (interest rate 7.5%).

You can add or change a rate at any time. Payables uses the interest rate that is valid on your payment date to calculate and pay interest on overdue invoices.

Prerequisite

- ❑ Enable the Allow Interest Invoices Payables option. See: Interest Payables Options: page 2 – 85

▶ **To define payment interest rates:**

1. In the Payment Interest Rates window, enter an interest rate, and enter a start date and an end date between which the interest rate is effective.
2. Save your work.

See Also

Interest Payables Options: page 2 – 85

Prompt Payment Support: page 10 – 7

Expense Report Templates

Use this window to define templates based on the expense report forms you regularly use in your organization. You can define default values for expense items, and you can then choose those items from a list of values when you enter expense reports. During Invoice Import, Payables uses the expense item information to create invoice distributions.

You define expense report templates for types of expense reports you use in your organization. For example, define a Agent template to use when you enter expense reports for your agents. On that template, define expense items that are reimbursable, such as meals, airfare, and hotel. However, you do not need to define a mileage expense item because your agents have car allowances.

If you have installed Oracle Web Employees, you can use this window to define expense templates and expense items that your employees can use to enter their own expense reports using a standard web browser.

Defining Expense Report Templates

Prerequisites:

- ❑ Define your chart of accounts. See: Defining Your Accounting Classification Code Structure *(Oracle Public Sector General Ledger User's Guide)*.
- ❑ Define your tax names if you associate tax names with your expense report items. See: Tax Names: page 2 – 19.

▶ **To define an expense report template:**

1. In the Expense Report Templates window, enter a Template Name and Description. You choose this template name when you enter an expense report.

   If you want to include this template on the list of values for Oracle Web Employees, check the Enabled for Self–Service Users check box.

2. Enter information for each expense item you want to have on the list of values when you enter an expense report with this template.

   If you use Oracle Web Employees and you want the item to appear for every Web Employees Template, select the Viewable From All Templates check box. The item will appear on all Web Employees templates even if the template you are defining is not a Web Expense Template.

3. If you are defining a Web Employees template or if you have enabled the Viewable From All Templates check box, select the item and enter additional information in the Self–Service Interface Attributes. See: Self–Service Interface Attributes: page 2 – 49.

4. Save your work.

Deactivating Expense Report Templates

▶ **To deactivate an expense report template:**

1. In the Expense Report Templates window, query the template you want to deactivate.

   Enter an inactive date. The template will not appear on the list of values during expense report entry after the inactive date.

2. Save your work.

See Also

Expense Reports: page 4 – 118

Expense Report Template Listing: page 8 – 172

Expense Report Templates Window Reference

Template Name/Description. Name and description of the template.

Inactive Date. Date after which you can no longer use this template to enter expense reports.

Expense Item. The name of an expense item as it appears on an expense report, for example, Airfare or Meal. You can set up a

Miscellaneous expense item with no account so you can enter the account during expense report entry. If you do not assign a Friendly Prompt then the value you enter here will appear in the Expense Type poplist (in the Enter Receipts page of Web Employees).

Suggestion: Use unique first letters for each item so during expense report entry you only need to enter the first letters of items.

Type. Type of invoice distribution associated with an expense item. When you submit Payables Invoice Import, Payables enters this value in the invoice distribution Type field. For certain types of tax reporting, such as Value Added Tax, Payables uses the Type to relate tax distributions to the invoice item lines which were taxed. You can enter the following types:

- **Freight.**
- **Item**. Goods or services.
- **Miscellaneous.**
- **Tax.** Tax amount associated with taxable expense items.

Includes Tax. If you use Automatic Tax Calculation at the Line calculation level and the expense item amount includes tax, enable this check box. For more information, see the Includes Tax option in the Expense Reports Window Reference: page 4 – 132. See also: Automatic Tax Calculation Overview: page 10 – 33.

Tax Name. Tax name associated with the expense item, for example, Sales Tax. Payables provides a default value based on the Tax Name Defaults hierarchy you defined in the Payables Options window See: Defaulting Tax in Payables: page 4 – 39. During expense report entry, if the source Payables uses is Template, then Payables will default the value from the expense report template, even if the value is null. If Template is not the highest ranked source, Payables may use a different tax name default source when you enter expense reports. You can always override this tax name on an expense report or the invoice distribution.

Payables requires a tax name for each Tax type expense item. Payables displays the tax name you enter here on the invoice distribution it creates from the expense line.

GL Account. Account associated with an expense item. You can enter as many segments of an account as you want, leaving the other segments blank. When you enter expense items on expense reports, Payables uses the segments you define here to overwrite the corresponding segments of an employee's default expense account.

When you create an invoice from an expense report, Payables creates invoice distributions with this account for each expense item.

Self–Service Interface Attributes

If you have installed Oracle Web Employees, use the Self–Service Interface Attributes region to define additional attributes for expense types that employees can use to enter expense reports in Oracle Web Employees. Payables does not use these fields unless you install Oracle Web Employees. You use Oracle Workflow to manage the approval process for Oracle Web Employees expense reports. For more information, see: Oracle Web Employees Expense Reporting Integration: page 4 – 139

Friendly Prompt. This Friendly Name is displayed in the Expense Type poplist and in the status bar of your browser when your mouse is over the expense type icon if you define an image file name for an expense type. Note that in the Enter Receipts page images are alphabetized by the Friendly Prompt name unless they are assigned a value in the Sequence field.

Image File Name. If you want employees to be able to automatically enter this expense item by clicking on an image, enter the filename of the binary image that you want to appear in Oracle Web Employees. For example, you can enter the filename of a binary image of an airplane that employees can click on to automatically enter Air Travel as an expense item.

The binary image can be any type supported by the employees' web browser and should include the proper MIME type file extension, for example ".jpg" or ".gif". Payables will search for the file name you enter in the /OA_MEDIA/<language>/ virtual path defined in the Web listener configuration under Oracle Web Server.

The following .gif files are provided with Expense Reporting for you to use as Expense Item icons:

File Name	Icon
FNDIBRKF	Breakfast
FNDILNCH	Lunch
FNDIDINR	Dinner
FNDIAIR	Airfare
FNDICARR	Car Rental
FNDIENTR	Entertainment
FNDIGAS	Gas
FNDILODG	Lodging
FNDIMILG	Mileage
FNDITAXI	Taxi (Yellow)
FNDITAXB	Taxi (Black)
FNDIPHON	Phone Charges
FNDICELL	Cellular Phone Charges
FNDIRAIL	Rail Transportation (modern)
FNDIRAI1	Rail Transportation (steam)
FNDIMODM	Modem Charges
FNDIBOOK	Books and Magazines
FNDIFERY	Ferry Transportation
FNDIPARK	Parking

File Name	Icon
FNDIMISC	Miscellaneous Expenses
FNDISUPL	Office Supplies

To enter an Image File Name for an Expense Item, enter its file name (i.e. FNDIAIR) without the filename extension (i.e., .gif).

Attention: The number of buttons that are viewable within a browser window without scrolling is limited by the monitor resolution and the size of the web browser window.

Viewable From All Templates. Enable this option if you want this expense type to be viewable in Oracle Web Employees regardless of the template the employee selects.

Receipt Required Above. If you want to require employees to submit receipts for this expense type, enter the amount above which a receipt is required. For example, if you want employees to submit receipts for an expense type if the expense is more than $20, enter 20. If you leave this field null, a receipt is never required. If you enter zero, a receipt is always required for all expenses.

> **Note:** If you enter a value greater than zero, this control applies only if the reimbursement currency is in your functional currency. If you enter a value in this field and the employee enters an expense report with a reimbursement currency different from your functional currency, a receipt is always required.

The View Receipts page indicates for each expense type whether employees are required to submit a receipt. If an employee does not submit an original receipt for an expense item that is required, the expense item is subject to shortpay. You can configure Oracle Workflow to prevent payment for expense items for which your accounting department has not received required receipts.

Calculate Amount. If you define Descriptive Flexfield values for this expense type, check the Calculate Amount check box if you want to display a Calculate Amount button with any Descriptive Flexfield segments that are displayed for this expense type on the Enter Receipts page. You can write programmatic extensions in PL / SQL to calculate the expense amount when the user chooses the Calculate Amount button. For more information see: Descriptive Flexfields in the Enter Receipts window: page 2 – 182.

Justification Required. Enter Yes for this field if you want to require employees to enter the Justification field in the Enter Receipts page for this expense type. For example, you can require employees to enter the Justification field for Meal expense types. Employees cannot submit expense reports that are missing required justifications.

Sequence. If you want to order expense type icons, enter a unique sequence number to assign a location to the expense type icon. Expense type icons appear in the following order: The Enter Receipts page displays icons with consecutive numbers together, starting with the lowest sequence numbers first. The remaining images appear alphabetically by Friendly Prompt.

Attention: The number of buttons that are viewable within a browser window without scrolling is limited by the monitor resolution and the size of the web browser window.

See Also

Expense Reports: page 4 – 118

Expense Report Template Listing: page 8 – 172

Signing Limits

Use the Signing Limits window if you want to assign signing limits to those employees who will approve invoices and expense reports. The information you enter in this window is used by Oracle Web Employees and Oracle Workflow.

Assigning Signing Authority to Employees

Prerequisite

- ❑ In the Enter Person window, enter the employees to whom you want to assign signing authority.

▶ **To assign signing authority to an employee:**

1. In the Signing Limits window, choose the Document Type.
   - **AP Expense Report.** Used by Oracle Web Employees.
2. From the list of values, select the Employee Name for the employee to whom you want to assign signing authority, and select the organization for which you are assigning the employee signing authority.
3. Enter the largest amount the employee can approve.

   Note: This amount limit applies to your primary functional currency only. If employees enter expense reports in a reimbursement currency other than your primary functional currency, then the limit you specify here will not apply.
4. Save your work. You can now use Workflow to route expense reports to the employee for approval.

See Also

Loading Signing Limits: page 2 – 181

Oracle Web Employees Expense Reporting: page 4 – 139

Reporting Entities

Use the Reporting Entity window to define reporting entities for your 1099 tax reporting. A reporting entity is any person or organization that has a unique Tax Identification Number (TIN).

You can submit the following 1099 reports for a specific reporting entity:

- 1096 Form
- 1099 Forms
- 1099 Invoice Exceptions Report
- 1099 Supplier Exceptions Report
- 1099 Payments Report
- 1099 Tape

For each reporting entity, you assign one or more balancing segment values. For example, you define a reporting entity called Headquarters which is comprised of Organization 1, Organization 2, and Organization 3 (three balancing segment values). When you submit a 1099 report, you specify Headquarters as the reporting entity for which you want to submit the report. Payables prints on the 1099 report the accumulated payments for Organizations 1, 2, and 3. Payables sums up the paid invoice distributions that have these organization balancing segment values in their accounts.

Defining Tax Entities

Prerequisites

- ❑ Define the locations of each reporting entity. See: Site Locations *(Oracle Human Resources User's Guide)*.
- ❑ Use the Key Flexfield Segments window to define Balancing Segment values. See: Defining Key Flexfields *(Oracle Applications Flexfields Guide)*.
- ❑ Define Payables Options. See: Payables Options: page 2 – 76.

▶ **To define tax entities:**

1. In the Reporting Entity window enter the Name, Location, and Tax ID Number of the reporting entity you are defining. If you submit the 1099 Tape for this tax entity, the Tax ID Number value should be nine digits or the program will fail.

   Enter one or more balancing segment values that comprise the reporting entity.

2. Save your work.

See Also

1099 Reporting Overview: page 8 – 34

Reporting Entity Window Reference

Use this window to define reporting entities. A reporting entity is any person or organization that has a unique Tax Identification Number (TIN).

Name. Reporting entity name you are defining.

Location. Location of the tax reporting entity. If you have defined only one location, Payables enters that location automatically.

Description. Payables automatically enters the location description when you enter the location.

Tax ID Number. Unique tax identification number. For example, an individual's social security number, or a corporation or partnership's federal identification number / federal tax ID. If you submit the 1099 Tape for this tax entity, the value should be nine digits or the 1099 Tape program will fail.

Payables provides country specific validation of the taxpayer identification number. The validation rules are based on your "home country", as defined in the Member State field of the VAT Information region of the Financials Options window. If your home country is the same as your Default Country Profile option, then validation will be performed in accordance with the rules of your home country. If your home country is different from your default country, then no validation will be performed.

Balancing Segment Values

Value. A balancing segment value that is included in tax reporting entity. For example, you define a reporting entity called Headquarters which is comprised of Agency 1, Agency 2, and Agency 3 (three balancing segment values). A reporting entity can have as many balancing segment values as you require. You cannot use the same balancing segment for more than one entity.

Description. Payables automatically enters the description of the balancing segment value.

Income Tax Regions

Use the Income Tax Regions window to define your tax regions if you are using 1099 Combined Filing Program reporting in the United States. If you enable the Combined Filing Payables option, when you submit the 1099 Tape Payables produces K records for all tax regions (or states) participating in the Combined Filing Program that have qualifying payments. Payables also produces B records for suppliers with 1099 payment amounts which equal or exceed the tax region's reporting limit in qualifying states.

Payables has predefined the region abbreviations and the descriptions for all U.S. States, the District of Columbia, and some U.S. Territories. Payables has also predefined the region codes for those tax regions that are participating in the Internal Revenue Service's current Combined Filing Program. You must enter a region code for all tax regions that you wish to use for the Combined Filing Program reporting and that Payables has not already defined. You cannot update the predefined region abbreviations, descriptions, or region codes.

You can use this window to define your income tax regions for those states that are participating in the Combined Filing Program. You can select one of these tax regions for each of your 1099 supplier sites in the Supplier Sites window. Depending on how you define your Payables options, Payables uses either the supplier site's tax region or the system default tax region as the default region for each of the invoice distributions for your 1099 supplier. When you submit your 1099 reports, Payables uses the tax region from the invoice distributions to determine to which tax authority Payables should report the payments.

In the United States, you usually define the various states as your income tax regions. If you are participating in the Combined Filing Program, the Internal Revenue Service then automatically forwards each state's 1099 B records to each state on the tape.

In this window, define your income tax regions so that they conform to the Internal Revenue Service codes. You can use the 1099 Supplier Exceptions Report to identify any 1099 suppliers with state abbreviations that do not conform to the income tax regions you define here.

Defining Income Tax Regions

Prerequisites

- ❑ If you are doing business within the United States, refer to federal or state tax publications to obtain information regarding the 1099 reporting requirements for each participating tax region. For example, you need to identify the reporting limits for each of your income tax regions. You also need to define region codes for all states that have recently started participating in the Combined Filing Program.
- ❑ Enable your Combined Filing Program Payables option. See: Payables Options: page 2 – 76.

▶ **To define income tax regions:**

1. In the Income Tax Regions window, enter the region Abbreviation you are defining or locate the region Abbreviation you are updating. Enter the region's Internal Revenue Service Code.

   Enter a Description for the region if it is not predefined.

2. Enter for the Reporting Limit Amount the minimum amount Payables uses to determine whether to report on a supplier's payments. If you do not enter an amount, Payables assumes the limit is zero.

   Select the Method that Payables uses to compare actual payments to the Reporting Limit Amount:

   - **Compare Individually**. Compare to the Reporting Limit Amount the sum of payments for each 1099 MISC Income Tax type.
   - **Compare Sum**. Compare to the Reporting Limit Amount the sum of payments for all 1099 MISC Income tax types.
   - **Same as Federal**. Ignore the region Reporting Limit Amount, and instead use the Federal reporting limit, which Payables has predefined as $600.

3. Save your work.

See Also

1099 Reporting Overview: page 8 – 34

Income Tax Regions Window Reference

Abbreviation. The abbreviation for an income tax region. Payables uses the abbreviation to identify a unique tax reporting authority. The abbreviation must be unique. After you save a tax region, you cannot update or delete it, but you can specify effective dates if you want to make it inactive.

You can specify a single region when you submit the Update Income Tax Distributions Report. You can specify a single region or all regions when submitting the 1099 Payments Reports.

Code. The unique numeric region code determined by the Internal Revenue Service. The code cannot exceed two digits. You need to ensure that the code you define for a tax region exactly matches the code defined by the Internal Revenue Service to ensure correct Combined Filing reporting information. Payables produces B and K records in its 1099 Tape Program only for region codes that you define in this window or that are predefined.

Description. The description of your income tax region.

Reporting Limit

Amount. The reporting limit amount for a region. Contact your tax authorities to obtain information regarding their 1099 tax reporting requirements. If the total 1099 MISC payments equal or exceed the Reporting Limit Amount, Payables includes these payments in the 1099 reports for that tax region. Payables uses this Reporting Limit Amount with the next field, Reporting Limit Method, to determine if the 1099 MISC payments are required to be reported. If you do not enter an amount, Payables assumes the limit to be zero.

Method. The comparison method that you want Payables to use when determining which 1099 MISC payments will be reported to the tax authorities you define here. Contact your tax authorities to obtain information regarding their 1099 tax reporting requirements. Payables uses this Reporting Limit Method with the previous field, Reporting Limit Amount, to determine what payments are required to be reported. If the total 1099 payments equal or exceed the Reporting Limit Amount based on the Reporting Limit Method you select here, Payables includes these payments in the 1099 reports for that tax region. You can select one of the following reporting methods for each tax region:

- **Compare Individually**. Payables compares to the region's Reporting Limit Amount, payments made to a supplier by each individual 1099 MISC Type. For example, region X's reporting

limit is $600. If you make a total of two $400 payments to a supplier in region X and classify each payment as a different 1099 MISC Type, Payables will not report this supplier to region X because neither individual payment type exceeded region X's reporting limit. In this case, Payables only reports the supplier to the Federal tax authorities.

- **Compare Sum**. Payables compares to the region's Reporting Limit Amount, the sum of all 1099 MISC Type payments made to a supplier in a specific region. For example, region X's reporting limit is $600. If you make a total of two $400 payments to a supplier and classify each payment as a different 1099 MISC Type, Payables will report this supplier to the region X tax authority because the sum of the payments exceeds region X's reporting limit. In this case, Payables reports the supplier to both federal and state tax authorities.
- **Same as Federal**. Payables compares payments made to a 1099 supplier to the Federal reporting limit. Payables does not use the region's reporting limit.

Effective Dates

The effective dates for the region. You can enter one date, both dates, or neither. If you define effective dates, if the current date falls outside of the effective dates, Payables will not include the region on a list of values, and will not allow you to enter the region when you assign an income tax region to an invoice distribution.

Financials Options

Use the Financials Options window to define the options and defaults that you use for your Oracle Public Sector Financial Application(s). Values you enter in this window are shared by Oracle Public Sector Payables, Oracle Public Sector Purchasing, and Oracle Public Sector Assets. You can define defaults in this window to simplify supplier entry, requisition entry, purchase order entry, invoice entry, and automatic payments. Depending on your application, you may not be required to enter all fields.

Although you only need to define these options and defaults once, you can update them at any time. If you change an option and it is used as a default value elsewhere in the system, it will only be used as a default for subsequent transactions. For example, if you change the Payment Terms from Immediate to Net 30, Net 30 will be used as a default for any new suppliers you enter, but the change will not affect the Payment Terms of existing suppliers.

Attention Oracle Public Sector Payables Users:

You are required to enter defaults for the Accounting Financials Options in the Accounting region. If you do not use encumbrance accounting or budgetary control, you do not need to enter defaults in the Encumbrance region. If you do not also have Oracle Public Sector Purchasing installed, you do not need to enter defaults in the Supplier – Purchasing region. If you do not have Oracle Public Sector Human Resources installed, you are not required to enter defaults in the Human Resources region. If your organization does not need to record a VAT registration number, you don't need to enter defaults in the Tax region. Payables uses most of the Supplier–Payables Financials Options as defaults in the Suppliers window. To see the default hierarchy for Payables review the Account Default Hierarchy Chart: page E – 9.

Attention Oracle Public Sector Purchasing Users:

If Purchasing is the only product you use, you are only required to enter information in the following regions: Accounting and Supplier Purchasing.

Attention Oracle Assets Users:

If Oracle Assets is the only product you use, you are only required to enter information in the following regions: Supplier, Human Resources, and Accounting.

Attention Encumbrance Accounting Users:

If you use encumbrance accounting, and you have Oracle Public Sector Payables, Oracle Public Sector Purchasing, and Oracle Public Sector General Ledger installed, define your encumbrance options in the Encumbrance Financials Options region. See: Defining Encumbrance Types *(Oracle Public Sector General Ledger User's Guide).*

Defining Financials Options

Prerequisites

- ❑ Define your set of books. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*
- ❑ Define your payment terms. See: Payment Terms: page 2 – 11. (Payables and Purchasing)
- ❑ Define your invoice and payment currencies in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide*). (Payables and Purchasing)
- ❑ Define at least one Inventory Organization if Oracle Inventory or Oracle Public Sector Purchasing is installed.
- ❑ Define at least one Inventory Organization if Oracle Inventory or Oracle Public Sector Purchasing is installed.
- ❑ Define at least one Inventory Organization if Oracle Inventory or Oracle Public Sector Purchasing is installed.

▶ **To define financials options:**

1. In the Financials Options window, select each alternate region that contains the options you want to define. Refer to the window references below for detailed information on any field.

   Accounting: page 2 – 63

   Encumbrance: page 2 – 64

Human Resources: page 2 – 66

Supplier – Payables: page 2 – 67

Supplier – Purchasing: page 2 – 68

Supplier Entry: page 2 – 69

Tax: page 2 – 70

2. Enter or change values.
3. Save your work.

Financials Options Window Reference

Accounting Financials Options

In this region you specify the maximum number of Payables Accounting Periods you allow, and you define GL Accounts for liability, prepayment, discount taken, and exchange rate variance gain / loss distributions.

Payables requires values for all options in this window.

Future Period Limit. The first time you enter this field Payables displays the number of future periods you use in your set of books as a default. You can change this number to the maximum number of future periods you want to allow in Payables. Oracle Public Sector Payables uses this value to limit the number of future periods you can maintain in the Payables AP Accounting Periods window. You can enter invoices in future periods, but Payables places a posting and payment hold on them during Approval.

Liability GL Account. Payables assigns this account as the default Liability Account for all new suppliers you enter. You can override this value during supplier entry. The Liability Account for an invoice determines the liability account(s) charged when you post invoices to your Accrual Basis set of books.

Prepayment GL Account. Payables assigns this account as the default Prepayment GL Account for each new supplier you enter. You can override this value during supplier entry. Payables uses the account as the default expense account for the invoice distributions on a prepayment. Typically your Prepayment Account will be an asset.

Discount Taken GL Account. If you choose to distribute your discounts to the system Discount Taken Account, Payables uses this

account to record the discounts you take on payments. Use the Payables Options window to select your method for distributing discounts for your invoices.

Rate Variance Gain/Loss GL Accounts. Payables uses these accounts to record the exchange rate variance gains / losses between your purchase order and invoice. Payables calculates these amounts during Approval. You can view the distribution amount for these variances in the Distribution Inquiry window.

Encumbrance Financials Options

To use encumbrance accounting or budgetary control, you must install Payables, Purchasing, and General Ledger. Use this region to enable encumbrance accounting and to specify the default encumbrance types Payables assigns to your invoices, and Purchasing assigns to your requisitions and purchase orders.

If you enable encumbrance accounting or budgetary control, Purchasing creates encumbrance journal entries when you reserve funds for a requisition or purchase order. If you use the perpetual accrual method in Purchasing, Purchasing reverses purchase order encumbrances when you inspect, accept, and deliver the units. If you are using the periodic accrual method in Purchasing, Payables reverses the purchase order encumbrances when you create journal entries for invoices. Payables creates encumbrance journal entries when you approve an unmatched invoice or when there is a variance between a matched invoice and the purchase order to which it is matched. See also: Encumbrance Entries in Payables: page 10 – 42.

Oracle Public Sector Financials provides two predefined encumbrance types that you can use to identify requisition, purchase order, and invoice encumbrances: Commitment and Obligation. You can define additional encumbrance types in Oracle Public Sector General Ledger. See also: Encumbrance Entries in Payables: page 10 – 42.

Use Requisition Encumbrance. Enable this option to encumber funds for requisitions. If you enable this option, Oracle Public Sector Purchasing creates journal entries and transfers them to Oracle Public Sector General Ledger to encumber funds for purchase requisitions.

Encumbrance Type. If you enable Use Requisition Encumbrance, you must select a requisition type by which you can identify your requisition encumbrance journal entries. Purchasing assigns this encumbrance type to the encumbrance journal entries it creates for purchase requisitions.

Reserve at Requisition Completion. If you enable Use Requisition Encumbrance, indicate whether you want requisition preparers to have the option to reserve funds. If you do not enable this option, only requisition approvers will have the option to reserve funds.

Use PO Encumbrance. Enable this option to encumber funds for purchase orders, purchase order matched invoices, and basic invoices (not purchase order matched). If you enable this option, Oracle Public Sector Purchasing encumbers funds for purchase orders and Payables encumbers funds for variances during Approval for purchase order matched invoices. If you enable this option and enter a non–purchase order matched invoice, Payables will encumber funds for it during Approval. All Payables encumbrances are reversed during Posting. If you enable Use Requisition Encumbrance, you must also enable this option.

PO Encumbrance Type. If you enable Use Purchase Order Encumbrance, select a purchase order encumbrance type by which you can identify your purchase order encumbrance journal entries. Purchasing assigns this encumbrance type to the encumbrance journal entries it creates for purchase requisitions and purchase orders.

Invoice Encumbrance Type. If you use purchase order encumbrance, select an invoice encumbrance type by which you can identify your invoice encumbrance journal entries. Oracle Public Sector Payables assigns this encumbrance type to the encumbrance journal entries that it creates when Approval approves an unmatched invoice or an invoice matched to a purchase order for which there is a variance.

See Also

Invoice Variances: page 4 – 87

Budgetary Control In Payables: page 10 – 38

Encumbrance Entries in Payables: page 10 – 42

Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*

Overview of Encumbrance Accounting *(Oracle Public Sector General Ledger User's Guide)*

Defining Encumbrance Types *(Oracle Public Sector General Ledger User's Guide)*

Entering Encumbrances *(Oracle Public Sector General Ledger User's Guide)*

Human Resources Financials Options

Use this region to enter the options and defaults for entering employee information in the Enter Person window.

Business Group. Enter the name of the business group that you want to associate with Oracle Public Sector Purchasing If you use Purchasing jointly with Oracle Human Resources, you must reference the business group that you define in Oracle Human Resources. If you use Purchasing without Human Resources, you can use the default value. The default for this field is the Human Resources default of Setup Business Group.

The business group determines which employees you can use in Purchasing. In Purchasing, you can see only the employees in this business group.

Expense Check Address. Select the default address you want to use on payments for employee expense reports: Home or Office. The system uses this default for each new employee you enter. You can override this default during employee entry or expense report entry.

Use Approval Hierarchies. Enable this option to use positions and position hierarchies to determine approval paths for your documents within Purchasing. Disable this option of you want approval paths based on the supervisor structure.

Employee Numbering Method. You can enter your employee numbers manually or let the system generate sequential employee numbers. The system prevents you from entering a value in this field if you install Oracle Human Resources or Oracle Public Sector Payroll. You can change the numbering method at any time.

- **Automatic.** The system automatically assigns a unique sequential number to each employee when you enter a new employee.
- **Manual.** You enter the employee number when you enter an employee.
- **Use National Identifier Number.** The system automatically enters the employee's National Identifier Number as the employee number. For example, a Social Security number for a United States employee.

Attention: Be careful if you switch from manual to automatic entry. The employee number must be unique. When you use manual entry, you can assign any number and in any order. If you switch to automatic after having entered employee numbers manually, the system may try to assign a number that

you already assigned. If you switch from manual to automatic entry, make sure the next available number for automatic entry is larger than the largest number you have already recorded.

Next Automatic Employee Number. If you select the Automatic Employee Numbering method, enter the starting value you want the system to use for generating unique sequential employee numbers. After you enter a number and save your changes, the system displays the number that it will assign to the next new employee you enter.

Supplier – Payables Financials Options

The options you define in the region, except for Receipt Acceptance Days, are used as default values for the Payment region of the Suppliers window. The supplier values default to new supplier sites for the supplier, which default to new invoices for the supplier site. You can override these values during entry of the supplier, supplier site, and invoice.

Payment Terms. Payables uses payment terms to automatically calculate due dates, discount dates, and discount amounts for each invoice you enter. If the terms you want to use are not on the list of values, you can define additional terms in the Payment Terms window. See: Scheduling Invoice Payments: page 4 – 73.

Payment Method. The invoice payment method you use most frequently. See: Defining and Maintaining Payables Payment Documents: page 2 – 122.

- **Check.** You can pay with a manual payment, a Quick payment, or in a payment batch.
- **Clearing.** Used for recording invoice payments to internal suppliers.
- **Electronic.** You generate an electronic payment file that you deliver to your bank to create payments.
- **Future Dated.** Used to create payments with a future date that instructs your bank when to disburse funds to your supplier's bank. For example, a Bill of Exchange.
- **Manual Future Dated**. Used to disburse funds to a supplier who sends you an invoice with a payment notice attached. You approve the supplier's payment notice, which includes a future payment date, and send it to your bank.
- **Wire.** Used to manually record a wire transfer of funds between your bank and your supplier's bank.

Receipt Acceptance Days. If you create interest invoices for late payment, enter the number of days in your receipt acceptance period. If you enable the Recalculate Scheduled Payment Payables option, Approval recalculates your invoice due date based on this value. See: Interest Rates: page 2 – 45.

Always Take Discount. Enable this option to have Oracle Public Sector Payables always take an available discount for a supplier, regardless of when you pay the invoice. See: Discounts: page 4 – 78.

Pay Alone. If an invoice has the Pay Alone option enabled, Payables creates a separate payment for each invoice. If the Pay Alone option is not enabled for an invoice, the invoice will be paid with other invoices for the same supplier site on a single payment.

Supplier – Purchasing Financials Options

The options you define in this region, except for Inventory Organization, are used as default values for the Purchasing region of the Suppliers window. The supplier values default to new supplier sites for the supplier, which default to new purchasing documents for the supplier site.

> **Note:** If you use the Multiple Organizations Support feature, values you enter in this window will default to both the Supplier and Supplier Site.

You can override defaulted values during entry of the supplier, supplier site, and purchasing documents.

Ship–To/Bill–To Location. The name of the ship–to / bill–to location for the system default value. If the name you want does not appear in the list of values, use the Location window to enter a new location. See also: Site Locations *(Oracle Human Resources User's Guide)*.

Ship Via. Shipping method type. If the type of shipping method you want does not appear in the list of values, use the Define Supplier QuickCodes window to enter a new shipping method.

FOB. If the type of FOB you want is not in the list of values, use the Define QuickCodes window to enter a new FOB.

Inventory Organization. You need to choose an inventory organization if you use Oracle Public Sector Purchasing. You can associate each of your Oracle Public Sector installations with one inventory item master organization. When you associate your Oracle Public Sector Purchasing installation with an inventory organization, items you define in this organization become available in Oracle Public Sector Purchasing. You can only choose an inventory organization that

uses the same set of books as your Oracle Public Sector Purchasing installation. Do not change the Oracle Public Sector Inventory Organization after you have already assigned one to Oracle Public Sector Purchasing.

Freight Terms. The freight terms for a supplier identify whether you or your supplier pays for freight charges on goods you receive. You can create new freight terms in the QuickCodes window.

Supplier Entry Financials Options

The options you define in this region are used to control supplier entry and purchase order matching.

RFQ Only Site. Default value for all new suppliers. You cannot create purchase orders in Oracle Public Sector Purchasing for a supplier site which is an RFQ Only Site.

Hold Unmatched Invoices. If you enable this option for a supplier site, then Payables applies a Matching Required hold to an invoice if it has Item type distributions that are not purchase order matched (unless the sum of the distributions by accounting code combination is zero). Payables applies the hold to the invoice during Approval. You cannot pay the invoice until you release the hold. You can release this hold by matching the invoice to a purchase order and resubmitting Approval, or you can manually release the hold in the Holds window of the Invoice Workbench.

Supplier Number Entry. You can enter your supplier numbers manually or let Payables automatically generate sequential supplier numbers for you. You can change the number entry method at any time.

- **Automatic.** The system automatically assigns a unique sequential number to each supplier when you enter a new supplier.
- **Manual.** You enter the supplier number when you enter a supplier.

Attention: Be careful if you switch from manual to automatic entry. Each supplier number must be unique. When you use manual entry, you can assign any number and in any order. If you switch to automatic after entering supplier numbers manually, the system may try to assign a number that you already assigned. If you switch from manual to automatic entry, make sure the next available number for automatic entry is larger than the largest number you have already recorded.

See also: Entering Suppliers: page 3 – 10, and Payables Options: page 2 – 76.

Supplier Number Type. Type of supplier number you want Payables to use for supplier number entry.

- **Alphanumeric.** Numbers, characters, or a combination.
- **Numeric.** Numbers only.

After you begin entering suppliers, you can change your Number Type from numeric to alphanumeric at any time; however, you can change your Number Type from alphanumeric to numeric only if all your current supplier numbers are numeric.

Next Automatic Supplier Number. If you select the Automatic Supplier Number Entry method, enter the starting value you want the system to use for generating unique sequential supplier numbers. After you enter a number and save your changes, the system displays the number that it will assign to the next new supplier you enter.

Tax Financials Options

Default Tax Name. Tax Name default for the Invoice Tax Name option in the Suppliers window. In addition, you can include this tax name in your Tax Name Defaults hierarchy that you define in the Payables Options window. This hierarchy is used throughout Payables to default tax names to documents. See: Defaulting Tax In Payables: page 4 – 39.

Member State. The location of your agency or organization. Payables uses this country name to determine if your agency or organization is located in a member state of the European Union (EU).

VAT Registration Number. The Value–Added Tax (VAT) registration number for your organization. Your organization is assigned a VAT Registration Number if you register to pay VAT. The first two characters of a VAT registration number are the country code for the country or state where the registered agency or organization is located. Payables prints this number on the header of the Intra–EU VAT Audit Trail Report.

See Also

EU VAT Taxes: page 4 – 36

Accounting Methods

When you set up Payables you choose a primary and an optional secondary accounting method in the Payables Options window. The accounting method you choose determines the distributions Payables creates when you post your transactions. For each accounting method, cash or accrual, you choose a set of books to which you will to post transactions. You cannot change your primary accounting method after you post your transactions.

Set up Payables to create accounting entries in compliance with one of the following accounting methods:

- **Cash Basis Accounting.** You record only payments, and do not record liability information for invoices. The payment distributions typically debit your expense or asset account and credit your cash or cash clearing account. When you post payments, Payables may also create distributions for discount taken and foreign currency exchange gain or loss.
- **Accrual Basis Accounting.** You post accounting distributions for invoices and payments. The invoice distributions generally debit your expense account and credit your liability account. For prepayments, Payables creates distributions that debit your prepayment account and credit your liability account.

  Payment distributions typically debit the liability account and credit the cash or cash clearing account. When you post payments, Payables may also create distributions for discount taken and foreign currency exchange gain or loss.
- **Combined Basis Accounting.** You maintain one set of books for cash accounting and one set of books for accrual accounting. You choose which will be your primary set of books and which will be your secondary set of books. Invoice distributions are recorded for your accrual set of books, and payment distributions are recorded in both your cash set of books and accrual set of books.

  Combined basis accounting allows you to produce financial reports for either your cash or accrual set of books. For example, you may want to manage your agency on an accrual basis, but require cash basis accounting information for certain regulatory reporting on a periodic basis.

Figure 2 – 1

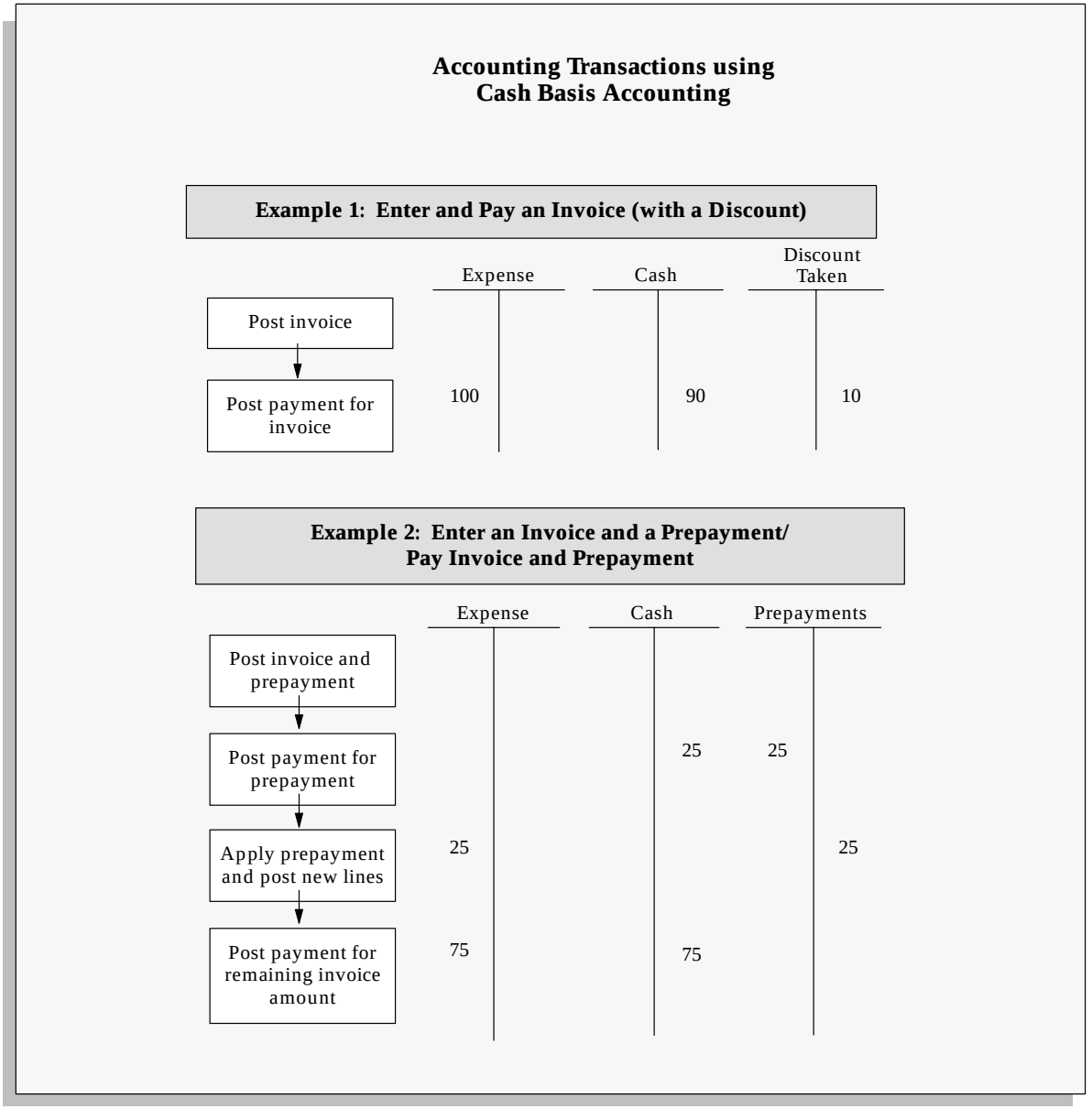
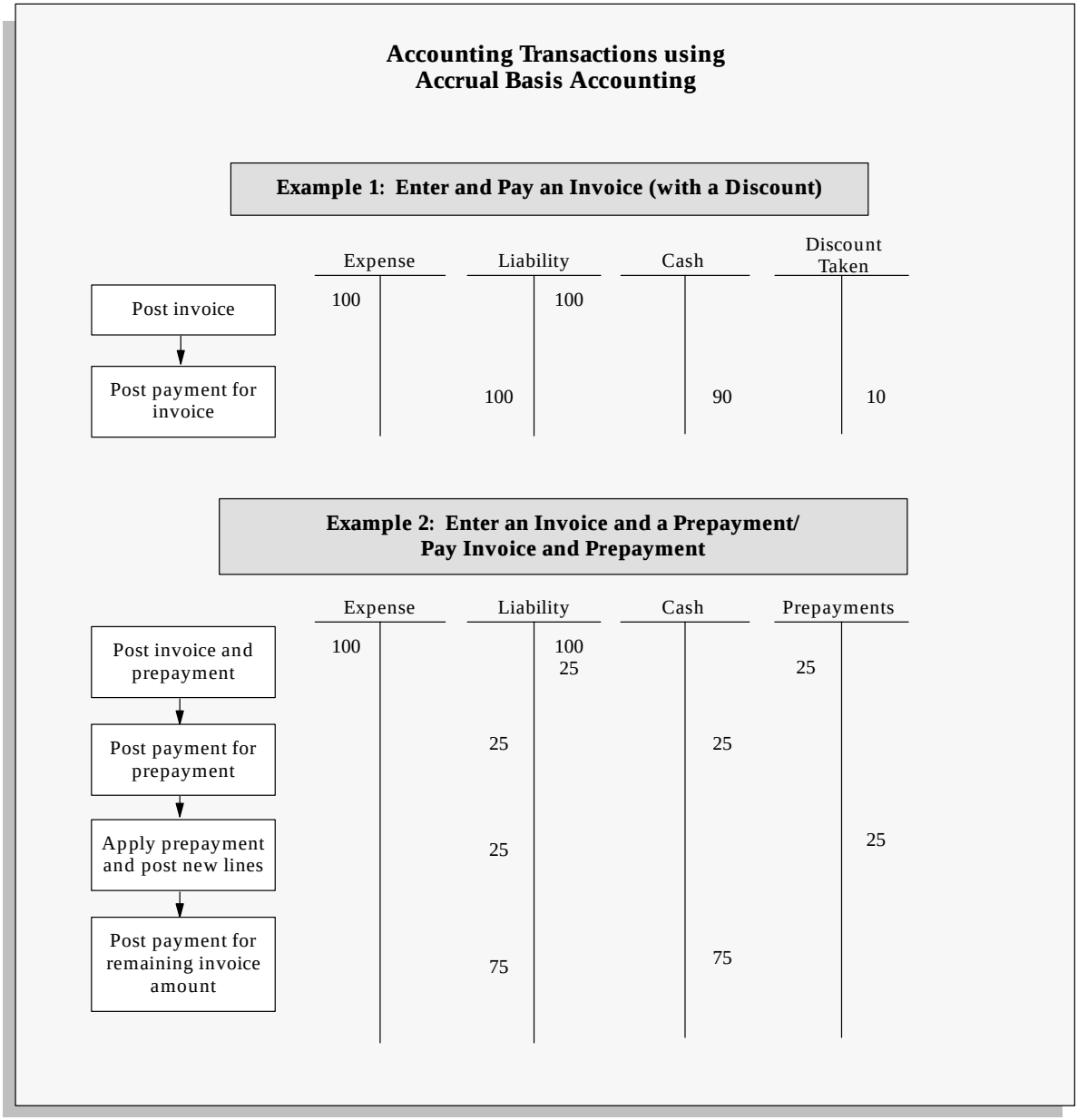

Accounting Transactions using
Cash Basis Accounting
Example 1: Enter and Pay an Invoice (with a Discount)
Expense
Cash
Discount Taken
Post invoice
Post payment for invoice
100
90
10
Example 2: Enter an Invoice and a Prepayment/ Pay Invoice and Prepayment
Expense
Cash
Prepayments
Post invoice and prepayment
Post payment for prepayment
Apply prepayment and post new lines
Post payment for remaining invoice amount
25
25
25
75
75

Figure 2 – 2


Accounting Transactions using
Accrual Basis Accounting
Example 1: Enter and Pay an Invoice (with a Discount)
Expense
Liability
Cash
Discount Taken
Post invoice
100
100
Post payment for invoice
100
90
10
Example 2: Enter an Invoice and a Prepayment/ Pay Invoice and Prepayment
Expense
Liability
Cash
Prepayments
Post invoice and prepayment
100
100
25
25
Post payment for prepayment
25
25
Apply prepayment and post new lines
25
25
Post payment for remaining invoice amount
75
75

See Also

Defining Your Chart of Accounts *(Oracle Public Sector General Ledger User's Guide)*

Budgetary Control In Payables: page 10 – 38

Fund Accounting: page 10 – 12

Foreign Currency Transactions: page 6 – 2

Interfund Accounting: page 10 – 49

Posting: page 7 – 2

Posting When You Use Accrual Basis Accounting: page 7 – 19

Posting When You Use Cash Basis Accounting: page 7 – 22

Oracle Cash Management User's Guide

Encumbrance with Combined Basis Accounting: page 10 – 43

Encumbrance with Cash Basis Accounting: page 10 – 43

Setting up Your Accounting Method

Set up Payables to create accounting entries for your transactions in accordance with cash basis, accrual basis, or both (combined basis), accounting methods.

If you implement Multiple Reporting Currencies, open and close Payables periods in your primary set of books. Payables automatically opens and closes Payables periods in all of the associated reporting sets of books. You cannot close a Payables period if outstanding transactions exist in your primary or associated reporting set of books. See: Multiple Reporting Currencies in Oracle Applications manual.

Prerequisite:

- ❑ Define Sets of Books in the Set of Books window. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*.

▶ **To set up your accounting method:**

- ■ In the Accounting region of the Payables Options window, select Cash or Accrual as your Primary Accounting Method.

  If you want to use combined basis accounting, select Accrual as your primary accounting method, and cash as your Secondary Accounting Method. If you do not want to use a secondary accounting method, select None as the Secondary Accounting Method.

See Also

Posting When You Use Accrual Basis Accounting: page 7 – 19

Posting When You Use Cash Basis Accounting: page 7 – 22

Budgetary Control In: page 10 – 38

Foreign Currency Transactions: page 6 – 2

Interfund Accounting: page 10 – 49

Fund Accounting: page 10 – 12

Payables Options

Use this window to set control options and defaults used throughout Payables. You can set defaults in this window which will simplify supplier entry, invoice entry, and automatic payment processing. Although you only need to define these options and defaults once, you can update them at any time to change controls and defaults for future transactions.

Attention: If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, read the *Multiple Reporting Currencies in Oracle Applications* manual before proceeding. The manual details all setup considerations for implementing Payables with this feature.

Defining Payables Options

Prerequisites

- ❑ Define your chart of accounts. See: Defining Your Accounting Classification Code Structure *(Oracle Public Sector General Ledger User's Guide)*.
- ❑ Define your Financials options. See: Financials Options: page 2 – 61.
- ❑ Define your payment terms. See: Payment Terms: page 2 – 11.
- ❑ Define your currencies. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ **To define Payables options:**

1. In the Payables Options window, select each region that contains the options you want to define. Refer to the window references below for detailed information on any field:
   - Accounting: page 2 – 77
   - Currency: page 2 – 82
   - Expense Report: page 2 – 83
   - Interest: page 2 – 85
   - Invoice: page 2 – 86
   - Invoice Tax: page 2 – 88

- Matching: page 2 – 92
- Payment: page 2 – 94
- Supplier: page 2 – 96
- Tax Name Defaults: page 2 – 99
- Withholding Tax: page 2 – 102

2. Enter or change option values.
3. Save your work.

See Also

Account Default Hierarchy Chart: page E – 9

Invoice and Invoice Batch Default Chart: page E – 2

Payment and Payment Batch Default Chart: page E – 6

Payables Options Window Reference

- Tax Name Defaults: page 2 – 99

Accounting Payables Options

Use this region to control accounting information for your Payables system.

Automatic Offset Method. Enable Automatic Offsets by selecting Account or Balancing as your Offset Method if you want Payables to automatically create balancing entries for your invoice and payment transactions.

If you enable Automatic Offsets, for your invoice transactions, Payables creates one offsetting liability distribution for each invoice distribution, according to the Offset Method you choose. For your payment transactions, Payables creates a corresponding cash type payment distribution for each liability distribution when you pay an invoice from a pooled bank account. Payables creates one cash type payment distribution for each invoice distribution when you pay an invoice from

an unpooled bank account. Payables uses the Asset account of the bank account for these cash distributions.

If you enable this option, you cannot enable any of the following Payables options: Allow Reconciliation Accounting, Enable Withholding Tax, or Allow Adjustments to Paid Invoices.

Suggestion: If you enable Automatic Offsets, you should always choose to post audited invoices and payments and have Journal Import create detailed journal entries so that General Ledger can create the necessary detail balancing journal entries.

Suggestion: If you enable Automatic Offsets, you should always choose to post audited invoices and payments and have Journal Import create detailed journal entries so that General Ledger can create the necessary detail balancing journal entries.

- **None.** Do not use Automatic Offsets. For your invoice transactions, Payables creates one liability distribution, and for your payment transactions, Payables creates one cash type payment distribution.
- **Account.** When creating the offsetting liability account, Payables uses the expense GL Account from the invoice distribution and overwrites the account segment with the default liability account from the supplier site.
- **Balancing.** Payables uses the supplier site's default liability account and overwrites the balancing segment (usually the organization code) with the balancing segment from the expense distribution GL Account.

Cash Clearing. You can enable only one of the following two options:

- **Allow Reconciliation Accounting.** Enable this option if you want Payables to create reconciliation accounting entries for cash clearing, bank charges, bank errors, and exchange rate gain/loss when you reconcile payments using Oracle Cash Management. When this option is enabled, Payables posts each payment you issue twice: once as an unreconciled payment, and again as a reconciled payment. When you create a payment, Payables creates accounting entries for unreconciled payments to debit the AP Liability account and credit the Cash Clearing account you specify. When you reconcile the payment using Oracle Cash Management, Payables creates accounting entries to debit the Cash Clearing account and credit the Cash account. When you reconcile the payment, Payables also creates accounting entries to record bank charges, bank errors, and exchange rate gains or

losses that occur between payment issuance and payment reconciliation. See also: Accounting Methods: page 2 – 71

If you do not enable this option, you can still reconcile payments using Oracle Cash Management. However, Payables creates no reconciliation accounting entries.

When this option is not enabled, Payables posts each payment once. When you create a payment, Payables creates accounting entries to debit the AP Liability account and credit the Cash account.

If you enable this option, you cannot enable Automatic Offsets.

If you enable this option, you cannot enable Automatic Offsets.

- **Allow Future Payment Method.** Enable this option if you want to use the Future Dated and Manual Future Dated Payment methods in Payables. If you use the Future Payment Method, you can create a payment document with a future date (maturity date). The payment document instructs your bank to disburse funds to your supplier's bank on the maturity date. An example of a future payment document is a Bill of Exchange. See also: Future Dated Payment Method: page 5 – 50.

Accounting Methods. Method(s) used to create accounting entries for your transactions in accordance with cash basis, accrual basis, or both (combined basis) accounting methods.

- **Primary Accounting Method.** Accounting method you use for your primary set of books. Although the Primary Accounting Method is not a required field, you cannot transfer invoice and payment information to your general ledger until you have entered a primary accounting method. If you use General Ledger with Payables, Payables creates journal entries according to the accounting method you choose. You cannot change your primary accounting method after you create any journal entries.
  - Accrual
  - Cash
- **Secondary Accounting Method.** If you want to use combined basis accounting, choose Accrual or Cash for the accounting method you use for your secondary set of books. If you do not want to use combined basis accounting, choose None.
  - Accrual
  - Cash
  - None

- **Set of Books** (Primary / Secondary). Payables displays the primary set of books you selected in the (Choose) Set of Books window. If you use a secondary set of books, select its name from the list of values. Your secondary set of books must have the same currency, chart of accounts, and calendar as your primary set of books.

Journal Entry Creation. These are default audit information options for your invoice and payment transactions. You can override these defaults each time you initiate the Payables Transfer to General Ledger program. Payables automatically maintains audit information for all expense and cash transactions.

- **Liability**
  - **Audit.** Payables maintains detail audit information for your liability transactions, when you post to your Accrual set of books.
  - **Partial Audit.** Payables maintains audit information and invoice level accounting records for your liability transactions, when you post to your Accrual Set of Books. This option groups liability lines by invoice, and does not include the distribution level detail that the Audit option includes.
  - **No Audit.** Payables maintains summary records of the invoice and payment transactions for each unique liability account, when you post to your Accrual set of books.
- **Gain or Loss.** Method for maintaining audit information for your foreign currency gains and losses if you use multiple currencies.
  - **Audit.** Payables maintains detail audit information for your gain or loss transactions, when you post payments to your Accrual set of books.
  - **No Audit.** Payables maintains summary records of the invoice and payment transactions for each unique foreign currency gain or loss account, when you post payments to your Accrual set of books.
- **Discount Taken.** Method for maintaining audit information for your discount distributions.
  - **Audit.** Payables maintains detail audit information for your invoice discount transactions, when you post payments to your Accrual and / or Cash set of books.

  - **No Audit.** Payables maintains summary records of the invoice and payment transactions for each unique discount taken account, when you post payments to your Accrual and / or Cash set of books.

- **Cash Clearing.** You only need to enter a value in this field if you enable either the Allow Future Payment Method Payables option or the Allow Reconciliation Accounting Payables option.
  - **Audit.** Payables maintains audit information and detail accounting records for your future payment and cash clearing transactions, when you post payments to your Accrual and / or Cash set of books.
  - **No Audit.** Payables maintains only summary records of the transactions for each unique future payment or cash clearing account, when you post payments to your Accrual and / or Cash set of books.
- **Rounding.** You need to enter a value in this field if you use multiple currencies.
  - **Audit.** Payables maintains audit information and detail accounting records for your multiple currency transactions, when you post payments to your Accrual and / or Cash set of books.
  - **No Audit.** Payables maintains only summary records of the transactions for each unique rounding errors account, when you post payments to your Accrual and / or Cash set of books.
- **Create Summarized Journal Entries**. If Payables creates summarized journal entries, Payables combines all the invoice or payment transactions for a particular account into a single journal entry line when you submit the Payables Transfer to General Ledger program. If you do not create summarized journal entries, Payables creates a journal entry line for each invoice or payment distribution.

  You cannot enter a value in this field if General Ledger is not installed. If General Ledger is not installed, Payables transfers the accounting information to your general ledger, but does not create journal entry batches, headers, or lines.

See Also

Summary and Detail Journal Entries: page 7 – 13

Accounting Methods: page 2 – 71

Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*

Posting when you Use Oracle Cash Management: page 7 – 18

Fund Accounting with Automatic Offsets: page 10 – 12

Currency Payables Options

Use Multiple Currencies. Enable this option if you want to enter and pay invoices in a currency different from your functional currency. Payables also allows you to define a multiple currency payment format and bank account if you enable this option.

If you update this Payables option from enabled to disabled, Payables checks and warns you if you have any multiple currency bank accounts that are using multiple currency payment formats. You must inactivate the payment documents that use multiple currency payment formats and change the Multiple Currency field value on multiple currency bank accounts to disabled before you can change this Payables option from enabled to disabled.

Require Exchange Rate Entry. Enable to require entry of an exchange rate whenever you enter an invoice or a payment in a currency other than your functional currency. If you maintain daily rates in the Daily Rates window, Payables defaults the rate automatically, based on the date and the Rate type you enter. Payables always requires you to enter an exchange rate when you use the User exchange rate type, even if you do not enable this option.

You cannot post or pay foreign currency invoices without exchange rates. After you have entered invoices or created payments, you can enter exchange rates, either manually, or by using the AutoRate program.

Exchange Rate Type. Payables uses this default rate type when you enter invoices or create payments.

- **User.** Used to manually enter your own exchange rate during invoice entry or at payment time.

- **Spot.** A daily exchange rate which is a quoted market rate. When you specify a Spot rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **Corporate.** A standard market rate determined by senior management for use throughout your organization. When you specify a Corporate rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **User–defined.** An exchange rate type you define in the Define Daily Conversion Rate Types window. You can define as many exchange rate types as you need. When you specify a User–defined rate type, Payables automatically enters the invoice exchange rate for you from the GL Daily Rates table.

Gain/Loss Accounts. Payables uses this account as the default realized gain account for payments from each of your bank accounts. When you pay a foreign currency invoice, if the exchange rate changes between invoice entry and payment, Payables automatically calculates the realized gain or loss and records it in this account. If you reconcile your payments, Payables also records a realized gain or loss if there is a difference in the exchange rate between the payment date and reconciliation date.

Rounding Account. Payables uses this account when you use multiple currencies and the payment currency does not round within the payment currency precision. For example, if a payment rounds to 100.001 UKS, the payment will be for 100.00 UKS, and the rounding error of .001 will be recorded in this account.

See Also

AutoRate Program: page 6 – 11

Entering Daily Rates (*Oracle Public Sector General Ledger User's Guide*)

Expense Report Payables Options

Terms. Payment terms you want to assign to any suppliers that you create from employees during Invoice Import.

Suggestion: Define and assign immediate payment terms for your employee suppliers.

Pay Group. Pay Group you want to assign to any suppliers that you create from employees during Invoice Import.

Payment Priority. Payment priority you want to assign to any suppliers that you create from employees during Invoice Import. A number, between 1 (high) and 99 (low), which represents the priority of payment for a supplier.

Settlement Days. Number of days you want Payables to add to the system date to calculate a default settlement date for an employee advance. Payables prevents you from applying the advance to any expense reports until on or after the settlement date.

For example, your organization has a policy where you do not apply employee advances against expense reports until two weeks after you enter the advance, so you enter 14 in this field. When you enter an advance for an employee Payables calculates a default settlement date that is 14 days after the date you enter an advance.

Apply Advances. Default value for the Apply Advances option in the Expense Report window in Payables. If you enable this option, Payables applies advances to employee expense reports if the employee has any outstanding, paid advances. You can override this default during expense report entry.

Automatically Create Employee as Supplier. If you enable this option, when you import Payables expense reports, Payables automatically creates a supplier for any expense report where an employee does not already exist as a supplier. If the supplier site you are paying (HOME or OFFICE) does not yet exist, Payables adds the supplier site to an existing supplier. Payables creates a HOME or OFFICE supplier site with the appropriate address, depending on where you are paying the expense report. The Home address is from the PER_ADDRESSES table, and the Office address is from the HR_LOCATIONS table. Payables creates suppliers based on the defaults you select in this region and employee information from the Enter Person window. You can review suppliers and adjust any defaults in the Supplier window.

If you do not enable this option, enter an employee as a supplier in the Suppliers window and link the Employee Name / Number to the supplier before you use Payables Invoice Import. Payables cannot import expense reports without corresponding suppliers, and lists them on the Invoice Import Exceptions Report with No Supplier holds.

Hold Unmatched Expense Report Invoices. This option defaults to the Hold Unmatched Invoices option for the supplier and supplier site for any suppliers Payables creates during Invoice Import.

When Hold Unmatched Invoices for a supplier site is enabled, Payables requires that you match each invoice for the supplier site to a purchase order. If you enable this option for a site, then Payables places a Matching Required hold to an invoice if it has Item type distributions that are not purchase order matched, (unless the sum of the distributions by accounting code combination is zero). Payables places the hold on the invoice during Approval. You cannot pay the invoice until you release the hold. You can release this hold by matching the invoice to a purchase order or you can manually release the hold in the Holds window of the Invoice Workbench.

See Also

Payables Invoice Import Program: page 4 – 141

Entering Suppliers: page 3 – 10

Expense Reports: page 4 – 118

Interest Payables Options

Use this region to enable Automatic Interest Calculation and then enter defaults, such as expense and liability accounts, for the interest invoices Payables creates automatically when you pay overdue invoices.

Allow Interest Invoices. Enable this option if you want to allow Payables to calculate interest for overdue invoices and create interest invoices for selected suppliers. Payables automatically creates interest invoices when you pay overdue invoices in a payment batch or with a Quick payment. If you pay an overdue invoice using a manual payment, Payables warns you that interest is due on the invoice and you should pay the invoice in a payment batch or with a Quick payment.

When you enable the Allow Interest Invoices Payables option, Payables enables the Allow Interest Invoices option in the Payment Region of the Suppliers window for all new suppliers you enter. You can override this default value at any time. If you do not enable the Allow Interest Invoices Payables option, you cannot enable the Allow Interest Invoices option in the Suppliers window.

Minimum Interest Amount. If you enable the Allow Interest Invoices option, you must enter a value in this field that represents the

minimum interest amount Payables will pay. If the calculated interest amount is less than this amount, Payables does not create an interest invoice.

Suggestion: Because interest payments compound every thirty days, we suggest you pay interest when it is due, rather than allowing it to compound. Set the minimum interest amount low enough so that your interest does not compound, but not so low that you pay very exceedingly small amounts of interest on past due invoices.

Transaction Code. Payables displays a null value and does not allow you to navigate to this field unless you enable the Transaction Code profile option for your set of books.

Expense Interest Invoice Account. If you enable the Allow Interest Invoices option, you must enter an interest expense account. Payables posts interest invoice distributions to this account when you post to the general ledger.

Liability Interest Invoice Account. If you enable the Allow Interest Invoices option, you must enter an interest liability account. Payables posts interest liability distributions to this account when you submit the Payables Transfer to General Ledger program. This interest liability account is always used when interest invoices are automatically created during the payment process. Payables does not overwrite the interest liability account using your FlexBuild Method system option.

See Also

Prompt Payment Support: page 10 – 7

Invoice Payables Options

Use Batch Controls. Enable this option to enable use of the Invoice Batches window, which you can use to specify batch defaults that help speed and control invoice entry.

Confirm Date as Invoice Number. If you enable this option, during invoice entry when you accept the invoice date as the default for invoice number, Payables displays a pop–up window that reads, ”Use the Invoice Date as the Invoice Number?”.

Allow Online Approval. Enable this option if you want to allow users to submit Payables Approval from the Submit Request window. See: Payables Approval Program: page 4 – 71.

Allow Adjustments to Paid Invoices. Enable this option if you want to allow users to update the distributions of a paid invoice. This means you could create a distribution variance on a paid invoice if you do not ensure the distributions total equals the invoice amount when you do your invoice adjustments. You would discover this possible error when you submitted Approval because Approval would place a Distribution Variance hold on the invoice and prevent you from posting the invoice. You can enable this option only if you use Accrual as your primary accounting method and you do not use Fund Accounting.

Allow Document Category Override. Enable this option if you want to allow users to override the default Document Category assigned to an invoice by Payables. Payables automatically assigns a document category to an invoice if your Sequential Numbering profile option is Partially Used or Always Used. Payables predefines a document category for each invoice type. Your system administrator can define additional document categories for an invoice type.

If your Sequential Numbering profile option is Not Used, Payables does not assign a document category to an invoice and you cannot enable this option, or enter a document category for an invoice.

Automatically Create Freight Distribution. If you enable this option, Payables checks the Create Freight Distribution check box in the Invoices window and automatically creates a single freight distribution using the Freight Amount and Freight Account you enter for an invoice. If you usually prorate freight to invoice distributions, or enter freight distributions manually, do not enable this option.

Freight Account. If you enable the Automatically Create Freight Distribution Payables option, you must enter a freight account. Payables uses this account as the default freight account for an invoice. You can override this account during invoice entry. See also: Entering Freight on Invoices: page 4 – 53.

GL Date Basis. The date you want Payables to use as the default accounting date during invoice entry.

- **Invoice.** Invoice date you enter during invoice entry.
- **System.** System date.
- **Receipt–Invoice.** For invoices that you match to purchase orders, date you record receipt of an item. If the receipt date does not exist, Payables uses the invoice date as the default.

- **Receipt–System.** For invoices that you match to purchase orders, date you record receipt of an item. If the receipt date does not exist, Payables uses the system date as the default.

Invoice Tax Payables Options

Exclude Tax From Discount Calculation. If you enable this option, when you enter an invoice, Payables subtracts the tax amount from the invoice amount when it enters the invoice amount applicable to discount in the Invoices window. If you enable this option, you cannot select Prorate Tax or Prorate Expense for your Discount Distribution Method Payables option. Note that even if you enable this option, taxes with corresponding offset taxes, such as VAT taxes, will not be excluded from discount calculation.

If you do not enable this option, Payables uses the gross amount (including the tax amount) of an invoice as the invoice amount applicable to discount. When you enter an invoice you can always override the default invoice amount applicable to discount.

Require Tax Entry at Header. If you enable this option, Payables requires you to enter a Tax Name and Tax Amount in the Invoices window when you enter an invoice. If you use Automatic Tax Calculation at the header level, Payables automatically will calculate a Tax Amount for you, so you are only required to enter a tax name if one has not defaulted from the supplier site.

If you have enabled this option and the invoice has no tax, in the Invoices window you enter a Tax Name with a zero–percent tax rate assigned to it.

If you enter a Tax Name and Tax Amount for an invoice, Payables automatically creates a tax distribution. You can adjust the tax distribution in the Distributions window.

You cannot enable this option if you select Line as your Calculation Level Payables option. If you allow override of the tax calculation level and you enter an invoice using Line level calculation, Payables will not require you to enter a Tax Name or Tax Amount in the Invoices window even if you have enabled the Require Tax Entry at Header option.

Do not enable this option if you want to enter Use type tax names on invoices. If you enable this option, Payables prevents you from entering Use tax names on invoices. In addition, when you enable this option and enter a Use type tax name as the default tax name for a

supplier site, Payables does not assign the default to the invoices you enter for the supplier site.

You may not want to enable this option if you want to prorate tax across selected invoice distributions. If you enable this option, Payables automatically creates a tax distribution when you enter an invoice.

If the Require Tax Entry at Header Payables option is disabled when you enter an invoice, the Tax Name and Tax Amount fields are optional.

Use Automatic Tax Calculation. Select this option if you want to enable Payables to automatically calculate and enter tax on invoices. If this option is not enabled, Payables will disable Automatic Tax Calculation options throughout the system. If you disable this option after you have enabled it, Payables will not automatically calculate sales tax for any invoice.

If you want to use Automatic Tax Calculation for some invoices, and you also want to create tax distributions for other invoices by manually entering tax distributions, by prorating tax across selected invoice distributions, or by matching to purchase orders, enable this option. You can selectively disable Automatic Tax Calculation for a particular supplier, supplier site, or invoice. See: Disabling Automatic Tax Calculation: page 10 – 36.

If you do not enable this option, Payables does no tax calculation but will automatically create a tax distribution if you enter values for Tax Name and Tax Amount in the Invoices window. Payables copies the invoice tax name and tax amount values to the new tax distribution but does no tax calculation.

Calculation Level. If you enable the Use Automatic Tax Calculation option, select the level at which you want Payables to automatically calculate sales tax. This value defaults to new suppliers you enter. See also: Automatic Tax Calculation Level: page 10 – 33.

- **Header.** Automatically create tax distributions based on the Invoice Amount and Tax Name in the Invoices window:
- **Line**. Automatically create tax distributions based on the distribution Amount, Tax Name, and Includes Tax check box in the Distributions window:

Allow Calculation Level Override. Enable this option if you want to allow users to adjust the default value of the Calculation Level option for new and existing suppliers.

The Calculation Level defaults in the following order: Payables Options –> Suppliers –> Supplier Site –> Invoices. You can adjust the default calculation level in the Supplier, Supplier Sites, and Invoices windows only if the Allow Override option is currently enabled in the previous window. You can enable the Allow Calculation Level override check box in the Suppliers window for new and existing suppliers only if the Allow Calculation Level Override check box in the Payables Options window is currently enabled. See also: Overriding Tax Calculation Level: page 10 – 35.

Rounding Rule. If you use Automatic Tax Calculation, select the method you want the system to use to round the tax amount. For example, the calculated tax is $5.988 and your Precision is 2 decimal places. If your rounding rule is Up, then Payables will enter 5.99 for the tax amount.

Payables uses the rounding rule you select to calculate tax on invoices, recurring invoices, and expense reports. This value defaults to new suppliers in Payables. You can override this value at any level.

You can override this value at any level. If you update it in the Payables Options window, it will not affect existing suppliers and will default only to new suppliers.

Payables rounds to the Minimum Accountable Unit if you entered a value for that field. Otherwise, it rounds to the Precision you enter. The examples below assume you are using a Minimum Accountable Unit of .01.

- **Up.** Round up. For example, round $5.988 to $5.99
- **Down.** Round down. For example, round $5.988 to $5.98
- **Nearest.** Round to the nearest number, and if the difference between Up and Down is equal, round Up. For example, round $5.988 to $5.99

Precision. If you use Automatic Tax Calculation, enter a one–digit whole number to indicate to which decimal place you want to round automatically–calculated tax amounts. For example, the calculated tax amount is $121.011 and you round Nearest. If the precision is 2, Payables will enter $121.01. If the precision is 0, the system will enter $121.00.

Payables will use the lower of the precision entered here and the default precision for the functional currency. For example, if your functional currency is USD, and you enter a precision of 3, Payables will use a precision of 2.

Payables uses the value you enter for this option for all new tax distribution amounts Payables calculates automatically. This is the precision value for tax calculation throughout the system and you cannot override it anywhere else.

Payables will disregard any value you enter for Precision if you enter a Minimum Accountable Unit in the next field.

Minimum Accountable Unit. Indicate the smallest monetary unit to which you want to round the tax amount. For example, the calculated tax is $5.541 and your Rounding Rule is Nearest. If your Minimum Accountable Unit is .01, the system will enter $5.54. If your Minimum Accountable Unit is .05, the system will enter $5.55.

Attention: Do not enter a minimum accountable unit that has more decimal places than your functional currency or your distribution amounts may not match your invoice amount after rounding. This may cause a distribution hold on your invoice.

Payables uses the value you enter for this option for all new tax distribution amounts Payables calculates automatically. The precision used in tax calculations will be the same number of decimal places as your Minimum Accountable Unit. This is the precision value for tax calculation throughout the system and you cannot override it anywhere else.

Distribution Amounts Include Tax. Enable this option if you use Automatic Tax Calculation at the Line level, and you want the Distribution Amounts Includes Tax check box to be enabled by default for all new suppliers you enter.

When the Distribution Amount Includes Tax check box is enabled at the supplier site, Payables subtracts the calculated tax from non–Tax (Item, Misc, Freight type) distributions when Payables automatically creates tax distributions. When you select this option at the supplier site, Payables always checks the Includes Tax check box for invoice distributions and recurring invoice templates. Note that this option does not apply to distributions created by Distribution Sets.

You cannot enable this option unless you enable Automatic Tax Calculation and you select Line as your Calculation Level.

This value defaults to the Distribution Amounts Include Tax option in the Payables Suppliers window, and you can change it in the Suppliers window if you enable the following option.

Allow Override. If you enable the Allow Override option, you can override the Distribution Amounts Include Tax check box default value for all suppliers and expense reports.

If you enable this option you can also adjust the Includes Tax check boxes in the Expense Report Templates window, and Recurring Invoices window.

Note that if you enable Header as the Calculation Level Payables option, you cannot enable this option, and therefore you can never enable the Includes Tax check box in the Distributions window.

See Also

Automatic Tax Calculation Overview: page 10 – 33

Tax Names: page 2 – 19

Matching Payables Options

Allow Final Matching. Enable this option to allow final matching of purchase order matched invoices. You can indicate a final match when you match an invoice to a purchase order during invoice entry or when you adjust a matched invoice distribution.

When you submit Approval for an invoice that you final matched to a purchase order, Approval permanently closes the purchase order, relieving all encumbrances associated with the purchase order. See also: Final Matching Purchase Orders: page 4 – 18.

Attention: Enable this option only if you are certain that you want to allow the option of permanently closing purchase orders. Once Approval permanently closes a purchase order, you cannot reopen the purchase order.

Allow Distribution Level Matching. Enable this option if you want to allow matching to purchase order distributions. If you enable this option, you can match an invoice to one or more purchase order distributions. If you do not enable this option, Payables only allows you to match an invoice to a purchase order shipment.

Allow Matching Account Override. Enable this option if you want to allow override of the account for an invoice distribution created from matching to a purchase order. You can override the account for a matched invoice distribution in the Distributions window of the Invoice Workbench. You cannot override the account for a matched invoice distribution if you use encumbrance accounting or perpetual receipt accrual.

Transfer PO Descriptive Flexfield Information. Enable this option if you want Payables to automatically transfer the descriptive flexfield information from the purchase order distribution to the invoice distribution when you match an invoice to a purchase order.

Recalculate Scheduled Payment. Payables calculates scheduled payments using a start date and payment terms. For example, if the start date is 01–JAN–97 and the payment terms are Net 30, the invoice will be payable in full on 30–JAN–97. During invoice entry, Payables automatically calculates scheduled payments for invoices using the invoice Payment Terms, and the invoice Terms Date as the start date.

If you enable the Recalculate Scheduled Payment Payables option, Payables automatically recalculates scheduled payments of invoices during Approval. During recalculation, Payables uses the most recent of the available start date options and the most favorable of the available payment terms options so you can optimize your cash flow. Payables determines which Payment Terms are more favorable by comparing the rank you assigned to the terms in the Payment Terms window. The following chart shows which options Payables uses during the recalculation. The available options are different depending on whether the invoice is purchase order matched.

Start Date and Payment Terms Used During Scheduled Payment Recalculation
Recalculation occurs only if you enable the Recalculate Scheduled Payment Payables Option

Is Invoice PO Matched?	Start Date	Payment Terms
No	Most recent of the following: 1. Invoice Date 2. Terms Date 3. Goods Received Date + Receipt Acceptance Days	Invoice Payment Terms
Yes	Most recent of the following: 1. Invoice Date 2. Goods Received Date + Receipt Acceptance Days	More favorable of the following: 1. Invoice Payment Terms 2. Purchase Order Payment Terms

See Also

Prompt Payment Support: page 10 – 7

Financial Options: page 2 – 67

Payment Terms: page 2 – 11

Scheduling Invoice Payments: page 4 – 73

Payment Payables Options

Bank Account. The internal bank account you use to disburse funds. Payables uses this value as a default in the Payment Batches window, and the Payments window.

Payment Batch Limit. The default maximum outlay amount Payables will pay for each payment batch. If a payment batch exceeds the maximum outlay, Payables displays a warning message that you are exceeding your maximum outlay, but allows you to proceed with the payment batch.

EFT User Number. The number which identifies you as a user of electronic funds transfer services to your bank or clearing organization. Payables includes this information in some EFT payment formats.

Discount Distribution Method. The method you want Payables to use for distributing the discounts you take when making payments.

If you leave this field blank, Payables uses the System Account method for distributing your discounts.

- **Prorate Expense.** Payables automatically prorates any discounts across all the invoice distributions. Payables assigns the discount to the charge account unless the invoice is matched to a purchase order with Accrue on Receipt enabled, in which case it is assigned to the price variance account.

  You cannot select Prorate Expense if your Exclude Tax From Discount Payables option is enabled in the Invoice region of this window.

- **Prorate Tax.** Payables automatically prorates a percentage of the discount amount across the tax distributions. Payables only prorates the percentage of discount amount equal to the percentage of your tax distributions. Payables credits the remaining discount amount to the Discount Taken account you enter in the Financials Options window.

For example, if your tax distributions are 10 percent of the total invoice amount, Payables prorates 10 percent of the discount amount across the tax distributions. Payables credits the remaining 90 percent of the discount amount to the Discount Taken account.

You cannot select Prorate Tax if your Exclude Tax From Discount Payables option is enabled in the Invoice Tax Information region of this window.

- **System Account.** Payables credits all discounts to the system Discount Taken account you define in the Financials Options window.

  If you enable Automatic Offsets, and you want to have Payables distribute Discount Taken amounts across balancing segments, choose this method. See also: Fund Accounting with Automatic Offsets: page 10 – 12.

  If you enable the Use bank charges option in the payment region, the Discount Distribution Method defaults to System and you cannot update it.

Additional Pay Through Days. Number of days between your regular payment batches. Payables uses the additional pay through days to determine the default Pay Through Date when you initiate a payment batch. For example, if you define 5 as the value in this field, Payables adds 5 days to the system date to calculate the default Pay through Date when you initiate a payment batch.

Allow Document Category Override. Enable this option if you want to allow users to override the default document category assigned to a payment document by Payables. If your Sequential Numbering profile option is Partially Used or Always Used, Payables automatically assigns a document category to a payment document when you define a payment format for the payment document. Payables predefines a document category for each payment method. Your system administrator can define additional document categories for a payment method. You can then use these additional document categories to override the default document category for a payment document, if you enable this Payables option.

If your Sequential Numbering profile option is Not Used, Payables does not assign a document category to a payment document and you cannot enter a value in this field. Payables also does not allow you to enter a document category for a payment.

Allow Print. If you enable this option, you can create Quick payments.

Suggestion: If you are going to print Quick payments, you may want to have a fast, dedicated concurrent manager queue and a dedicated printer with checks ready to print.

Allow Pre–Date. If you enable this option, Payables allows you to create payments with a payment date before the system date for any payment except a manual payment.

Allow Void and Reissue. You may need to reissue a check if it is spoiled during printing. If you enable this option, you can reissue a Quick payment. When you reissue a check, Payables voids the old check and creates a replacement check. The checks are identical except that the new check has a new check number, payment date, and payment exchange rate if you are using multiple currencies.

Allow Address Change. Enable this option if you want to allow users to address a payment to an address other than the invoice's supplier site's address.

Allow Remit–to Account Override. Check this check box if you want to allow users to change the default primary supplier site bank account during Quick payment and payment batch creation. If you enable this option, you can override the Payables default of the Remit–to field of the Payments window and the Modify Payment Batch window. You can then select an alternate Remit–to account from a list of the supplier site's active bank accounts that use the same payment currency. If you do not enable this option, you can override the Remit–to bank account only in the Scheduled Payments window.

Use Bank Charges. If you want to use the Bank charge feature, enable this option. See also: Bank Charges: page 2 – 141.

If you enable this option, you must enter a value for the Bank Charge bearer field in the Suppliers region of the Payables Options window. Also, if you enable this feature, Payables will enter System Account as the value for the Discount Distribution Method field in the Payment region of the Payables Options window, and you cannot override this value.

If you enable this option, you cannot take discounts on invoices.

Supplier Payables Options

Use this region to enter defaults for the Suppliers window. These values then default to the Supplier Site, and then to the invoice. You can override these defaults at any time.

Pay Date Basis. The Pay Date Basis default for each new supplier you enter. The Pay Date Basis for a supplier defaults to the new supplier sites you enter for the supplier. You can override the default for each supplier and supplier site.

- **Discount.** Payables selects invoices for payment based on the scheduled payment discount date.
- **Due.** Payables selects invoices for payment based on the scheduled payment due date, regardless of any available discounts.

Terms Date Basis. The date that Payables uses as the payment terms start date when Payables calculates the due and discount date for invoice scheduled payments.

- **System.** System date.
- **Goods Received.** The date you receive goods for invoices you match to purchase orders.
- **Invoice.** Invoice date.
- **Invoice Received.** Date you receive an invoice.

Pay Group. The Pay Group you want to assign to any new suppliers you enter. You can choose any Pay Group you have defined in the Payables QuickCodes window.

Bank Charge Bearer. If you use the Bank Charges feature, indicate whether you or your supplier will pay for any bank charges associated with payments to your suppliers. If your suppliers pay, indicate whether your suppliers use the standard or negotiated rate. This value will default to all new suppliers you enter. You can override this value at the supplier and supplier site. See also: Bank Charges: page 2 – 141.

- **Internal.** You will pay bank charges.
- **Supplier/Negotiated.** Your supplier will bear any bank charges at a negotiated rate.
- **Supplier/Standard.** Your supplier will bear any bank charges at a standard rate.

Invoice Currency. The currency that you use as a default for each new supplier you enter.

Combined Filing Program. Enable this option if you are using 1099 Combined Filing Program reporting. When you submit the 1099 tape, Payables will produce K records for all tax regions participating in the Combined Filing Program that have qualifying payments.

Attention: If you use magnetic media to file your tax information with the Internal Revenue Service and you are not participating in the Combined Filing Program, do not enable this option. The Internal Revenue Service may return your 1099 magnetic tape if the tape contains K records.

Use Pay Site's Tax Region. You can enable this option only if you enable the Combined Filing Program Payables option.

Enable this option if you want to use a 1099 supplier's tax region as the default tax region. If you enable this option, Payables uses the 1099 supplier site's region as the default tax region for the invoice distributions. You can override this default region for each invoice distribution in Distributions window.

Do not enable this option if you do not want to use a supplier site's tax region as the default tax region. You must then enter the default tax region you want to use for all invoices in the next field, the Income Tax Region Name field.

The default you choose here determines how many K records Payables will produce on your 1099 tape. Payables produces one K record for each tax region. If you are participating in the Combined Filing Program, Payables forwards your 1099 qualifying payment information to all the tax regions that participate in the Combined Filing Program. If you enable this option, you may have as many K records as you have different supplier tax regions.

If you choose a default Income Tax region in the next field, you may have only one K record. This would be a K record for that one default tax region. Of course, you can always override the default tax region for each invoice distribution. In this case, Payables will then produce additional K records on your 1099 tape, one K record for each tax region. Payables only produces K records for tax regions that participate in the Combined Filing Program and that you have entered (either as a default or manually) on a paid distribution for a 1099 supplier. You can also choose to have your 1099 payment information forwarded to only one tax region regardless of which region your 1099 suppliers do business from. You do this by entering a value in the following Income Tax Region Name field.

Income Tax Region. You can enter this field only if you enable the Combined Filing Program Payables option and did not enable the Use Pay Site's Tax Region option. Enter the tax region you wish to use as

the default for the invoice distributions of your 1099 suppliers. You can override this default region for each invoice distribution.

See Also

Suppliers: page 3 – 2

Tax Name Defaults Payables Options

Use this region to set a hierarchy for Payables to use when it provides default tax names. Payables will search the sources you enable, in the order you designate until it finds a tax name. When it finds a tax name, it will stop searching and default the tax name to the document you are creating. For detailed information on this feature, see: Defaulting Tax in Payables: page 4 – 39. See also: Tax Defaulting Restrictions and Considerations: page 4 – 40.

Enable each source you want to use by checking its check box. For each source, enter a rank (1 is searched first), and give each source a unique, consecutive number starting with 1.

Note that two Payables options supersede the hierarchy you define. If you enable the Enforce PO Tax Name option, Payables always searches first at the Purchase Order Level for purchase order matched documents. If you enable the Enforce Tax From Account option, Payables always searches next at the Natural Account. If the invoice is not purchase order matched or if you have not enabled the Enforce PO Tax Name option, Payables checks the Natural Account first.

Enforce Tax From Account. Enable this option if you want to enforce the relationship between the tax name and the expense or asset account for distributions. If the following conditions are true then Approval will check that for every account to which you have assigned a tax name, the tax name matches.

- You have enabled the Enforce Tax From Account option.
- You have assigned tax names to accounts in the Tax Options window in General Ledger.
- You have disabled the Allow Tax Code Override option in the Tax Options window in General Ledger.

If the tax name does not match the account then Approval will place the invoice on Natural Account Tax hold.

If you enable the Enforce Tax From Account option, then during Payables Invoice Import and Payables Open Interface Import the system checks the tax names of all accounts that have tax names assigned to them. If the tax name is incorrect, Payables will not import the invoice or expense report and will list it as an exception.

If you enable this option we recommend that you rank Account at or near the top of your source hierarchy to minimize holds.

See also: Deriving Tax From a Natural Account – Account Method: page 4 – 38

Attention: Do not enable this option if you enable the Enforce PO Tax Name or if you use Automatic Tax Calculation at the Header level. Since you can't enforce the correct natural account at the purchase order or at the invoice header level, this may cause frequent holds during Approval.

Enforce PO Tax Name. Enable this option if you want Payables to verify that the tax name assigned to an invoice matches the tax name on the purchase order to which you matched. If you enable this option, the primary tax name default will be from the purchase order, if the purchase order has a tax name. This is regardless of the rank you assign to the PO for Matched Invoices source in your Tax Name Defaults hierarchy. See: Defaulting Tax Names: page 4 – 39.

If the purchase order shipment to which you matched is defined in Purchasing as taxable, and the tax name on the invoice and the purchase order are not the same, Approval automatically places a Tax Difference hold on the invoice. Approval also places a Tax Difference hold on an invoice if the invoice and purchase order tax name are the same and the purchase order shipment to which you matched is non–taxable. Payables releases the hold when you submit Approval after correcting the tax name on the invoice or on the purchase order to which you matched. You can also manually release a Tax Difference hold in the Holds window and the Invoice Actions window.

Note: If you enable this option we recommend that you do not also enable the Enforce Tax From Account Payables option in the Tax Name Defaults region.

Tax Name Defaults.

- **PO for Matched Invoices.** For purchase order matched invoices, if the purchase order is taxable, Payables defaults the tax name from the purchase order shipment. If the purchase order shipment has no tax name assigned to it, Payables continues its search for a tax name at the next ranked source.

You must enable this option if you want to enable the Enforce PO Tax Name option in the Payables Options window. If you have enabled the Enforce PO Tax Name option in the Payables Options window, then when defaulting a tax name to a purchase order matched document, Payables will always search at this source first, no matter what rank you have assigned to it.

- **Supplier Site.** Invoice Tax Name value you entered in the Invoice Tax region of the Supplier Sites window.
- **Supplier.** Invoice Tax Name value you entered in the Invoice Tax region of the Suppliers window.

  Note: If you use the Multiple Organization Support feature, you cannot enter a value for Invoice Tax Name in the Suppliers window, and you cannot select the Supplier option for your Tax Name Defaults in the Payables Option window.
- **Account.** Tax Name value you assigned to the expense or asset account in the Tax Options window in General Ledger. For more information see: Deriving Tax From a Natural Account: page 4 – 38.

  You must enable this option if you enable the Enforce Tax From Account option. Note that if you enable the Enforce Tax From Account option, Payables will always search for a tax name from the Account source either first or second, regardless of the rank you assign here. It will search at the purchase order level first only if you have also enabled the Enforce PO Tax Name option and the invoice is purchase order matched.
- **Financials Options.** Value you entered for Tax Name in the Financials Options window.
- **Invoice Header.** Value you enter for Tax Name in the Invoices window. This source is used only for providing a default for invoice distributions.
- **Template.** Template you use to create an invoice or invoice distributions: Distribution Set, or expense report template.

Attention: If you use zero–rated taxes in Distribution Sets or Expense Report templates to indicate that lines are non–taxable, then rank Template high in your hierarchy to ensure that that the zero–rated taxes are not overwritten by other sources.

Note: When Payables creates invoices from recurring invoice templates, the tax name defaults from either the purchase order or the Distribution Set.

Withholding Tax Payables Options

Use Withholding Tax. Select this option to enable Automatic Withholding Tax. If you enable this option, you have the option to allow your suppliers and supplier sites to be subject to withholding tax. You cannot enable this option if you use either of the Automatic Offsets Payables options.

Allow Manual Withholding. Enable this option to allow manual creation and adjustments of Withholding Tax type distributions for your invoices.

Tax Group. The name of the withholding tax group that you would like to use as the default withholding tax group for the new suppliers you enter.

Apply Withholding Tax. Select the time at which you would like Payables to apply withholding taxes to your supplier's invoices:

- **Never.**
- **At Invoice Approval time.**
- **At Payment Time.** When you create payments in a payment batch or with a Quick payment.

Withholding Amount Basis

- **Include Discount Amount.** Payables includes the invoice discount amount when it calculates withholding tax amounts for the invoice.
- **Include Tax Amount.** Payables includes the invoice tax amount when it calculates withholding tax amounts for the invoice.

Create Withholding Invoice. Select the time at which you would like Payables to automatically create withholding tax invoices to remit withheld taxes to tax authorities:

- **Never.**
- **At Invoice Approval Time.**
- **At Payment Time.**

See Also

Automatic Withholding Tax Overview: page 10 – 24

Automatic Payment Programs

If you use Oracle Public Sector Payables, use the Automatic Payment Programs window to define payment programs. If you use Oracle Public Sector Receivables, use this window to define additional receipt and remittance format programs.

Payables users:

Use the Automatic Payment Programs window to define payment programs that you use to format payment documents and separate remittance advice. You specify whether each program is for building payments, formatting payments, or creating a payment remittance advice.

Payables predefines one program for building payments and many standard programs for formatting payments. Payables also predefines a program for creating a separate remittance advice for payments. You can select these predefined programs when you define a payment format, or you can use these programs as templates for creating your own custom payment programs.

Receivables users:

Use the Automatic Payment Programs to define additional receipt format programs you use to create receipt documents such as checks or bills of exchange. You can define as many receipt programs as you want. Payables already provides sample receipt programs that you can use to create and format receipt and remittance documents. If you need a different automatic receipt program, then you should copy the sample program and modify it. You specify whether each program is for the creation, printing, or transmission of automatic receipts or remittances.

See Also

Payment Formats: page 2 – 107

Setting Up Custom Payment Programs: page 2 – 229

Setting Up Custom Payment Formats: page 2 – 233

Defining Payment Programs for Payables and Defining Receipt and Remittance Programs for Receivables

Payables Prerequisites

- ❑ If you are not using Payables predefined payment programs, define a payment program using Oracle Reports. See: Setting Up Custom Payment Programs: page 2 – 229.
- ❑ Register your program in the System Administrator's Concurrent Programs window. Optionally assign a default printer to the program. If you do not assign a default printer then when you use the payment program, Payables will use the printer you defined as your default as the Printer profile option.

Receivables Prerequisites

- ❑ Create a receipt program using Oracle Reports. See: Setting Up Custom Payment Programs: page 2 – 229.
- ❑ Register your program in the System Administrator's Concurrent Programs window.

▶ **To define payment, receipt, or remittance programs:**

1. In the Automatic Payment Programs window, enter a unique Name for the program you are defining. This name will appear on a list of values whenever you need to enter the program name.

   Enter a program Type.

   Enter the Registered Name. The concurrent manager uses the Registered Name to refer to the payment program.

2. Save your work.

Automatic Payment Programs Window Reference

Name. The name of the program you are defining. This name will appear on a list of values when you need to enter the name of the program.

Suggestion: If you use Receivables, since you use both a format receipts and a transmit receipts program with a single

receipt format, you should give both the same name. You can use the same name if the program type is different.

Type. Type of program you are defining.

Payables Types:

- **Build Payments.** A program Payables uses to build payments for the invoices in a payment batch. Payables submits this program during payment batch selection to calculate the payment totals for your payments and determine on which payment documents the payment appears.

  Payables provides a predefined Build Payments program called the Standard Build Payments Program. Payables uses this standard build program to group the selected invoices for each payment, order the payments using the order option you specify in the Payments batches Summary or detail window, create any necessary overflow documents, and determine the total number and amount of payments for a payment batch.

  Attention: You do not need to define any additional Build Payment programs. Use the Standard Build Payments Program that Payables provides.

- **Format Payments.** A program Payables uses to format your payment documents. During the Format Payments program, Payables uses your payment format to create the layout of your checks or electronic funds transfers.

- **Remittance Advice.** A program Payables uses to format a separate remittance advice document. For example, you can use a remittance program to create separate remittance advice documents for your electronic funds transfers.

Receivables Types:

- **Print Created Receipts.** A program you use to create a batch of automatic receipts.

- **Transmit Created Receipts.** A program you use to format the output of automatic receipts that you have created on to a magnetic medium.

- **Print Bank Remittance.** A program you use to print a batch of your remittances.

- **Transmit Bank Remittance.** A program you use to format the output of bank remittance batches that you have created on to a magnetic medium.

Registered Name. Enter the concurrent program short name of your payment program. Your System Administrator defined this short name when registering your payment program.

Payment Formats

Use the Payment Formats window to define the payment formats you need to define payment documents in the Banks window. You define payment formats for the six payment methods that Payables uses. You can define as many payment formats as you require for each payment method; however, each payment format must be unique for that payment method.

You choose a Build Payments program, and a Format Payments program for each payment format. You can choose any payment program that you have defined in the Payment Programs window or any standard program Payables provides. You do not have to define a Separate Remittance Advice program for a payment format, because you can include the separate remittance advice program in your Format Payments program. Each Format Payments program provided by Payables includes a remittance advice program. You can, however, control how many invoices to include on your remittance advice.

You can define a separate payment format for each of your payment currencies. If you assign a currency to a payment format, you can use that format only with a bank account whose bank account currency is the same as the format currency. If you use a payment format to pay multiple currency invoices and do not assign a currency to the payment format, you can only use that format with a bank account for which you also allow payment of multiple currency invoices. When you define a bank account, you can only allow payment of multiple currency invoices if the bank account currency is your functional currency.

You cannot define a payment format for a manual future payment method or a future payment method unless you enable the Allow Future Payment Method Payables option.

You can also specify the number of invoices allowed per payment, the invoice grouping, the position of the check stub (for payment formats using payment programs that produce a stub), and whether the payment format can be used for multiple currencies and zero–amount payments only.

Defining Payment Formats

Prerequisites

- ❑ Define payment programs. See: Automatic Payment Programs: page 2 – 103.

❑ If you want to define either a foreign currency or multiple currency payment format, enable the Allow Multiple Currencies Payables option. See: Payables Options: page 2 – 76.

▶ **To define payment formats for payment documents:**

1. In the Payment Formats window, enter the name of the payment format you are defining. This name will appear in a list of values in the Payment Documents window.
2. Select the type of payment method that this payment format will use.

   If you want the payment format to pay only zero amount payments, enable that option.

   If you want this format to group payments by due date, enable the Group by Maturity Date option.
3. Enable the format for multiple currency payments, or select a single currency.
4. Specify if you want the payment format to print a remittance advice on a payment stub, and if so, if you want it printed before or after the payment document.

   Enter the number of invoices you want to appear on your remittance advice for this payment format.
5. Choose a Build Payments Program, a Format Payments Program, and if you selected None for Remittance Advice, choose a separate remittance program.

Payment Formats Window Reference

Payment Format. Unique name for the payment format.

Payment Method.

- **Check.** Payment in a payment batch, Quick payment, or manual payment. Usually a paper check you give to your supplier.
- **Electronic.** You pay electronic payments either through the EDI Gateway, or by delivering a payment batch file to your bank. For both methods, Payables creates a file during payment batch creation. For EDI Gateway payments, the file is processed through the EDI Gateway and delivered to your bank to create

payments. For electronic funds transfers, the file is formatted and delivered to your ap.out directory for you to deliver to your bank.

- **Wire.** A payment method where you pay invoices outside of Payables by notifying your bank that you want to debit your account and credit your supplier's account with appropriate funds. You provide your bank with your supplier's bank information, and your bank sends you confirmation of your transaction. Your supplier's bank sends your supplier confirmation of the payment. You then record the transaction manually.
- **Payment Clearing.** Payment method you use to account for interfund expenses when you do not actually disburse funds through banks. Generally, you do not generate a payment document with the Clearing payment method.

  When you enter the invoice, you enter Clearing for the payment method. You can record a clearing payment using a Manual type payment only.
- **Future Dated.** You generate and send to your bank a payment which includes a future date that instructs your bank when to transfer funds to your supplier's bank. A Bill of Exchange is an example of a payment document that uses this method. You can enter this payment method only if you enable the Allow Future Payment Method Payables option. When you create a payment batch, create a Quick payment, or record a manual payment, you select a payment document that uses a Future Dated payment format.
- **Manual Future Dated.** This method is the same as the future dated payment method except that your supplier includes with an invoice a payment notice. You approve the payment notice, which includes a future payment date, and forward it with the payment to your supplier. You can enter this payment method if you enable the Allow Future Payment Method Payables option. Since you do not generate a payment document, you use a Manual payment with a Manual Future Dated payment document to record the payment.

Zero Amount Payments Only. Enable this option if you want this payment format to be used only to create zero amount payments. Disable this option if you want this payment format to be used to create nonzero amount payments. You cannot update this value for a payment format used in a payment batch in progress.

Group by Maturity Date. Enable this option if you want this format to group payments by due date. If you enable this option, Payables groups payments for invoices with the same due date on the same payment document. Invoices with different due dates are paid using a separate payment document.

If you disable this option, Payables groups payments on payment documents according to the order in which the invoices were selected when you initiate a payment batch.

Currency

If you enable the Use Multiple Currencies Payables option, you can change this option from Single to Multiple at any time; however, you can change the currency from Multiple to Single only if you have not already assigned the payment format to a payment document.

- **Multiple.** Select Multiple if you want to use a payment format to pay invoices of different currencies. You can select Multiple only if you enable the Use Multiple Currencies Payables option. You can only use a multiple currency format with a bank account whose bank account currency is the same as your functional currency.
- **Single.** Select Single if you want to use a payment format to pay invoices of only one currency. You must select the currency you want to pay with this format in the next field. You can then use this format only with a bank account whose currency is the same as the currency you define for this payment format.

Currency. Enter a currency code for a Single currency payment format. If you do not enable the Use Multiple Currencies Payables option, Payables enters your functional currency in this field and you cannot change it.

Remittance

Choose where you want to print remittance advice for the payments you create using this payment format.

Before Document. Payables prints a remittance advice on the payment document stub, before it prints the payment.

After Document. Payables prints a remittance advice on the payment document stub, after it prints the payment.

None. Payables prints a separate remittance advice, based on the remittance advice program you select for the payment format.

Number of Invoices. The number of invoices you want to appear on your remittance advice for this payment format. This value only applies to a remittance advice included in your Format Payments programs (not a Separate Remittance Advice program). Do not change this value for the payment formats that Payables predefines. Note that for any of the Evergreen type payment formats the maximum value that defaults in this field is 37, and if you enter a value greater than 37 your payment format will not work.

Programs

Build Payments. The Build Payments program this payment format uses during payment building to group the selected invoices for each payment, to order the payments using the order option you specify, to create any necessary overflow payments, to determine the total number and amount of payments for a payment batch.

Attention: For this field, select the Standard Build Payments program that Payables provides. You do not need to define any additional Build Payment programs.

Format Payments. The Format Payments program this payment format uses. You must select None for the Remittance Advice option to select the BACS or the U.S. Treasury Format Payments program since these formats do not have remittance stubs. During payment formatting, Payables uses your payment format to create the layout of your checks or electronic funds transfer file. If you plan on using a laser printer to print checks, select the Evergreen Format (Laser) payments program.

Separate Remittance. The Remittance Advice program this payment format uses to create a separate remittance advice for each payment.

Choose the Tax Authority Remittance advice if you use automatic withholding tax and are creating a payment format you will use when paying a tax authority.

See Also

Automatic Payment Programs: page 2 – 103

Countries and Territories

Use this window to maintain country and territory information in Oracle Public Sector Financials. You cannot enter a new country or territory in this window, but you can update the name, description, VAT member state code, or address style for any of the 241 predefined countries or territories.

▶ **To adjust country or territory information:**

1. Adjust any of the following four fields:
   - **Country/Territory.** Country or territory name.
   - **Description.** Country or territory description.
   - **VAT Member State Code.** Member State Code for a country belonging to the European Union (EU). There are special Value–Added Tax (VAT) rules that apply to member states of the EU. If a country does not belong to the European Union, you should not enter a member state code. The following Oracle Applications use member state codes:
     – Oracle Public Sector Payables and Oracle Public Sector Purchasing use member state codes to determine which suppliers to include in the Intra–EU VAT Audit Trail Report.
     – Oracle Public Sector Receivables uses member state codes to determine which customers to include in the European Revenue Listing.
     – Oracle Public Sector Receivables uses member state codes to determine which customers to include in the European Revenue Listing.
   - **Address Style.** Address style data entry default for a country or territory. If you leave this field blank, the Oracle Public Sector Financials default address style will be used. Oracle Public Sector Financials provides the following address styles:
     – Japan
     – Northern Europe
     – South America
     – Southern Europe
     – UK / Africa / Australasia

You can also create your own address styles. See: Setting Up Flexible Addresses *(Oracle Public Sector Receivables User's Guide)*.

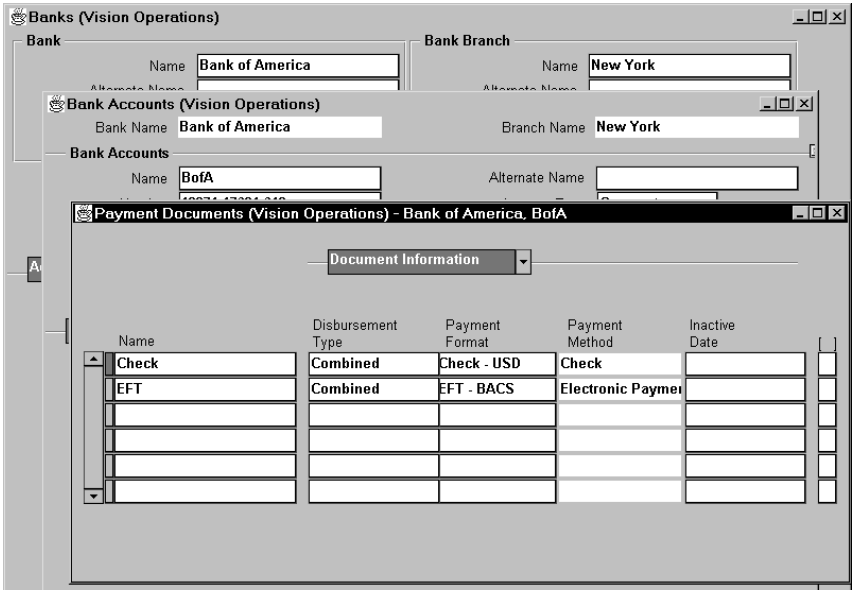
2. Save your work.

See Also

EU VAT Taxes: page 4 – 36

Intra–EU VAT Audit Trail Report: page 8 – 94

Banks



Use the Banks window to enter bank information for bank branches with which you do business. Oracle Public Sector Financial Applications, including Oracle Public Sector Receivables and Oracle Public Sector Payables, share bank definitions, although not every application uses all available bank information. Each bank branch can have multiple accounts, and each account you define can be associated with Payables payment documents and/or Receivables payment methods.

If you use Receivables, use the Banks window to define your internal banks, which you use for receipts, and external banks, which are your customers' banks with which you do business. If you use Receivables only, you do not need to define Payables payment documents.

If you use Payables, use the Banks window to define your internal bank accounts from which you disburse payments. For each internal bank account, you can define payment documents for checks, electronic payments (EFT and EDI), wire transfers, and other payment methods. You can also enter supplier bank information for your suppliers to which you send electronic payments. If you use Payables only, you do not need to define clearing houses.

If you are using Oracle Cash Management, you need to define a Bank Errors Account, a Bank Charges Account, and a Cash Clearing Account

for each account you plan on reconciling by using Cash Management. If you use Payables, you can override these accounts for each payment document you define.

See Also

Defining Bank Accounts: page 2 – 117

Defining Multiple Currency Bank Accounts: page 2 – 120

Defining A Foreign Currency Bank Account: page 2 – 121

Defining and Maintaining Payables Payment Documents: page 2 – 122

Banks Window Reference: page 2 – 124

Bank Accounts Window Reference: page 2 – 126

Payment Documents Window Reference: page 2 – 132

Bank Branch Validation by Country: page 2 – 135

Bank Account Validation by Country: page 2 – 137

Bank Charges: page 2 – 141

Entering Suppliers: page 3 – 10

Defining Banks

You can define a bank or a clearing house. Define Banks to record internal banks, where you are the account holder of a receipt and / or disbursement account. If you use Payables, you can define external banks where your suppliers are the account holders. Also, if you use Oracle Public Sector Receivables, define banks to record external banks where your customers are the account holders of disbursement accounts. Define Clearing Houses to record banks that process a magnetic tape of your receipt information which you send to them. These clearing institutions then create tapes of your customer receipt information which they forward to each of your remittance banks.

▶ **To enter a basic bank:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Disbursement – USD."
2. Select Bank as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Save your work.

   Proceed with Defining Bank Accounts: page 2 – 117.

▶ **To enter a clearing house:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Clearing – USD."
2. Select Clearing House as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Choose the Related Banks button. Enter the bank name and number, and branch name and number for all banks related to the clearing house.
6. Save your work.

   Proceed with Defining Bank Accounts: page 2 – 117.

See Also

Flexible Addresses *(Oracle Public Sector Receivables User's Guide)*

Bank Branch Validation by Country: page 2 – 135

Defining Bank Accounts

This section includes the following topics:

Defining Internal Bank Accounts

You define internal bank accounts to define bank accounts for which you are the account holder. Oracle Public Sector Receivables uses internal bank accounts to receive payments from customers. Oracle Public Sector Payables uses internal bank accounts to disburse funds to suppliers.

Prerequisite

- ❑ You have installed Oracle Public Sector Receivables.
- ❑ Define custom payment formats for Payables payment documents if you are defining a disbursement bank account. (Optional). See: Payment Formats: page 2 – 107.

▶ **To define a basic bank account for receipts:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Optionally enter an Account Type and Description.
3. If you want to use Bank Account validation, enter Check Digits.
4. Select Internal Account Use.
5. In the GL Accounts region, enter a Cash Account.
6. In the Receivables Options region, enter GL Account information for Remitted Receipts, Factored Receipts, and Short Term Debt.
7. In the More Receivables Options region, optionally enter Receipt and Discount GL Account information. See also: Defining Accounting Flexfield Combinations *(Oracle Public Sector Receivables User's Guide).*
8. Optionally enter contact information in the Contact region.
9. Save your work.

Prerequisite

- ❑ You have installed Payables

▶ **To define a basic bank account for disbursements:**

1. In the Banks window query an existing Bank.
2. Choose Bank Accounts. Enter the Bank Account Name and Bank Account Number.. If you will use this bank for payments you make with the EDI Gateway, enter an Account Type. Optionally enter a Description. The currency defaults from your functional currency.

   If you want to use Bank Account validation, enter Check Digits.
3. Select Internal Account Use.
4. In the GL Accounts region, enter a Cash Account.
5. In the Payables Options region, enter default information for your payment batches. Record whether you allow zero–amount payments and whether this is a pooled account.
6. Optionally enter contact information in the Account Contacts region.
7. Proceed with Defining and Maintaining Payables Payment Documents: page 2 – 122.

Defining Customer Bank Accounts

If you use Oracle Public Sector Receivables, you can enter bank account information for your customers. Receivables uses this information when you receive electronic payments from your customers.

▶ **To define a customer bank account:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Optionally enter an Account Type and Description.

   If you want to use Bank Account validation, enter Check Digits.
3. Select Customer Account Use.
4. Optionally enter contact information in the Contact region.

5. Save your work.

See Also

Bank Accounts Window Reference: page 2 – 126

Automatic Receipts *(Oracle Public Sector Receivables User's Guide)*.

Fund Accounting with Automatic Offsets: page 10 – 12

Defining Supplier Bank Accounts

You can enter information for bank accounts for which your supplier is the account holder. You then assign these accounts to the supplier and its sites. Payables uses this bank information when you create electronic payments for your suppliers.

Prerequisite

- ❑ Define the suppliers and supplier sites that use the bank account to receive electronic payments. See: Entering Suppliers: page 3 – 10.

▶ **To define a supplier bank account:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Enter the EDI ID number. Optionally enter an Account Type and Description. Optionally change the account currency, which defaults from your functional currency.

   If you want to use Bank Account validation, enter Check Digits.
3. Select Supplier as the Account Use.
4. In the Supplier Assignments region list the supplier, and optionally list supplier sites, that use the account to receive electronic payments.
5. Optionally enter account holder information in the Account Holder region.

   Optionally enter contact information in the Account Contacts region.

6. Save your work.

7. In the Bank Accounts region of the Suppliers and Supplier Sites windows, verify for each supplier and site that all appropriate bank accounts are listed. For suppliers and supplier sites with multiple bank accounts, designate as the primary bank account one bank account per period and per currency. See: Bank Accounts Region of the Supplier and Supplier Sites windows: page 3 – 15

Defining Multiple Currency Bank Accounts

If you define a multiple currency bank account, you should use manual payment reconciliation with it. Payables stores the payment currency you enter when you initiate a Payment Batch, enter a manual payment, or create a Quick payment. The bank file details you receive from a bank will contain the bank account currency. Since the payment and bank account currencies could differ when you use a multiple currency bank account, automatic reconciliation could result in numerous exceptions.

If you define a multiple currency bank account for payments, the currency of the bank account must be the same as your functional currency.

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ **To define a multiple currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 117.

   - If you are defining a bank account for receipts, in the Receivables Options region, enable the Multiple Currency Receipts option.
   - If you are defining a bank account for disbursements, in the Payables Options region, enable the Multiple Currency Payments option and enter Realized Gain and Realized Loss accounts.

     Proceed with Defining and Maintaining Payables Payment Documents: page 2 – 122. You can define payment documents that use a payment format with any currency.

2. Save your work.

Defining Foreign Currency Bank Accounts

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ **To define a foreign currency bank account**:

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 117.
   - If you are defining a bank account for disbursements, in the Payables Options region, enter Realized Gain and Realized Loss Accounts.

     Proceed with Defining and Maintaining Payables Payment Documents: page 2 – 122. Choose a payment document that uses a payment format with the same foreign currency as the bank account.
2. Save your work.

See Also

Bank Accounts Window Reference: page 2 – 126

Bank Account Validation by Country: page 2 – 137

Foreign Currency Transactions: page 6 – 2

Creating Foreign Currency Payments: page 5 – 38

Entering Flexible Addresses *(Oracle Public Sector Receivables User's Guide or online help)*

Defining and Maintaining Payables Payment Documents

Use the Payment Documents window to define payment documents for an internal bank account. Examples of payment documents are checks or electronic payments. You must create at least one payment document before you can use a bank account to create invoice payments. You can create an unlimited number of payment documents for an internal bank account.

When you define payment documents, you can only select payment formats that use the same currency as the bank account currency. If the bank account is a multiple currency bank account, you can choose foreign currency payment formats or multiple currency payment formats.

Defining Payment Documents

Prerequisite

- ❑ Define payment formats. See: Payment Formats: page 2 – 107.

▶ **To define a payment document:**

1. In the Bank Accounts window, query a disbursement bank account. Choose Payables Documents to navigate to the Payment Documents window.
2. Enter a Name for the payment document that is unique for the bank account. Select a Disbursement Type and Payment Format. Enter in the Last Document Number field the last payment document number you used on a payment document. In the Last Available Document Number field, enter the last payment document number available for a payment document.
3. In the Additional Information region, enter the number of Setup Checks you want Payables to print at the beginning of each automatic payment batch or Quick payment.

   If you are using the sequential numbering feature, optionally assign a Document Category.

   If you have enabled Oracle Cash Management integration for reconciliation, optionally override the GL Accounts in the GL Accounts region.

   If you are using the Automatic Clearing for Future Dated Payments utility, optionally enter the number of Clearing Days.

If you select a format that uses Future Dated Payment Method, optionally override the Cash Clearing Account in the GL Accounts region.

4. Save your work.

See Also

Payment Documents Window Reference: page 2 – 132

Voucher Numbers: page 2 – 154

Future Dated Payment Method: page 5 – 50

Inactivating Payment Documents

▶ **To inactivate a payment document:**

1. Query the Bank. Choose Bank Accounts and query the bank account in the Bank Accounts window.
2. Choose Payables Documents to navigate to the Payment Document window.
3. For the payment document you want to inactivate, enter an Inactive Date, the date on which this payment document will no longer be available for use. When you create a payment on or after this date you will no longer see this payment document in a list of values.
4. Save your work.

▶ **To void a range of payment documents:**

1. Query the Bank. Choose Bank Accounts and query the bank account in the Bank Accounts window.
2. Choose Payables Documents to navigate to the Payment Document window. In the Document Information region, choose Void Unused Payment Documents.
3. Enter the range of documents you want to void, and enter a Void Date. These documents will no longer be available for use.

4. Save your work.

See Also

Payment Documents Window Reference: page 2 – 132

Bank Accounts Window Reference: page 2 – 126

PAYMENT DOCUMENT RESTRICTIONS:

DOCUMENT NUMBERS: You cannot define a document number more than once for the same bank account. For example, if a payment document uses document numbers 0 – 1000, then other payment document numbers you define for the same bank account cannot use any numbers in that range.

Banks Window Reference

Bank region

Name. The name of the bank.

Alternate Name. You can enter an alternate name for your bank if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Number. Identification number of the bank. The system uses this information to identify the bank in payment formats that use electronic payment methods. The combination of Bank Number and Branch Number must be unique.

Bank Branch Region

Name. The name of the bank branch.

Alternate Name. You can enter an alternate name for your bank branch if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Number. The number of the bank branch. Payables uses this information to identify the bank branch in payment formats using electronic payment methods, in creating positive pay files, and when laser printing the MICR line on checks. If you are using positive pay to notify this bank of payments, you must accurately enter the American Bank Association 9 digit transit routing code in this field if this is a U.S. based bank. The combination of Branch Number and Bank Account Number must be unique within a bank.

Type. The banking organization to which this branch belongs. You must enter a value in this field if you will use this bank for payments with Oracle EDI Gateway.

Remaining Bank Branch Information

Institution. Enter either Bank or Clearing House to indicate what type of bank branch you are defining.

- **Bank.** Bank in which you have a disbursement and / or receipt account. Or bank in which your customer has a disbursement account, or your supplier has a receipt account.
- **Clearing House.** Bank that processes a magnetic tape of your receipt information which you send to it. The clearing institution then creates tapes of your customer receipt information which it forwards to each of your remittance banks.

Description. A description (up to 240 characters) of the bank or bank branch.

Inactive After. If you enter an Inactive After date, during transaction entry, after this date the bank's accounts will no longer appear on any lists of values in Payables, and you will not be able to enter the bank accounts when you enter transactions.

EDI ID Number. This field is used only by Oracle Energy, if you have installed it. If you have not installed Oracle Energy, leave this field blank.

EDI Location. The Electronic Data Interchange (EDI) location code for this bank. For more information, see: *Oracle EDI Gateway User's Guide.*

EFT Number. Your organization's EFT (electronic funds transfer) user number. This number is used to identify your organization on any EFT transmissions with the bank.

Contact Region of Banks Window

Enter information for person you use as a contact at the bank branch. You can enter additional contacts in the Account Contacts region of the Bank Accounts window.

Prefix. The prefix (Mr., Ms., etc.) of the contact.

Clearing House Region of the Banks Window

Clearing House. The name of the clearing house institution that you want to assign to this remittance bank branch. Clearing houses process a magnetic tape of your receipt information which you send to them. These clearing institutions then create tapes of your customer receipt information which they forward to each related remittance banks.

Branch. Enter the branch of the clearing house institution that you want to assign to this remittance bank branch. Oracle Public Sector Receivables requires that you define your bank branches that have an Institution Type of Clearing House before you define your bank branches with an Institution Type of Bank. You can assign clearing houses to your bank branches.

Bank Accounts Window Reference

Name. The name you use to refer to the bank account. You may want to use a name that indicates the usage of the bank account.

Alternate Name. You can enter an alternate name for your bank account if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Number. The bank account identification number. The combination of Bank Account Number and Bank Branch Number must be unique within each bank.

Account Type. Type of your bank account. For example, Electronic.

Account Use. Indicate the account holder of this account.

- **Internal.** Your agency or organization is the account holder of this account.

- **Customer.** Your customer is the account holder of this account. You record Customer Accounts to facilitate funds transfer between the Customer Bank Account and your internal bank account.
- **Supplier.** Your supplier is the account holder of this account. You record Supplier Accounts so you can pay your suppliers electronically.

Check Digits. The value used to validate the authenticity of your bank account number according to country specific bank account validation requirements. This value is provided by your financial institution.

Currency. Currency for a bank account. The default value is your functional currency. If you do not enable the Use Multiple Currencies Payables option, Payables does not allow you to change this value.

If you select your functional currency as your bank currency, you can enable the Use Multiple Currencies Payables option and use this bank account to pay foreign currency invoices.

If you select a different currency than your functional currency in this field, when you define Payables Payment Documents, you will only be able to select payment formats that you define in that currency. Also, you will only be able to pay invoices that you enter in this foreign currency.

Inactive Date. If you enter an Inactive date, during transaction entry, the bank's account will no longer appear on any lists of values in Payables, and you will not be able to enter the bank account when you enter transactions.

Description. Description of the Bank Account. For your reference only.

Account Holder Region of the Bank Accounts Window

Account Holder. Name of the person or organization within your organization who is responsible for this account. (Optional)

Alternative Account Holder. You can enter an alternate name for your bank account holder if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, this field will not appear.

EFT Requester ID. Numeric designation organization or person that is responsible for generating this account's electronic payments. This number is assigned by the bank. (Optional)

Supplier Assignments Region of the Bank Accounts Window

If you choose Supplier as the Bank Account type, you can use this region to assign supplier bank accounts to a supplier and the supplier's sites. Entering information in this region will update the Bank Accounts region of the Supplier and Supplier Sites windows. See: Bank Accounts Region of the Supplier and Supplier Sites windows: page 3 – 15

Name. Name of supplier that uses this bank branch to receive electronic payments. If you enter a supplier without specifying a site, Payables defaults the bank account to any new sites you enter for the supplier, but not to existing sites.

Number. Supplier number of the supplier that uses this bank branch to receive electronic payments.

Site. Supplier site of a supplier that uses this bank branch.

Effective Dates From/To. Enter dates if you want to limit the time during which this supplier site uses this bank account as the primary bank account for receiving electronic payments in the bank account currency.

Primary. Enable this check box to make this the default bank account for a supplier or site for receiving electronic payments in the bank account currency. For each supplier and supplier site that has bank account assignments, you must designate exactly one bank account per currency as the primary bank account.

GL Accounts Region of the Bank Accounts Window

You cannot enter GL Account information for Supplier bank accounts.

Cash. Enter the cash account you are associating with a bank account. This account must be an asset account. When you create a payment, Payables creates accounting entries to credit this cash account.

If you have enabled the Allow Reconciliation Accounting Payables option, Payables creates accounting entries for your unreconciled invoice payments to credit your cash clearing account, instead of your cash account, using the Cash Clearing account define in the next field. After you reconcile your payments using Oracle Cash Management and

post your payments within Payables, Payables creates accounting entries for your reconciled invoice payments to debit your cash clearing account and credit the cash account you enter here.

If you enable the Automatic Offsets Payables option and enable the Pooled Account option in the Payables Options region of the Bank Accounts window, when you create a payment, Payables creates a corresponding cash payment distribution for each liability distribution that you pay using this bank account. Payables uses the cash account you define here together with the Automatic Offset Method you choose in the Payables Options window to create the cash payment distributions.

Cash Clearing. You use a cash clearing account differently, depending on what you choose for your Cash Clearing option in the Payables Options window: Allow Reconciliation Accounting, or Allow Future Payment Method.

If you have selected Allow Reconciliation Accounting, enter the cash clearing account you are associating with a bank account. When you create a payment, Payables creates accounting entries for your unreconciled invoice payments to credit your cash clearing account using this account. When you reconcile your invoice payments using Oracle Cash Management, Payables creates accounting entries to debit this cash clearing account and credit this bank account's cash account. The account you enter here defaults to the Cash Clearing Account field in the GL Accounts region of the Payment Documents window.

If you are using future dated payment methods, enter the clearing account you are associating with a payment document. When you pay an invoice with a payment document that uses a Manual Future Dated or Future Dated payment method and post payments within Payables, Payables automatically debits your liability account and credits this account. When you clear this payment using automatic or manual reconciliation within Payables or Oracle Cash Management then post payments within Payables, Payables debits this cash clearing account and credits this bank account's cash account.

Bank Charges. If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a bank account. When you reconcile your invoice payments using Oracle Cash Management, Payables creates accounting entries to record your bank charges using this account. The account you enter here defaults to the Bank Charges account field in the GL Accounts region of the Payment Documents window.

Bank Errors. If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank errors account you are associating with a bank account. When you reconcile your invoice payment using Oracle Cash Management, Payables creates accounting entries to record any bank errors using this account. The account you enter here defaults to the Bank Errors account field in the GL Accounts region of the Payment Documents window.

Confirmed Receipts. If you use Automatic Receipts in Receivables and are required to send receipt information to your customer prior to applying the receipt, the receivable is maintained in the Accounts Receivable account until it is confirmed by the customer. Upon confirmation, it is reversed from the Accounts Receivable account and placed into the Confirmed Receipts account. If you are not required to send receipt information to your customer, the receivable is automatically reversed from Accounts Receivable and placed into Confirmed Receipts.

Payables Options Region of the Bank Accounts Window

You cannot enter Payables Options information for Supplier bank accounts.

Maximum Outlay. The largest currency outlay that you allow for a bank account. If the total outlay of a payment batch exceeds the maximum outlay for the payment batch, Payables displays a warning, but allows you to continue processing the payment batch. The Maximum Outlay for a bank account defaults from the Payables Options window. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Outlay as a default. You can override this default.

Maximum Payment. The largest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Payment as a default. You can override this default.

Minimum Payment. The lowest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Minimum Payment as a default. You can override this default.

Realized Gain. If the bank account is a foreign currency or multiple currency account, enter the account you want Payables to use when

creating accounting entries for realized exchange rate gains on foreign currency payments. If you use Payables, the default for this field is the Realized Gain Account you define in the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

Realized Loss. If the bank account is a foreign currency or multiple currency account, enter the account to which you want Payables use when creating accounting entries for realized exchange rate losses on foreign currency payments. If you use Payables, the default for this field is the Rate Variance Loss Account you define in the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

Multiple Currency Payments. If you have enabled the Use Multiple Currencies Payables option and you want to use this bank account to pay invoices entered in multiple currencies, enable this option.

Allow Zero Payments. If you will allow zero–amount payments from this bank account, enable this option.

Pooled Account. If you use Automatic Offsets and you want to associate multiple organizations with this bank account, enable this option. When you enable the Automatic Offsets Payables option, Payables creates one offsetting liability distribution for each invoice distribution. When you pay an invoice from a pooled bank account, Payables creates a corresponding payment distribution for each liability distribution.

Account Contacts Region of the Bank Accounts Window

Prefix. The prefix (Mr., Ms., etc.) of the contact.

Buttons

Payables Documents. Navigates to the Payment Documents window. This button is disabled if the bank account Use is Supplier.

Bank Codes. Navigates to the Bank Transaction Codes window. See: Bank Transaction Codes, *Oracle Cash Management User's Guide*.

Payment Documents Window Reference

Use this window to define Payment documents for your Internal bank accounts.

Document Information Region of the Payment Document Window

Name. Name of the payment document.

Disbursement Type. The type of payment document. You can define additional disbursement types in the QuickCodes window which then appear in this field's list of values.

- **Computer Generated.** A payment document that you use for payment batches or Quick payments.
- **Recorded.** A payment document that you use only for manual payments. You use this type for payments that you generate outside of Payables and need to record in Payables.
- **Combined.** A payment document that you use for both manual and computer generated payments.

Payment Format. The format you want Payables to use to format payments for a payment document.

If you enable the Use Multiple Currencies Payables option, select your functional currency as your bank currency, and define your bank account as multiple currency, you can select any of the payment formats you defined, whether they are multiple currency or not. If you do not define your bank account as multiple currency, you can only select formats that are defined in the same currency as your bank account.

Payment Method. Payables displays the payment method for the payment format you assigned to a payment document. You assign a payment format to a payment document in the Payment Document window.

Inactive Date. Enter the date to make a payment document invalid for any disbursements. Payables does not display these payment documents in the list of values on or after the inactive date.

Additional Information Region of the Payment Document Window

Last Used. The last payment number you used to create a payment. If you are defining a new payment document, enter the number of the first document less 1. Payables automatically updates this number when you create payments.

Last Available. The last payment number available for a payment document. Payables uses Last Document Number and Last Available Document Number to determine if enough payment documents exist to print an automatic payment batch. Payables warns you when you initiate a payment batch if you are likely to run out of documents.

Setup Checks. The number of checks you want Payables to print at the beginning of each payment batch or Quick payment. Use setup checks to aid in aligning your printer.

Clearing Days. The number of days it takes a bank to clear future dated payment documents. Payables uses this number to determine which payments to clear during the Automatic Clearing for Future Dated Payments utility. You can submit this utility using the Submit Reports window.

Document Category. If you enable your Sequential Numbering System Profile option, Payables predefines a document category for each payment method for a payment document. Payables uses the document category to assign a unique voucher number to a payment, if your system administrator assigns an automatic sequential numbering sequence to the document category

You can only update the document category for a payment document if you enable the Allow Document Category Override Payables option. If you do not enable your Sequential Numbering System Profile option, you cannot enable the Allow Document Category Override option or enter a value in this field.

GL Accounts Region of the Payment Document Window

Cash Clearing. If you have enabled the Allow Reconciliation Accounting Payables option, enter the cash clearing account you are associating with a payment document. When you create a payment, Payables creates accounting entries for your unreconciled invoice payments to credit your cash clearing account using this account. When you reconcile your invoice payments using Oracle Cash Management, Payables creates accounting entries to debit this cash clearing account and credit this bank account's cash account. The

account you enter here overrides the Cash Clearing Account you entered in the GL Accounts region of the Bank Accounts window.

If you are using future dated payment methods, enter the clearing account you are associating with a payment document. When you pay an invoice with a payment document that uses a Manual Future Dated or Future Dated payment method and post payments within Payables, Payables automatically debits your liability account and credits this account. When you clear this payment using automatic or manual reconciliation within Payables or Oracle Cash Management then post payments within Payables, Payables debits this cash clearing account and credits this bank account's cash account.

Bank Charges. If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a payment document. When you reconcile your invoice payments using Oracle Cash Management, Payables creates accounting entries to record your bank charges using this account. The account you enter here overrides the Bank Charges account you entered in the GL Accounts region of the Bank Accounts window.

Bank Errors. If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank errors account you are associating with a payment document. When you reconcile your invoice payments using Oracle Cash Management, Payables creates accounting entries to record any bank errors using this account. The account you enter here overrides the Bank Errors account you entered in the GL Accounts region of the Bank Accounts window.

PAYMENT DOCUMENT RESTRICTIONS:

SETUP CHECKS: You can enter the number of setup checks only if your payment format corresponds to a check payment method. Payables prints these setup checks with XXXs and automatically records them as void when you confirm a payment batch or format a Quick payment.

Bank Branch Validation by Country

Payables provides country specific validation of your bank branch information for bank branches in your ”home country” and displays a warning if you enter invalid bank information. You define your ”home country” in the Member State field of the VAT Information region of the Financials Options window. If the Country you enter in the Banks window is different from your ”home country,” Payables performs the default, minimum validation. The default validation checks the data type and maximum length of bank name, branch name and institution type. All banks within Payables have the institution type of Bank, and it is not displayed on the window.

The following are the country specific validation rules for your bank branch information. If your country is not listed separately, the default minimum validation will be used.

Bank Branch Validation by Country

Default (minimum)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	

France

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	5	yes
Branch Number	numeric	5	yes

Spain

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?

Table 2 – 3 (Page 1 of 2)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	yes
Branch Number	numeric	4	yes

Brazil

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	3	yes
Branch Number	numeric	6	yes

Portugal

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	
Branch Number	numeric	4	

Table 2 – 3 (Page 2 of 2)

▶ **To set up your system for bank branch validation:**

1. Define the Default Country profile option. See: Profile Options in Payables: page B – 2.
2. Define Countries and Territories and assign VAT Member State codes in the Countries and Territories window. See: Countries and Territories: page 2 – 112

3. Enter your VAT member state code in the Financials Options window. See: Financials Options: page 2 – 61.

4. Save your work.

   Payables performs the validation when you save bank branch information.

See Also

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Bank Account Validation by Country

Payables provides country specific validation of your bank account information for bank branches in your "Home country". Payables displays a warning if you enter invalid information. You define your "home country" in the Member State field of the VAT Information region of the Financials Options window. If the Country you enter in the Banks window is different from your "home country," Payables performs the default, minimum validation. The default validation checks the data type and maximum length of the bank account name, account, and currency code.

The following are the country specific validation rules for your bank account information. If your country is not listed separately, the default minimum validation will be used.

Bank Account Validation by Country

Default (minimum)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	

Table 2 – 4 (Page 1 of 3)

Belgium

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	
Currency Code	value set	15	

France

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Finland

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	
Currency Code	value set	15	

Netherlands

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	

Norway

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	

Table 2 – 4 (Page 2 of 3)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Currency Code	value set	15	

Portugal

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Spain

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	10	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Table 2 – 4 (Page 3 of 3)

▶ **To set up your system for bank account validation:**

1. Define the Default Country profile option.
2. Define Countries and Territories and assign VAT Member State codes in the Countries and Territories window.
3. Enter your VAT member state code in the Financials Options window.
4. When you define the bank accounts, optionally enter Check Digits.
5. Save your work.

Payables performs the validation when you save bank account information.

See Also

Payables Options: page 2 – 76

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Bank Charges

Use the Bank Charges window to specify charges associated with transferring money between banks. If you use Payables you specify charges between your remittance banks and your suppliers' banks. If you use Receivables you specify charges between your customers' banks and your banks. You can define charges:

- from a single bank to a single bank
- from a single bank to all banks (i.e., to all banks including the transferring bank)
- from a single bank to all other banks (i.e., to all banks except the transferring bank)
- from all banks to a single bank
- from all banks to all banks

Any time you specify a single bank, you have the choice of selecting a particular branch of that bank or all branches.

Payables and Receivables users use this window. If you use both of these products, bank charges information you enter is shared between the products.

Different countries have different guidelines for using Bank Charges. If you use this feature, refer to your country–specific documentation to see how you should use this feature.

Bank Transaction Codes

If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each account and bank, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code that you expect to receive from your bank.

For detailed information on this window see: Bank Transaction Codes (*Oracle Cash Management*)

See Also

About Bank Statements (*Oracle Cash Management*)

Reconciling Bank Statements Automatically (*Oracle Cash Management*)

Oracle Cash Management User's Guide

Controlling the Status of AP Accounting Periods

Payables allows invoice entry, payment entry, and payment voiding in open accounting periods. You can enter invoices in Future accounting periods, but you cannot post any invoices in Future accounting periods until you change the status of the period to Open. The period statuses available in Payables are Never Opened, Future, Open, Closed, and Permanently Closed.

When you update a period status to Closed, Payables automatically checks if you have any unposted invoices or payments, or any unconfirmed payment batches in that period. If you have any unposted records or unconfirmed payment batches in a period you are trying to close, Payables prevents you from closing the period and automatically submits the Unposted Invoice Sweep report. You can use this report to view all your unposted transactions for the period. You can submit the Unposted Invoice Sweep program if you want to move all unposted transactions from one period to another. Then, close your period.

Your accounts payable periods are separate from your general ledger periods. For example, you can close your Q1 period in AP before you close your Q1 period in general ledger.

If you use the Multiple Reporting Currencies feature, read the *Multiple Reporting Currencies in Oracle Applications* manual for information on changing a period status when you use Multiple Reporting Currencies.

▶ **To change the status of an accounting period:**

1. In the AP Accounting Periods window update the Period Status to one of the following:

   - **Never Opened.** Payables does not allow invoice entry, payment entry, or payment voiding in a period that has never been opened. When you first define a period, Payables assigns a status of Never Opened to the period. After you change the status to Future or Open you cannot change it back to Never Opened.

   - **Future**. Payables allows invoice entry in a Future period. Approval places a posting and payment hold on any invoice you enter in a Future period. Approval releases the hold when you open the period and resubmit Approval. Payables does not allow payment entry or payment voiding in a Future period.

     Payables allows you to limit the number of Future periods based on the number you enter in the Payables Options window. After

you change the status of a Future period to Open, you cannot change it back to Future.

- **Open.** Payables allows invoice entry, payment entry, payment voiding, and posting in an Open period. You cannot open a period if it is an adjusting period. You define adjusting periods using the Define Calendar form. Adjusting periods can have overlapping dates.
- **Closed.** Payables does not allow invoice entry, payment entry, or payment voiding in a Closed period. You can reopen a Closed period if the corresponding general ledger and purchasing periods are also Open. Payables prevents you from closing a period that has unposted invoices or payments. Payables also prevents you from closing a period with unconfirmed payment batches. To close a period with unposted invoices or payments distributions, submit posting through the end of the period and optionally submit the Unposted Invoice Sweep report to move any remaining unposted transactions from one period to another.
- **Permanently Closed.** Payables does not allow invoice entry, payment entry, or payment voiding in a Permanently Closed period. You cannot reopen a Permanently Closed period.

2. Save your work.

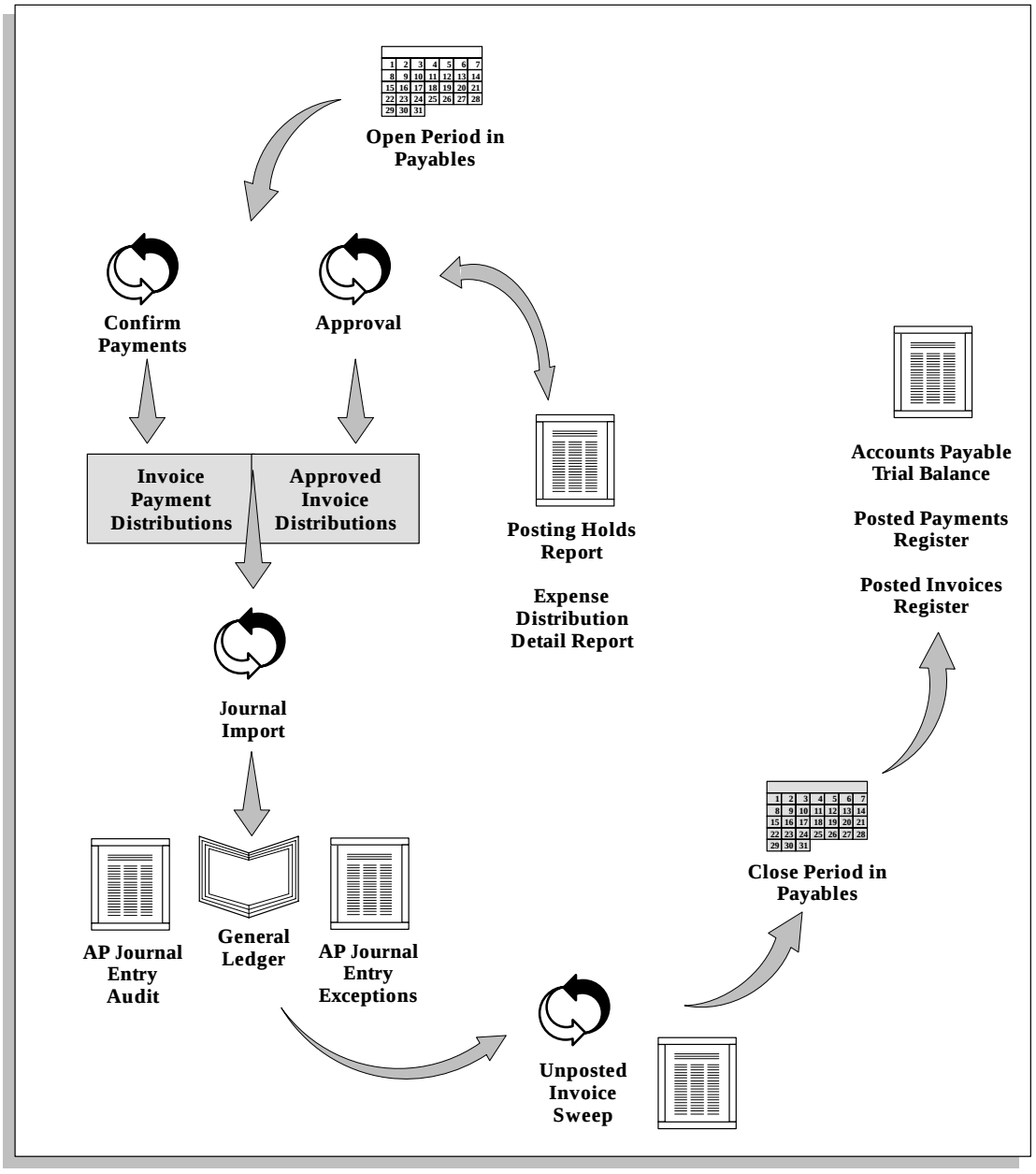
See Also

Defining Calendars *(Oracle Public Sector General Ledger User's Guide)*

Unposted Invoice Sweep Program: page 8 – 15

Closing an Accounting Period

Figure 2 – 3



Payables prevents you from closing an accounting period until you post all transactions with an accounting date in that period. If there are unposted invoices or payments that you want to move forward into the next accounting period, you can submit the Unposted Invoice Sweep program to move them forward.

You should close a period when no one is entering any invoices or payments. This way you avoid the possibility of someone entering (without saving) a transaction in an open period, you close the period, and someone then saves a transaction. If this does happen, just submit the Unposted Invoice Sweep program.

▶ **To complete the close process in Payables:**

1. **Approve all invoices and confirm all payment batches.**
   - See: Approval: page 4 – 68.
   - See: Confirming Payment Batches: page 5 – 22.
2. **Review and amounts you will transfer to the general ledger.**
   - Submit the Expense Distribution Detail Report: page 8 – 62 for unposted invoices.
   - Submit the Posting Hold Report: page 8 – 144 and resolve holds before posting.
   - Review Payment Register: page 8 – 122.
3. **Transfer invoices and payments to the General Ledger and resolve any problems you see on the following reports:**
   - Accounts Payable Journal Entry Exception Report: page 8 – 134.
   - Accounts Payable Journal Entry Audit Report: page 8 – 132.
   - Posting Hold Report: page 8 – 144.
4. **Move any unresolved posting exceptions to the next period** (optional).
   - Submit the Unposted Invoice Sweep Program: page 8 – 15.
5. **Close the period in Payables.**
   - See: Controlling the Status of AP Accounting Periods: page 2 – 143.
6. **Reconcile Payables activity for the period.** See: Reconciling Payables Activity: page 7 – 34. You will need the following reports:
   - Accounts Payable Trial Balance Report: page 8 – 137 (this period and last period).

- Posted Invoice Register: page 8 – 141.
- Posted Payment Register: page 8 – 142.

7. **If you use Oracle Public Sector Purchasing, accrue uninvoiced receipts.** See: Purchasing Integration: page 4 – 82.
8. **Post journal entries to the general ledger and reconcile the Trial balance to the General Ledger.** See: Reconciling Payables Activity to General Ledger: page 7 – 35.

CLOSE RESTRICTIONS:

COMBINED BASIS ACCOUNTING: If you use the combined basis accounting method, you must transfer invoices and payments to your accrual set of books and payments to your cash set of books before you can close an accounting period.

Account Segments for Expense Reporting

Use the Account Segments for Expense Reporting window to define the format and sort sequence of your Expense Distribution Detail Report. The Expense Distribution Detail Report provides detail expense information for posted and unposted invoices. You use the Account Segments for Expense Reporting window to define the formatting for the report.

The first time you use this window, you must set up all three segments. The next time you use this window, the format you previously set up appears as a default. You can overwrite these values to define a new Expense Distribution Detail Report format.

If you update the structure of your Accounting Flexfield (i.e. add, drop, or reorder segments), you should redefine the format and sort sequence of your Expense Distribution Detail Report the next time you submit it.

Defining Account Segments for Expense Reporting

Prerequisites:

- ❑ Define your chart of accounts. See: Defining Your Chart of Accounts *(Oracle Public Sector General Ledger User's Guide).*

▶ **To define account segments for the Expense Distribution Detail Report:**

1. In the Account Segments for Expense Reporting window, enter next to the proper Sequence number, the Segment Name and the range of segment values you want to include in the Expense Distribution Detail Report.

   If you want to start a new page every time Payables begins printing expense information for the next value of this segment, enable the Page Break option.

   If you want to total all expense distribution amounts for each segment value, enable the Total Line option.

2. Save your work.

See Also

Expense Distribution Detail Report: page 8 – 62

Account Segments for Expense Reporting Window Reference

Sequence. Payables uses this Sequence as the sort sequence when you submit the Expense Distribution Detail Report. Payables first orders by the segment name you enter next to 1, then orders by the segment name you enter next to 2, and finally orders by the segment name you enter next to 3.

Segment Name. The name of the account segment by which you want Payables to order your Expense Distribution Detail Report. You must enter all three segment names to run the Expense Distribution Detail Report.

Page Break. If you enable this option, Payables inserts a page break in the Expense Distribution Detail Report before printing information for a new segment value for this segment.

Total Line. Enable this option if you want Payables to total the expense distribution amount by each value of Segment Name when you submit the Expense Distribution Detail Report.

Segment Values

From/To. The range of values for the Segment Name that you want to include when you submit the Expense Distribution Detail Report.

Aging Periods

Use the Aging Periods window to define time periods for the Invoice Aging Report. The Invoice Aging Report provides information about invoice payments due during four periods you specify. Payables displays the invoice information in four columns. Each column corresponds to one period.

When you submit the Invoice Aging Report, you select the type of aging periods to use for the report.

For example, you define one type of aging period called Weeks Past Due, and define the following periods for Weeks Past Due: 1 Week, 2 Weeks, 3 Weeks, and Over 3 Weeks. You also define a type of aging period called Current, and define the following periods for Current: Due in More than 3 Weeks, Due in 3 Weeks, Due in 2 Weeks, and Due in 1 Week. When you submit the report, if you select Weeks Past Due for the Type parameter, Payables reports on the four periods with that type.

You can use the Aging Periods window to modify or reorder the periods within an aging period type at any time.

Defining Aging Periods

▶ **To define an aging period:**

1. In the Aging Periods window, enter the Name and Description of the type of aging periods you are defining. When you submit the Invoice Aging Report, this value will appear in Type parameter list of values if it is active. To activate the aging period, choose Active.
2. Enter each aging period:

   Enter the range of days for the period. For example, to define a period that reports invoice payments due during the next 7 days, enter From –7 days To 0 days.

   Enter the First and Second lines of the Column Heading as you want them to appear on your report. For example, Due in 1 Week.

Enter the column order. The period with Column Order 1 will be the first column on the report, and so on. The Invoice Aging Report uses only the four lowest numbered periods. You can reorder periods at any time.

3. Save your work.

See Also

Invoice Aging Report: page 8 – 65

Special Calendar

Use the Special Calendar window to define periods that Payables uses for automatic withholding tax, recurring invoices, and for the Key Indicators Report. For example, if you monitor staff productivity weekly, use this window to define weekly periods for the Key Indicators calendar type.

The Report Run display only check box indicates that a Key Indicators Report has been run for this period. The check box is not applicable to Withholding Tax or Recurring Invoices calendar types.

> **Note:** The periods you define in the Special Calendar window are completely separate from the periods you define in the Accounting Calendar window for your AP Accounting Periods. See: Defining Calendars *(Oracle Public Sector General Ledger User's Guide).*

▶ **To set up a special calendar:**

1. In the Special Calendar window, select the Type of calendar you want to define:
   - Key Indicator
   - Withholding Tax
   - Recurring Invoice
2. Enter a calendar name and description. You will select this name from a list of values when you assign a special calendar to a key indicator report, recurring invoice template, or a withholding tax type tax name.

   Enter the number of periods per year. For example, if you use a 12 month period calendar, enter 12.
3. Enter a period name. For example, Jan, Feb, Mar, etc., or Q1, Q2, Q3, Q4.

   Enter in the Year field the calendar year in which a period occurs.

   Enter numbers in the Sequence fields to indicate the order in which the periods occur. The sequence numbers of a period should represent the sequence of the period in a regular calendar. Therefore, May – December 1995 should be sequenced 5–12, and January 1996 should be sequenced 1.

   Enter the Start Dates and the End Dates for the period. Periods within a year cannot overlap.

Payables displays the System Name for the period by combining the accounting period name you entered with the last two digits of the Start Date. Payables lists System Names whenever you select a period name from a list of values. This way you can use the same period names every year, such as Jan, Feb, but they will be unique to the period, because they will be Jan–98, Feb–98.

4. Save your work.

See Also

Key Indicators Report: page 8 – 150

Automatic Withholding Tax Overview: page 10 – 24

Entering Recurring Invoices: page 4 – 98

Voucher Numbers

You can assign sequential voucher numbers to each invoice and payment in your Payables system to ensure that you have a unique number for each document. For example, you may get two invoices with identical invoice numbers from two different suppliers. If you assign each a voucher number, you can locate each invoice based on its unique voucher number.

If you use sequential voucher numbers, you can confirm that no document has been lost or unposted. Even if invoices or payments are deleted, each voucher number you assign retains audit records. You can also maintain an audit trail if you post detail journal entries in your general ledger because you can trace a journal entry back to the original document.

For the following documents you manually create, you can manually enter a voucher number in the Voucher Number field of the Invoices or Payments window, or have Payables enter it automatically:

- manually entered invoices
- Manual payments
- Quick payments

For the following documents which Payables automatically creates, you can have Payables automatically assign automatic sequential voucher numbers, but you cannot manually enter voucher numbers:

- invoices created during Payables Invoice Import
- invoices created from recurring invoice templates
- payments created in a payment batch
- interest invoices

Sequential Numbering Profile Option

Your System Administrator can enable the Sequential Numbering Profile option. This option may be enabled at the User, Responsibility, Application, or Site level. The option may be set to one of the following:

- **Not used.** Does not enforce Sequential numbering.
- **Partially Used.** Enforces sequential numbering for all of the sequences that you have defined and assigned to a document category. If you select a document type for which there is no active sequence, then Payables will display a warning message

that a sequence does not exist. You can proceed without a sequence, or you can define and assign the sequence before you proceed.

- **Always Used.** Enforces sequential numbering for all document types. If you try to select a document type for which there is no sequence, you will not be able to proceed until you define and assign the sequence.

Document Categories

Use document categories to group together different types of documents (invoices and payments) that you use. You can assign a range of sequential numbers to one or more categories. Payables assigns a default invoice document category based on the value you select in the Invoice Type field in the Invoices window. Payables assigns the default payment document category based on the payment method associated with the payment document you select. When you create a payment document for a bank account you associate a payment method with it. Payables predefines the following categories, which it assigns as defaults:

- **Predefined invoice categories:** Standard Invoices, Credit Memo Invoices, Debit Memo Invoices, Expense Report, Interest Invoices, Mixed Invoices, Prepayment Invoices, Recurring Standard Invoices.
- **Predefined payment categories:** Check Payments, Clearing Payments, Electronic Payments, Future Dated Payments, Manual Future Dated Payments, Wire Payments.

You can use the document categories that Payables provides or you can define additional categories. If you enable the Document Category Override Payables option for invoices and payments in the Payables Options window, you can allow users to override the default document category assigned to invoices and payments. You can also override the document category for payment documents in the Banks window.

Payables enters the default invoice category in the Document Category Name field in the Invoices window. Payables enters the default payment category in the Document Category field in the Payment Documents window of the Banks form.

For detailed information, see: Document Categories Window, and Define Document Categories *(Oracle Applications System Administrator's Guide)*.

Document Sequences

You define document sequences, then assign each document sequence to a combination of Oracle Application, set of books, document category, and document entry method (Manual or Automatic). For example, you define a document sequence with an automatic numbering method named Standard Invoices for standard invoices you enter manually. You define the voucher number range of 3000–5000. You assign the Expense Report Invoices sequence to the following combination:

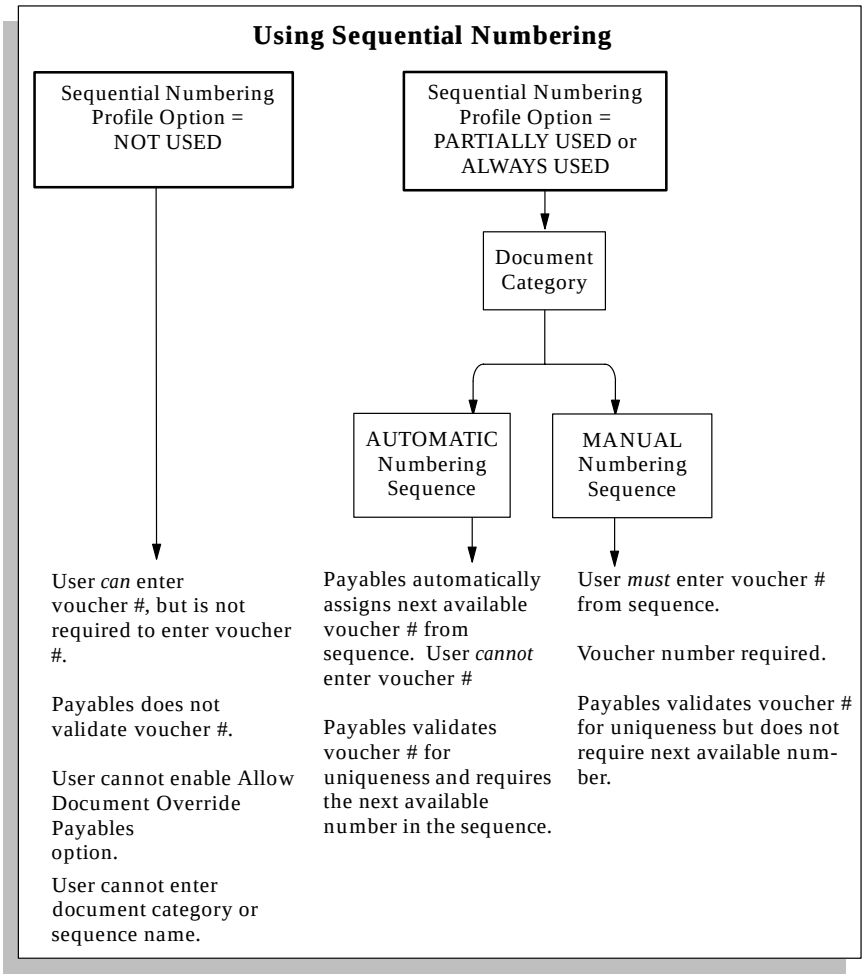
```
Payables.[Set of Books].Standard Invoices.Manual
```

When you manually enter a Standard Type invoice, Payables uses this sequence to automatically assign the next available number between 3000–5000 to your invoice. If Payables creates a document automatically, for example, during Invoice Import, you must assign an automatic numbering document sequence to it.

You can define any number of Document Sequences. You can assign the same Document Sequence to more than one combination if the Application and Category are the same in the combinations. For example, you can also assign the same automatic numbering sequence to documents you enter both manually and automatically.

For detailed information, see: What is a Document Sequence? and Sequence Assignments Window in the *Oracle Applications System Administrator's Guide*.

Figure 2 – 4



When you create a document, Payables automatically assigns a default document category, based on either the invoice type when you enter an invoice, or the payment method assigned the payment document you use when you create a payment. Payables then uses the document sequence assigned to the document category to determine the next available sequential number. Payables also uses the document sequence to determine if Payables automatically assigns the number or allows you to manually enter the number. Payables uses the sequence to confirm that you entered a unique number from the sequence.

Example 1 You specify **Always Used** for the Sequential Numbering profile option. You create a document sequence named **Auto Standard** that uses

automatic numbering. You assign the sequence to the document category **Standard Invoices,** used for manual entry of invoices in your set of books. When you manually enter a standard invoice, after you enter Standard Invoice in the Invoice Type field, Payables automatically enters Standard Invoice in the Document Category name field. When you commit, Payables enters the next available number from the Auto Standard sequence into the Voucher Number field. Payables ensures that the number assigned is unique for the Auto Standard sequence.

Example 2 Continuing from the above example, you also create a document sequence named **Man Standard** that uses manual numbering. You assign the sequence to a document category you create called **Standard Manual Invoice**. You enable document category override for invoices. When you manually enter a standard invoice, you override the default category, Standard Invoice, and enter Standard Manual Invoice in the Document Category field. Because you set Sequential Numbering to Always Used, you must enter in the Voucher Number field an available number from the Man Standard sequence. Payables ensures that the number you assign is in the sequence and that it is unique. However, when you enter voucher numbers manually, Payables does not require you to use the next available voucher number.

Implementing Sequential Voucher Numbering

Prerequisite

❑ Log in as the System Administrator to perform the first four steps.

▶ **To implement sequential voucher numbering:**

1. Enable the Sequential Numbering Option in the System Profile Values window.
2. Optionally define Additional Document Categories in the Document Categories window. See: Document Categories Window *(Oracle Applications System Administrator's Guide)*.
3. Define Document Sequences in the Document Sequences window. See: Defining a Document Sequence *(Oracle Applications System Administrator's Guide)*.
4. Assign Document Sequences to Categories in the Sequence Assignments window. See: Assigning a Document Sequence *(Oracle Applications System Administrator's Guide)*.

5. Optionally enable Document Category Override in the Payables Options window in either the Invoice or Payment region. See: Payables Options: page 2 – 76.
6. Assign Default Document Category to Bank Account Payment Documents. See: Defining Banks: page 2 – 115.

See Also

Voucher Numbers: page 2 – 154

Setting Up Web Employees Expense Reporting

▶ **Setting up expense reporting:**

1. **Install and implement Oracle Web Employees.** See : and Oracle Web Employees Expense Reporting: page 4 – 139.
2. **Set the default expense address in the Financials Options window.** From Payables, navigate to the Human Resources region of the Financials Options window. This will be the default mailing address for checks for each new employee you enter in the Enter Person window.

   See: Human Resources Financials Options: page 2 – 66.
3. **Set up employees.** From Payables, navigate to the Enter Person window. For each employee who will use Expense Reporting, enter the following values:

   - Employee name
   - Home and / or office address
   - Supervisor
   - Default expense account, including organization

   See: Enter Person *(Oracle Human Resources User's Guide)*.
4. **Enable Payables currencies and Payables currency options.** If you are not already using multiple currencies with Oracle Applications, and you plan to use multiple reimbursement currencies or multiple receipt currencies with Expense Reporting, you must enable the currencies you plan to use with Expense Reporting. Use Payables to navigate to the Currencies window to enable currencies. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

   Enable your Payables currency options in the Currency region of the Payables Options window. To allow reimbursement in a currency other than your functional currency, you must enable the WebExpenses:Allow Non–Base Pay profile value to Yes in the System Profile Values window (see Step 7). To use multiple currencies you must also enable the Use Multiple Currencies Payables option.

   See: Foreign Currency Transactions: page 6 – 2.
5. **Enter your expense report Payables options.** From Payables, navigate to the Expense Report region of the Payables Options window and select your options.

See: Expense Report Payables Options: page 2 – 83.

6. **Define the employee as a supplier.** Use either of the following methods:

   - Enable the Create Employee As Supplier option in the Payables Options window to automatically create suppliers from employees when you submit Payables Invoice Import. See: Expense Report Payables Options: page 2 – 83.
   - Enter the employee as a supplier in the Suppliers window before submitting Payables Invoice Import for expense reports. See: Entering Employees as Suppliers: page 3 – 8.

7. **Choose the profile values used by Expense Reporting.** Use the System Administrator responsibility to navigate to the System Profile Values window to set the following profile options:

   - WebExpenses:Allow Non–Base Pay
   - WebExpenses:Override Approver
   - WebExpenses:CC Overrider Req
   - WebExpenses:Enable DescFlex
   - WebExpenses:Enable Tax
   - WebExpenses:Overrider Required
   - WebExpenses:Purpose Required
   - WebExpenses:Report Number Prefix
   - Journals: Display Inverse Rate

   For detailed information on profile options see: Profile Options in Oracle Web Expense: page B – 6.

8. **Customize the online HTML help.** Your employees will see this help when they use the help icon in Web Employees. The HTML files are located in the following directory:

   /OA_HTML/<language> virtual path

   They are: APWHLEX1, APWHLEX2, APWHLEX3, APWHLEX4, and APWHLEX5.

Suggestion: Make a copy of all custom HTML files and store the copies in a directory protected from upgrades.

9. **Customize your Expense Reporting messages.**

   You may want to customize the following Expense Reporting messages. For instructions on how to edit messages, see: Messages *Oracle Applications Object Library* online help. For more information on how to use the Message Dictionary Generator, see: *Oracle Applications Coding Standards*.

   - AP_WEB_EXP_SUB_INSTRUCTIONS. Appears after an employee presses the Submit Report button. Include in this message any additional instructions for your employees regarding your organization's reimbursement process. For example, include instructions about what to do with receipts.
   - AP_WEB_DISCON_UPLOAD_INSTR. Appears after an employee chooses the Upload Expense Spreadsheet function. Include in this message any instructions for your employees regarding the use of the Upload Expense Spreadsheet function. You may also want to include in this message an HTML link to download the expense spreadsheet.

   Suggestion: The Download Expense Spreadsheet function prompts the user to save an .xls file and does not include any online help to assist the user in this process. Rather than including this function with any responsibility you set up for Web users, you may want to have users download the expense spreadsheet from an area where help is available. For example, you may want to have users download the expense spreadsheet from the Upload Expense Spreadsheet function, where you can edit the AP_WEB_DISCON_UPLOAD_INSTR message to include help about how to download the spreadsheet and how to use the spreadsheet to enter receipt information.

   - AP_WEB_EXP_REPORT_SAVE. Appears after an employee presses the Save Report button. Include in this message any instructions for your employees regarding the use of the Restore Expense Reports function. For example, you may want to highlight that the Save Report button, does not submit an expense report. To submit an expense report, you need to press the Submit Report button.

   All three of the above messages support both text and HTML.

   Use the Oracle Applications Object Library Messages window to edit messages. All Expense Reporting messages use the AP_WEB* prefix in the message name. You may also want to edit Wizard messages. All Wizard messages use the AP_WEB_WIZARD* prefix in

the message name. All Wizard messages support both text and HTML.

Attention: For HTML–based messages, do not include any hard returns in any messages. Instead, use the HTML tag <BR> for line break.

Suggestion: Make a copy of all custom messages and store the copy in a directory protected from upgrades. Messages are stored in the following directory:

$FND_TOP / mesg / <lang>

During an upgrade, apply the upgrade patch. Then use the Message Dictionary Generator (FNDMDGEN) to restore your customized message file.

10. **Register Oracle Self–Service Web Applications users.** In the Users window, create Web Employees users. Assign the Expense Reports responsibility and the Workflow responsibility to each Web Employees user. See: Defining a Responsibility *(Oracle Applications System Administrator's Guide.*

    The securing attribute for the seeded Expense Reports responsibility is ICX_HR_PERSON_ID. To allow a Web user the ability to enter expense reports and to review the status of expense reports for more than one employee, define an additional securing attribute value (ICX_HR_PERSON_ID) for each employee to which you will allow access to expense reports for this employee.

    Enter the Web user in the Person field.

    The seeded Expense Reports responsibility includes the following functions:

    - *Create New Expense Report*: Enter new expense report.
    - *View Expense Report History*: View approval and payment status of expense reports.
    - *Upload Expense Spreadsheet*: Upload receipt information entered in expense spreadsheet.

    Attention: To use the expense report spreadsheet, you must use Microsoft Excel 5.0 or higher.

    - *Download Expense Spreadsheet*: Download expense report spreadsheet used for disconnected expense report entry.

    Suggestion: The Download Expense Spreadsheet function prompts the user to save an .xls file and does not include any online help to assist the user in this process. Rather than

including this function with any responsibility you set up for Web users, you may want to have users download the expense spreadsheet from an area where help is available. For example, you may want to have users download the expense spreadsheet from the Upload Expense Spreadsheet function, where you can edit the AP_WEB_DISCON_UPLOAD_INSTR message to include help about how to download the spreadsheet and how to use the spreadsheet to enter receipt information. For information on how to edit messages, see the previous step, Customize your Expense Reporting messages: page 2 – 162.

- *Modify Expense Reports*: Restore and edit saved expense reports. You also use this function to restore expense reports that are rejected by management during the workflow approval process. Once you restore an expense report, you have the option of reviewing and editing, then either saving, canceling, or submitting the expense report.

The seeded Workflow responsibility includes the following functions:

- *View Notifications*: View notifications sent by Workflow.
- *View Progress:* View the progress of the workflow process for a selected document.

The securing attribute for the seeded Workflow responsibility is ICX_HR_PERSON_ID.

See: Users Window *(Oracle Applications System Administrator's Guide).*

11. **Define Expense Report Templates.** In the Expense Report Templates window in Payables, define at least one Web Expense Template that is enabled for Self–Service users. See: Defining Expense Report Templates: page 2 – 46, and Expense Reports Templates Window Reference: page 2 – 47.
12. **Set up your expense spreadsheet.** See: Expense Report Spreadsheet: page 2 – 188
13. **Set up Descriptive Flexfields for the Enter Receipts window.** See: Defining Descriptive Flexfields for Web Employees: page 2 – 184.
14. **Configure Workflow to enforce your business rules and to route expense reports to the appropriate people**. See: Expense Reporting Workflow: page 2 – 166.

15. **Use Web Applications Dictionary to customize the Web Employees expense reporting functions.** Setting Up Expense Reports Using Web Applications Dictionary: page 2 – 193

See Also

Expense Reports: page 4 – 118

Applying Holds to Expense Reports: page 4 – 124

Applying Advances Against Expense Reports: page 4 – 125

Modifying and Reviewing Existing Expense Reports: page 4 – 127

Paying Expense Reports: page 4 – 131

Payables Invoice Import Program: page 4 – 141

Purging Expense Reports or Invoices You Have Imported: page 4 – 153

Expense Report Templates: page 2 – 46

Expense Reporting Workflow

Oracle Web Employees includes a predefined Oracle Workflow (.wft) file that you can use with Expense Reporting. Use the Oracle Workflow server component and the Oracle Workflow Builder client component to implement Oracle Workflow for use with Expense Reporting.

This discussion includes the following topics:

- The Predefined Expense Reporting Workflow Definition: page 2 – 166
- Setting Up The Expense Reporting Workflow: page 2 – 173

The Predefined Expense Reporting Workflow Definition

The Expense Reporting Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. From the Oracle Workflow Builder program, you can open the definition file by providing the username, password, and database. Show the AP Expense Report item type and choose OK.

The Expense Reporting Workflow definition file contains the following nine Oracle Workflow Process–type activities:

AP Standard Expense Report Process (Parent)

Server Side Validation Process

Populates for each expense report record all remaining required columns in AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES.

AP_EXPENSE_REPORT_HEADERS:

- Builds EMPLOYEE_CCID.
- Sets SOURCE to ”WebExpense” from ”NonValidatedWebExpense” after the columns have been populated by this activity. The Expense Reports window in Payables can query records with the source of ”WebExpense”, but not ”NonValidatedWebExpense.”

- Determines and sets EXPENSE_CHECK_ADDRESS_FLAG based on values defined in HR_EMPLOYEES_CURRENT_V and then FINANCIALS_SYSTEM_PARAMETERS.
- Determines and sets APPLY_ADVANCES_DEFAULT based on values defined in AP_SYSTEM_PARAMETERS and on whether there are any available advances for the employee.
- Determines and sets AWT_GROUP_ID.
- Determines and sets DEFAULT_EXCHANGE_RATE_TYPE, DEFAULT_EXCHANGE_DATE, and DEFAULT_EXCHANGE_RATE.

AP_EXPENSE_REPORT_LINES:

- Builds CODE_COMBINATION_ID.
- Sets AWT_GROUP_ID to the value for AWT_GROUP_ID in AP_EXPENSE_REPORT_HEADERS.
- Determines and sets RECEIPT_REQUIRED_FLAG.
- Determines and sets JUSTIFICATION_REQUIRED_FLAG.

Attention: The Server Side Validation process also calls the DoCustomValidation function. You may want to customize this process to include any custom validation in your Expense Reporting workflow. For example, if you do not want to use AP Approval, then in the AP_EXPENSE_REPORT_LINES table, set both the JUSTIFICATION_REQUIRED_FLAG and the RECEIPT_REQUIRED_FLAG to N for all lines. Or, if you want AP Approval to be required for expense reports above a certain amount, then set both the JUSTIFICATION_REQUIRED_FLAG and the RECEIPT_REQUIRED_FLAG to N on expense reports below the amount.

The DoCustomValidation function is located in the following directory:

$AP_TOP/patch/110/sql/apwxwfcb.pls

The DoCustomValidation function is named:

AP_WEB_EXPENSE_CUST_WF.DoCustomValidation

Attention: If you use the DoCustomValidation function to perform custom processing for your expense reports, place any custom code in a directory protected from an upgrade prior to the upgrade. After the upgrade, if appropriate, reapply any custom code.

Warning: If you customize the predefined Workflow definition, do *not* modify the Payables Validation activity of the Server Side Validation process. This activity populates all missing required columns in AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES. If this activity does not complete successfully, you may encounter data corruption errors.

Manager (Spending) Approval Process

- Finds the appropriate Approver(s) for each expense report. The Approver(s) for an expense report is based on the Find Approver Method.
- Processes the Approver's response (request for approval sent by Request Approval Process) to request for approval.
- Verifies the authority of the Approver once approval is obtained.
- If sum of missing receipt items is greater than user–defined limit, requests approval confirmation from Approver.
- Processes Approver response to approval confirmation.
- Determines if proof of payment is required regardless of whether the employee indicates that original receipts are missing. If proof of payment is *not* required for items where the employee indicates that receipts are missing, then it sets the RECEIPT_REQUIRED_FLAG column value to N for all items where receipts are required but the employee indicated that receipts are missing. If proof of payment is required, then the RECEIPT_REQUIRED_FLAG column value is not updated for those items where receipts are required and the flag is set to Y.

Attention: The Manager (Spending) Approval Process checks the SUPERVISOR_ID column in HR_EMPLOYEES_CURRENT_V and the AP_WEB_SIGNING_LIMITS table to obtain the approver(s) for an expense report, and to verify the spending authority of an approver(s). If you want to store spending authority in other (custom) tables, you need to customize the Find Approver activity and the Verify Authority activity of this process.

Request Approval Process

- Notifies Approver(s) for whom approval is required.
- Copies direct manager on notification requesting approval (if direct manager is not an Approver).

- Calls the No Manager Response Process if manager does not respond to request for approval within specified Timeout period.

Third Party Expense Report Process

- If an employee submits an expense report on behalf of another employee, this process determines if approval is required by the employee for whom the expense report was submitted. If approval is required, the employee for whom the expense report was entered receives a notification requesting approval. If approval is not required, the employee receives only a notification indicating that an expense report has been submitted on her behalf.

Rejection Process

- If an expense report is rejected by management after accounts payable (AP) has reviewed it, AP receives a notification. If AP has received receipts for an expense report that has been rejected by management, AP can determine what to do with those receipts.
- Informs the preparer that the expense report has been rejected by management. The preparer can then use the Modify Expense Reports function in Web Employees to restore the rejected expense report. When an employee restores a rejected expense report, the employee can review and edit, then either save, cancel, or resubmit the expense report.
- Deletes the rejected expense report if no action is taken by the preparer within a specified period of time.

No Manager Response Process

- After a user–defined number of notifications to Approver without response, notifies expense report preparer of other approval options. Options include: resend to approver, or request approval from the original approver's manager.
- Processes response to provided approval options chosen by preparer.

- Approves as ready for Payables Invoice Import all expense reports where all receipt items do not require justification or original receipts. At this point, the Oracle Workflow process, in its standard configuration, is complete for those expense reports that: 1) do not require accounting review, and 2) have been approved by management during the Manager (Spending) Approval Process.
- To approve an expense report as ready for Payables Invoice Import, the Oracle Workflow process sets the AP_EXPENSE_REPORT_HEADERS.SOURCE column to XpenseXpress.
- Notifies AP of expense reports with receipts where justification is required but no original receipts are required. See also: Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports: page 4 – 129.

Attention: Once management approves an expense report during the Manager (Spending) Approval Process, the Workflow process determines if accounting review is required, and, if so, it checks if accounting review has occurred. If accounting review is required, and it has not been completed, the Workflow process sets itself in deferred status and waits for accounting review to be performed. You can perform accounting review in the Payables Expense Reports window. Once accounting review has been performed, you *must* run the Workflow Background Process to restart the Workflow process from deferred status. If the Workflow Background Process determines that accounting review has been performed, the Workflow process can continue towards completion. If the Workflow process for an expense report does not complete, the expense report *cannot* be imported using Payables Invoice Import.

Suggestion: You should set the Workflow Background Process to run periodically to check for accounting review. See: Setting Up Background Workflow Engines *(Oracle Workflow Guide)*.

- Approves as ready for Payables Invoice Import all expense reports where all receipts have been verified by accounting, these have been no adjustments or shortpays, and the expense report has been approved by management during Manager (Spending) Approval Process.
- To approve an expense report as ready for Payables Invoice Import, the Oracle Workflow process sets the

AP_EXPENSE_REPORT_HEADERS.SOURCE column value to XpenseXpress.

- Determines if AP performed an adjustment to an expense report item, and if so, notifies preparer of AP adjustment based on receipt item where expense is not reimbursable under organization spending policy.
- Determines if any unverified receipts exist where receipt is required for an Expense Item, and if so, calls the Shortpay Unverified Receipt Items Process.

Suggestion: If you do not require accounting review, you can use the DoCustomValidation function in the Server Side Validation process to set the RECEIPT_REQUIRED_FLAG column value to N and the JUSTIFICATION_REQUIRED_FLAG column value to N for an expense report. You can set these flags to N for all expense reports, or for only those expense reports below a certain amount threshold.

Attention: If you use the DoCustomValidation function to perform custom processing for your expense reports, place any custom code in a directory protected from upgrade prior to the upgrade. After the upgrade, if appropriate, reapply any custom code.

Shortpay Unverified Receipt Items Process

- Creates new expense reports for items subject to shortpay. An expense report can be shortpaid for missing required receipts and for policy violation. If all required receipts are not verified by AP, then a new expense report is created that consists of the sum of all receipt–required items where receipt has not been verified by AP. If AP indicates that an item is subject to shortpay due to a lack of information provided by the employee (policy violation), then a new expense report is created for the sum of all expense items with a policy violation. The expense report number for each new expense report created by the shortpay process is the original expense report number appended with –n (n is the number of instances where a new expense report is created due to short pay). See also: Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports: page 4 – 129, and Modifying and Reviewing Existing Expense Reports: page 4 – 127.
- If the shortpay is due to unverified required receipts, this process calls the Missing Receipts Shortpay Process.

- If the shortpay is due to policy violation, calls the Policy Violation Shortpay Process.
- Approves as ready for Payables Invoice Import the original expense report that consists of the remaining items that are not subject to shortpay. At this point, the Oracle Workflow process, in its standard configuration, is complete for the original expense report.
- To approve an expense report as ready for Payables Invoice Import, the Oracle Workflow process sets the AP_EXPENSE_REPORT_HEADERS.SOURCE column to XpenseXpress.

Policy Violation Shortpay Process

- Informs preparer of policy violation shortpay and provides response options to shortpay. The preparer has two options: 1) delete the new expense report; or 2) provide AP with the additional information required by the reimbursement policy.
- If the employee submits additional information (option 2) for the policy violation, AP is notified of the information and the AP Standard Expense Report Process is called to start at the AP Approval Process.

Missing Receipts Shortpay Process

- Informs preparer of unverified required receipt shortpay, and provides response options to the shortpay. The preparer has three options: 1) delete the new expense report; 2) submit the original receipts to accounting; or 3) forward the new expense report to management for approval indicating that original receipts are not available.

See Also

Oracle Workflow Guide

Setting Up The Expense Reporting Workflow

You can customize the predefined Workflow file and implement it for Expense Reporting. For details on the file and its Process–type activities, see the previous section: The Predefined Expense Reporting Workflow Definition: page 2 – 166.

▶ **To set up the Expense Reporting Workflow:**

1. Install and set up Oracle Web Employees. See: *Oracle Self–Service Web Applications Implementation Manual* and Setting Up Web Employees Expense Reporting: page 2 – 160.

   Attention: You must install and set up Oracle Web Employees before setting up the Expense Reporting workflow.

2. Install the Oracle Workflow Builder client component program. See: *Oracle Workflow Installation Guide.*

3. Open the Expense Reporting Workflow definition (.wft) file. The Expense Reporting Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. From the Oracle Workflow Builder program, you can open the definition file by providing the username, password, and database. Show the AP Expense Report item type and choose OK.

4. Define System Administrator and AP Roles. See: Defining System Administrator and AP Roles: page 2 – 174.

5. Choose your Find Approver Method. See: Choosing Your Find Approver Method: page 2 – 175.

6. Set Workflow Timeouts. See: Set Workflow Timeouts: page 2 – 177.

7. Set Workflow Activity Attributes. See: Setting Workflow Activity Attributes: page 2 – 177.

8. Customize Workflow Messages (optional but recommended). See: Customizing Workflow Messages: page 2 – 179.

9. Load the AP_WEB_SIGNING_LIMITS table. See: Loading Signing Limits: page 2 – 181.

10. Submit the Workflow Background Process.

    From the Oracle Applications System Administrator responsibility, submit the Workflow Background Process concurrent program. Set the Resubmission interval to indicate how often you would like to check for accounting review for expense reports that require this activity.

Attention: Oracle Workflow, in its standard configuration, sets itself in deferred status for all Web Employees–entered expense reports that require accounting review that have already been approved by management. Once management approves an expense report during the Manager (Spending) Approval Process, the Workflow process determines if accounting review is required, and, if so, it checks if accounting review has occurred. If accounting review is required, and it has not been completed, the Workflow process sets itself in deferred status and waits for accounting review to be performed. Perform accounting review in the Payables Expense Reports window. See: Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports: page 4 – 129. Once accounting review has been performed, you *must* run the Workflow Background Process to restart the Workflow process from deferred status. If the Workflow Background Process determines that accounting review has been performed, the Workflow process can continue towards completion. If the Workflow process for an expense report does not complete, the expense report *cannot* be imported using Payables Invoice Import.

Attention: If accounting review is not required, the Workflow process continues to completion. If accounting review is required, and it has already been completed, the Workflow process continues to completion without setting itself in deferred status.

See Also

Oracle Workflow Guide

Defining System Administrator and AP Roles

Prerequisite

- ❑ Load the System Administrator and AP roles by choosing the File–Load All Roles command from the Oracle Workflow Builder client program.

▶ **To define System Administrator and AP roles:**

1. In the Process – Server Side Validation Process window, define the Performer–type role for System Administrator for the following Notice–type activities:
   - Inform Sys Admin of Payables Validation Failure
   - Inform Sys Admin of Custom Validation Failure
2. In the Process – Manager (Spending) Approval Process window, define the Performer–type role for System Administrator for the following Notice–type activity:
   - Inform System Administrator – No Approver
3. In the Process – AP Approval Process window, define the Performer–type role for AP for the following Notice–type activity:
   - Request AP To Review Spending Policy Compliance
4. For the System: Error item type, in the Process – AP Custom Default Error window, define the Performer–type role for System Administrator for the following Notice–type activity:
   - AP Custom Default Error Notification
5. In the Process – Rejection Process window, define the Performer type – role for AP for the following Notice–type activity:
   - Inform AP Exp Rpt They Reviewed Is Mgr Rejected

See Also

Oracle Workflow Guide

Choosing your Find Approver Method

▶ **To choose your Find Approver method**:

Open / edit the Manager (Spending) Approval Process and edit the properties of the Find Approver activity. Select the Find Approver attribute value and choose the appropriate Find Approver Method.

There are three predefined methods for Find Approver:

- **Go Directly to Person with Signing Authority:** If the expense report organization is the same as the default employee

organization, this method requires only the approval of the person who has appropriate signing authority within the employee's organization. If the direct manager does not have appropriate signing authority, then the direct manager is notified of the preparer's expense report.

If the expense report organization is different from the default employee organization and an Overriding Approver is entered, this method requires only the approval of the person within the Overriding Approver's organization with appropriate signing authority. The direct manager is notified of the preparer's expense report.

- **Go Up Management Chain:** If the expense report organization is the same as the default employee organization, this method requires the approval of everyone within the management chain of the preparer up to and including the person with appropriate signing authority.

  If the expense report organization is different from the default employee organization and an Overriding Approver is entered for an expense report, approval is required from everyone within the Overriding Approver's management chain up to and including the person with appropriate signing authority. The direct manager is notified of the preparer's expense report.

- **One Stop Then Go Directly:** If the expense report organization is the same as the default employee organization, this method requires the approval of the preparer's direct manager and the person within the preparer's organization with appropriate signing authority.

  If the expense report organization is different from the default employee organization and an Overriding Approver is entered, approval is required from the Overriding Approver and the person with appropriate signing authority within the Overriding Approver's organization. The direct manager is notified of the preparer's expense report.

See Also

Oracle Workflow Guide

Setting Workflow Timeouts

You must define the Timeout value for the following activities (including Notification–type activities) and processes. For more information, see: Process Window *(Oracle Workflow Guide).*

- Inform Sys Admin of Payables Validation Failure
- Inform preparer – No Manager Response
- Inform Sys Admin of Custom Validation Failure (if custom validation used)
- Inform Preparer Policy Violation Shortpay Req More Info
- Verify With Mgr the Amt Approved With NO Receipt
- Find Approver
- Wait for Resubmission
- Request Employee Approval (if expense report is prepared on behalf of another employee)
- Request Approval from APPROVER
- For the System: Error item type and the AP Custom Default Error Process, the AP Custom Default Error Notification
- Inform System Administrator – No Approver
- Inform Preparer of Shortpay Due To Missing Receipts

See Also

Oracle Workflow Guide

Setting Workflow Activity Attributes

You must define the attribute value for the following activities (including Notification–type and Function–type activities). For more information, see: *Oracle Workflow Guide.*

▶ **To set Workflow activity attributes:**

1. In the Process–No Manager Response Process window for the Notify Preparer When Resend Count Equals Limit activity, you can define the Attribute Value for Number of times to notify manager.

This Attribute Value helps the Expense Reporting workflow determine how many times in total to send a request for approval before the preparer is given other approval options.

2. In the Process–Manager (Spending) Approval Process window for the Sum of Exp Lines With Missing Receipts Exceeds AP Limit activity, you can define the Attribute Value for AP Limit of Sum of Missing Receipt Expense Lines. This Attribute Value helps the Expense Reporting workflow determine when to request the Approver to confirm approval of an expense report if an expense report with missing receipt items is approved by the Approver.
3. In the Process–AP Approval Process window for the AP Expense Report Review Complete activity, you can define the Attribute Value for Time Interval Between Checks (in number of hours or fraction of hours) to determine how often the Oracle Workflow Background Engine checks for completion of Accounts Payable review (if required for an expense report).
4. In the Process – Third Party Expense Report Process window, for the Loop Counter activity, you can define the Attribute Loop Limit (number of times) to determine how many times the Request Employee Approval activity should perform before the approval is no longer required and the expense report continues to the next step in the Manager (Spending) Approval Process.
5. In the Process – Third Party Expense Report Process window, for the Employee Approval Required activity, you can define whether the approval is required of an employee for whom another employee (preparer) submits an expense report. If you select Yes, after a preparer submits an expense report on behalf of another employee, approval is required by the employee for whom the expense report was entered. If the employee approves, the approval process continues based on the Find Approver Method. If you select No, after a preparer submits an expense report on behalf of another employee, the employee for whom the expense report was entered receives only a notification, and the approval process continues based on the Find Approver Method.
6. In the Manager (Spending) Approval Process window, for the Payment Req Proof Of Even If Mgr Approved Receipt Missing activity, you can define whether you always require proof of payment for all items for which you have defined receipt is required, even in those cases where an employee submits an expense report indicating that original receipts are missing and management approves the expense report. If proof of payment is *not* required for items where the employee indicates that receipts

are missing, then the RECEIPT_REQUIRED_FLAG is set to N for all items where receipts are required but the employee indicated that receipts are missing. If proof of payment is required, then the RECEIPT_REQUIRED_FLAG is not updated for those items where receipts are required (value set to Y) and the employee indicates that receipts are missing.

See Also

The Predefined Expense Reporting Workflow Definition: page 2 – 166

Oracle Workflow Guide

Customizing Workflow Messages

You can customize the following Expense Reporting Workflow messages in the Workflow Builder program:

- Oracle Public Sector Payables Validation Failure. Sent to System Administrator if Payables Validation activity fails.
- CC Direct Manager. Sent to direct manager of employee if employee submitted expense report for organization where organization for expense report is not the default employee organization. This message is also sent to the direct manager if the direct manager is not an approver.
- Custom Validation Failure. Sent to System Administrator if Custom Validation activity fails.
- Expense Report Adjustment. Sent to preparer if expense report adjusted.
- Exp Rpt Has Been Mgr Rejected but AP Reviewed. Sent to AP if rejected by management after reviewed by AP.
- Expense Report Manager Approved. Sent to preparer if the expense report has been approved by management.
- Expense Report Rejection. Sent to preparer if expense report rejected by Approver.
- Inform Employee Expense Report Submitted by Preparer. Sent to employee if an expense report was prepared by another employee on her behalf.

- Inform Preparer Exp Report Approval Has Been Forwarded. Sent to preparer if the last required manager to approve expense report does not have sufficient authority and that approval is being requested from the next highest employee in the management chain.
- No Approver. Sent to System Administrator if no Approver returned by GetApprover function.
- No Manager Response. Sent to preparer if no response from Approver to request for approval.
- Request AP Review Policy. Sent to AP to request review for expense report with at least one receipt with justification required but not receipts required.
- Request Employee Approval. Sent to employee if an expense report was prepared on her behalf; requests approval for expense report.
- Request Expense Report Approval. Sent to Approver to request approval for expense report.
- Verify With Manager Approval Amount. Sent to Approver to request confirmation of approval for expense report where sum of missing receipts exceeds user–defined threshold amount.
- Inform AP that Mgr Has Approved Shortpay With No Receipts. Sent to AP for an expense report where a manager has approved a new expense report with missing original receipts created by the shortpay process.
- Inform Preparer Missing Receipts Shortpay. Sent to preparer if expense report shortpaid due to unverified receipts.
- Inform Preparer Policy Violation Shortpay Req More Info. Sent to preparer to request more information for a new expense report created by the Policy Violation Shortpay Process.
- Provide AP More Info to Rectify Policy Shortpay. Sent to AP once preparer provides more information for a new expense report created by the Policy Violation Shortpay Process.

See Also

Oracle Workflow Guide

Loading Signing Limits

The AP_WEB_SIGNING_LIMITS table maintains records of employee signing limits. Workflow can reference this table when it processes Payables and Web Employees transactions. For example, Workflow uses this table to find the employees with appropriate signing authority for each expense report entered using Oracle Web Employees. The AP_WEB_SIGNING_LIMITS table includes the following columns:

AP_WEB_SIGNING_LIMITS		
DOCUMENT_TYPE	NOT NULL	VARCHAR2(30)
EMPLOYEE_ID	NOT NULL	NUMBER
ORGANIZATION	NOT NULL	VARCHAR2(30)
SIGNING_LIMIT		NUMBER
LAST_UPDATE_DATE	NOT NULL	DATE
LAST_UPDATED_BY	NOT NULL	NUMBER(15)
LAST_UPDATE_LOGIN		NUMBER(15)
CREATION_DATE		DATE
CREATED_BY		NUMBER(15)
ORG_ID		NUMBER(15)

Table 2 – 5 (Page 1 of 1)

If an employee has signing authority for more than one organization, you must insert one record in this table for each unique combination of DOCUMENT_TYPE, COST_CENTER, EMPLOYEE_ID, and ORG_ID.

The value for DOCUMENT_TYPE for the AP Expense Report item type is APEXP. The ORG_ID column is null unless you are implementing in a multi–organization database.

You can enter and adjust signing limits for any employee in the Signing Limits window in Payables.

See Also

Signing Limits: page 2 – 53

Descriptive Flexfields in the Enter Receipts Window

You can define descriptive flexfields to record additional information in the Enter Receipts window in Oracle Web Employees. For example, you can define custom fields that appear for every expense item an employee enters in the Enter Receipts page. The values your employees enter in these additional fields you define are stored in the numbered ATTRIBUTE columns of the AP_EXPENSE_REPORT_LINES table. You can choose to import these ATTRIBUTE values into the AP_INVOICE_DISTRIBUTIONS table when you submit the Payables Invoice Import program. You can then use this information for custom reports or custom programs.

You can also define context–sensitive fields that appear only when the employee selects a particular expense type. For example, the employee is entering a receipt. When the employee enters Airfare as the expense type, custom fields appear for airline name, ticket number, and class of travel. When the employee enters Mileage as the expense type, custom fields appear for distance and the mileage rate. Note that context–sensitive fields can be based only on expense type.

Calculate Amount Button

In addition to storing additional information, for a given expense type you can add a Calculate Amount button to the set of custom fields you define through a descriptive flexfield definition. If you add your own custom calculation PL/SQL code in the apwdfcfb.pls file, then when your employees enter values in the custom fields and choose the Calculate Amount button, Web Employees will call your custom PL/SQL code. Web Employees will then perform calculations on the values that employees entered in the custom fields, and populate the Receipt Total field in the Enter Receipts window. For example, you can customize your Enter Receipts window so that during receipt entry when your employees enter Mileage as the expense type, a custom Distance field appears. The employee enters a value for this field and then chooses the Calculate Amount button. Your PL/SQL code will multiply the Distance value by mileage rate you have defined in either your custom PL/SQL code or in the descriptive flexfield default field, and automatically enter the result in the Receipt Total field.

If the reimbursement currency is different from the receipt currency, you can customize the PL/SQL code to populate the Receipt Total instead of the Total Amount. The Enter Receipts window will then calculate the receipt total in the reimbursement currency and enter that value in the Total Amount field.

You add a Calculate Amount button to the Enter Receipts window by enabling the Calculate Amount option for an expense item in the Expense Report Templates window in Payables.

Customizing Flexfield Routines

Web Employees provides four routines that can be customized to achieve the desired flexfield behavior. The four routines are included in the $AP_TOP/admin/sql/apwdfcfb.pls file. Web Employees provides a "hook" to each of these routines. You can edit them to provide custom, default values and poplist values, or to provide custom calculation and validation logic. They are:

- **CUSTOMPOPULATEPOPLIST.** Customize this procedure to generate custom poplist values. Instead of using the value set values you define in the Segment Values window for value sets with independent validation, you can provide a subset of those values in the poplist. For segments with the table validation type, poplist values must be provided in this procedure since the values will not be generated automatically from the SQL statement in the value set definition.
- **CUSTOMPOPULATEDEFAULT.** Customize this procedure to generate custom default values based on information provided by the user instead of using the single default you define in the Default Value field in the Segments window. You can customize this procedure to provide defaults for custom fields based on information in the Start Report page of Web Expenses, such as the employee ID, organization, and reimbursement currency. For example, you can default a value for Per Diem based on the employee's position.
- **CUSTOMVALIDATEDFLEXVALUES.** Customize this procedure to perform custom validation on values the users enter. This validation is in addition to the validation you define when you define your descriptive flexfield. You can define dynamic validation that is dependent on other fields the user enters in the Enter Receipts page. The same API is called for both expense line level validation and for individual expense–type context–sensitive custom field validation.
- **CUSTOMCALCULATEAMOUNT.** Customize this feature to define the calculation that the system performs when you choose the Calculate Amount button. The system enters the result of the calculation into the Total Amount field in the Enter Receipts window. However, for multiple currency expense reports where the reimbursement currency does not equal the receipt currency,

you can customize this routine either to enter the result in the Receipt Amount field, or to enter use the conversion rate the user enters to calculate and enter the Total Amount field.

Suggestion: To use custom data stored in the Oracle Applications database with the four provided procedures, you must register all new custom tables within Oracle Applications. See: *Oracle Applications Developer's Guide.*

Attention: You are responsible for the support and upgrade of the logic within the procedures that you write, which may be impacted by database or other changes between releases of the Oracle Applications.

Suggestion: Make a copy of all custom code and place it in a directory protected from upgrade. After an upgrade, if appropriate, reapply any custom code.

Defining Descriptive Flexfields for Expense Reporting

The *Oracle Applications Flexfields Guide* describes in detail how to define descriptive flexfields. The following discussion will provide some hints for defining descriptive flexfields for Expense reporting. Use this document in conjunction with the *Oracle Applications Flexfields Guide.*

To enable the Expense Report Line flexfield in the Enter Receipts window in Oracle Web Employees, enable the WebExpenses:Enable DescFlex profile option. Payables also uses the Expense Report Line flexfield for the Expense Reports window in Payables. If you want flexfields to appear in the Payables Expense Reports window but not in the Enter Receipts page in Web Employees, leave the segment Description null in the Segment window.

Prerequisites

- ❑ Plan the 'global data element' and context–sensitive flexfields you need. Remember that you can use 15 Attribute columns and that if you use global data element fields, this will reduce the number of Attribute columns available for context–sensitive fields. See: Overview of Flexfield Concepts (*Oracle Applications Flexfields Guide)*, Planning (Your Descriptive Flexfield) (*Oracle Applications Flexfields Guide).*
- ❑ Set the WebExpenses:Enable DescFlex profile option to Yes. See: Profile Options for Oracle Web Employees: page B – 6.

▶ **To define descriptive flexfields for the Enter Receipts window:**

1. Use the System Administrator responsibility.
2. Navigate to the Descriptive Flexfields Segments window. In this window you specify the expense type values for which you will display additional flexfields, for example, Airfare, Mileage, Breakfast, Lunch, and Dinner. For detailed information on this window, see: Descriptive Flexfield Segments Window (*Oracle Applications Flexfields Guide)*. Note the following:

   Query the Application "Oracle Payables" and the Title "Expense Report Line". Enter the following value:

   - **Reference Field:** ITEM_DESCRIPTION

   The remaining values in the Context Field region are not used by Oracle Web Employees, and are used by Oracle Public Sector Payables in the Expense Reports window.

   Enter a line for each expense type for which you want to display unique custom fields. For example: **Name**: Airfare, **Description:** Additional information for Airfare.

   Attention: You must enter the Context Field Values Name exactly as you enter it in the Expense Item field of the Expense Report Templates window or the context–sensitive flexfield will not appear.

   If you want one or more custom fields to appear regardless of the expense type the user enters, use the following default line in the Context Field Values region:

   - **Name:** Global Data Elements
   - **Description:** Global Data Element Context

3. For each context field value, choose the Segments button to navigate to the Segments Summary. Use this window to define the fields that will appear and the values the users can enter for the field. For detailed information on this window, see: Context Field Values (*Oracle Applications Flexfields Guide)*.

   In the segment **Description** field, enter the description that you want the user to see in a pop–up alert when the user clicks on the field prompt in the Enter Receipts page. For example, enter agency–specific policy regarding the field.

   Attention: You must enter a value for the segment **Description** field, or the custom field will not appear on the Enter Receipts page. Segments with a null Description will

appear only on the Payables Expense Reports window. Segments that are defined without a value in the Description field are not visible to Web Employees users, but if you define custom defaulting for a segment, the underlying database column may still be populated (these values will be visible in the Payables Expense Reports window).

In the **Value Set** field, you determine whether your users can enter text, for example, AP_SRS_ALPHANUMBERIC_OPT, or you can define specific values the user must enter.

In the **Default Type** field, if you enter a value other than 'Constant', you must customize the CUSTOMPOPULATEDEFAULT routine. For more information, see: Customizing Flexfield Routines: page 2 – 183.

If you want to define valid values for the field, first define a value set. Enter a unique name for the value set you want to define, for example, Travel Class. Choose the Value Set button to navigate to the Value Sets window. For detailed information on this window, see: Defining Value Sets (*Oracle Applications Flexfields Guide)*.

- **Enable Longlist:** Enable this option for very long lists, for example, a list of employees. If you enable this option, the custom field will appear as a text field. If you want the field to have a poplist, disable this option. Disable this option only for small lists, because long poplists slow performance.
- **Format Validation:** If you want to validate the format of the data the users enter, specify your validation criteria.
- **Validation Type:** Independent, None, and Table are the only Validation Types that will appear in the Enter Receipts window. If you want to have the value appear as a check box instead of the default described below, assign the AP_SRS_YES_NO_MAND value set for that particular custom option.
  - **Independent.** Appears as a poplist.
  - **None.** Appears as a text field.
  - **Table.** Appears as a poplist if the custom poplist provides values. In a future release, the poplist values for table validation will be generated automatically.

Attention: When a segment is linked to a standard poplist, either Independent or Table validation must be used. If a segment is linked to a custom poplist, Table validation must be used.

Attention: To define custom error messages with any custom validation you use in the CUSTOMVALIDATEDFLEXVALUES procedure, pass the relevant error text to the procedure. You do not need to set up custom error messages in an Application Object Library (AOL) table for use with this procedure.

4. Save your work.

5. In the Segment Values window, define and enable the valid values for the new fields you are defining, for example, for the value set Travel Class, you can define the following values: First, Business, Coach. For detailed information on this window, see: Segment Values Window (*Oracle Applications Flexfields Guide).*

   Save your work and return to the Segments window. Enable the new fields. Save your work in the Segments window.

   Return to the Descriptive Flexfield Segments window. Enable the Context Field Values you want to use. Check the Freeze Flexfield Definition check box. Choose the Compile button to compile the descriptive flexfield definition.

Suggestion: Before verifying that that the Descriptive Flexfield definition you created or extended works properly with Web Employees, verify its usage first within the Payables Expense Reports window. This may help identify errors in your Flexfield definition.

Web Employees Expense Report Spreadsheet

If your employees use Oracle Web Employees to enter expense reports, your employees can track receipt information in a spreadsheet, and then upload the spreadsheet into Web Employees to submit their expense reports.

This discussion describes how to set up your system to use the expense report spreadsheet. For information on downloading and uploading the spreadsheet, refer to the Web Employees online help.

Setting Up the Expense Report Spreadsheet

A predefined Microsoft Excel (.xls) file is provided with Web Employees. The spreadsheet uses Visual Basic objects to create poplists for the Expense Type and Currency fields and a check box for the Receipt Missing field. Visual Basic objects are not supported in versions of Excel prior to version 5.0. To use the predefined expense spreadsheet with Web Employees, you must use Excel 5.0 or higher.

The predefined .xls file (apwexpmc.xls) is located in the /OA_HTML/<language>/ virtual path on your Web Server.

Attention: If you configure the predefined expense spreadsheet, you may want to make a copy of this file and store it in directory protected from upgrade.

Prerequisites

- ❑ Install and set up Oracle Web Employees, including setting up templates in the Payables Expense Report Templates window. See: Oracle Web Employees Expense Reporting: page 4 – 139.
- ❑ If you want to use disconnected expense reporting with more than one expense report template, you must set up one spreadsheet for each template that is enabled for self–service users. See: Expense Report Templates: page 2 – 46

Suggestion: We recommend, however, that you use only one template for all Web Employees users.

- ❑ In the Currencies window, define and enable currencies you want to use. See: Currencies Window *(Oracle Applications System Administrator's Guide Release 10SC)*.
- ❑ Install Microsoft Excel 5.0 or higher.

▶ **To set up the expense reporting worksheet:**

1. Open the spreadsheet file and display all worksheets tabs. Display all worksheet tabs by choosing Tools – Options from the menu. Choose the View tab and check the Sheet Tabs check box.

   The predefined expense spreadsheet includes four worksheets:

   - Expense Report
   - Currency Codes and Descriptions
   - Expense Types
   - Cell Links

   There are no fields to change in the cell links worksheet.

   Unprotect the Expense Report worksheet by choosing Tools – Protection – Unprotect Sheet.

2. Enter the name of the expense template. In cell D4, enter the name of the expense template that is associated with this spreadsheet.

   Attention: Enter the name of the template exactly as it appears in the Expense Report Templates window in Payables.

3. Format all Date From and Date To cells with the date format used with Oracle Applications. For example, if your date format with Oracle Applications is DD–MON–YY, set the date format for these cells within the spreadsheet to DD–MON–YY.

   Once you are complete with this step, protect the Expense Report worksheet by choosing Tools – Protection – Protect Sheet.

4. Populate the currency code poplist. The currency code poplist in the Expense Report worksheet is generated based on values in Column A and Column B in the Currency Codes and Descriptions worksheet. Click on the Currency Codes and Descriptions worksheet tab.

   Currency codes and descriptions are predefined with the multiple currency expense spreadsheet. You can add or delete from this list of predefined currencies.

   Attention: The currency codes defined in Column B must be entered exactly as they appear in the Currencies window. The values in Column A will appear in the poplist, and may be safely altered. The corresponding rows in Column B contain the values that will be uploaded and validated.

   To add a currency, unprotect the Currency Codes and Descriptions worksheet. Insert a row directly in the middle of the list of

currency codes and enter the currency code you want to add to the list. Enter in Column A the values that you want displayed in the poplist. Enter in Column B the currency code from the Currencies window. The value entered in Column B is the value that is entered for the receipt currency when an employee uploads receipt information into Web Employees.

Attention: To add a currency, do *not* add a row to the bottom of the list of defined currencies. To avoid losing synchronization between the current cells and the poplists, all changes must be made between the first and last row of currency values.

To delete a currency, delete the row from the list of defined currencies.

Attention: Do *not* type in Rows 1 and 2 of the Currency Codes and Descriptions worksheet.

Suggestion: You may want to sort the currency codes and descriptions alphabetically so that they appear in a logical order in the poplist. Be sure to select and sort only the cells in Columns A and B from Row 3 through the last valid currency code.

5. Once you populate the currency code poplist, you may want to protect the Currency Codes and Descriptions worksheet.

6. Populate the expense type poplist. The expense type poplist in the Expense Report worksheet is generated based on values in Column A in the Expense Types worksheet. Click on the Expense Types worksheet tab.

   Predefined expense types are included with both predefined expense spreadsheets. You can add or delete from this list of predefined expense types. For each expense type you want to use, make sure that in the Expense Report Templates window it is either defined for the template associated with this expense spreadsheet, or it is viewable from all templates.

   Attention: The expense items defined in Column A must be entered exactly as they appear in the Expense Report Templates window. Enter the Friendly Prompt if you defined one, otherwise enter the Expense Item name.

   To add an expense type, unprotect the Expense Type worksheet. Insert a row directly in the middle of the list of expense types and enter the expense type you want to add to the list. Enter in Column A the expense type that you want displayed in the poplist.

Attention: To add an expense type, do *not* add a row to the bottom of the list of defined expense types. To avoid losing synchronization between the current cells and the poplists, all changes must be made between the first and last row of expense type values.

To delete an expense type, delete the row from the list of defined expense types using Edit – Delete row from the menu.

Attention: Do *not* type in Rows 1 and 2 of the Expense Types worksheet.

Suggestion: You may want to sort the expense types alphabetically so that they appear in a logical order in the poplist.

7. Once you populate the expense types poplist, you may want to protect the Expense Types worksheet.
8. Select and view the expense report worksheet.
   - Be sure that all the poplists, check boxes, and fields contain the default values you want to see.
   - Position the worksheet at the top left corner cell.
   - Hide all worksheet tabs. Choose Tools – Options from the menu; choose the View tab, and uncheck the Sheet Tabs check box.
   - Click in the first cell a person would logically start with, usually the Purpose.
9. If you change the text of any prompts on the spreadsheet, you must query AP_WEB_DISC_EXP in the Region Items window in Oracle Web Applications Dictionary and change the corresponding Long Label. If you do not do this, the system will no longer recognize the spreadsheet prompt and will ignore any value you enter for it. For more information, see: Associating Attributes with Regions (*Oracle Web Applications Dictionary User's Guide*).
10. Save your version of the expense report template.

See Also

Oracle Web Employees Expense Reporting: page 4 – 139

Expense Report Templates: page 2 – 46

Currencies Window *(Oracle Applications System Administrator's Guide).*

Setting Up Web Expense Reports Using Web Application Dictionary

If your employees are using the Expense Reports responsibility of Web Employees to enter expense reports, and to view their expense report history, the content of the web pages for these Expense Reports functions can be configured using a tool called Web Applications Dictionary. Web Applications Dictionary is a module of Oracle Applications.

The following table describes Regions in Web Applications Dictionary that you can use to modify the field prompt names for Web pages that are displayed using functions of the Expense Reports responsibility. To modify prompt names, modify the region item Long Label in the Region Items window.

> **Note:** If you update a prompt on one Page, update it on any other pages that use the same prompt. For example, if you update a prompt on the Enter Receipts page, then also update it on the View Receipts page, the wizard, and the spreadsheet.

See Also

Web Application Dictionary Region ID	Description
AP_WEB_EXP_ST	Start Report page of the Create New Expense Report function.
AP_WEB_EXP_ER	Enter Receipts page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_EXP_VIEW_REC	View Receipts page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_EXP_SUMMARY	Expense Summary page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.

Table 2 – 6 (Page 1 of 2)

Web Application Dictionary Region ID	Description
AP_WEB_EXP_WIZ	All wizard windows for the Create New Expense Report function. Enter Receipts wizard windows are also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_DISC_EXP	The expense spreadsheet prompt region. Modify the region items of this region if you have modified values in the expense spreadsheet.
AP_WEB_DISC_UPLOAD	The Upload Expense Spreadsheet page of the Upload Expense Spreadsheet function.
AP_WEB_RESTORE_REP	The Modify Expense Reports page of the Modify Expense Reports function.

Table 2 – 6 (Page 2 of 2)

The following table describes Regions in Web Applications Dictionary that you can update to customize how search results are displayed for the View Expense Report History function of the Expense Reports responsibility. Update the region items for the region to control what columns to display, what column description to display, the order in which columns are displayed, and whether or not a column should be a search attribute.

Web Application Dictionary Region ID	Description
Web Application Dictionary Region ID	Description
ICX_AP_EXP_RPT_NEW_D	Page 1 of the View Expense Report History function.
ICX_AP_EXP_LINES_D	Page 2 of the View Expense Report History function. This page is a view of the expense report details.

Table 2 – 7 (Page 1 of 1)

See Also

Web Applications Dictionary, Product Configurator, and Object Navigator User's Guide

Setting Up Credit Card Programs

Prerequisites

- ❑ You have the requisite agreements in place with your card issuer.
- ❑ Enter your card issuer as a supplier. Include all information including payment terms and supplier site. If you pay with Electronic payments, enter supplier bank information. See: Entering Suppliers: page 3 – 10.
- ❑ Set up your employees who will be card holders. Enter complete employee information, including employee name, home and / or office address, supervisor, default expense account, and organization. See: Enter Person (*Oracle Human Resources User's Guide)*.
- ❑ Set up your employees who will be card holders. Enter complete employee information, including employee name, home and / or office address, supervisor, default expense account, and organization. See: Enter Person (*Oracle Human Resources User's Guide)*.

▶ **Setting up credit card programs:**

1. In the Credit Card Code Sets window, create credit card code sets. Enter card codes, such as Standard Industry Classification (SIC) codes, or Merchant Category Codes (MCC). Assign a default GL account to a card code. See: Credit Card Code Sets: page 2 – 199.
2. In the Credit Card Programs window, define your credit card program, including the card issuer, card type, and credit card code set. In this window you can also specify transaction statuses for which you will not create invoices. For example, statuses of Unapproved, Disputed, or Hold. See: Credit Card Programs: page 2 – 202.
3. In the Credit Card GL Sets window, define GL account sets. A GL account set is a list of values that card holders can use to change accounts during transaction verification. See: Credit Card GL Sets: page 2 – 204.
4. In the Credit Card Profiles window, define credit card profiles that you assign to credit cards. Attributes of a credit card profile include credit card program, GL account set, default GL account, exception clearing account, employee verification options, and

manager approval options. In addition you can record restrictions for credit card codes. See: Credit Card Profiles: page 2 – 205.

5. In the Credit Cards window, assign a card to a card holder and assign a credit card profile to the card. See: Credit Cards: page 2 – 210.

6. Set up the Credit Card Transaction Employee Workflow. See: Credit Card Transaction Employee Workflow: page 2 – 212.

7. Set up the Credit Card Transaction Manager Workflow. See: Credit Card Transaction Manager Workflow: page 2 – 218.

8. Configure Web Employees credit card functions using Web Applications Dictionary. See: Setting Up Credit Cards Using Web Application Dictionary: page 2 – 224.

9. Provide detailed cardholder information and card profile information to your card issuer. You can write a custom program to send this information to your card issuer electronically. The card issuer sends cards for your employees. Your card issuer can provide an acknowledgement of the card numbers for all new credit cards. Distribute cards to your employees. Your employees can use the cards to purchase goods.

10. If you use Oracle Web Employees, customize the online HTML help. Your employees will see this help when they use the help icon in Web Employees. The APWHLCC1.html file is located in the following directory:

    /OA_HTML/<language> virtual path

Suggestion: Make a copy of all custom HTML files and store the copies in a directory protected from upgrades.

11. In the Users window, assign a Credit Cards responsibility and the Workflow responsibility to employees.

    There are four levels of the Credit Cards responsibility that you can define for employees:

    - **Credit Cards** – Assign this responsibility for employees that should have access to records for one or more employees.

      The securing attribute for the seeded Credit Cards responsibility is `ICX_HR_PERSON_ID`. To allow a Web user the ability to verify open credit card transactions and to review a credit card transaction history for more than one employee, define an additional securing attribute value (`ICX_HR_PERSON_ID`) for

each employee to which you will allow access to credit card transactions for this employee.

Enter the Web user in the Person field.

- **Credit Cards (Card Profile Administrator)** – Assign this responsibility for the employee that is the Administrator in the Credit Card Profiles window. This responsibility has access to all records for a Credit Card Profile. See: Credit Card Profiles: page 2 – 205.

Attention: To assign this responsibility, you must first define the employee name for Administrator in the Credit Card Profiles window.

Attention: To assign this responsibility, you must also define the Securing Attribute in the Users window to `AP_CARD_PROFILE_ADMIN_ID`. You then assign the `EMPLOYEE_ID` for the profile administrator as the Securing Attribute Value.

- **Credit Cards (Program Administrator)** – Assign this responsibility for the employee that is the Administrator in the Credit Card Programs window. This responsibility has access to all records for a Credit Card Program. See: Credit Card Programs: page 2 – 202.

Attention: To assign this responsibility, you must first define the employee name for Administrator in the Credit Card Programs window.

Attention: To assign this responsibility, you must also define the Securing Attribute in the Users window to `AP_CARD_PROGRAM_ADMIN_ID`. You then assign the `EMPLOYEE_ID` for the program administrator as the Securing Attribute Value.

- **Credit Cards (Full Access)** – Assign this responsibility to employees that should have access to all records for all card programs, all card profiles, and all employees.

Employees can use any of the Credit Cards responsibilities to verify open transactions, and to view a transaction history using Web Employees. Each of these responsibilities includes the following functions:

- **Verify Open Transaction.** Use to update the status, organization, account, and description of a transaction. You can also split a transaction.

- **View Transaction History.** Use to review a transaction history.

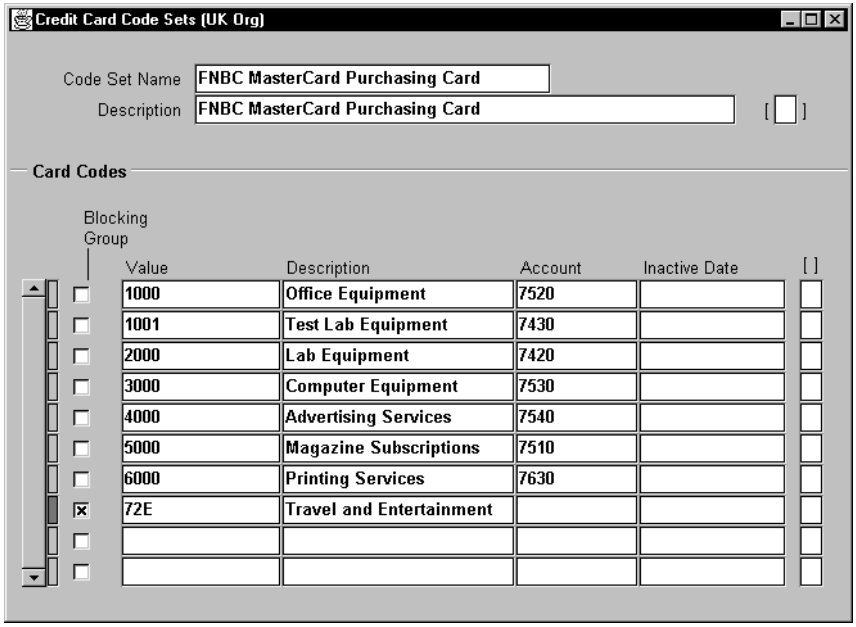
The seeded Workflow responsibility includes the following functions:

- **View Notifications***:* View notifications sent by Workflow.
- **View Progress:** View the progress of the workflow process for a selected document.

The securing attribute for the seeded Workflow responsibility is `ICX_HR_PERSON_ID`.

See: Users Window *(Oracle Applications System Administrator's Guide).*

Credit Card Code Sets



Use this window to define sets of credit card codes that can be used to create default accounting distributions for transactions that you import from your credit card issuer. Your card issuer maintains card codes, for example, Standard Industry Classification (SIC) codes or Merchant Category Codes (MCC), to identify suppliers and supplier types for the

transactions that your employees incur when using a procurement card.

You can assign a default account to a card code so that when you import a transaction for that card code, you can create a default accounting distribution for the transaction based on the card code for the transaction.

You define sets of credit card codes in this window. You assign credit card code sets to credit card profiles. You then assign credit card profiles to credit cards.

> **Note:** The Credit Card Code Sets window uses the AP_CARD_CODE_SETS and the AP_CARD_CODES table to store information on credit card code sets and the credit card codes that are assigned to them. If your credit card issuer provides you with its card codes you can load this information directly into the table to save you data entry time. For detailed information on the table, see: *Oracle Public Sector Payables Applications Technical Reference Manual*. You can then use the Credit Card Code Sets window to edit and update credit card code sets.

In a future version of Payables, you will be able to use credit card codes to define restrictions on credit cards you distribute to employees.

Defining Credit Card Code Sets

Prerequisites

- ❑ Your credit card provider sends you the list of card codes it uses. For example, Standard Industry Codes (SIC) or Merchant Category Codes.
- ❑ Define your chart of accounts. See: Defining Your Chart of Accounts *(Oracle Public Sector General Ledger User's Guide)*.

▶ **To define a credit card code set:**

1. In the Credit Card Code Sets window, enter the Code Set Name and Description.
2. In the Card Codes region, enter the card code value, for example, the SIC. Enter a description for the card code.

   If the card code value is a group card code, enable the Blocking Group check box and leave the account field empty.

If you want to assign a default account to the card code value, enter the account. If you enable the Build Account From Code option for a Credit Card Profile, this value will overlay the employee's default expense account and the default account template for the profile when Payables builds the account for transactions that use the card code.

3. Enter an Inactive Date if you want to limit the time during which the card code will appear on a list of values.
4. Save your work.

Credit Card Code Sets Window Reference

Code Set Name. Name of the credit card code set. You assign card code sets to credit card programs. Card code sets contain card codes.

Description. Credit card code set description. This will appear on a list of values when you select a credit card code set.

Blocking Group. Enable this check box if the card code value is a blocking group value. This field will be used by future version of Payables.

Value. Card code value. For example, Standard Industry Code or Merchant Category Code. This code is defined and used by your credit card issuer to identify suppliers and groups of suppliers. This code is also used to indicate the supplier type for an imported credit card transaction.

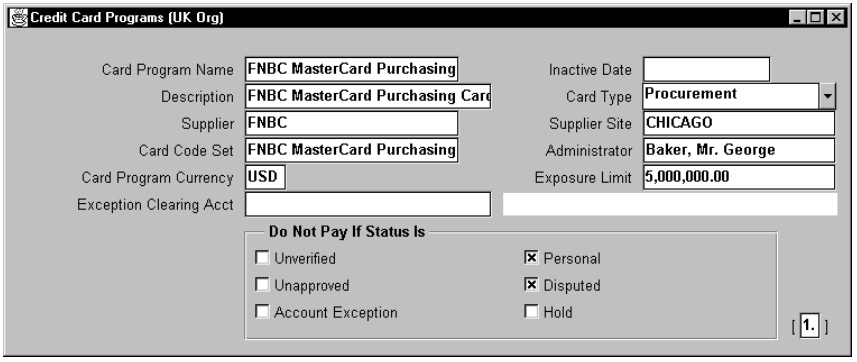
Description. Card code description. This value will appear on a list of values when you select a card code.

Account. If you want to associate an account with a card code, enter the account here. When Payables creates the default GL account for the transaction, it will use the account for a credit card code to overlay any values from the default employee expense GL account or default account template for the profile.

Attention: To use the account associated with a credit card code to build a default accounting distribution for an imported transaction, you must enable the Build Acct From Code option in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 205.

Inactive Date. If you want to limit the amount of time a card code value is listed on a list of values for the credit card set, enter an inactive date.

Credit Card Programs



This window allows you to define your credit card programs for each card issuer. You define the supplier and supplier site for your card program. You also specify which transaction statuses to exclude when you automatically create an invoice for your card issuer.

Defining Credit Card Programs

Prerequisites

- ❑ Define credit card code sets in the Credit Card Code Sets window. See: Credit Card Code Sets: page 2 – 199.
- ❑ Enter your card issuer as a supplier. Include all information including payment terms and supplier site. If you make EFT payments, enter supplier bank information.

▶ **To define a credit card program:**

1. In the Credit Card Programs window, enter a Card Program Name and complete the definition of the card program. For detailed information on any field, see: Credit Card Programs Window Reference: page 2 – 203.
2. Save your work.

Credit Card Programs Window Reference

Card Program Name. Name of the credit card program.

Inactive Date. Date after which you can no longer create a credit card profile with this credit card program. On this date, this credit card program will no longer appear on a list of values for credit card programs.

Card Type. Enter the card type for your reference.

- **Procurement**
- **Travel and Entertainment.**

Supplier. Supplier name of card issuer.

Supplier Site. Card issuer's payment supplier site.

Card Code Set. Enter a card code set that includes card codes your card issuer uses to record restrictions on cards. You define credit card code sets in the Credit Card Code Sets window. See: Credit Card Code Sets: page 2 – 199.

Administrator. Employee name of the administrator for the credit card program.

Card Program Currency. Currency in which the card issuer invoice is created. This value defaults from the supplier site.

Description. Description of the Credit Card program.

Exposure Limit. This field will be used by a future version of Payables. You can use this field for your reference to record the program's credit limit.

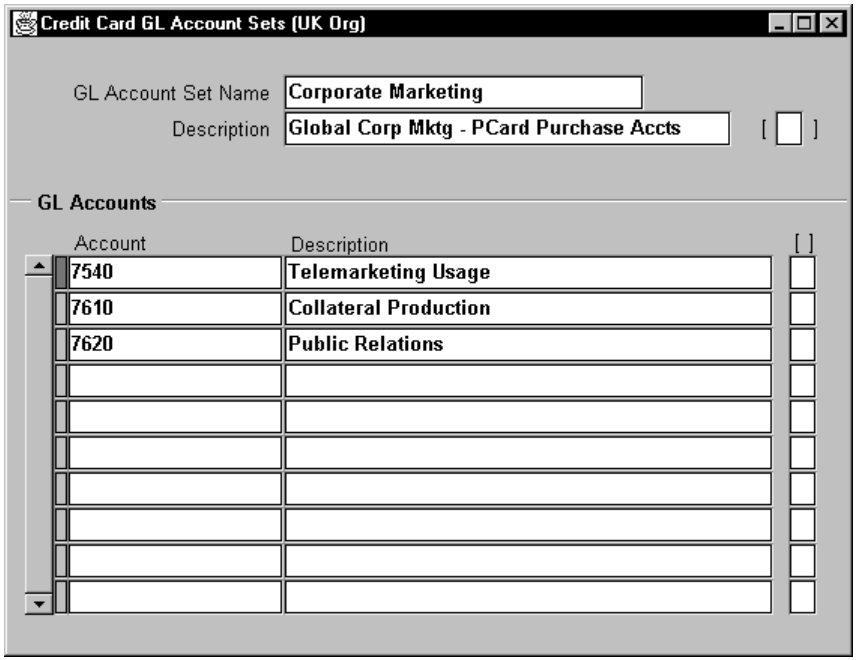
Exception Clearing Account. Account to which Payables will charge exceptions if the Credit Card Transaction Validation and Exception Report tries to create a transaction distribution for an invalid GL account.

Do not Pay If Status Is. If you want the Credit Card Invoice Interface Summary to exclude any transaction accounting distributions with the following statuses, check each check box status you want to exclude from invoice creation. For example, if you do not want to import transactions with a status of Unverified or Hold, check those check boxes. If you check the Unapproved check box, the Credit Card Invoice Interface Summary will not select those transactions for which manager approval is required and manager approval has not yet been obtained, or for those transactions that managers have rejected.

- Unverified

- Unapproved
- Account Exception
- Personal
- Disputed
- Hold

Credit Card GL Account Sets



Use the Credit Card GL Account Sets window to create a list of values of GL accounts that your employees can use to correct account information for their credit card transactions, if you allow your credit card holders to update transaction accounts. Each card holder's credit card is assigned a credit card profile. Each credit card profile can be assigned one credit card GL set.

Defining Credit Card GL Sets

Prerequisite

- ❑ Define your chart of accounts. See: Defining Your Accounting Classification Code Structure *(Oracle General Ledger User's Guide)*.

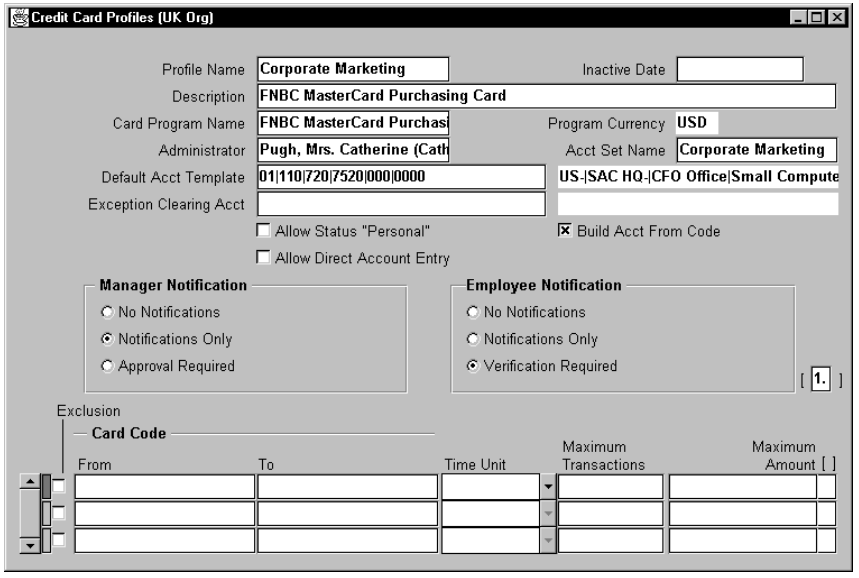
▶ **To define a credit card code:**

1. In the Credit Card GL Account Sets window, enter a GL Account Set Name and Description.

   List the GL accounts that are included in the set. In the Description field, enter the account name that credit card holders will see when they use Web Employees to change the account for a transaction, for example, Office Supplies.

2. Save your work.

Credit Card Profiles



Use this window to define profiles for the various types and levels of spending you allow for credit card holders. You assign a credit card

profile to each card that you assign to a card holder. You specify the level of employee verification and manager approval required for employee credit cards to which a profile is assigned. Additionally, you can define the GL accounts that are displayed when a card holder uses Web Employees to update the status or GL account of a transaction. You can also define a template GL account for a profile that helps build the default accounting distributions for imported credit card transactions.

Defining Credit Card Profiles

Prerequisite

- ❑ Define credit card programs in the Credit Card Programs window. See: Credit Card Programs: page 2 – 202.

▶ **To define a credit card profile:**

1. In the Credit Card Profiles window, enter a Profile Name and complete the fields to create a profile. For detailed information on each field, see: Credit Card Profiles Window Reference: page 2 – 207.
2. If you want to record restrictions to the credit card based on card codes, enter values in the Card Code region. Values in this region will be used in a future release of Payables. You can record this information for your reference.

   The card codes you enter must be in the card code set assigned to the card program you choose. These card code restrictions should be based on card code restrictions that your card issuer supports. Examples include:

   - If you want to exclude the card holder from transactions that use a card code or a particular range of codes, then check the Exclusion check box and enter a card code or range of card codes.
   - If you want to restrict the total amount an employee can spend during a time unit, then enter the time unit (Transaction, Daily, Monthly, or Period), and the amount.

- For a range of codes, if you want to restrict the total number of transactions an employee can execute during a time unit, then enter the number of allowed transactions, and select the time unit (Transaction, Daily, Monthly, or Period).

3. Save your work.

Credit Card Profiles Window Reference

Profile Name. The name of the credit card profile.

Inactive Date. Date after which you can no longer use this profile and it will no longer appear on a list of values.

Description. Description of the credit card profile. This value will appear on a list of values when you select a profile in the Credit Cards window.

Card Program Name. Credit card program that you want to associate with this profile. See: Credit Card Programs: page 2 – 202.

Program Currency. Payables displays the currency of the credit card program.

Administrator. Employee name of the administrator for the credit card profile.

Acct Set Name. GL account set you are assigning to the credit card profile.

Default Acct Template. If you want to default account segments to the transactions you import for this card program, enter the account segments. If you want to skip an account segment, then leave it blank.

To create default accounting distributions for an imported transaction, Payables overlays the employee's default expense account with any segment values contained in the default account template.

If you also enable the Build Account From Code option in this window, and you have associated accounts with card codes in the Card Code Sets window, then the account value for a card code overlays the employee expense account and default account template values. Then, if you allow employee verification using Oracle Web Employees, the employee can override the default GL account.

For example, a card holder's default employee expense account is 01–450–5800. The default account template is —5900. This creates a default transaction account of 01–450–5900. If you have enabled the Build Account From Code option, and the account assigned to the card

code is 6000, then during the Credit Card Transaction Validation report, Payables assigns 01–450–6000 as the transaction account. During validation, the employee can overwrite any account segment based on the list of values that you define in the Credit Card GL Accounts window.

Exception Clearing Account. Account to which you will charge exceptions that occur when the Payables Credit Card Transaction Validation Exception Report executes. See: Credit Card Transaction Validation and Exception Report: page 8 – 9. An example of an exception is a transaction with an invalid organization ID. This value defaults from the credit card program. See: Credit Card Programs: page 2 – 202.

Allow Status "Personal". Enable this option if you want to allow employees to change the status of their transactions to Personal during verification. If you do not enable this option, then Personal will not appear as a status option.

Allow Direct Account Entry. Enable this option if you want to allow Web Employees users to enter account numbers directly in the Account field during transaction verification. This allows users to enter numeric accounts in Web Employees rather than selecting the GL account description you defined in the Credit Card GL Account Sets window.

Build Acct From Code. If you enable this option, then when Payables builds the account for the transaction it will use the account associated with the card code to overlay the account values from the default employee expense GL account and the profile Default Account Template. You associate accounts with card codes in the Credit Card Code Sets window.

Manager Notifications. Select the level of notification or approval for that you want Workflow to enforce for transactions to which this profile has been assigned when Workflow processes a transaction for a manager's direct reports.

- **No Notifications.** Workflow will not notify the card holder's manager.
- **Notifications Only.** Workflow will notify the card holder's manager, but it will not require approval.
- **Approval Required.** Workflow will require approval from the card holder's manager.

Employee Notifications. Select the level of card holder notification or verification that you want Workflow to enforce for transactions to

which this profile has been assigned when Workflow processes a transaction for the card holder.

- **No Notifications.** Workflow will not notify the card holder
- **Notifications Only.** Workflow will notify the card holder but it will not require verification from the card holder.
- **Verification Required.** Workflow will require verification from the card holder.

Card Codes Region

Use this region to set limits and restrictions on card codes that are used by the credit card. This region is currently not used by Payables. You can enter values for your own reference to record restrictions that your card issuer supports.

Exclusion. Enable this option for a card code or card code range to indicate that transactions with the card code or card code range would be rejected by the card issuer.

Card Code From/To. Enter the range of card codes for which you are recording a restriction. To record a restriction for a single card code, enter the card code value in both fields.

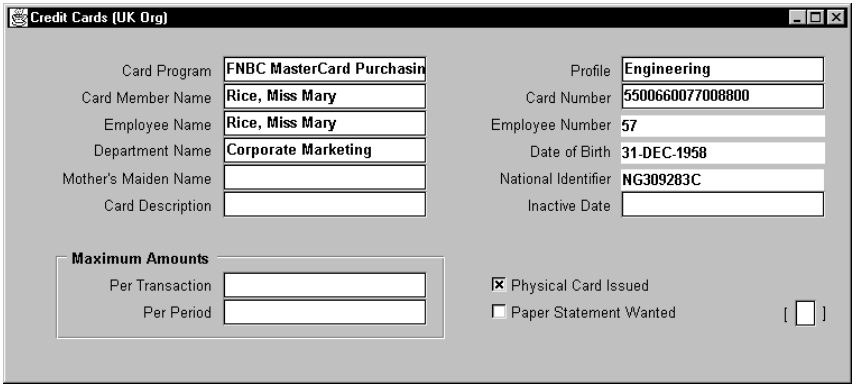
Time Unit. To record transaction number or amount restrictions indicate the time unit to which the restriction applies. For transaction number restrictions, you cannot select the Transaction time unit.

- **Transaction**
- **Day**
- **Month**
- **Period.** Period between statements from the card issuer.

Maximum Transactions. Number of allowed transactions for a code range during a time unit. If you want to restrict the number of credit card transactions during a time unit, then enter the card codes you are restricting, and enter the time unit and the transaction number.

Maximum Amount. Total amount allowed to be charged for a card code range during a time unit. If you want to restrict the amount a card holder can charge for a card code range during a time unit, enter the card code range, the time unit, and the allowed amount.

Credit Cards



This window allows you to define the credit cards distributed to your employees. Enter an employee name and credit card number, and assign a card profile.

Defining Credit Cards

Prerequisite

- ❑ Enter Credit Card Profiles.

▶ **To define a credit card:**

1. In the Credit Cards window complete the information for each credit card holder. The following fields are required:
   - Card Program
   - Card Member Name
   - Card Number
   - Employee Name
   - Profile Name
2. The remaining fields are for your reference only. For detailed information on any field, see: Credit Cards Window Reference: page 2 – 211.
3. Save your work.

Credit Cards Window Reference

In this release, Payables uses only the following fields: Card program, Card Member Name, Card Number, Employee Name, and Profile Name. The remaining fields are for your reference.

Card Program. The credit card program you are assigning to the credit card.

Card Member Name. The card holder's name, as it appears on the credit card.

Card Number. The number on the credit card.

Employee Name. Card holder's name as it appears in the Enter Person window.

Department Name. Name of employee's department or organization as it appears on the card.

Date of Birth. Payables displays the employee's date of birth. This value defaults from the Enter Person window.

Mother's Maiden Name. Maiden name of cardholder's mother. For identification purposes.

National Identifier. Tax Identification Number (TIN) for an employee.

Card Description. Description of the credit card.

Inactive Date. Date after which this card profile will no longer appear on a list of values.

Maximum Amount Per Transaction. If you want to override the card holder's authorized amount per transaction, enter the maximum authorized amount. In a future release, this value will override any amount per transaction restrictions you may have set in the Credit Card Profile window.

Maximum Amount Per Period. If you want to override the card holder's authorized credit limit per billing period, enter the authorized maximum amount. In a future release, this value will override any amount per period restrictions you may have set in the Credit Card Profile window.

Physical Card Issued. Check this option if a physical card has been issued to the employee.

Paper Statement Wanted. Check this option if the card holder wants to receive a paper statement from the card issuer.

Credit Card Transaction Employee Workflow

The Credit Card Transaction Employee Workflow is a predefined workflow that you can initiate to notify employees of transactions that have been posted to their credit card accounts. The Credit Card Transaction Employee Workflow determines if workflow will notify an employee of transactions created by the employee's credit card, and it determines if the employee is required to verify the transaction information.

This section describes the Credit Card Transaction Employee Workflow in detail to give you an understanding of what each activity in this workflow does. You can then customize the process as necessary to meet your business requirements.

You initiate submit the Credit Card Transaction Employee Workflow from the Submit Request window by submitting the Distribute Manager Card Transactions Approvals program. See: Distribute Employee Card Transaction Verifications: page 8 – 21

The status of a transaction after the successful completion of the Credit Card Transaction Employee Workflow is contingent upon the Employee Notification Method (ENM) and Manager Notification Method (MNM) settings in the Credit Card Profiles window. If ENM is set to None or if both notification settings are set to None, then the transaction will not be selected because it was already set to Approved or Verified by the successful completion of the Credit Card Transaction Validation and Exception Report. If Employee Verification is required, then the status must be set by the employee to one of the following: Hold, Personal, Disputed, Verified. If ENM is set to Notification Only and MNM is set to Approval or Notification, then the transaction status is set (once the Credit Card Transaction Employee Workflow completes successfully) to Verified.

	ENM = Verification	**ENM = Notification**
MNM = None	Set by employee	Approved
MNM = Approval or Notification	Set by employee	Verified

Setting Up Credit Card Transaction Employee Workflow

A predefined sample Credit Card Transaction Employee Workflow is included with Oracle Applications.

Prerequisites

- ❑ Select your employee notification method in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 205.
- ❑ Install Oracle Workflow. See *Oracle Workflow Installation Notes.*

▶ **To set up the Credit Card Transaction Employee Workflow:**

1. Install and set up Web Employees to allow verification of transactions via Web Employees. See: Oracle Web Employees online help.
2. Install the Oracle Workflow Builder client component program. See: *Oracle Workflow Installation Guide.*
3. The Credit Card Transaction Employee Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. Using the Oracle Workflow Builder program, you can open the Credit Card Transaction Employee Workflow definition file by providing the APPS username, password, and database. Show the AP Procurement Card Employee Verification Workflow item type and choose OK.
4. Define the Timeout value for the following activity:
   - Request Emp To Review Incurred PCard Transactions

   See: Process Window *(Oracle Workflow Guide).*
5. Use the Workflow Builder program to Customize the following Procurement Card Transaction Employee Verification Workflow messages:
   - Notify Employee of Incurred Procurement Card Transactions
   - Request Emp To Review Incurred PCard Transactions

   See: *Oracle Workflow Guide.*

Procurement Card Employee Verification Main Process Activities

The Procurement Card Transactions Employee Verification process consists of four unique process–type activities.

The following is a description of each activity listed by the activity's display name. You can create all the components for an activity in the graphical Oracle Workflow Builder except for the functions associated with function activities. All function activities execute PL/SQL stored

procedures, which are created and stored in Oracle8 by your workflow designer / developer. The naming convention for the PL / SQL stored procedures used in the Credit Card Transaction Employee process is:

AP_WEB_PCARD_WORKFLOW_PKG.<*PROCEDURE*>

AP_WEB_PCARD_WORKFLOW_PKG is the name of the package that groups all of the procedures used by the Credit Card Transaction Employee Process. <*PROCEDURE*> represents the name of the procedure. You can view the script that creates the AP_WEB_PCARD_WORKFLOW_PKG package and other Oracle Public Sector Payables–specific stored procedure packages used by the Credit Card Transaction Employee Process in the *admin/sql* subdirectory of the Self–Service Applications for the Web directory structure on your server.

Procurement Card Employee Verification Parent Process

Pre PCard Transaction Employee Verification Custom Process

You can customize this activity to meet your public sector needs. If you do not customize this activity, the activity will not affect the Workflow process.

Required No

Prerequisite Activities None

Procurement Card Employee Verification

This process selects employee transactions from the AP_EXPENSE_FEED_DISTS table, if the status of the transaction is Validated and the EMPLOYEE_VERIFICATION_ID column is NULL. The process then checks the Employee Notification method (Notification Only, None, or Verification Required) that you selected in the Credit Card Profiles window. The process groups transactions on the notification by employee and credit card profile. See: Credit Card Profiles: page 2 – 205.

> **Note:** This process does not select records in AP_EXPENSE_FEED_DISTS that have a status of Hold, Disputed, or Personal. You can modify the Pre or Post Procurement Card Transaction Employee Verification Process if you want to select these statuses for employee notification.

The activities in this process are described below. See: Procurement Card Transaction Employee Verification: page 2 – 215.

Result Type Transactions are categorized.

Required If you do not use this process you must manually change the transaction status from validated to verified. Use either the Verify Open Transactions function of Web Employees, or the Credit Card Transactions Window in Payables to change the status of transactions from validated to verified.

Prerequisite Activities None

Post Card Transaction Emp Verification Custom Process

You can customize this activity to meet your public sector needs. If you do not customize this activity, the activity will not affect the Workflow process.

Required No

Prerequisite Activities None

Procurement Card Transaction Employee Verification

Build PCard Transaction Info For Emp Verification Msq

This function activity selects and builds transaction notification information for the employee. This information is sent to the employee if the verification method you selected in the Credit Card Profiles window was Notification Only or Verification Required.

Function AP_WEB_PCARD_WORKFLOW_PKG.
BUILDEMPVERIFICATIONMESSAGE

Result Type

Required This is required if the verification method you selected in the Credit Card Profiles window was Notifications Only or Verification Required.

Prerequisite Activities None

Check Employee Notification Method

This function activity checks which verification method you selected in the Credit Card Profiles window. The options are: Notification Only, None, and Verification Required.

Function AP_WEB_PCARD_WORKFLOW_PKG.
CHECKEMPNOTIFICATIONMETHOD

Result Type Returns the Employee Notification Method

Required Yes

Prerequisite Activities None

Notify Employee of Incurred PCard Transactions

This notification activity sends a message to the employee that incurred the credit card charges. The message itemizes the credit card transactions.

Required This is required if the verification method you selected in the Credit Card Profiles window was Notifications Only.

Prerequisite Activities Build PCard Transaction Info For Employee Verification Message, and Check Employee Notification Method

Request Emp To Review Incurred PCard Transactions

This notification activity sends a message to the employee requesting verification of the credit card transactions. The employee can either update the transaction status by responding to the message, or the employee can assign a status to each transaction using the Verify Open Transactions function in Web Employees.

Required Yes (if Employee Notification method is Verification Required)

Prerequisite Activities Build PCard Transaction Info For Employee Verification Message, and Check Employee Notification Method

Check That All Transactions Employee Categorized

At the end of the Timeout period, this function activity checks the status of each employee transaction. If all transactions have been categorized, this activity function initiates the Update Transactions From Status Validated to Verified activity function. If any transactions remain uncategorized by the employee at the end of the Timeout, this activity function initiates the Request Emp To Review Incurred PCard Transactions function activity.

Function AP_WEB_PCARD_WORKFLOW_PKG.CHECKEMPVERIFICATIONCOMPLETE

Result Type Yes / No

Required Yes

Prerequisite Activities None

Update Transactions From Status Validated to Verified

This function activity updates the status of uncategorized employee transactions from Validated to Verified. If an employee responds to a request to verify incurred procurement card transactions by choosing the Automatically Verify Remaining and Continue button in the message, this process updates all uncategorized transaction distribution status from Validated to Verified.

Function AP_WEB_PCARD_WORKFLOW_PKG.MARKREMAININGTRANSVERIFIED

Result Type Transaction status updated from Validated to Verified.

Required Yes

Prerequisite Activities None

Auto Approve Verified Transactions Not Req Mgr Approval

This function activity is used only if you selected Notifications Only or None as the manager verification method in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 205. For any verified transactions not requiring manager approval, the system changes the status from Verified to Approved.

Function AP_WEB_PCARD_WORKFLOW_PKG.AUTOAPPROVERTRANSNOTREQAPRVL

Result Type Transaction status updated from Verified to Approved.

Required No

Prerequisite Activities Transaction status must be Verified.

Credit Card Transaction Manager Workflow

The Credit Card Transaction Manager Workflow is a predefined workflow that you can initiate to notify managers of transactions incurred by their direct reports. The Credit Card Transaction Manager Workflow determines if workflow will notify a manager of transactions created by the manager's employee's credit card, and it determines if the manager must approve the transactions.

You initiate submit the Credit Card Transaction Manager Workflow from the Submit Request window by submitting Distribute Manager Card Transactions Approvals program. See: Distribute Manager Card Transactions Approvals: page 8 – 22

The status of a transaction after the successful completion of the Credit Card Transaction Manager Workflow is contingent upon the Employee Notification Method (ENM) and Manager Notification Method (MNM) settings in the Credit Card Profiles window. If MNM is set to None or Notification Only, then the status of a Verified transaction is automatically set to Approved. If Manager Approval is required, then the manager sets the transaction status to either Approved or Rejected.

	ENM = None	**ENM = Verification or Notification**
MNM = None or Notification	Approved	Approved
MNM = Approval	Set by the manager	Set by the manager

Setting up the Credit Card Transaction Manager Workflow

Prerequisites

- ❑ Select the manager notification method in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 205.
- ❑ Install and configure Oracle Workflow. See: *Oracle Workflow Installation Notes*.
- ❑ Employees verify credit card transactions. If at the Credit Card Profile level, the Employee Notification Method is Notification Only or Verification Required, Verification can occur during the Credit Card Transaction Employee Workflow. If at the Credit Card Profile level the Employee Notification Method is None, the Credit Card Transaction Validation and Exception Report automatically sets the status to Verified.

▶ **To set up the Credit Card Transaction Manager Workflow**

1. Install the Oracle Workflow Builder client component program.
2. The Credit Card Transaction Manager Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. Using the Oracle Workflow Builder program, you can open the Credit Card Transaction Manager Workflow definition file by providing the APPS username, password, and database. Show the AP Procurement Card Manager Approval Workflow item type and choose OK.
3. Set Workflow Timeout Activities:
   - Request Mgr Approval of Emp Incurred PCard Transactions

   See: Process Window *(Oracle Workflow Guide).*
4. (Optional but recommended) Customize Workflow Messages:
   - Notify Mgr of PCard Trxns Incurred By Direct Reports
   - Request Mgr Approval Of Emp Incurred PCard Transactions
   - Inform Emp That Manager Has Rejected PCard Transaction

   See: *Oracle Workflow Guide.*

Procurement Card Manager Approval Parent Process

Pre PCard Transaction Mgr Approval Custom Process

This activity is provided for you to customize to meet your public sector needs. If you do not customize this activity, the activity will not affect the Workflow process.

Function

Result Type None if not customized.

Required No

Prerequisite Activities None

Procurement Card Transaction Manager Approval Process

This process selects and builds manager transaction information in accordance with the verification method you selected: Notification Only, None, or Approval Required.

This process selects transactions for a direct manager's employees from AP_EXPENSE_FEED_DISTS where the status is Verified and the MANAGER_APPROVAL_ID column in NULL. The process then checks the Manager Notification Method you selected in the Credit Card Profiles Window (None, Notification Only, Approval Required). See: Credit Card Profiles: page 2 – 205. If the Notification Method is Notification Only, transactions are grouped in notifications based on the direct reports of a manager and the credit card profile. If the Notification Method is Approval Required, transactions are grouped in notifications based on a single direct report for a manager and the credit card profile. See: Manager Rejection of Procurement Card Transaction Process: page 2 – 222.

> **Note:** This process does not select records in AP_EXPENSE_FEED_DISTS that have a status of Hold, Disputed, or Personal. You can modify the Pre or Post Procurement Card Transaction Manager Approval Process if you want to select these statuses for manager notification.

The activities in this process are described below. See: Procurement Card Transaction Manager Approval Process: page 2 – 221.

Required Yes

Prerequisite Activities None

Manager Rejection of PCard Transactions Process

This process sets transaction statuses to Rejected and notifies the employee card holder that their manager has rejected their transactions. See: Manager Rejection of Procurement Card Transaction Process: page 2 – 222.

Required No

Prerequisite Activities None

Post PCard Transaction Mgr Approval Custom Process

This activity is provided for you to customize to meet your public sector needs. If you do not customize this activity, the activity will not affect the Workflow process.

Function

Result Type	None if not customized.
Required	No
Prerequisite Activities	Procurement Card Transaction Manager Approval Process

Procurement Card Transaction Manager Approval Process

Build PCard Transactions Info For Mgr Approval Msg

This activity prepares credit card transactions that have a status of Verified for use in the manager approval or manager notification message.

Function	AP_WEB_PCARD_WORKFLOW_PKG. BUILDMANAGERAPPROVALMESSAGE
Result Type	
Required	Required if the verification method you selected was Notifications Only or Approval Required.
Prerequisite Activities	None

Check Manager Approval Method

This activity checks the manager verification method you selected in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 205. The verification method you selected determines whether to notify the manager, or if approval is required.

Function	AP_WEB_PCARD_WORKFLOW_PKG. CHECKMANAGER APPROVALMETHOD
Result Type	Returns Manager Notification method
Required	Yes
Prerequisite Activities	None

Notify Mgr of PCard Trxns Incurred By Direct Reports

For transactions for which the Manager Notification Method is Notification Only, this activity sends a message to managers informing them of credit card transactions for which their direct reports are responsible. The managers do not respond to this message.

Required	Yes (if Manager Notification method is Notification Only

Prerequisite Activities Build PCard Transaction Info For Manager Approval Message, and Check Manager Approval Method

Request Mgr Approval Of Emp–Incurred PCard Transactions

For transactions for which the Manager Notification Method is Approval Required, this activity sends a message to managers informing them of credit card transactions for which their direct reports are responsible, and it requests approval for the transactions. Managers can approve or reject transactions.

Required Yes (if Manager Notification method is Approval Required)

Prerequisite Activities Build PCard Transaction Info For Mgr Approval Msg, and Check Manager Approval Method

Mark All Transactions As Approved

If a manager responds to a request for transactions approval by indicating that transactions are approved, this activity changes the status of transactions on the notification to Approved.

Function AP_WEB_PCARD_WORKFLOW_PKG.MARKTRANSACTIONSASAPPROVED

Result Type Changes transaction status from Verified to Approved.

Required If you do not perform this activity, you must change the status of transactions to Approved, or another acceptable status before they can be transferred to the Payables Open Interface tables.

Prerequisite Activities None

Manager Rejection of Procurement Card Transaction Process

Mark All Transactions As Rejected

If a manager responds to a request for transaction approval by indicating that transactions are rejected, this activity marks all transactions from the notification as Rejected.

Function AP_WEB_PCARD_WORKFLOW_PKG.MARKTRANSACTIONSASREJECTED

Result Type	Changes transaction status from Verified to Rejected.
Required	If you do not perform this activity, you must change the status of transactions to Rejected.
Prerequisite Activities	None

Inform Emp That Mgr Has Rejected PCard Transaction

This notification activity sends a message to an employee card holder that the card holder's manager has rejected the card holder's transactions.

Required	No
Prerequisite Activities	None

Setting Up Credit Cards Using Web Application Dictionary

If your employees are using the Credit Cards responsibility of Web Employees to verify open credit card transactions, and to view a credit card transaction history, the content of the web pages for these Credit Cards functions can be configured using the Web Applications Dictionary tool. Web Applications Dictionary is a module of Oracle Applications.

Prerequisites

- ❑ Install Oracle Self–Service Applications for the Web
- ❑ Install Web Applications Dictionary

Web Page Prompts

The following table describes Regions in Web Application Dictionary that you can use to modify the field prompt names for Web pages that are displayed using functions of the Credit Cards responsibility. To modify prompt names, modify the region item Long Label in the Region Items window.

Web Application Dictionary Region ID	Description
AP_WEB_CARD_EMP_VERIFY	The Employee Credit Card Transaction Verification page of the Verify Open Credit Card Transactions function.

Table 2 – 8 (Page 1 of 1)

View Transaction History

The following table describes Regions in Web Application Dictionary that you can update to customize how search results are displayed for the View Transaction History function of the Credit Cards responsibility. Update the region items for the region to control what columns to display, what column labels to display, the order in which columns are displayed, and whether a column should be a search attribute.

Web Application Dictionary Region ID	Description
AP_EXP_FEED_DISTS_OPEN	Results page 1 of the Verify Open Transactions function.
AP_EXP_FEED_DISTS_HIST	Results page 1 of the View Credit Card Transaction History function.

Table 2 – 9 (Page 1 of 1)

See Also

Procurement Card Integration: page 4 – 93

Web Applications Dictionary, Product Configurator, and Object Navigator User's Guide

Payables Implementation Information

This section provides you with reference material you may need for implementing Payables or Oracle Public Sector Payables. It includes specific information on the following topics:

- Customizing Your Supplier Letters: page 2 – 226
- Implementing the Invoice Payments Descriptive Flexfield: page 2 – 229
- Setting Up Custom Payment Programs: page 2 – 229
- Setting Up Custom Payment Formats: page 2 – 233
- Using the Evergreen Check Laser Format: page 2 – 235
- Customizing Automatic Withholding Tax: page 2 – 238
- Using the Multiple Organization Support Feature: page 2 – 239
- Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report: page 2 – 240

Customizing Your Supplier Letters

You use supplier letters to notify your suppliers, purchasing agents, and purchase requestors of actions you have taken for their invoices or to request additional information from them. Payables provides six reports that produce supplier letters:

- **Matching Hold Agent Notice.** This report produces a letter notifying your purchasing agents that you cannot pay an invoice because of a price or quantity variance.
- **Receiving Hold Requestor Notice.** This report produces a letter notifying your purchase requestors that you cannot pay an invoice until they acknowledge that they received the product they ordered.
- **Print Invoice.** This report produces a letter notifying a supplier that you have entered one or more invoices for the supplier in Payables.
- **Prepayment Remittance.** Payables automatically prints the supplier name, address information, and any related information, such as invoice number, on each of the letters it prints.

Many of the reports include report parameters that you can use to specify custom information, such as sender name, title, and return address, each time you submit a report. In addition, each of the reports includes boilerplate text that you can customize to reflect your organization's operations.

Using Report Parameters

The Tax Information Verification Letter and the three purchase order notices provide report parameters that you use to specify the name, title, and return address of the letter sender when you submit the reports. You can define defaults for all of these report parameters to avoid having to re–enter the parameters each time you submit the reports. See: Define Concurrent Program *(Oracle Applications System Administrator Guide).*

Attention: Two of the reports, Print Invoice and Prepayment Remittance, do not use report parameters. For these reports, Payables includes a fictitious name and title for the sender of the letter. You should modify this boilerplate text to reflect the name(s) and title(s) of the persons in your organization responsible for sending out supplier letters.

Modifying Boilerplate Text

You can use Oracle Reports to customize any of the boilerplate text defined in a supplier letter report.

Prerequisite

- ❑ You should be familiar with your Oracle Reports and Oracle Reports Designer. See: *Oracle Reports User's Manual.*

▶ **To make a copy of the Original Report File (Recommended):**

1. In your operating system, change directories to the **srw** directory in the **AP** top level directory.
2. Make a copy of the original file for each report you want to modify and save each copy using a different name. You may also want to store the original file in a different directory or give it a new name, because Payables references the original report name when you submit a report.

   The following are the file names for each supplier letter report.

Matching Hold Agent Notice	APXMHLET.rdf
Receiving Hold Requestor Notice	APXVDRAL.rdf
Tax Information Verification Letter	APXVDTIN.rdf
Invalid PO Supplier Notice	APXVDLET.rdf
Print Invoice Report	APXINPRT.rdf
Prepayment Remittance Report	APXPPREM.rdf

▶ **To load your copy into Oracle Reports Designer:**

1. Start Oracle Reports Designer and use the Open File menu option to select the file you want to modify.
2. Open the report and bring up the layout window. Oracle Reports displays the report and allows you to select and manipulate objects in the layout body of the report.

Modifying Your Report

You can select any boilerplate object and use the Oracle Reports Designer text editing tool to modify the text in the object.

Suggestion: You can identify boilerplate objects by selecting objects and bringing up the property sheets. Oracle Reports displays the name and type of an object in the property sheet for the object.

You can also change the characteristics of a boilerplate object, including the length and height, to accommodate the text that you wish to add or modify. Also, you can reposition boilerplate objects within a report frame to change the format of the report.

Attention: You should exercise caution when changing the format of a report. You can cause your report to fail if you move an object outside the boundaries of the object's defined frame.

When you have finished making your changes, save the changes and exit Oracle Reports. The next time you submit the report, the modifications you made will appear in the body of the report.

Attention: You should not change any of the SQL statements in the report. Payables defines each statement to select necessary information for each report. Also, you should not change any of the functions, report settings, or names of objects that Payables defines.

Implementing the Invoice Payments Descriptive Flexfield

Payables uses the same Descriptive Flexfield definition for scheduled payments and invoice payments. Payables automatically transfers Descriptive Flexfield information from the scheduled payment to the invoice payment when payments are created.

With Oracle Application Object Library, once you define the Invoice Payments Descriptive Flexfield, you can access this Descriptive Flexfield in every window where it appears. Depending on your security level, you can enter, update, or view information in this Descriptive Flexfield in the Scheduled Payments window of the Invoice Workbench, the Modify Payment Batch Window, and the Invoices window of the Payments Workbench. See also: Planning Your Descriptive Flexfields *(Oracle Applications Flexfields Guide)*.

Setting Up Custom Payment Programs

You use payment programs to create payment documents in Payables. Payment programs determine how Payables builds and formats your payment documents. You assign payment programs to a payment format, then assign the payment format to a payment document for a bank account. When you pay an invoice, using either a single payment or a payment batch, select a payment document from the bank account you use to pay the invoice.

Payables provides several predefined payment programs designed to provide basic layouts for your payment documents.

- **APXPBFOR** Format Payments (Standard Oracle)
- **APXPBFOF** Format Payments (Standard Oracle, Form Feed)
- **APXPBFEG** Format Payments (Evergreen)

- **APXPBFEF** Format Payments (Evergreen, Form Feed)
- **APXPBFEL** Format Payments (Evergreen, Laser)
- **APXPBFUS** Format Payments (U.S. Treasury)
- **APXPBFBC** Format Payments (BACS 1/2 Inch Tape)
- **APXPBSRA** Separate Remittance Advice
- **APXPBBLD** Build Payments
- **APXPBFTR** Format Payments (Bank Transfer Request)
- **APXPBFZG** Generate Zengin File
- **APECEPYO** EDI Outbound Program

You can also define additional payment programs to meet your organization's unique needs. See also: Payment Formats: page 2 – 107, Defining Banks: page 2 – 115, and Automatic Payment Programs: page 2 – 103.

Multiple Payment Formats

Payables allows you to pay your supplier using the payment method (check, wire, or electronic) that you want. For example, if you want to pay by electronic funds transfer, you can set up a program to create your payments in an EFT format and assign that EFT program to a payment format that uses the Electronic payment method.

Custom Payment Programs

Payables supports three payment program types: Build Payments, Format Payments, and Remittance Advice. Each payment format requires a Build Payments and a Format Payments program. You can also optionally assign a Remittance Advice program to a payment format. Payables predefines a standard Build Payments program and Remittance Advice program, along with several Format Payment and Remittance programs.

If you use the payment programs provided by Payables, you do not need to perform any set up steps. If you choose to use a custom payment program, you must create your custom program using Oracle Reports, register the program, and define the program in Payables.

You can create a payment program that generates both a payment document and a remittance advice or you can choose to create a separate remittance advice program. If you use checks as a payment document, you generally include a remittance advice (i.e. check stub)

with each check. If you use electronic funds transfer, you generally generate a separate remittance advice document.

For specific instructions on setting up your Electronic Funds Transfers, see: Creating Electronic Payments without the Oracle EDI Gateway: page 5 – 44.

Setting Up Custom Payment Programs

Prerequisite

- ❑ You should be familiar with your Oracle Reports and Oracle Reports Designer. See: *Oracle Reports User's Manual.*

▶ **To create/modify a payment program:**

1. In your operating system, change directories to the **srw** directory in the in the **AP** top level directory.
2. Make a copy of the original file for each report you want to modify and save each copy using a different name. Use one of the predefined payment programs as a template. We suggest that you copy and modify program APXPBFEG.rdf. See also: Managing Concurrent Programs and Reports (*Oracle Applications System Administrator's Guide*,) and Define Concurrent Program (*Oracle Applications System Administrator's Guide*). You may also want to store the original file in a different directory or give it a new name, because Payables references the original report name when you submit a report.
3. Register Your Payment Program with your System Administrator.

Suggestion: We recommend that you use the Standard Build Payments Program provided by Payables instead of creating a custom Build Payments program. The Standard Build Payments Program builds and validates payments for the invoices you select for payment, according to invoice and payment controls defined in Payables. If you create your own Build Payments program, you risk violating these validation controls. If you must create a custom build program we recommend that you copy and modify program APXPBBLD.rdf. You can, however, create as many custom Format Payments and Remittance Advice programs as you need and assign them, along with the Standard Build Payments Program, to payment formats you create.

After you create a custom payment program, you must have your System Administrator register the program. You must register a program before you can use it in Payables. When you enter a value in the Registered Name field, Payables automatically validates the name against all registered programs. See also: Managing Concurrent Programs and Reports *(Oracle Applications System Administrator's Guide)*, and Define Concurrent Program *(Oracle Applications System Administrator's Guide)*.

Defining Your Payment Program

You must define a payment program before you can assign it to a payment format and create payment documents. Define your payment programs using the Define Automatic Payment Programs window. See: Automatic Payment Programs: page 2 – 103.

After you register your payment program, you must define the program in Payables. You must define a payment program before you can assign it to a payment format and create payment documents. Define your payment programs using the Define Automatic Payment Programs window. See: Automatic Payment Programs: page 2 – 103.

▶ **To define a payment program:**

1. In the Automatic Payment Programs window enter a descriptive name for your payment program in the Name field.

Suggestion: When considering a name, we recommend that you include your program's payment method in the name. For example, Payables uses Evergreen Check Format to describe the predefined check payment program used with the Evergreen Long and Evergreen Short payment formats.

2. In the Type field you can choose between the three program types: Build Payments, Format Payments, and Remittance Advice.
3. In the Registered Name field, you should select the program name that your System Administrator used to register your payment program.

After you define a payment program, you can select the program when you define your custom payment formats. Payables displays the name for each program type for all your payment programs. You cannot change a program type or registered name after you define a payment program.

4. In the Type field you can choose between the three program types: Build Payments, Format Payments, and Remittance Advice.

5. In the Registered Name field, you should select the program name that your System Administrator used to register your payment program. When you enter a value in the Registered Name field, Payables automatically validates the name against all registered programs.

After you define a payment program, you can select the program when you define your custom payment formats. Payables displays the name for each program type for all your payment programs. You cannot change a program type or registered name after you define a payment program.

After Setting Up Custom Payment Programs

Once you create, register, and define a custom payment program, you can use it in any payment format. Specify the number of invoices you want to include on the remittance advice in the Payment Formats window. See: Payment Formats: page 2 – 107.

Attention: You cannot have more than thirty–seven invoices on a remittance advice.

After you select a payment program for use with a payment format, the final step is to assign your payment format to a payment document for a bank account. See: Defining Bank Accounts: page 2 – 117.

Setting Up Custom Payment Formats

Payables predefines several payment formats you can use. For these check payment formats, Payables prints invoice information on the remittance advice (stub), and prints the payment amount on the payment portion of the check.

If you have more invoices for a payment than there are lines on the remittance advice, Payables prints enough payment documents with remittance advices to cover the number of invoices and voids the payment portion of all the payment documents except the last document. See: Paying Invoices in Payment Batches: page 5 – 12.

Payables provides several predefined payment formats, including the following. Payables also provides several country–specific payment formats. Contact your local Oracle representative for more information.

- Standard Check

- Evergreen Long Check
- Evergreen Long (Laser) Check
- Evergreen Short Check
- US Treasury Check
- BACS 1/2 Inch Tape (EFT)
- EDI Outbound Program

Before you install Payables, you should decide which payment formats you want to use. Contact your Oracle support representative to obtain a copy of these payment formats. And, make sure you order the payment document that each format requires.

If you want to use any of Payables' standard or alternative non–laser payment formats, you do not need to take any further action. You can enter and pay invoices after you successfully complete your installation and Payables set up steps. If you want to use the Evergreen Long (Laser) format, you may want to activate a MICR line, implement a special font, or define signature amount limits. See also: Using the Evergreen Check Laser Format: page 2 – 235.

Clearing Payment Format

In addition to the formats above, Payables also provides a dummy payment format called Clearing Payment for use with the Clearing payment method. You use this payment format only if you use the Clearing payment method to reconcile interfund/interfund liabilities. See also: Payment Formats: page 2 – 107.

Customizing Your Payment Format

You may want to modify one of Payables payment formats to provide different information on your payment document or remittance advice. For example, you may want to list only invoice number, description, and invoice payment amount on your remittance stub. If you need assistance with making changes to the check printing program, please contact Oracle Consulting Services at your local Oracle office. See also: SettingUp Custom Payment Programs: page 2 – 229.

When you make changes to a payment formatting program, you should test your results by doing a test payment batch. You can print the output on blank paper, using a transparency of your check to verify spacing. You should make sure your printer is set to the correct setting

(number of lines per inch). See also: Paying Invoices in Payment Batches: page 5 – 12.

Setting Your Payment Format to Ignore a Country Code

You can set your payment program to ignore one country's country code when printing addresses on checks. For example, a United States Organization can set this execution option so it prints the country code only on non–United States checks. You update and define country codes in the Countries and Territories window. See: Countries and Territories: page 2 – 112.

▶ **To set your payment format to ignore a country code:**

1. In the Concurrent Programs window, query the program short name. For example, if you are updating the Evergreen Checks program, query APXPBFEL.
2. Enter the following in the Execution Options field substituting the country code for XX: p_country_to_ignore="XX".
3. Save your work. The program will not print the country code in the check address.

See Also

Concurrent Programs Window *(Oracle Applications System Administrator's Guide)*

Using the Evergreen Check Laser Format

Payables provides the Evergreen Check Laser Format program and corresponding Evergreen Long (Laser) Format to support your check laser printing needs. This format supports the following features:

- Scanned signatures with amount and specific supplier controls
- MICR encoding
- Variable fonts for portions of the check image
- Custom objects printed on the check image

Before you use the Evergreen Long (Laser) payment format, you need to customize the automatic payment program used by the Evergreen Long (Laser) payment format. By customizing the program, you can enable MICR encoding, enforce signature controls that you define, and have full control over what Payables prints on the check. After you customize the program, associate the payment format with a payment document for a bank account and you're ready to laser print your checks.

If you want to enable the MICR line, verify that you have correctly entered the bank routing number and bank account number for your disbursement bank account in the Banks window. The bank routing number is stored in the Branch Number field. See also: Payment Formats: page 2 – 107, and Defining Banks: page 2 – 115.

▶ To customize the Automatic Payment Program

1. Query the program short name, APXPBFEL, in the Define Concurrent Program window. See: Concurrent Programs Window *(Oracle Applications System Administrator's Guide)*.
2. Navigate to the Execution Options field and do a field edit. The execution options include:

p_printer_code_mask Controls which objects associated with these printer codes are enabled. Payables defaults 101 and 102 to activate printing of the check number on the remittance and check, 111 to activate the MICR line, 121 and 122 to activate the first and second signatures and 141 to activate a special font for the address portion of the check. You can add additional printer codes you require or remove printer codes you don't need by editing this option.

Suggestion: The escape sequences corresponding to these printer codes are defined in the printer driver file located in $FND_TOP/$APPLREP/APLASP.prt. The printer driver definition that Payables provides works with Evergreen's HP LaserJet 4 printer cartridge. If you want to use a different printer cartridge, you simply modify the escape sequences contained in the printer driver file. If you want to define a new printer driver file for use with a different printer, see: Setting Up Additional Printer Driver Files: page 2 – 238.

The printer codes provided in APLASP.prt include:

code "100" activation string

code ”101” 1st check number

code ”102” 2nd check number

code ”103” 3rd check number,

code ”104” deactivate check number mode

code ”111” MICR activation

code ”112” MICR deactivation

code ”121” 1st signature

code ”122” 2nd signature

code ”123” 3rd signature

code ”131” custom printer code #1

code ”132” custom printer code #2

code ”133” custom printer code #3

code ”141” address font activation

code ”199” default state

p_sig2_amount Check amount threshold to get 2nd signature

p_sig3_amount Check amount threshold to get 3rd signature

p_sig1_vendnum The supplier number associated with the supplier record for the person with signature #1. This feature prevents the check signer from signing their own check.

p_sig2_vendnum The supplier number associated with the supplier record for the person with signature #2. This feature prevents the check signer from signing their own check.

p_sig3_vendnum The supplier number associated with the supplier record for the person with signature #3. This feature prevents the check signer from signing their own check.

p_continuous_ stationery = ”N” Do not change this option: it imbeds a new page escape sequence after each check which is necessary for laser printing to function properly.

Setting Up Additional Printer Driver Files

If you have multiple bank accounts, you may need to define additional printer driver files to support different check images. Linking a new printer driver file to the Evergreen Format (Laser) check formatting program requires you to perform the following steps.

▶ **To set up additional printer driver files:**

1. Copy and modify the APLASP printer driver file to support new check image. The printer driver file is located in $FND_TOP/$APPLREP/APLASP.prt.
2. Copy and modify the PORTRAITLASERCHECK Print Style and link your printer driver file to it. See: Print Styles Window *(Oracle Applications System Administrator's Guide)*
3. Copy and modify the PORTRAITHPLJ4LASCHECK printer driver definition and link your printer driver file to it. See: Printer Drivers Window *(Oracle Applications System Administrator's Guide)*.
4. Define a new printer driver assignment for the type of printer you are using and link your print style and printer driver definition to it. See: Printer Types Window *(Oracle Applications System Administrator's Guide)*.
5. Copy and modify the APXPBFEL concurrent program, changing its name and program short name, and link it to a printer and the print style you defined in step 2. See: Copying and Renaming a Concurrent Program *(Oracle Applications System Administrator's Guide)*.
6. Define a Payment Program for the concurrent program you created in step 5. See: Automatic Payment Programs: page 2 – 103.
7. Define a payment format and payment document and when you create payments using that payment document, Payables will print your checks according to the new driver file specifications. See: Payment Formats: page 2 – 107, and Defining Banks: page 2 – 115.

Customizing Automatic Withholding Tax

If you are using Payables to automatically withhold tax, you may want to customize the AP_CUSTOM_WITHHOLDING_PKG to perform special behavior. This PL/SQL package contains two procedures that are called when you automatically withhold tax. Both procedures are empty (perform nothing), but can be modified.

AP_SPECIAL_RATE is called any time you automatically withhold tax. Modify this procedure if you want to use Penalty type AWT rates, or any other user–defined AWT Rate Type. For example, you may want to use a Penalty type rate for a specific supplier. The AP_SPECIAL_RATE procedure is located in the following directory and is called:

```
$AP_TOP/admin/plsql/apcmawtb.pls
```

After you modify this file, execute the following command:

```
$ sqlplus <APPS username>/<APPS password> @apcmawtb.pls
```

AP_SPECIAL_ROUNDING is called only when you automatically withhold tax during payment batch processing. Modify this procedure if you want to perform rounding of tax amounts during withholding. For example, you may want to round all withholding tax amounts up to the nearest dollar. The AP_SPECIAL_ROUNDING procedure is located in the following directory and is called:

```
$AP_TOP/admin/plsql/apcmawtb.pls
```

After you modify this file, execute the following command:

```
$ sqlplus <APPS username>/<APPS password> @apcmawtb.pls
```

See Also

Automatic Withholding Tax Overview: page 10 – 24

Using the Multiple Organization Support Feature

You can use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Payables installation. You can then assign a unique set of books (with its unique calendar, chart of accounts, and functional currency) to each organization you define. When you assign responsibilities using function security you can limit a user to one organization's set of books. With the Multiple Organization Support feature you can segregate transactions by operating unit but you can still choose to share certain information, such as supplier information, between organizations so the information needs to be entered only once. For more information read the *Multiple Organizations in Oracle Applications* manual before proceeding.

You can use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Payables installation. You can then assign a unique set of books (with its unique calendar, chart of accounts, and functional currency) to each organization you define. When you assign responsibilities using function security you can limit a user to one organization's set of books. With the Multiple Organization Support feature you can segregate transactions by operating unit but you can still choose to share certain information, such as supplier information, between organizations so the information needs to be entered only once. For more information read the *Multiple Organizations in Oracle Applications* manual before proceeding.

If you use the Oracle Applications Multiple Organization Support feature, you must implement Cash Management for your payment reconciliation needs. See: Reconciling Payments with Oracle Cash Management: page 5 – 70.

Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report

In Payables 10SC Production 16 and later, when you submit the Supplier Mailing Labels report, you choose an output style parameter of either Formatted or Unformatted. If you choose Formatted, Payables prints the supplier label information on Avery brand laser labels. If you choose Unformatted, Payables creates a flat file with the supplier label information. You can then use a custom program to format the flat file and print your custom labels. For more information, see: Supplier Mailing Labels Report: page 8 – 26.

Before you can run the Supplier Mailing Label report, you must set up a print style and printer driver and assign them to the report. You set up the print style based on whether you want to run the report in the Formatted or Unformatted output style, and if you use a printer in PostScript mode or not.

If you want to use the Formatted output style, and you use a printer in non–PostScript mode, and an SRW driver is not defined for this printer, you must first define a new Portrait type (66 height x 80 width) SRW driver for your printer and it must be in your $FND_TOP/$APPLREP directory. See: Creating Custom SRW Drivers *(Oracle Applications System Administrator's Guide)*.

Suggestion: If you want to be able to choose both Formatted and Unformatted output styles when you submit the report, assign in the Print Style window an SRW driver that can print in the Unformatted output style, and assign in the Printer

Drivers window an SRW driver that can print in the Formatted output style. The system uses the SRW driver in the Print Styles window when, in the Submit Request window, you enter zero in the Copies field. The system uses the SRW driver in the Printer Drivers window if, in the Submit Request window, you enter a value greater than zero in the Copies field, and you enter a printer value in the Printers field. If the Print Style SRW driver is different from the Print Drivers SRW driver, each time you submit the Supplier Mailing Labels program, you must remember to properly set the Copies and Printer fields in the Submit Request window.

▶ **To define the 'Portrait – Mailing Labels' Print Style:**

1. Log in to Oracle Applications and choose the System Administrator responsibility.
2. Navigate to the Print Styles window.
3. Define the Portrait – Mailing Labels print style by entering and saving the following values and options. For more information, see: Print Styles Window *(Oracle Applications System Administrator's Guide*).

Style Name	PORTRAITMAILLABELS
Sequence	(blank)
User Style	Portrait – Mailing Labels

SRW Driver	Select a driver depending on whether an SRW driver for your printer is predefined in Oracle Applications, whether you use your printer in PostScript mode, and whether you use the Formatted (Avery labels) or Unformatted (custom labels) Output Style parameter for the Supplier Mailing Labels Report: – APFMLB (predefined PostScript SRW driver, Formatted output style, with page breaks) – APUMLB (predefined non–PostScript SRW driver, Unformatted output style, without page breaks) – existing Portrait type (66 height x 80 width) SRW driver, e.g. P (predefined non–PostScript SRW driver for Formatted / Unformatted output styles with page breaks) – user–defined
Description	Style for Supplier Mailing Labels
Columns	80
Rows	66
Suppress Header	Disabled
Orientation	Portrait

4. Save your work

▶ **To define the printer driver:**

1. Log in to Oracle Applications and choose the System Administrator responsibility.
2. Navigate to the Printer Drivers window.

3. Define a printer driver by entering the following values. For more information, see: Printer Drivers Window *(Oracle Applications System Administrator's Guide*).

   If you are using a printer in non–PostScript mode, you may want to remove the PostScript references in the values you enter for the Driver Name, User Driver, and Description.

Driver Name	PORTRAITPSMAILLABELS
User Driver	PostScript Portrait for Mailing Labels
Description	PostScript Portrait 80x66 (8.5"x11"), 0 margins
SRW Driver	Select a driver depending on whether an SRW driver for your printer is predefined in Oracle Applications, whether you use your printer in PostScript mode, and whether you use the Formatted (Avery labels) or Unformatted (custom labels) Output Style parameter for the Supplier Mailing Labels Report: – APFMLB (predefined PostScript SRW driver, Formatted output style, with page breaks) – APUMLB (predefined non–PostScript SRW driver, Unformatted output style, without page breaks) – existing Portrait type (66 height x 80 width) SRW driver, e.g. P (predefined non–PostScript SRW Driver for Formatted or Unformatted output styles with page breaks) – user–defined
Platform	(blank)

Driver Method	Command You can use other Driver Methods. Using an alternate Driver Method may require you to change the values for Spool File, Standard Input, Program Name, and Arguments.
Spool File	Enabled
Standard Input	Disabled
Program Name	(blank)
Arguments	lp –c –d$PROFILES$.PRINTER –n$PROFILES$.CONC_COPIES $PROFILES$.FILENAME Note that for some operating systems you will need to alter the Arguments. Using alternate Arguments may require you to change the values for Spool File and Standard Input.
Initialization	If you use a printer in PostScript mode, leave the Initialization field blank. If you use a printer in non–postscript mode and want to use the Formatted output style, enter a string with the following escape sequences: – printer coordinate origin in top left corner of physical page – all page margins (top, bottom, left, right) are 0 – page dimensions are 80 characters wide and 66 characters high
Reset	If you entered an Initialization string, enter a string that will reset the printer's instructions for the next print job.

4. Save your work.

▶ **To assign the printer style and printer driver to your printer:**

1. Log in to Oracle Applications and choose the System Administrator responsibility.
2. Navigate to the Printer Types window. For more information, see: Printer Types Window *(Oracle Applications System Administrator's Guide*).
3. Query the printer you want to use to print the mailing labels.
4. Select PORTRAITMAILLABELS as the printer style and select the printer driver name you defined, e.g. PORTRAITPSMAILLABELS.
5. Save your work.

▶ **To assign the printer style to the Supplier Mailing Labels Report:**

1. Log in to Oracle Applications and choose the System Administrator responsibility.
2. Navigate to the Concurrent Programs window. For more information, see: Concurrent Programs Window *(Oracle Applications System Administrator's Guide*).
3. Query the Supplier Mailing Labels Program (short name APXVDLBL).
4. In the Output region, overwrite the Style default value of 'Portrait' with 'Portrait – Mailing Labels'.
5. If you do not want to allow users to select other print styles when they submit the report, check the Style Required check box.
6. Save your work.

▶ **To issue a *Restart concurrent manager* command:**

- See: Controlling Concurrent Managers *(Oracle Applications System Administrator's Guide*).

CHAPTER

3

Suppliers

This chapter describes how to enter, adjust, and maintain suppliers. It also describes how to identify duplicate suppliers and merge them.

To review information on reports not included in this chapter, refer to the Reports chapter. See: Supplier Reports: page 8 – 23.

Suppliers

Set up suppliers in the Suppliers window to record information about individuals and organizations from whom you purchase goods and services. When you enter a supplier that does business from multiple locations, you store supplier information only once, and you enter supplier sites for each location. You can designate supplier sites as pay sites, purchasing sites, or RFQ only sites. For example, for a single supplier, you can buy from several different sites and send payments to several different sites. Most supplier information automatically defaults to all supplier sites to facilitate supplier site entry. However, you can override these defaults and have unique information for each site.

The system uses information you enter for suppliers and supplier sites to enter default values when you later enter transactions for a supplier site. Most information you enter in the Suppliers window is used only to enter defaults in the Suppliers Sites window. When the system enters that information in a later transaction, it will only use supplier site information as a default, even if the supplier site value is null and the supplier has a value. If you update information at the supplier level, it will not update existing supplier sites.

When you enter a supplier, you can also record information for your own reference, such as names of contacts or the customer number your supplier has assigned to you.

This chapter includes the following topics:

- How your Oracle Product Uses Supplier Information: page 3 – 3
- Multiple Organization Support: page 3 – 4
- Controlling Supplier Information Entry: page 3 – 5
- Setting Up Supplier Tax Information: page 3 – 6
- Suppliers Subject to Income Tax Requirements: page 3 – 7
- Taxpayer ID and Tax Registration ID Validation: page 3 – 7
- Setting Up Supplier Hierarchies: page 3 – 8
- Entering Employees as Suppliers: page 3 – 8
- Factoring Arrangements: page 3 – 9
- Entering Suppliers: page 3 – 10
- Suppliers and Supplier Sites Window Reference: page 3 – 13
- Supplier Restrictions: page 3 – 33

- Finding Suppliers: page 3 – 35
- Reviewing Suppliers: page 3 – 36
- Adjusting Suppliers: page 3 – 36
- Adding a New Supplier Site: page 3 – 37
- Updating a Supplier's Tax Status: page 3 – 38
- Identifying Duplicate Suppliers: page 3 – 40
- Supplier Merge Program: page 3 – 40
- Supplier Audit Report: page 3 – 46
- Supplier Merge Report: page 3 – 47
- Purchase Order Header Update Report: page 3 – 47

How your Oracle Product Uses Supplier Information

Three Oracle financial applications use the Suppliers window: Payables, Purchasing, and Oracle Assets. If you use more than one of these products, supplier information is shared with the other product(s). In addition to the supplier name and address, Payables and Purchasing require you to enter additional information about the supplier. Oracle Assets requires no additional information. However, for any product, you can record a variety of other supplier information in the many optional fields.

Oracle Public Sector Payables

Before entering invoices for a supplier, you must enter at least one pay site for the supplier.

The following are examples of how entering additional supplier information can help you manage your Payables system:

- Record bank information that Payables uses to generate an electronic payment for the supplier.
- Assign a default Pay Group or Payment Priority to a supplier or supplier site so that Payables defaults that Pay Group or Payment Priority to all invoices you enter for that supplier site. When you initiate a payment batch, you can choose to do so for a specific Pay Group or a range of Payment Priorities.
- Select the Matching Required option for a supplier or supplier site to have Payables automatically apply a hold to any invoice you enter that is not matched to a purchase order.

- Create a supplier and link it to an employee so you can pay the employee's expense reports.

Oracle Public Sector Purchasing

Before entering purchase orders for a supplier, you must enter at least one purchasing site for the supplier.

The following are examples of how entering additional supplier information can help you manage your Purchasing system:

- Purchasing uses supplier and supplier site information to enter default values, such as Freight Terms and Shipment Method for all of the supplier's purchase orders. See: Entering Purchase Order Headers *(Oracle Public Sector Purchasing User's Guide)*.
- Define receiving control options to ensure that products you receive are within the tolerances you specify and the guidelines you choose. For example, you can specify a Quantity Received Tolerance, and a range of days in which you will allow receipt of shipments. See: Define Receiving Options *(Oracle Public Sector Purchasing User's Guide)*.

Oracle Assets

Oracle Assets uses only the Supplier Name, Supplier Number, and Inactive Date.

- Record additional supplier information for your own reference.

See Also

Supplier Restrictions: page 3 – 33

Multiple Organization Support

If you use the Multiple Organization Support feature, you cannot enter the following fields at the Supplier level: Liability Accounting Flexfield, Prepayment Accounting Flexfield, Distribution Set, Invoice Tax Name, and Offset Tax Name. You can enter these fields only at the supplier site level. See: *Multiple Organizations in Oracle Applications.*

Controlling Supplier Information Entry

Supplier numbering

You can assign your own supplier numbers when you enter suppliers, or, if you enable the Automatic Supplier Numbering Financials option, the system automatically assigns supplier numbers for you. See: Supplier – Payables Financials Options: page 2 – 67.

Controlling duplicate supplier entry

You cannot enter a new supplier with exactly the same name as an existing supplier. However, if you do get duplicate suppliers in your system, you can merge them. For example, you may inadvertently enter both Oracle Corporation and Oracle Corp., which the system accepts as two separate suppliers. You can merge both into a single supplier record. When you submit Supplier Merge, you can choose to update the associated purchase orders and invoices to refer to the merged supplier. See also: Supplier Merge Program: page 3 – 40.

Suggestion: You may want to use a naming convention that minimizes risk of separate entries of the same supplier under different names. For example, if you consistently spell the full name of an organization, you would not enter both Science Research Inst. and Science Research Institute. Both would be accepted by the system as different suppliers and the transactions for each would be separate.

Financials and Payables options – defaults to suppliers

You can define Financials and Payables options to speed both supplier and invoice entry. The system defaults the values you enter for certain Financials and Payables options to each supplier you enter. From the supplier, the system defaults values to each new supplier site you enter. Payables defaults the values you enter at the supplier site to each invoice you enter for the supplier site. Payables enters defaults for your convenience and you can override most defaults during supplier entry and during invoice entry. See also Invoice and Invoice Batch Default Chart: page E – 2.

Financials and Purchasing options – defaults to suppliers

You can define Financials and Purchasing options to speed both supplier and purchase order entry. The system defaults the values you enter for certain Financials and Purchasing options to each supplier you

enter. From the supplier, the system defaults values to each new supplier site you enter. Payables defaults the values you enter at the supplier site to each purchase order you enter for the supplier site. Payables enters defaults for your convenience and you can override most defaults during supplier entry and during invoice entry. See also: Purchase Order Defaulting Rules *(Oracle Public Sector Purchasing User's Guide)*.

See Also

Supplier Restrictions: page 3 – 33

Setting Up Supplier Tax Information

You select default sales type taxes for suppliers in the Invoice Tax Name Field in the Invoice Tax region of the Supplier Sites window. These values will be used as tax defaults if you include Supplier or Supplier Site in your Tax Name Defaults hierarchy. See: Defaulting Tax in Payables: page 4 – 39.

If you enter a supplier that is in the European Union (EU), you must first specify its country as an EU member state. See: Countries and Territories: page 2 – 112. When you enter an EU supplier that is registered to pay Value–Added Tax (VAT) charges, enter the VAT registration number as the Tax Registration Number for the supplier.

Entering intra–EU suppliers and recording VAT for reporting purposes

If you enter a supplier that is in the European Union (EU), you must first specify its country as an EU member state. See: Countries and Territories: page 2 – 112. When you enter an EU supplier that is registered to pay Value–Added Tax (VAT) charges, enter the VAT registration number as the Tax Registration Number for the supplier. When you are doing business in the EU with an EU supplier, you will record VAT taxes for reporting purposes; however, you will not pay them to the supplier. To accomplish this, enter the VAT tax in the Invoice Tax Name field and enter a corresponding Offset tax in the Offset Tax Name field. When you enter an invoice for a supplier site with a VAT Invoice Tax Name and an Offset Tax Name, Payables eliminates your VAT tax liability while maintaining a record of all VAT

taxes you need to report. For more information see: EU VAT Taxes: page 4 – 36.

Suppliers subject to income tax reporting requirements

Define a supplier as federally reportable by enabling the Federal option and recording a default Income Tax Type (1099 MISC Type) in the Suppliers window. Payables assigns the income tax type to each invoice you enter for that supplier. See also: Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54.

If you participate in the United States Internal Revenue Service (IRS) Combined Filing Program, you can also define a supplier as State reportable. When you do this, you must select a site to be the Income Tax Reporting Site. Payables uses the State Reportable status of a supplier for reporting purposes only. You can create custom reports to satisfy a tax authority's reporting requirements.

If the tax reporting name is different from the supplier name, enter it in Reporting Name field in the Tax Reporting Region. Payables uses the Reporting Name to produce documents for the IRS. If you use magnetic media, select an Organization Type in the Tax Reporting region. For more information, see the Tax Reporting Region of the Suppliers and Supplier Sites Windows: page 3 – 30.

You can use the Tax Information Verification Letter to request that your suppliers provide or verify their tax information. See: Tax Information Verification Letter: page 8 – 49.

Withholding taxes for suppliers

Enter withholding tax information for a supplier in the Withholding Tax region of the Suppliers and the Supplier Sites windows. Check Allow Withholding if you want to enable withholding for a supplier or supplier site, and select a default Withholding Tax Group that Payables will default to all invoices you enter for the supplier site. For more information, see: Automatic Withholding Tax Overview: page 10 – 24.

Taxpayer ID and Tax Registration ID Validation

Payables provides country specific validation of the Taxpayer ID, also known as the NIF, to alert you to data entry errors for the following countries: Italy and Spain. Payables also validates the Tax Registration Number, also knows as the VAT registration number, for Austria, Italy,

The Netherlands, and Spain. See: Taxpayer ID Validation: page 3 – 43 and Tax Registration Number Validation: page 3 – 44.

See Also

Updating a Supplier's Tax Status: page 3 – 38

Setting Up Supplier Hierarchies

You can record the relationship between a franchise or subsidiary and its parent organization by recording the parent supplier in the General region of the Suppliers window. Information will not automatically default from parent to subsidiary suppliers unless the subsidiary is a supplier site of the parent.

Entering Employees as Suppliers

You must enter an employee as a supplier before you can pay the employee's expense reports. You can enable the Automatically Create Employee as Supplier Payables option to do this automatically during Payales Invoice Import, or you can manually enter the employee as a supplier in the Suppliers window.

- To enter an employee as a supplier manually, in the Classification region of the Suppliers window, select Employee as the supplier Type, and enter the Employee Name or Number.
- If you enable the Automatically Create Employee as Supplier Payables option, when you import the employee's expense report, Payables creates a HOME or OFFICE supplier site with the appropriate address, depending on where you are paying the supplier. If the supplier does not exist, Payables will create a new supplier for the employee. If the supplier site you are paying (home or office) does not yet exist, Payables adds the supplier site to an existing supplier. The Home address is from the PER_ADDRESSES table, and the Office address is from the HR_LOCATIONS table. See: Enter Person (*Oracle Human Resources User's Guide).*

Factoring Arrangements

If a supplier sells their receivables to a factor, you can enter invoices for the supplier and make payments to the factor by creating a pay site defined for the factor. On the first address line enter the name of the factor preceded by the word "and" or "or." On the remaining two address lines, enter the address of the factor. Payables then addresses the check to the supplier and/or the factor, since Payables prints the supplier name and the three address lines on each payment.

Example 1 Supplier ABC has sold their receivables to Factor B, and you want to send payments directly to Factor B. You want your payment document to be made out to "ABC Or Factor B." Define a pay site for supplier ABC called "Factor B." On the first address line enter "OR Factor B." On the remaining two address lines enter Factor B's address.

If you select the Factor B supplier site when you enter and pay an invoice for ABC, the first two lines of the payment will read "Payable to: ABC OR Factor B" and the factor can endorse and cash the payment.

Example 2 Supplier ABC has sold their receivables to Factor B, and you want to send payments directly to Factor B. You want your payment document to be made out to "ABC AND Factor B." Define a pay site for supplier ABC called "Factor B." On the first address line enter "AND Factor B." On the remaining two address lines enter Factor B's address.

If you select the Factor B supplier site when you enter and pay an invoice for ABC, the first two lines of the payment will read "Payable to: ABC AND Factor B." Both the supplier and the factor will have to endorse the payment before it can be cashed by the factor.

See Also

Supplier Restrictions: page 3 – 33

Entering Expense Reports: page 4 – 121

Prerequisites

- ❑ Verify that the supplier has not already been entered in the system. Use the Suppliers Report: page 8 – 31, and Supplier Audit Report: page 3 – 46.
- ❑ Define Pay Groups and Supplier Types in the Payables QuickCodes window. See: Quickcodes: page 2 – 42.
- ❑ Define payment terms. See: Payment Terms: page 2 – 11. (optional)
- ❑ Define Distribution Sets. See: Distribution Sets: page 2 – 39. (optional)
- ❑ If you have installed Purchasing, complete Purchasing setup. See: Setting Up Purchasing.
- ❑ Define Financials Options. See: Financials Options: page 2 – 61.

Purchasing Prerequisites

- ❑ If you use Oracle Public Sector Purchasing, define FOB codes, Freight Terms codes, Minority Groups, Pay Groups, and Supplier Types in the QuickCodes window. See: QuickCodes: page 2 – 42.
- ❑ If you use Oracle Public Sector Purchasing, define Ship Via codes in the Defining Freight Carriers window. See: Defining Freight Carriers *(Oracle Inventory User's Guide)*.

▶ **To enter basic supplier information:**

1. In the Suppliers Summary or the Suppliers detail window, enter a unique Supplier Name.

Suggestion: You may want to use a naming convention that minimizes risk of separate entries of the same supplier under different names. For example, if you consistently spell the full name of an organization, you would not enter both Science Research Inst. and Science Research Institute. Both would be accepted by the system as different suppliers and the transactions for each would be separate.

If you enable the Automatic Supplier Numbering option in the Financials Options window, Payables automatically enters a

Supplier Number for you. If you did not enable this option, enter a unique Supplier Number.

Optionally enter the supplier's tax identification number in the Taxpayer ID field. For example, an individual's social security number, or a corporation or partnership's federal identification number/federal tax ID.

Optionally enter the value–added tax (VAT) registration number in the Tax Registration Number field if you are entering a VAT supplier.

If you want to prevent invoice or purchase order entry for this supplier after a certain date, enter an Inactive date.

2. If you are in the Suppliers Summary, choose Open to navigate to the Suppliers detail window.

   Enter any additional Supplier information you want to record in the appropriate region of the Suppliers detail window. If the information also appears in the Supplier Sites window, the Supplier information will default to the Supplier Site. See the following field references for detailed information for any region.

   - Accounting: page 3 – 14
   - Bank Accounts: page 3 – 15
   - Classification: page 3 – 16
   - Control: page 3 – 17
   - Electronic Payment: page 3 – 19
   - General: page 3 – 19
   - Invoice Tax: page 3 – 20
   - Payment: page 3 – 22
   - Purchasing: page 3 – 26
   - Receiving: page 3 – 28
   - Tax Reporting: page 3 – 30
   - Withholding Tax: page 3 – 33

3. To enter a supplier site, in the Sites region of the Suppliers detail window, choose New and choose Open to navigate to the Supplier Sites window.

   Enter the Supplier Site Name and address. The Site Name will not appear on documents you send to the supplier. It is for your reference when you select a supplier site from a list of values

during transaction entry. Enter any additional Supplier Site information you want to record in the appropriate region. If supplier information automatically defaults to its new supplier sites you enter for the supplier, you can override these defaults. See the following field references for detailed information for any region.

- Accounting: page 3 – 14
- Bank Accounts: page 3 – 15
- Contacts: page 3 – 17
- Control: page 3 – 17
- Customer: page 3 – 18
- Electronic Payment: page 3 – 19
- Invoice Tax: page 3 – 20
- Payment: page 3 – 22
- Purchasing: page 3 – 26
- Site Uses and Telephone: page 3 – 30
- Tax Reporting: page 3 – 33
- Withholding Tax: page 3 – 33

4. Save your work.

See Also

Supplier Restrictions: page 3 – 33

Entering Flexible Addresses *(Oracle Public Sector Receivables User's Guide)*

Suppliers and Supplier Sites Window Reference

Enter and review supplier and supplier site region information in the following sections. Because many regions of the same name share many of the same fields, we have combined the region references when possible.

See Also

Supplier Restrictions: page 3 – 33

Suppliers and Supplier Sites Header Field Reference

Inactive After. Date after which a supplier or supplier site will no longer appear on a supplier list of values.

Language. Language spoken at the site.

Name. Supplier Site name. A unique name to distinguish between a supplier's sites. For example, city name or branch name. This name is for your reference when selecting sites from a list of values during purchase order or invoice entry, and will not appear on any correspondence with the supplier.

Number. Supplier Number. If you enable the Automatic Supplier Numbering option in the Financials Options window, Payables automatically enters a Supplier Number for you. If you did not enable this option, enter a unique Supplier Number.

Supplier Name. Unique supplier name.

Alternate Name. You can enter an alternate name for your supplier or supplier site if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Tax Registration Number. Tax registration number, for example, a supplier's value–added tax (VAT) registration number. You enter a tax registration number for a supplier if they are required to pay or report on Value–Added Taxes (VAT).

Taxpayer ID. Tax Identification Number (TIN) for a supplier. If a supplier is an individual, the TIN is his/her social security number. If a supplier is a corporation or a partnership, the TIN is also known as a Federal Identification Number. In many countries a fiscal code is the

principal means of identifying and querying suppliers. The fiscal code is unique across all entities and appears on all official documentation. You can enter a fiscal code in the Taxpayer ID field of the Suppliers Summary or detail window and in the Define Reporting Entities window. The Taxpayer ID you enter here will be displayed in all supplier lists of values to aid in uniquely identifying your suppliers. See also: Taxpayer ID and Tax Registration ID Validation: page 3 – 7.

Accounting Region of the Suppliers and Supplier Sites windows

Supplier accounting values default to all new supplier sites you enter for the supplier. Supplier site accounting values default to all new invoices for the supplier site. You can override any accounting defaults during supplier site entry and invoice entry.

Distribution Set. Default Distribution Set for all invoices entered for the supplier site. Define additional Distribution Sets for the list of values in the Distribution Set window.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

Liability Account. The Liability Account and description (up to 240 characters) for a supplier site's invoices. The supplier default is the Financials option for the Liability Account. When you create the default Liability Account, Payables defaults to this Liability Account for each supplier you enter. You can overwrite this default. When you enter an invoice, Payables automatically defaults the supplier site's Liability Account to the invoice. You can also overwrite this default.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

Prepayment Account. The Prepayment Account and description (up to 240 characters) for a supplier's invoices. The supplier default is the Financials option for the Prepayment Account.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

See Also

Supplier Restrictions: page 3 – 33

Bank Accounts Region of the Suppliers and Supplier Sites windows

Use this region to record the supplier bank accounts that your suppliers and supplier sites use for electronic payment transactions. You define supplier bank accounts in the Bank Accounts window. See: Defining Supplier Bank Accounts: page 2 – 119.

Bank accounts you have already assigned to the supplier or supplier site in the Bank Accounts window will appear here. Information you enter in this region of the Supplier and Supplier Sites windows will appear in the Supplier Assignments region of the Bank Accounts window. See: Supplier Assignments Region of the Bank Accounts window: page 2 – 128

The Bank Accounts region appears for new supplier sites after you save the supplier site. When you enter bank accounts for a supplier site, Payables defaults all of the supplier's active bank accounts. You can add or delete bank accounts for a supplier or supplier site at any time. Updating bank accounts for a supplier will not affect bank accounts for existing supplier sites.

If you want to view detailed information or update a bank account listed in this window, you can double click on the current record indicator to navigate to the Banks window.

Name. Name of the bank account that this supplier or supplier site uses. The list of values includes only active supplier bank accounts.

Number. Bank account number of the bank account that this supplier or supplier site uses.

Cur. Payables displays the currency you defined for the bank account.

Primary. Enable this check box to have Payables use this bank account as a default when you pay this supplier electronically. For each supplier and supplier site that has bank account assignments, you must designate as the primary bank account exactly one bank account per currency. When you enter an invoice, the supplier site primary bank account for the invoice currency defaults to each scheduled payment. If no primary bank account is selected for the supplier site, then the system uses the supplier's primary bank account. The Remit–to bank Account for the scheduled payment then defaults to the payment.

If you enable the Allow Remit–to Account Override Payables option, you can override the Remit–to bank account value in the Scheduled Payments window, the Payments window, and the Modify Payment Batch window with any other remit–to bank with the same currency and for the same supplier.

Effective Dates From/To. Enter dates if you want to limit the time during which a supplier site uses this bank account as the primary bank account for receiving electronic payments in the bank account currency.

Classification Region of the Suppliers window

Except for Type and Employee Name, classification information is not used by the system and is for your reference only.

Employee Name. Select the name of an active employee to link an employee to the supplier. You cannot select an employee name unless you enter Employee as the Supplier Type.

Minority Owned. The minority group if the supplier is a minority–owned business. You enter minority group codes for this list of values in the QuickCodes window. See: QuickCodes: page 2 – 42.

Number. Employee number of the employee you have associated with the supplier record.

One Time. Enable to designate a supplier with whom you do not expect to do repeat business. You can find all one–time suppliers by using the Suppliers Find window.

SIC. Standard Industry Code.

Small Business. You can use this designation for tracking business with small organizations.

Type. Type of supplier. You use Type to group suppliers for reporting purposes. Several supplier reports use Type as a report parameter. You define supplier types in the QuickCodes window. See: QuickCodes: page 2 – 42. If you are entering an employee as a supplier, you must select Employee in this field. Enter type Tax Authority for suppliers to whom you remit withholding taxes.

Suggestion: You can assign a variety of codes to distinguish between suppliers. For example, you can assign codes to distinguish between more reliable suppliers and less reliable suppliers. You can also assign codes to distinguish between types of suppliers, such as original equipment manufacturers and suppliers of office supplies.

Woman Owned. You can use this designation for tracking business with agencies owned by women.

See Also

Supplier Restrictions: page 3 – 33

Contacts Region of the Supplier Sites window

Contact information is for your reference only and is not used by the system.

Prefix. Enter the appropriate prefix for your contact (Mr., Ms., Dr., etc.).

Inactive Date. The date after which this contact will no longer appear on the contact list for this Supplier Site.

Control Region of the Suppliers and Supplier Sites windows

Prevent payment of multiple supplier invoices by applying a hold to the supplier site rather than on each individual invoice. There are several types of supplier related holds that you enable for a supplier site. Payables also provides these options at the Supplier level, but Payables only uses these values to provide defaults for new supplier sites that you enter. The options you enable at the Supplier Site control Payables processing.

Hold All Payments. The most restrictive supplier site hold. By checking Hold All Payments for a supplier site, you prevent the supplier site from being selected for payment during a payment batch or for a Quick payment. You cannot pay invoices for the supplier site until you uncheck the Hold All Payments option at the supplier site.

Attention: If the Hold All Payments option is enabled at the supplier site, the Hold field in the Invoices window does not reflect this, because it is a supplier hold, not an invoice hold.

Hold Unmatched Invoices. If you enable this option for a site, then Payables applies a Matching Required hold to an invoice if it has Item type distributions that are not purchase order matched (unless the sum of the distributions by accounting code combination is zero). Payables applies the hold to the invoice during Approval. You cannot pay the invoice until you release the hold. You can release this hold by

matching the invoice to a purchase order and resubmitting Approval, or you can manually release the hold in the Holds window of the Invoice Workbench.

The default is the Hold Unmatched Invoices option you choose in the Financials Options window. However, if this is a supplier that the system automatically created during Invoice Import, the default is the Hold Unmatched Expense Report Invoices option you define in the Expense Report region of the Payables Options window.

Hold Future Invoices. If enabled, Payables automatically applies a Supplier hold to all new invoices entered for that site, including EDI invoices. Payables applies this hold when you save an invoice. You will still be able to pay invoices that have previously been entered for the supplier site. You can manually release the hold in the Holds window of the Invoice Workbench. Uncheck this supplier site option when you no longer want to hold future invoices for a supplier site.

Hold Reason. The reason you are applying an invoice hold to an invoice.

Invoice Amount Limit. If you enter an invoice for a supplier site that exceeds the invoice amount limit you specify, Payables applies an Amount hold to the invoice during Approval. This hold will also apply to EDI invoices you import. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount or you can manually release the hold in the Holds window of the Invoice Workbench.

See Also

Applying Holds: page 4 – 59

Customer Region of the Supplier Sites window

Customer Number. The number your supplier uses to identify your agency or organization. This number appears on the Oracle Public Sector Purchasing standard purchase order. This value defaults from the Supplier General information region to the supplier site.

Electronic Payment Region of the Supplier and Supplier Sites windows

If you pay this supplier with electronic payments, enter the following information for your supplier. For more information on Electronic Data Interchange, see: Creating Payments with the Oracle EDI Gateway: page 5 – 47.

EDI Location. The Electronic Data Interchange (EDI) location code for this bank. For more information, see: *Oracle EDI Gateway User's Guide*.

EDI ID Number. This field is used only by Oracle Energy, if you have installed it. This field appears only at the supplier site.

Payment Method. Indicates how the electronic payment is to be made.

Payment Format. Indicates type of information being transmitted with the funds if the Payment Method is ACH.

Remittance Method. Indicates which party is responsible for sending the remittance advice to the payee.

Remittance Instruction. You can use this field to enter text of specific wire or other electronic payment instructions for an intermediary or recipient financial institution.

Transaction Handling. Standard EDI transaction code (ANSI ASC X12) designating the action to be taken by all parties.

- **C.** Payment Accompanies Remittance Advice.
- **D.** Make Payment Only.
- **I.** Remittance Information Only.
- **U.** Split Payment and Remittance.
- **Z.** Other Handling.

General Region of the Suppliers window

Customer Number. The number your supplier uses to identify your agency or organization. This number defaults to the supplier site. This number appears on the Oracle Public Sector Purchasing standard purchase order.

Number. Parent supplier number.

Parent Supplier Name. Name of supplier's parent organization if supplier is a franchise or subsidiary. The parent organization must also be defined as a supplier in the system.

Invoice Tax Region of the Suppliers and Supplier Sites windows

Invoice Tax Name. Tax name that represents the tax charges you generally receive on invoices from a supplier. Usually determined by the shipping location to which your supplier sends good to you. The supplier value defaults from the Financials Options window, and the supplier site value defaults from the supplier.

When Payables defaults a tax name value to a document such as an invoice, it uses the Tax Name Defaults hierarchy you define in the Tax Name Defaults region of the Payables Options window. You can include Supplier and Supplier Site tax values in this hierarchy. See: Defaulting Tax in Payables: page 4 – 39.

If the Tax Calculation Level option for the supplier site is Header, the Tax Name value defaults to the Invoices window. If the Calculation Level option is Line, the Tax Name value defaults to the Distributions window. You can override this default during supplier site entry and invoice entry.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

Offset Tax Name. You can use offset taxes to record zero–rated taxes on invoices.

Payables uses the supplier site offset tax name to create a default offsetting tax distribution for each default tax distribution on an invoice. You can use offset taxes to record the Value Added Tax (VAT) name and amount without paying VAT tax to the supplier (the tax distribution and the offset tax distribution net to zero). You can always override the default offset tax distribution on an invoice or manually enter additional offsetting tax distributions.

If you delete the Invoice Tax Name for a supplier, the system deletes the offset tax name from the supplier and supplier site and does not automatically assign any default tax to any new supplier sites you enter.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

Calculation Level. Select the level at which you want Payables to automatically calculate tax for this supplier or supplier site. This value defaults from the Payables Options window to the supplier, and from the supplier to the supplier site, and from the supplier site to the invoice. You can override the Calculation Level value if you enable the Allow Override option in the previous window. For detailed information, see: Automatic Tax Calculation Level: page 10 – 33.

- **Header.** Automatically create tax distributions based on the following information in the Invoices window: Invoice Amount and Tax Name.
- **Line.** Automatically create tax distributions based on the following information in the Distributions window: Distribution Amount, Tax Name, and Includes Tax check box.
- **None.** Disable automatic tax calculation for this supplier or supplier site.

Allow Calculation Level Override. The automatic tax Calculation Level cascades in the following order: Payables Options –> Suppliers –> Supplier Site –> Invoices. You can adjust the default calculation level in the Supplier, Supplier Sites, and Invoices windows only if the Allow Calculation Level Override option is enabled in the previous window.

If you have enabled this option for a supplier site, during invoice entry after you enter a Tax Name in the Invoices window, Payables opens a window in which you can change the calculation level. You can choose Line or Header, or you can choose None, which will disable tax calculation for the invoice. See also: Overriding Tax Calculation Level: page 10 – 35.

You cannot enable this option in the Suppliers window if the Allow Calculation Level Override option is not currently enabled in the Payables Options window. You cannot enable this option in the Supplier Sites window if the Allow Calculation Level Override option is not currently enabled in the Suppliers window.

Rounding Rule. If you use automatic tax calculation, select the method you want the system to use to round the automatically–calculated tax amount. For example, the calculated tax is $5.988 and your Precision is 2 decimal places. If your Rounding Rule is Up, Payables will enter 5.99 for the tax amount.

Payables uses the rounding rule you select to calculate tax on invoices, recurring invoices, and expense reports. This value defaults from the Payables Options window to new suppliers, and from a supplier to the supplier's new supplier sites.

You can override this value at any level. If you update it in the Payables Options window, it will not affect existing suppliers and will default only to new suppliers. If you update this value in the Suppliers window, it will not affect existing supplier sites and will default only to new supplier sites. If you update it in the Supplier Sites window, it will not affect existing invoices and will be used to calculate tax on new invoices.

Payables rounds to the Minimum Accountable Unit if you entered a value for that field in the Payables Options window. Otherwise, it rounds to the Precision you enter. The examples below assume you are using a Minimum Accountable Unit of .01.

- **Up.** Round up. For example, round $5.988 to $5.99
- **Down.** Round down. For example, round $5.988 to $5.98
- **Nearest.** Round to the nearest number, and if the difference between Up and Down is equal, round Up. For example, round $5.988 to $5.99

Distribution Amounts Include Tax. Enable this option if you use automatic tax calculation at the Line level, and you want Payables to subtract the calculated tax from distributions when Payables automatically creates tax distributions. For example, you enter a distribution for $110 and enter a Tax Name with a 10% tax rate. When Payables calculates the tax, it decreases the amount of the distribution you entered to $100, and creates a $10 tax distribution.

You cannot enable this option if you select Header or None as the Calculation Level.

This value defaults from the Payables Options window to new suppliers, and from a supplier to any new supplier sites for the supplier. You can update the Distribution Amounts Include Tax check box for new and existing suppliers and supplier sites only if you enable the Allow Override (of Distribution Amounts Include Tax) Payables option.

Note that the Distribution Amounts Include Tax option does not apply to distributions created by Distribution Sets.

Payment Region of the Suppliers and Supplier Sites windows

All supplier payment values default to new supplier sites you enter. Supplier site values default to invoices. You can override any payment defaults during supplier site entry, except Allow Interest Invoice which does not display in the Supplier Sites window.

The defaults in the Supplier Payment region come from the defaults you enter in the Financials Options window, except for the default for Pay Group and Allow Interest Invoices, which come from the Payables Options window, and the default for Exclude Freight for Discount, which is always No.

Allow Interest Invoices. If this option is enabled, Payables calculates interest for the supplier's overdue invoices and creates corresponding

interest invoices when you pay the overdue invoices. Payables only calculates interest for invoices that are overdue 365 days or less. This option is enabled if you enabled this option in the Payables Options window. If this option is not enabled in the Payables Options window, you cannot enable it here. If you enable this option, it is automatically enforced for all of a supplier's sites. See: Prompt Payment Support: page 10 – 7.

Allow Interest Invoices. If this option is enabled, Payables calculates interest for the supplier's overdue invoices and creates corresponding interest invoices when you pay the overdue invoices. Payables only calculates interest for invoices that are overdue 365 days or less. This option is enabled if you enabled this option in the Payables Options window. If this option is not enabled in the Payables Options window, you cannot enable it here. If you enable this option, it is automatically enforced for all of a supplier's sites. See also: See: Prompt Payment Support: page 10 – 7.

Always Take Discount. Enable this option to have Payables always take an available discount for a supplier, regardless of when you pay the invoice.

Attention AR. Enable if you want the legend, "Attention Accounts Receivable" to appear on your checks if your payment formatting program allows it. Payables prints it immediately below the supplier site name and before the address. Payables also prints this legend on your supplier mailing labels.

Exclude Freight From Discount. If this option is enabled for an invoice, Payables automatically subtracts the freight amount from the invoice amount when calculating the invoice amount subject to discount. Payables uses the Discountable Amount to calculate the discount amounts when creating a scheduled payment for an invoice.

Invoice Currency. The supplier invoice currency is used as a default for new supplier sites you enter. The supplier site invoice currency is used as a default for the Purchasing documents and Payables transactions you enter for a supplier. Tax authority type suppliers must use your functional currency as the default currency.

Pay Alone. If an invoice has the Pay Alone option enabled, Payables creates a separate payment for each invoice. If the Pay Alone option is not enabled for an invoice, the invoice will be paid with other invoices for the same supplier site on a single payment.

Pay Group. Pay Group assigned to a supplier. The default for this field is the Payables option you define for Pay Group. You can override this default during supplier site entry or invoice entry.

Suggestion: When you create a payment batch, you can choose a Pay Group to pay a category of suppliers or invoices at the same time. You define Pay Groups for suppliers and supplier sites in the Payables QuickCodes window. Examples of Pay Groups you may define are employees, merchandise, non–merchandise, government, domestic, and international.

Pay Date Basis. The Pay Date Basis for a supplier determines the pay date for a supplier's invoices.

- **Due**
- **Discount**

Payment Currency. The default for Payment Currency in the Suppliers window is the value you enter for supplier Invoice Currency. You can change the Payment Currency value only if the Invoice Currency is a fixed–rate currency (for example, Euro or another EMU currency). If the Invoice Currency is a fixed–rate currency, you can change the Payment Currency value to an associated fixed–rate currency. The supplier Payment Currency is used as a default for all new supplier sites you enter.

The supplier site Payment Currency is used as a default for the Payment Currency field in the Invoices window. It is also the default currency for invoices you create for this supplier site using Pay on Receipt, Open Interface Import, and Recurring Invoices.

Payment Method. The method you use most frequently to pay this supplier's invoices:

- **Check.** You can pay with a manual payment, a Quick payment, or in a payment batch.
- **Electronic.** You pay electronic payments either through the EDI Gateway, or by delivering a payment batch file to your bank. For both methods, Payables creates a file during payment batch creation. For EDI Gateway payments, the file is processed through the EDI Gateway and delivered to your bank to create payments. For electronic funds transfers, the file is formatted and delivered to your ap.out directory for you to deliver to your bank.

  You must enter supplier bank information to use electronic payments. See: Electronic Payment Region of the Suppliers and Supplier Sites windows: page 3 – 19. If you enable the Use Multiple Supplier Banks Payables option you can also enter supplier banks in the Banks window and assign them to your suppliers.

- **Wire.** Use to manually record an external wire transfer of funds between your bank and your supplier's bank.
- **Clearing.** Use for recording invoice payments to internal suppliers.
- **Future Dated.** Use to create payments with a future date that instructs your bank when to disburse funds to your supplier's bank. For example, a Bill of Exchange.
- **Manual Future Dated**. Used to disburse funds to a supplier who sends you an invoice with a payment notice attached. You approve the supplier's payment notice, which includes a future payment date, and send it to your bank.

Payment Priority. A number, between 1 (high) and 99 (low), which represents the priority of payment. The system uses the Supplier Site value to automatically assign a Payment Priority to an invoice's scheduled payment(s) during invoice entry.

Terms. Payment terms used to schedule payments for an invoice. The system uses payment terms to automatically calculate due dates, discount dates, and discount amounts for each invoice you enter. If the terms you want to use are not on the list of values, you can define additional terms in the Payment Terms window. See also: Scheduling Invoice Payments: page 4 – 73.

Terms Date Basis. Date from which Payables calculates a scheduled payment for a supplier. The default for this field is the Financials option you define for Terms Date Basis.

- **Current.** When you enter invoices, Payables defaults the current date as the terms date.
- **Goods Received.** When you enter invoices, Payables prompts you to enter the date you received the goods for an invoice as the terms date.
- **Invoice.** When you enter invoices, Payables defaults the invoice date as the terms date.
- **Invoice Received.** When you enter invoices, Payables prompts you to enter the date you received an invoice as the terms date.

Bank Charge Bearer. Indicate whether you or your supplier pays bank charges for electronic payments. If your supplier pays, indicate whether your supplier uses the standard or negotiated rate. This information is used in the Define Bank Charges window. See: Bank Charges: page 2 – 141. This field is not visible if you do not enable the Use Bank Charges Payables option.

- **Internal.** You will pay bank charges.
- **Supplier/Negotiated.** Your supplier will bear any bank charges at a negotiated rate.
- **Supplier/Standard.** Your supplier will bear any bank charges at a standard rate.

See Also

Prompt Payment Support: page 10 – 7

Purchasing Region of the Suppliers and Supplier Sites windows

All supplier purchasing values default to new supplier sites you enter.

> **Note:** If you use the Multiple Organizations Support feature, values you enter in the Financials Options window will default to both the supplier and supplier site.

Supplier site values default to purchase orders and purchase requisitions. You can override any purchasing defaults during supplier site entry and purchasing document entry.

Bill–To Location. Location to which a supplier sends the invoice for goods or services. The default for this field is the Financials option you define for Bill–To Location, and the supplier site default is the supplier option you enter.

FOB. Free–on–Board (FOB) code for a supplier. The default is the Financials option you define for FOB, and the supplier site default is the supplier option you enter.

Freight Terms. You negotiate freight terms with a supplier to determine whether you or the supplier pays for freight charges on goods you order from a supplier. The supplier default is the Financials option you define for Freight Terms, and the supplier site default is the supplier option you enter.

Hold Reason. Reason you are preventing approval of purchase orders for a supplier. You enter a value in this field only if you enable the Purchase Order Hold field. The system does not use this information; it is for your reference only.

Purchase Order Hold. You can create a purchase order for the supplier site if you enable this field, but you cannot approve the purchase order. To remove the hold you must manually release the hold.

Ship–To Location. Location where a supplier sends shipments or the invoice for goods / services. The default for this field is the Financials option you define for Ship–To Location, and the supplier site default is the supplier option you enter.

Ship Via. Method of shipment you use with a supplier. The default is the Financials option you define for Ship Via, and the supplier site default is the supplier option you define.

Payment on Receipt Region

Enter information in the following fields if you have installed Purchasing and use the Payment on Receipt feature to create invoices from receipts and purchase orders. These receipts include Advance Shipment Notices (ASNs) and Advance Shipment and Billing Notices (ASBNs) that you receive electronically in Purchasing. See: Advance Shipment Notice (ASN / ASBN) *(Oracle Public Sector Purchasing User's Guide)*.

You can enter values for the Pay On and Alternate Pay Site fields only if this is a pay site. For more information, see: Payment on Receipt *(Oracle Public Sector Purchasing User's Guide)*.

Pay on.

- **Receipt.** If you want to use the Pay on Receipt AutoInvoice Program to automatically create invoices based on receipts and purchase orders you enter for this supplier site, enter Receipt.
- **blank.** If you do not want to use the Pay on Receipt AutoInvoice Program, leave this field blank.

Alternate Pay Site. If you do not enter an alternate pay site here, then when you create invoices for a supplier site's receipts, the system uses the supplier site on the purchase order as the pay site.

If you want Payables to create invoices for a different active supplier pay site for this supplier when you create invoices from this supplier site's receipts, enter the site name. If this supplier has only one active pay site, you cannot use this field, and Payables will create invoices for the pay site.

Invoice Summary Level. If you left the Alternate Pay Site field blank, enter the level at which you want to consolidate invoices for this

supplier site when you submit the Pay on Receipt AutoInvoice Program:

- **Pay Site.** Create one invoice for this supplier pay site.
- **Packing Slip.** Create one invoice per packing slip for this supplier pay site.
- **Receipt.** Create one invoice per receipt for this supplier pay site.

If you enter a value in the Alternate Pay Site field, the system uses the Invoice Summary Level you select for that pay site.

Receiving Region of the Suppliers window

All supplier receiving values default to new purchase orders you enter for a supplier. You can override any receiving defaults during purchase order entry.

Allow Substitute Receipts: Receivers can receive substitute items in place of ordered items. You must have previously defined acceptable substitute items for the ordered item in the Purchasing Item Relationships window. See: Defining Item Relationships *(Oracle Inventory User's Guide).*

Allow Unordered Receipts: Receivers can receive unordered items. You can override this option for specific items. If you enable this option you can later match the unordered receipts to a purchase order.

Days Early/Late Receipt Allowed. Maximum acceptable number of days early / late for receipts.

Enforce Ship–to Location. The value you enter in this field determines whether the receiving location must be the same as the ship–to location:

- **None.** The receiving location may differ from the ship–to location.
- **Reject.** Purchasing does not permit receipts when receiving location differs from the ship–to location.
- **Warning.** Purchasing displays a warning message but permits receipt when receiving location differs from the ship–to location.

Invoice Matching. If you use Oracle Public Sector Payables with Oracle Public Sector Purchasing or another integrated purchasing product, you can enable online matching of invoices and original purchase orders. Matching ensures that you only pay for the goods and services you ordered and that your suppliers do not over–bill you for the items or services. If you are billed for an item over the amount

and quantity tolerances you define, Payables applies holds to the invoice and prevents payment until you release the holds.

- **2–Way.** When you match to a purchase order, Payables automatically performs 2–Way matching:
    1. Quantity billed <= Quantity ordered
    2. Invoice price <= Purchase order price
- **3–Way**. Additionally, receipt required:
    3. Quantity billed <= Quantity received
- **4–Way.** Additionally, inspection required:
    4. Quantity billed <= Quantity accepted

Quantity Received Tolerance. Maximum acceptable over–receipt tolerance percentage.

Quantity Received Exception. How Purchasing handles receipts that exceed the Quantity Received Tolerance:

- **None.** Receipts may exceed the selected tolerance.
- **Reject.** Purchasing does not permit receipts in excess of the selected tolerance.
- **Warning.** Purchasing displays a warning message but permits receipts in excess of the selected tolerance.

Receipt Date Exception. How Purchasing handles receipts that are earlier or later than the allowed number of days selected

- **None.** Receipts may exceed the allowed days early or late.
- **Reject.** Purchasing does not permit receipts outside the selected number of days early or late.
- **Warning.** Purchasing displays a warning message but permits receipts outside the selected number of days early or late.

Receipt Routing. Default receipt routing that you assign goods: Direct Delivery, Inspection Required, or Standard Receipt.

See Also

Defining Purchasing Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Default Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Accrual Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Control Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Internal Requisition Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Numbering Options *(Oracle Public Sector Purchasing User's Guide)*

Sites Region of the Suppliers window

The system displays all current supplier sites and their addresses. To see a site's detailed information, select the site and choose Open. To enter a new site, choose New and choose Open.

See Also

Entering Flexible Addresses *(Oracle Public Sector Receivables User's Guide, or consult online help)*

Site Uses and Telephone Region of the Supplier Sites window

Pay Site. A supplier site to which you send payment for an invoice. You cannot enter an invoice for a supplier site that is not defined as a pay site.

Purchasing Site. A supplier site from which you order goods or services. You must enter at least one purchasing site before Oracle Public Sector Purchasing will allow you to enter a purchase order.

RFQ Only Site. Enable if you do not allow entering purchase orders for a supplier site. An RFQ Only site is a site from which you receive quotations.

Tax Reporting Region of the Suppliers window

You record supplier tax information to enable three defaults during invoice entry, and to assist you with accurate tax reporting for your

suppliers. For more information, see: Entering Taxes on Invoices: page 4 – 33.

Federal. Reportable to the United States Internal Revenue Service for 1099 purposes. In the United States, you must report to the Internal Revenue Service certain types of payments you make to 1099 reportable suppliers.

Refer to federal tax publications for more information regarding 1099 reporting requirements.

Income Tax Type. Income tax type for a United States 1099 reportable supplier. You can choose from a list of 1099 Miscellaneous Tax types. Defaults from supplier to supplier site, and from supplier site to invoice distributions. You can override this default during supplier site entry and invoice entry. Purchasing also retains the Income Tax Type at the purchase order line level for a supplier's purchase orders.

Reporting Name. Tax reporting name for a supplier subject to United States Internal Revenue Service (IRS) income tax reporting requirements. Required only if the tax reporting name for the supplier is different from the supplier name. In accordance with IRS requirements, Payables prints this name, instead of the supplier name, on all 1099 reports for the supplier.

For example, you define a supplier for a consulting firm owned and operated by a single individual. You enter the name of the organization as the supplier name; however, the tax reporting name for the organization is the name of the individual. The IRS levies penalties against a supplier that submits 1099 information with any name other than the tax reporting name for the supplier. By entering the individual's name as the tax reporting name, you produce 1099 information for the supplier that complies with the IRS requirements.

Reporting Site. Payables displays the income tax reporting site for the supplier if you have already defined a supplier site as the tax reporting site in the Supplier Site Tax Reporting Region.

You can choose only one supplier site as the income tax reporting site for a supplier. Payables requires a tax reporting site for each 1099 supplier for income tax reporting purposes. Payables warns you that you have not selected a tax reporting site for this 1099 supplier.

State. If you participate in the United States Internal Revenue Service Combined Filing Program, enable if a supplier is reportable to a state taxing authority. Payables uses this status for reporting purposes only. By marking a supplier as State Reportable, you can create custom reports that satisfy a tax authority's reporting requirements. Refer to

state tax publications to obtain information regarding 1099 reporting requirements.

Verification Date. Date you received tax verification from the supplier. In Payables you can submit Tax Information Verification Letters for your suppliers. Payables prevents the generation of any further letters to a supplier after the Verification Date.

Name Control. The first four characters of the last name of your 1099 supplier. Payables displays the four character Name Control you enter here when you create your 1099 Tape for federally reportable suppliers. If you do not enter any values in the Name Control field, Payables does not print in the four positions designated for the Name Control information in this supplier's B record when you create your 1099 Tape.

Organization Type. Type of organization for this supplier. The United States Internal Revenue Service (IRS) requires this information if you use magnetic media to file your 1099 tax information.

- **Corporation**
- **Government Agency**
- **Individual**
- **Partnership**
- **Foreign Corporation**
- **Foreign Government Agency**
- **Foreign Individual**
- **Foreign Partnership**

If you participate in the United States IRS Combined Filing Program and you make payments to a foreign supplier, you need to ensure that you select one of the foreign Organization Types to indicate that the supplier is a foreign entity. If you made 1099 payments to a foreign supplier, Payables flags the B records in your 1099 tape for those suppliers who meet the Internal Revenue Service's reporting limit. Payables then includes the country of these foreign suppliers in its 1099 reports.

See Also

Entering Taxes on Invoices: page 4 – 33

Tax Names: page 2 – 19

1099 Reporting Overview: page 8 – 34

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54

Supplier Restrictions: page 3 – 33

Tax Reporting Region of the Supplier Sites window

Income Tax Reporting Site. Enable check box to select a site as the reporting site for a supplier. Payables requires one tax reporting site for each 1099 supplier for income tax reporting purposes.

Tax Registration Num. Tax registration number, for example, a supplier's value–added tax (VAT) registration number.

Withholding Tax Region of the Suppliers and Supplier Sites windows

Use this region to enter withholding tax information for a supplier and supplier site. If your Use Withholding Tax Payables option is not enabled, you will not be able to navigate to this region. The options you select for a supplier default to the new supplier sites you enter, then default to invoices you enter for that site.

Allow Withholding Tax. Enable to allow withholding taxes for the supplier and supplier site. If you do not allow withholding tax for a supplier, you cannot allow withholding tax for any of the supplier's sites. If you disable at the supplier site, you will not be able to allow withholding taxes for any invoices entered for this supplier site.

Withholding Tax Group. A default withholding tax group to assign to all invoices for the supplier site.

See Also

Automatic Withholding Tax Overview: page 10 – 24

SUPPLIER RESTRICTIONS:

SUPPLIER TYPE: EMPLOYEE: If you define a default Offset Tax Name for the supplier you cannot select Employee in the Type field.

ACCOUNTS: All accounts you enter must consist of valid combinations of segment values.

OFFSET TAXES: You cannot select an Offset tax in the Invoice Tax Name field. You can enter an offset tax in the Offset Tax Name field only if you have entered a tax in the Invoice Tax Name field. You cannot enter an Offset Tax Name if the supplier is an employee.

The system allows you to enter in this field only tax names defined with offset tax types.

Reviewing and Adjusting Suppliers

This discussion includes the following topics:

- Finding Suppliers: page 3 – 35
- Reviewing Suppliers: page 3 – 36
- Adjusting Suppliers: page 3 – 36

See Also

Identifying Duplicate Suppliers: page 3 – 40

Finding Suppliers

You can find suppliers by using the Find Suppliers window or by entering a query directly into the Suppliers Summary or the Suppliers detail window. In the Find Suppliers window you can enter a wide variety of search criteria, including tax status, parent supplier, and payment priority range. You then choose the Find button to navigate to the Suppliers Summary, where Payables displays all suppliers that match the Find criteria. From the Suppliers Summary, you can review all information about a supplier.

▶ **To find a supplier using the Find Suppliers window:**

1. Open the Find Suppliers window from the Suppliers Summary or the Suppliers detail window, either by choosing the Find icon from the Tool bar or by selecting Find from the Query menu. Enter criteria directly into the fields. You can enter complex criteria by entering information in several fields.
2. Choose Find to navigate to the Suppliers Summary where Payables displays all suppliers that match your criteria. If you prefer to review the supplier in the Suppliers detail window, select the supplier and choose Open.

You can also open custom folders that display information in a custom format if you or your organization have defined any.

See Also

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Reviewing Suppliers

You can review suppliers in the Suppliers and Suppliers Sites windows in inquiry mode or entry mode, depending on the path you choose from the Navigator.

▶ **To review suppliers:**

1. Find the Supplier using the Find Suppliers window. See: Finding Suppliers: page 3 – 35.
2. Review supplier and supplier site information in the Suppliers and Supplier Sites windows.

See Also

Calculating a Supplier or Supplier Site Balance: page 4 – 191

Adjusting Suppliers

Updating Supplier and Supplier Site Defaults

Remember that when you make changes to values that default to Payables and Purchasing documents, the changed value only defaults to new documents you subsequently enter or create. For example, if you change the Pay Group for a supplier site, the new Pay Group will default to new invoices you enter, but the change will not affect existing invoices. Also, if you change a Supplier value that defaults to Supplier

Sites, the change will only affect new Supplier Sites you create, but the change will not affect existing supplier sites. Therefore, the change will not affect documents you subsequently create for existing supplier sites. If you want a change to affect documents you enter or create for an existing supplier site, be sure to make the changes at the supplier site level.

▶ **To update supplier and supplier site defaults:**

1. Find the Supplier. See: Finding Suppliers: page 3 – 35.
2. In the Suppliers Summary or the Suppliers detail window, make any changes in the appropriate fields. For detailed information on any field, see the Suppliers and Supplier Sites Window Reference: page 3 – 13.
3. Save your work.

Updating Supplier Invoice Holds

Holds are controlled at the supplier site. For example, if you have enabled the Hold All Invoices option for a supplier and supplier site, and you disable the option for the supplier, but not the supplier site, all invoices for the supplier site will remain on hold.

▶ **To update supplier invoice holds:**

- In the Supplier Sites window, update the hold status.

See Also

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

Adding a New Supplier Site

▶ **To add a new supplier site:**

1. Find the Supplier. See: Finding Suppliers: page 3 – 35. In the Suppliers Summary, choose open to navigate to the Suppliers detail window.

2. In the Sites region of the Suppliers detail window, choose New to navigate to the Supplier Sites window.
3. Enter the Supplier Site Name and address information. The Site Name will not appear on documents you send to the supplier; it is for your reference when you select a supplier site from a list of values during transaction entry. Enter in the appropriate region any additional Supplier Site information you want to record. If supplier information automatically defaults to the new supplier sites you enter, you can override these defaults. See the following field references for detailed information on a region.
   - Accounting: page 3 – 14
   - Bank Accounts: page 3 – 15
   - Contacts: page 3 – 17
   - Control: page 3 – 17
   - Customer: page 3 – 18
   - Electronic Payment: page 3 – 19
   - Invoice Tax: page 3 – 20
   - Payment: page 3 – 22
   - Purchasing: page 3 – 26
   - Site Uses and Telephone: page 3 – 30
   - Tax Reporting: page 3 – 33
4. Save your work.

Updating a Supplier's Tax Status

▶ **To update a supplier's tax status:**

1. Find the Supplier. See: Finding Suppliers: page 3 – 35. In the Suppliers Summary, choose Open to navigate to the Suppliers detail window.
2. In the Tax region of the Suppliers detail window, make any changes to the supplier tax information. For detailed information on any field, see: Tax Region of the Suppliers and Supplier Sites windows: page 3 – 30.

   If you need to change a supplier site's Invoice Tax Name, Tax Registration Number, or Income Tax Reporting Site status, in the Supplier Site region, choose Open to navigate to the Supplier Sites

window. In the Supplier Site Tax region, make any changes to the site.

Attention: If you are updating an existing supplier to 1099 reportable status after you have entered invoices and made payments to the supplier, make mass updates to existing invoices by using the Update Income Tax Details Utility.

3. Save your work.

See Also

Update Income Tax Details Utility and Report: page 8 – 16

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54

1099 Reporting Overview: page 8 – 34

Suppliers subject to income tax reporting requirements: page 3 – 7

Identifying Duplicate Suppliers

Although the system will not allow you to enter duplicate supplier names, you may inadvertently define the same supplier using two different names. For example, you might enter Oracle Corporation and Oracle Corp, or you might enter a contracter under his name and his company name. You might also create duplicate suppliers if you import suppliers from another accounts payable system.

If you want to know if a supplier exists, you can query the Supplier in the Suppliers window or submit the Supplier Listing by Supplier Name. When you enter an invoice, check the list of values for the Supplier field to see if your supplier exists before you enter a new supplier.

Suggestion: To avoid entering duplicate suppliers in Payables, consider developing and using standard naming conventions for suppliers, and restricting who can enter new suppliers.

Submit the following reports periodically to review your suppliers and identify duplicates:

- **Suppliers Report.** Lists detail supplier information. Report provides multiple selection criteria and lists suppliers in alphabetical order. See: Suppliers Report: page 8 – 31.
- **Supplier Audit Report.** Lists active suppliers whose names are the same up to a number of characters which you specify, and ignores case, spaces, special characters, etc. The report lists all sites of each possible duplicate supplier. See: Supplier Audit Report: page 3 – 46.

Supplier Merge Program

Use Supplier Merge to combine two or more suppliers that you identify as duplicates. You can update purchase orders and invoices for the old supplier to refer to the new supplier. The Supplier Merge window also allows you to merge supplier sites so that any sites assigned to an old supplier can be reassigned to the new supplier.

When you merge suppliers you transfer invoices, purchase orders, or both from one supplier and site to another supplier and site. You can transfer to a new supplier and site unpaid invoices only, or all invoices (including paid and partially paid invoices). Payables will not transfer invoices if the merge would create a duplicate invoice for a supplier.

For best auditing results, transfer both paid and unpaid invoices to a new supplier and site so you can identify duplicate payments easily. Also, transfer both purchase orders and invoices to a new supplier and site, so all invoice and purchase order information refers to the same supplier.

After you have merged suppliers, Payables automatically prints the Purchase Order Header Updates Report and the Supplier Merge Report as an audit trail of your supplier merge activity. The Supplier Merge Report also lists duplicate invoices that it did not merge, if you had any. You can then update the invoice number if the invoice has not been paid or posted.

Prerequisites

- ❑ Identify duplicate suppliers. See: Identifying Duplicate Suppliers: page 3 – 40.
- ❑ If you transfer invoices, the New Supplier Site must be a pay site. See: Site Uses and Telephone Region of the Supplier Sites window: page 3 – 30.
- ❑ If you transfer purchase orders, the New Supplier Site must be a purchasing site. See: Site Uses and Telephone Region of the Supplier Sites window: page 3 – 30.

▶ **To merge suppliers using Supplier Merge:**

1. In the Supplier Merge window, select which invoices to transfer from the Old Supplier to the New Supplier: All, Unpaid, or None.
2. If you want to transfer all purchase orders from the Old Supplier to the New Supplier, select PO.
3. Enter the Old Supplier Name and Site and the New Supplier Name. Payables will transfer information from the Old Supplier to the New Supplier.
   - If you want to reassign the Old Supplier Site to the new Supplier, select Copy Site and do not enter a New Supplier Site. During the Merge, Payables enters the merge date as the inactive date for the Old Supplier Site and creates a new site for the New Supplier with the information you selected to transfer.
   - If you want to merge the Old Supplier Site information with the New Supplier Site information, do not select Copy Site, and enter one of the New Supplier's existing sites in the Site field. During the merge, Payables enters the merge date as the inactive

date for the Old Supplier site and combines all of the information you selected with the New Supplier Site information.

4. Choose Merge. Payables submits a concurrent request to run the Supplier Merge Program, which transfers the information from the Old Supplier to the New Supplier, and also runs the Purchase Order Header Updates Report and the Supplier Merge Report.
5. Review the log file and reports after the request completes.

See Also

Purchase Order Header Updates Report: page 3 – 47

Supplier Merge Report: page 3 – 47

Taxpayer ID Validation

Payables provides for Italy and Spain the following country–specific validation of the Taxpayer Identification Number, also known as the NIF. If you have defined either Italy or Spain as your "Home Country" in the Member State field of the Financials Options window, and your home country is the same as your Default Country profile option, then Payables validates the Taxpayer Identification Number you enter based on the rules of your home country. If the Member State value in the Financials Options window and Default Country profile option are different, Payables performs no validation.

Italy (IT)

- Taxpayer ID is unique
- Length = 16 or 11
- Check Digit is correct (last number)

Spain (ES)

- Taxpayer ID Number is unique
- Starts with valid character
- Format of rest of number depending on the first character: If the first character is:
  - T then no further validation
  - A, B, C, D, E, F, G then rest must be numeric
  - X, P, Q, S, or a number then check Check Digit (last number)

Portugal (PT)

- Taxpayer ID must be numeric
- Check Digit is correct (last number)

See Also

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Tax Registration Number Validation

Payables provides for Italy, Spain, Netherlands, and Austria the following country–specific validation of the Taxpayer Registration Number, also known as the VAT number. If you have defined one of these countries as your "Home Country" in the Member State field of the Financials Options window, and your home country is the same as your Default Country profile option, then Payables validates the Taxpayer Identification Number you enter based on the rules of your home country. If the Member State value in the Financials Options window and Default Country profile option are different, Payables performs no validation.

Italy (IT)

- Tax Registration Number is unique
- All characters are numeric
- Length = 11
- Check Digit is correct

Spain (ES)

- Tax Registration Number is unique
- Prefixed with "ES"
- Format of rest of number depending on the next character: If the next character is:
  - T then no further validation
  - A, B, C, D, E, F, G then rest must be numeric
  - X, P, Q, S, or a number then check Check Digit (last number)

Netherlands (NL)

- Tax Registration Number is unique
- Length = 14
- First two characters are "NL"
- Last two characters are in the range 01–99
- 12th character = B
- Characters 3–10 are numeric

- Characters 3–10 match check digit held in char 11

Austria (AT)

- Tax Registration Number is unique
- Length = 11
- First three characters are ”ATU”
- Characters 4–10 match check digit held in character 11

Belgium (BE)

- Tax Registration Number is unique
- Length = 11
- First two characters are ”BE”
- Characters 3–11 are numeric
- Last two characters are check digits

See Also

Setting User Profile Options *(Oracle Applications System Administrator’s Guide)*

Supplier Audit Report

Use the Supplier Audit Report to help identify potential duplicate suppliers. For example, you enter a supplier named Oracle Corporation, and another supplier named Oracle Corp. This report lists active suppliers whose names are the same up to a specified number of characters. The report ignores case, spaces, special characters, etc.

You may want to run the report with different parameters to fine tune your search. Specify a length short enough to identify duplicates, such as Comco and Comco, Inc., but long enough to avoid obviously different supplier names, such as General Instruments and General Electric.

The report lists all site names and addresses of each potential duplicate supplier. Payables inserts a blank line between groups of possible duplicate suppliers. Review the report to determine which suppliers are duplicates. After you have identified duplicate suppliers, you can combine them using Supplier Merge.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Matching Supplier Name Length. Number of characters in the supplier name that you want Payables to compare to identify potential duplicate suppliers.

See Also

Supplier Merge Program: page 3 – 40

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Supplier Merge Report

Use this report to review the suppliers, sites, and invoices updated by the Supplier Merge process. When you initiate a supplier merge, Payables automatically prints the Supplier Merge Report.

The report lists the new (correct) suppliers and the old (duplicate) suppliers. The report also lists invoice information for invoices updated for each set of new and old suppliers. Payables prints the total number and total amount of invoices that have been updated for each set of merged suppliers.

Payables also prints the total number of duplicate invoices. You can use this report to identify any duplicate invoices, update the invoice number on one of the invoices, and then resubmit Supplier Merge.

Report Submission

Payables automatically prints this report when you initiate a Supplier Merge. See: Supplier Merge Program: page 3 – 40.

Purchase Order Header Updates Report

Use the Purchase Order Header Updates Report to review purchase orders updated by the Supplier Merge program.

This report prints the new (correct) and the old (duplicate) suppliers. It then lists for each updated purchase order the purchase order number and name of the purchasing agent.

Report Submission

Payables automatically prints this report when you initiate a Supplier Merge and choose to update purchase orders for the suppliers you merge. See: Supplier Merge Program: page 3 – 40.

CHAPTER

4

Invoices

This chapter tells you how to enter, adjust, approve, and review invoices and invoice batches. It discusses all kinds of invoices: Basic, Credit / Debit Memo, Mixed, Purchase Order Matched, Recurring, Prepayments, and Expense Reports. It tells you how to enter invoice information that is used by Oracle Public Sector Purchasing, Oracle Projects, and Oracle Assets.

This chapter describes holds and tells you how to apply or release a hold.

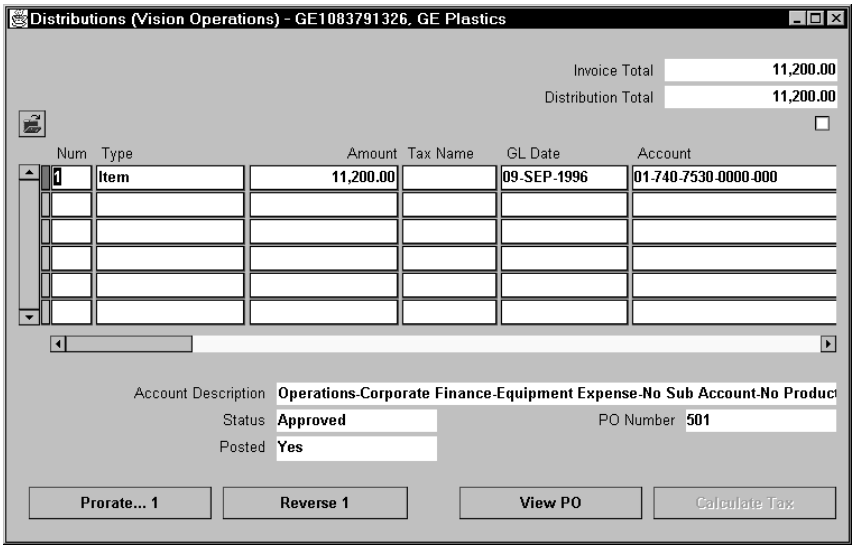
It also explains how to use Payables Invoice Import to import expense reports from Payables, Projects, or Web Employees, or import invoices from other accounting systems.

For information on invoice reports, see the Reports chapter.

Entering Invoices

You can enter invoices in the Invoices window, or you can enter invoices in batches in the Invoice Batches window. You can also use the Recurring Invoices window to create recurring invoices. Use the Payables Invoice Import Program to create invoices for expense reports, or use the Payables Open Interface Import Program to import invoices, including EDI invoices, from other systems.

Entering Basic Invoices



Use this procedure to enter a trade invoice you get from a supplier if the invoice is basic (will not be matched to a purchase order).

Prerequisite

- ❑ Enter the supplier and at least one pay site in the Suppliers window. See: Entering Suppliers: page 3 – 10.

▶ **To enter a basic invoice:**

1. In the Invoices window choose Standard or Mixed for the invoice Type.
2. Enter the Supplier or Supplier Number.

3. Enter the Supplier Site to which you will send payment of the invoice. Payables will print the address for this site on the payment.
4. Enter the Invoice Date or accept the Payables default (today's date) by choosing [TAB]. If you enter a date in a future period, Payables will put the invoice on Future Period hold during Approval.

   Payables may use the invoice date you enter as the Terms Date and GL Date default for an invoice, depending on how your Payables Options and Defaults are set up.

   If your GL Date Basis Payable Option is set to Invoice (Date), you must enter an invoice date that is in an open or future period.
5. 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.

   Suggestion: You may want to use an invoice numbering convention that minimizes the risk of separate entries of the same invoice under different invoice numbers. For example, if you consistently enter alphanumeric invoice numbers in upper case you would enter an invoice number only as ABC123, and not also as abc123.

   Enter the full Invoice Amount including tax, freight and miscellaneous charges.
6. Enter the Description of your invoice. This will appear on your payment document and may appear in your general ledger.
7. Enter distributions automatically by entering a Distribution Set, or choose Distributions and enter the lines manually.
8. Payables automatically schedules payment of the invoice using the Invoice Amount, Payment Terms, and Terms Date. Enter or review the defaults for these fields in the Payments region.
9. Save your work.

See Also

Adjusting Invoices: page 4 – 194

Applying Holds: page 4 – 59

Applying Prepayments to Invoices: page 4 – 110

Approval: page 4 – 68

Attachments in Payables: page D – 2

Budgetary Control In Payables: page 10 – 38

Creating Single Payments: page 5 – 2

Entering Credit / Debit Memos: page 4 – 22

Entering Foreign Currency Invoices: page 4 – 28

Entering Freight on Invoices: page 4 – 53

Entering Project Related Invoices and Distributions: page 4 – 81

Entering Suppliers: page 3 – 10

Entering Taxes on Invoices: page 4 – 33

Financials Options: page 2 – 61

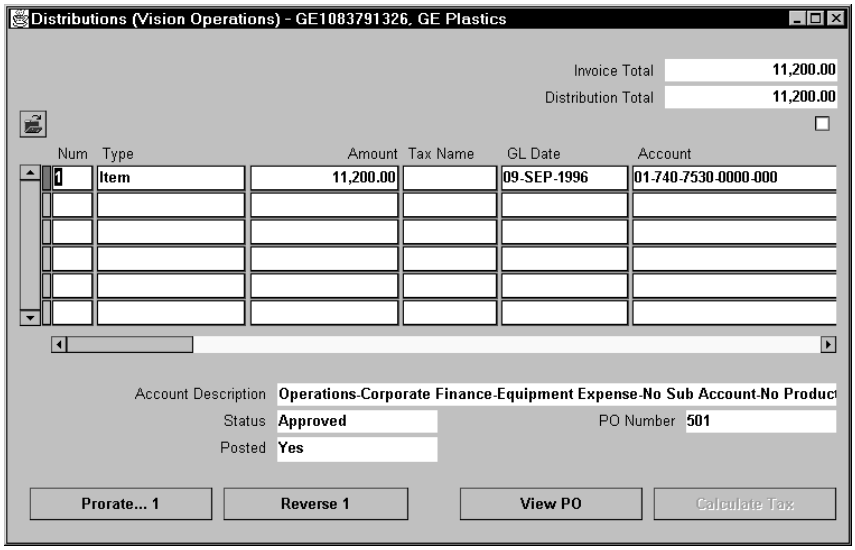
Payables Options: page 2 – 76

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Paying Invoices in Payment Batches: page 5 – 12

Scheduling Invoice Payments: page 4 – 73

Entering Invoice Distributions



The distributions you enter for an invoice allocate the total invoice amount to various expense or asset accounts. For example, you can distribute expenses from one office supply invoice to expense accounts for several departments. Payables uses distributions to create general ledger journal entries for invoices.

You can enter distributions in three ways:

- Enter manually. See: Entering Invoice Distributions Manually: page 4 – 5.
- Use a Distribution Set. See: Distribution Sets: page 2 – 39
- Match an invoice to a purchase order. See: Entering Purchase Order Matched Invoices: page 4 – 11

Entering Invoice Distributions Manually

▶ **To enter distributions manually:**

1. Select your invoice in the Invoices window and choose Distributions to navigate to the Distributions window.
2. Choose a distribution Type. Choose Item for goods or services you ordered. Choose Miscellaneous for other expenses on an invoice that are not freight or tax.

Enter the distribution Amount and the GL Account.

If you enter an asset type Account, Payables automatically enables the Track as Asset check box and you cannot change it. If you enter an expense account and want to import this distribution to Oracle Assets, enable the check box. See: Assets Integration: page 4 – 79.

3. The distribution GL Date defaults from the invoice GL Date you entered. You can override the default and change the distribution GL Date to any date in an open or future period. Payables uses the GL Date to determine when to create a journal entry for the distribution.
4. Enter any additional distributions in the same manner.

   If the sum of the distributions does not equal the Invoice Total, Payables will put the invoice on Distribution Variance hold during invoice Approval.
5. Save your work.

See Also

Distributions Window Reference: page 4 – 235

Adjusting Invoices: page 4 – 194

Distribution Sets: page 2 – 39

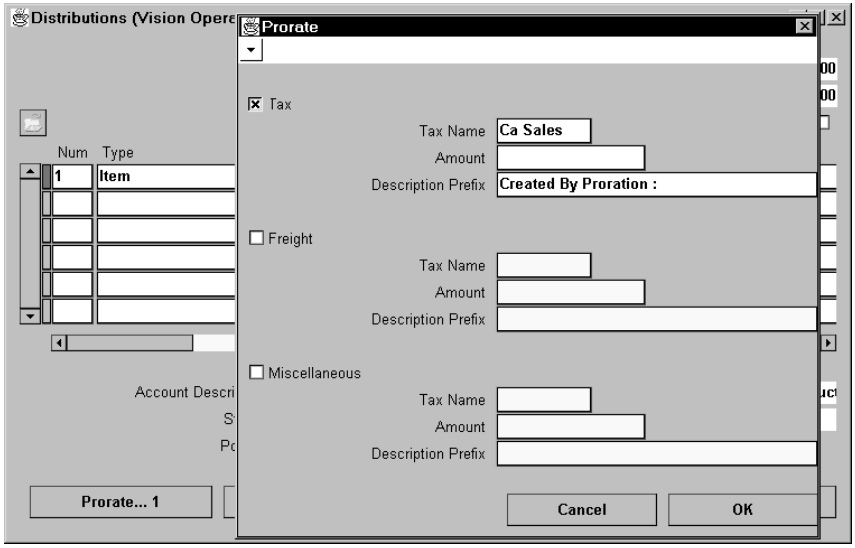
Entering Freight on Invoices: page 4 – 53

Entering Taxes on Invoices: page 4 – 33

Invoice and Invoice Batch Default Chart: page E – 2

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Prorating Freight and Miscellaneous Charges



▶ **To prorate freight or miscellaneous charges:**

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices: page 4 – 2. If you are prorating freight, do not check the Create Freight Distribution check box.

2. Enter invoice distributions using the method of your choice: purchase order match, Distribution Set, or manual entry. If you are matching to a purchase order shipment, you have the option of prorating directly in the Match to PO window, without navigating to the Distributions window. If you are matching to a purchase order distribution, prorate freight and miscellaneous charges directly in the Distributions window.

   - **Purchase order match.** In the Match to PO window, check the Prorate check box for the shipments to which you want to prorate charges. When you check the check box, Payables displays the Prorate window.

     Payables does not create the proration distributions until you choose Match to save your work. Notice that Payables displays a Proration region for each shipment. If you want to change the proration amounts, uncheck the Prorate check box to clear the amounts. You can reenter the proration amounts by checking the Prorate check box again.

- **Distribution Set or manual entry.** Choose Distribute to navigate to the Distributions window. Select all distributions you want to prorate to. Select Prorate. Payables displays the Prorate window.

3. In the Prorate window, select Freight or Miscellaneous and enter an Amount. Optionally enter a Description Prefix, if you want to prefix the new distribution descriptions with text of your choice. Payables constructs the descriptions of the distributions by applying the prefix to the description of each distribution you prorated to. The default description prefix is "Created by Proration."
4. Choose OK to have Payables prorate the Amount you entered to the distributions. Payables automatically creates Freight or Miscellaneous distributions.

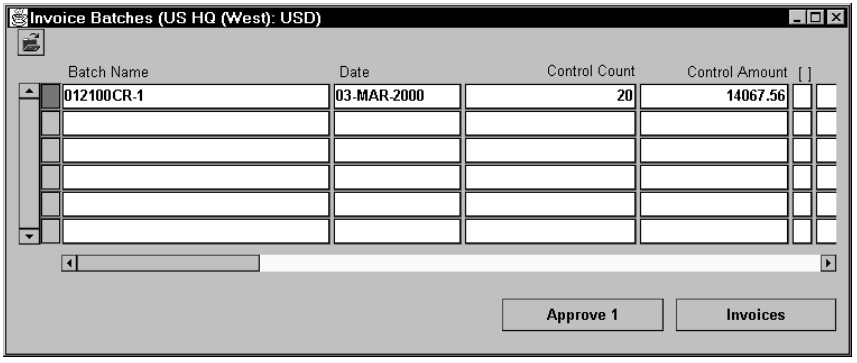
See Also

Selecting Multiple Records *(Oracle Applications User's Guide)*

Prorating Tax: page 4 – 47

Adjusting Invoice Distributions: page 4 – 197

Entering Invoice Batches



You can use batches to:

- Enter invoice defaults at the batch level that override system or supplier site defaults for all invoices in the batch.
- Maximize accuracy by tracking variances between the control invoice count and total and the actual invoice count and total resulting from your invoice entry.
- Easily locate a batch on–line and review the name of the person who created the batch and the date it was created.

Prerequisites

- ❑ Enable the Use Batch Controls Payables option. See: Payables Options: page 2 – 76.
- ❑ Group unentered invoices into batches.
- ❑ Establish a systematic naming convention to help you locate batches. For example, you may want to include in your batch name the date or the initials of the person who entered the batch.

  Suggestion: If you file physical documents by batch name, a systematic naming convention will facilitate retrieval.

▶ **To enter an invoice batch:**

1. In the Invoice Batches window enter a unique Batch Name. This name will appear on your reports and will help you locate the batch online.
2. Enter the number of invoices in the batch in the Control Count field.

   Enter the sum of invoice amounts in the batch in the Control Total field.

   Payables tracks variances between the Control Count and Total and the Actual Count and Total as you enter invoices.

   Warning: If there is a discrepancy, Payables warns you when you exit a batch but it does not prevent Approval and payment of the individual invoices within a batch. You can make a correction immediately, or you can adjust the invoice batch later.
3. Enter any Invoice Defaults you want for the invoices. Defaults include: Currency, Type, Document Category, Hold Name, Liability Account, Payment Terms, Pay Group, GL Date, and Hold Reason.

These defaults override system and supplier site defaults. Of course, you can override these defaults as you enter individual invoices.

4. Choose the Invoices button and enter the invoices.
5. Save your work.

See Also

Invoice Batches Window Reference: page 4 – 223

Approval: page 4 – 68

Adjusting Invoice Batches: page 4 – 193

Entering Purchase Order Matched Invoices

You can match an invoice to a purchase order in different ways:

- **Purchase order shipment match.** Based on the Quantity Billed, Payables prorates the Match Amount across all non–fully billed purchase order distributions associated with the purchase order shipments you match to. Payables automatically creates invoice distributions based on the purchase order distributions.

  You can match to individual purchase order shipments or you can enter a QuickMatch Invoice Type and Payables will automatically complete the match to all purchase order shipments. Payables automatically creates invoice distributions based on the purchase order distributions. See: Matching to Purchase Orders: page 4 – 12.

- **Purchase order distribution match.** You can allocate the match amount to specific purchase order distributions. Payables automatically creates invoice distributions based on the purchase order distributions you match to. See: Matching to Purchase Orders: page 4 – 12.

- **Price correction.** You use a price correction to adjust the invoiced unit price of previously matched purchase order shipment or distributions without adjusting the quantity billed. You can use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have matched to a purchase order.

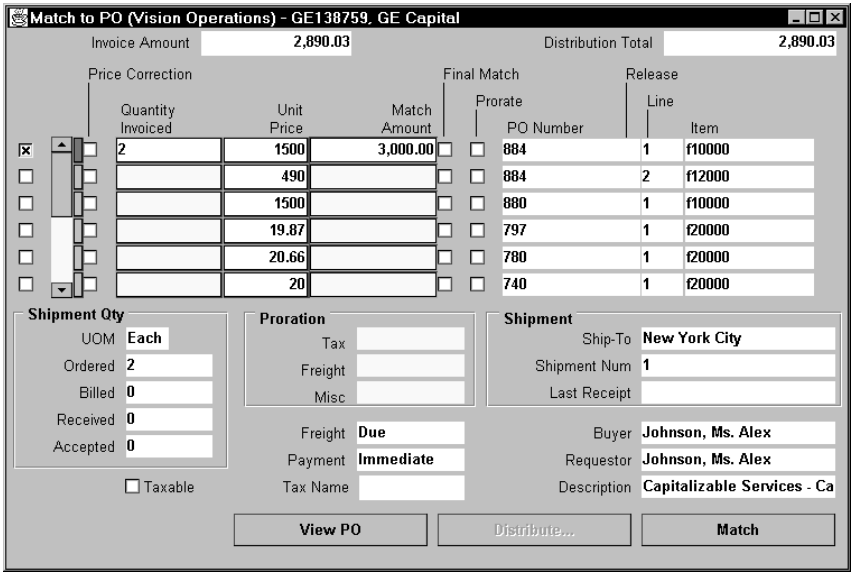
  You can record a price increase for a purchase order shipment or purchase order distribution. You can also enter a credit memo or debit memo to record a price decrease for a purchase order shipment or purchase order distribution. See: Recording Price Corrections: page 4 – 14.

- **Final match.** You can select Final Match during matching or while adjusting invoice distributions to permanently close a purchase order, if you have enabled the Allow Final Matching Payables option. See: Final Matching Purchase Orders: page 4 – 18.

See Also

Purchasing Integration: page 4 – 82

Purchase Order Matching Database Tables: page H – 2



When you enter an invoice and match it to a purchase order, Payables automatically creates distributions for you and checks that your match is within the tolerance you define. See: Invoice Tolerances: page 2 – 16.

After you save the match, Payables updates the quantity billed for each matched shipment and its corresponding distribution(s) by the amount you enter in the Quantity Invoiced field. Payables also updates the amount billed on the purchase order distribution(s).

Note that Payables allows you to match to purchase orders wthat have a status of Closed for Invoice.

Prerequisites

- ❑ Your purchasing information must be generated in Oracle Public Sector Purchasing or transferred to Oracle Public Sector Purchasing tables from an external purchasing system.
- ❑ A purchase order for the same supplier, supplier site, and currency as the invoice you are entering must be approved and open.

▶ **To match to specific purchase order shipment or distribution:**

1. Enter the Standard, PO Default, or Mixed invoice Type in the Invoices window. If you enter PO Default Type, Payables prompts

you to enter the PO Number, then Payables automatically defaults the Supplier, Supplier Number, Site, and Currency.

Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2), but do not manually enter the distributions.

2. Choose the Match button. In the Find Purchase Orders to Match window enter search criteria for the purchase order(s) to which you want to match the invoice. Choose the Find button to navigate to the Match to PO window.

3. In the Match to PO window review the purchase order Payment Terms and optionally change the invoice Payment Terms in the Invoices window. Payables uses the invoice payment terms to schedule invoice payment.

4. Create invoice distributions by matching to a purchase order. For each shipment you want to match, select the shipment and enter two of the following: Quantity Invoiced, Unit Price, or Match Amount.

   When you enter one field, Payables automatically calculates the remaining field (Quantity Invoiced x Unit Price = Match Amount). You can optionally change the Unit Price, which defaults from the purchase order shipment unit price.

   If you want to match in further detail, you can match to purchase order distributions:

   - To match to purchase order distributions, choose the Distribute button. For each purchase order distribution you want to match to, select the purchase order distributions and enter either the Quantity Invoiced or Match Amount. Payables automatically calculates and enters the remaining field based on the Unit Price. (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the match you made in the Match to PO window.

5. Choose Match to save your match.

   To review the new invoice distributions, choose the Distributions button in the Invoices window.

▶ **To match all purchase order shipments (QuickMatch):**

1. Enter the QuickMatch invoice Type in the Invoices window.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2), but do not manually enter the distributions.

2. Choose the Match button to have Payables navigate to the Match to PO window and automatically match for you. Payables fully matches the invoice to the distributions of the matched shipments and automatically creates invoice distributions. You can adjust any of the matches by overriding the defaults.

   Review the purchase order Payment Terms and optionally change the invoice Payment Terms in the Invoices window. Payables uses the invoice payment terms to schedule invoice payment.

3. Choose the Match button in the Match to PO window to save your match.

   To review the invoice distributions Payables created, choose the Distributions button in the Invoices window.

Recording Price Corrections

Use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have matched to a purchase order. You can record a price correction by entering a standard credit or debit memo invoice and then checking Price Correction when you perform matching.

Payables records and updates the invoiced unit price of previously matched purchase order shipment or distributions without adjusting the quantity billed so you can track price variances; Payables also updates the amount billed on the originally matched purchase order distributions.

▶ **To record a price increase for a purchase order shipment or purchase order distribution**:

1. In the Type field of the Invoices window enter either Standard, PO Default, or Mixed. If you enter PO Default type, Payables prompts you to enter the PO Number, then Payables automatically defaults the Supplier, Supplier Number, Site, and Currency.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2) but do not manually enter the distributions.

2. Choose the Match button. In the Find Purchase Orders to Match window enter search criteria for the purchase order(s) to which you want to match the invoice. Choose the Find button to navigate to the Match to PO window.

3. In the Match to PO window review the purchase order Payment Terms and optionally change the invoice Payment Terms in the Invoices window. Payables uses the invoice payment terms to schedule invoice payment.

4. Adjust the invoiced unit price of a previously matched purchase order shipment by matching a price correction to it. To record a price increase for a purchase order shipment, check Price Correction, enter the Unit Price for the incremental amount of the price correction, and enter either Quantity Invoiced or Match Amount for each shipment you want to match to. Payables automatically calculates and enters the remaining field (Quantity Invoiced x Unit Price = Match Amount).

   If you want to match in further detail, you can match to specific purchase order distributions:

   - To match to purchase order distributions, choose Distribute. For each purchase order distribution you want to match to, select the purchase order distribution and enter either the Quantity Invoiced or Match Amount. Payables automatically calculates and enters the remaining field based on the Unit Price. (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the match you made in the Match to PO window.

5. Choose Match to save your match.

   To review the new invoice distributions, choose the Distributions button in the Invoices window.

▶ **To record a price decrease for a purchase order shipment or purchase order distribution:**

1. Enter a Credit Memo or Debit Memo type invoice. See: Entering Credit / Debit Memos: page 4 – 22.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2), but do not manually enter the distributions.

2. Choose Match to navigate to the Match to Invoices window.

3. Payables automatically queries all invoices with the same supplier, site, and currency as the credit / debit memo.

   Note: If you know that the credit / debit memo pertains to an invoice matched to a certain purchase order, you can query the purchase order number and Payables will display all invoices matched to that purchase order.

Optionally choose Invoice Overview to review more information about an invoice.

4. Match to one or more purchase order matched invoices. For each original invoice to which you want to match, select the invoice and enter a Credit Amount. Choose Match PO to navigate to the Match to PO window.

   To record a price decrease for a purchase order shipment, check Price Correction, enter the Unit Price for the incremental amount of the price correction, and enter either the Quantity Invoiced or Match Amount for each shipment you want to match to. Payables automatically calculates and enters the remaining field (Quantity Invoiced x Unit Price = Match Amount).

   If you want to match in further detail, you can match to specific purchase order distributions:

   - To match to purchase order distributions, choose the Distribute button. For each purchase order distribution you want to match to, select the purchase order distribution, and enter either the Quantity Invoiced or Match Amount. Payables automatically calculates and enters the remaining field based on the Unit Price (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the match you made in the Match to PO window.

5. Choose the Match button to save your match.

   To review the new invoice distributions, choose the Distributions button in the Invoices window.

See Also

Invoice Overview: page 4 – 183

Purchasing Integration: page 4 – 82

Entering Taxes on Invoices: page 4 – 33

Entering Freight on Invoices: page 4 – 53

Viewing Purchase Order Information

▶ **To view purchase order information:**

- Choose the View PO button in the Match to PO window to navigate to the Purchase Order Shipments window.

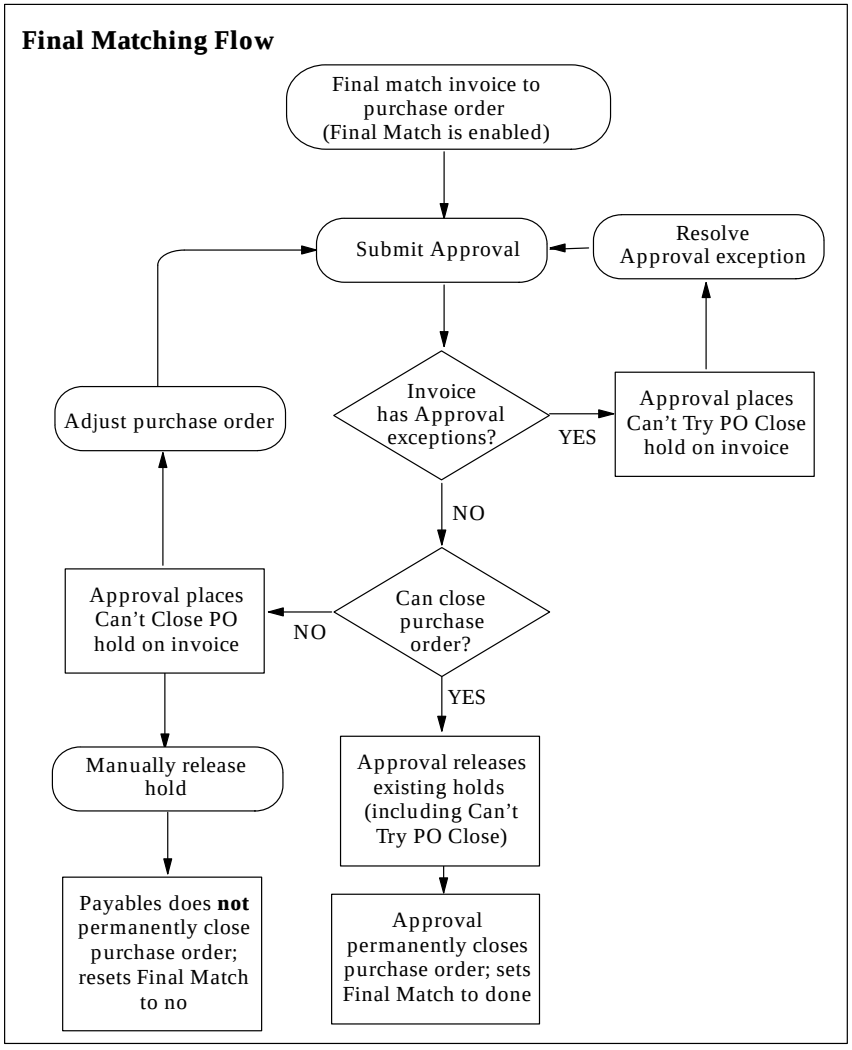
See Also

Payment Overview: page 5 – 58

Purchasing Integration: page 4 – 82

Final Matching Purchase Orders

Figure 4 – 1



When you match an invoice to a purchase order, you have the option of indicating whether the invoice is the final match to a purchase order. When you approve a final–matched invoice, Approval permanently closes the matched purchase order. You cannot reopen a permanently–closed purchase order or perform any further matching to the purchase order.

If you then match an invoice to this permanently–closed purchase order, Approval places a Final Matching hold on the invoice. You

cannot manually release this hold. You must reverse the match in the Distributions window of the Invoice Workbench and resubmit Approval to release this hold.

If you final match an invoice to a purchase order and the invoice has an approval exception that causes Approval to place a hold on the invoice, Payables does not attempt to permanently close the purchase order and places a Can't Try PO Close hold on the invoice. To release this hold, you must release the other holds on the invoice and resubmit Approval.

If you use automated receipt accrual in Purchasing and you final match an invoice to a purchase order shipment that is not fully delivered (quantity delivered is not equal to quantity received), Payables doesn't allow you to permanently close the purchase order and places a Can't Close PO hold on the invoice. If you manually release the hold, Payables does not permanently close the purchase order and disables the Final Match check box. If you correct the purchase order in Payables and resubmit Approval, Approval checks the invoice for approval exceptions and, if none exist, permanently closes the purchase order.

If you are using encumbrance accounting and you mark an invoice distribution as a final match to a purchase order, Payables creates reversing journal entries for all outstanding encumbrances on that purchase order.

If you mark an invoice distribution as a final match to a purchase order, approve the invoice, and later you match another invoice to the same purchase order, Approval places a Final Matching hold on the new invoice. You cannot manually release this hold. To release a Final Matching hold, you must reverse the distribution line to the permanently–closed purchase order and then match the invoice to a different purchase order or enter distributions manually.

Prerequisite

- ❑ Enable the Allow Final Matching Payables option. See: Payables Options: page 2 – 76.

▶ **To final match a purchase order:**

- ■ When you are entering a purchase order matched invoice or a credit / debit memo, you can check Final Match in the Match to PO or Match to Invoice Distribution window to have Payables permanently close the purchase order during invoice Approval.

Attention: Check Final Match only if you are certain this is a final match against the related purchase order and you want Approval to permanently close the purchase order. Once you approve a final matched invoice distribution, you cannot update the status of the permanently closed purchase order or the Final Match field for the distribution.

FINAL MATCHING RESTRICTIONS:

QUANTITY INVOICED: In the Match to PO and Match to PO Distribution windows, the Quantity Invoiced must be in the same units of measure as the purchase order shipment.

QUANTITY INVOICED: You must enter a negative Quantity Invoiced if the invoice amount is negative, and a positive Quantity Invoiced if the invoice amount is positive. You cannot enter a negative amount that reduces the quantity invoiced to less than zero.

UNIT PRICE: You cannot adjust the Unit Price if you are matching to an amount–based purchase order with a monetary unit price of 1. For example, 1 USD or 1 UKS.

INVOICE AMOUNT: In the Match to PO window, the Invoice Amount must equal the Distribution Total.

CONTROL/ACTUAL QUANTITY AND TOTAL: In the Match to PO Distribution window, the Control Quantity and Total must equal the Actual Quantity and Total.

AMOUNTS: Credit memos and debit memos must be entered with negative amounts. All match amounts must be negative as well.

See Also

Closing Purchase Orders: page 4 – 91

Entering Basic Invoices: page 4 – 2

Scheduling Invoice Payments: page 4 – 73

Entering Purchase Order Matched Invoices: page 4 – 11

Invoice Tolerances: page 2 – 16

Purchasing Integration: page 4 – 82

Final Match (with Budgetary Control) *(Oracle Public Sector General Ledger User's Guide)*

Credit and Debit Memos

Enter a credit or debit memo to record a credit for goods or services purchased. Credit / debit memos are netted with basic invoices at payment time.

- **Credit Memo.** Negative amount invoice created by a supplier and sent to you to notify you of a credit.
- **Debit Memo.** Negative amount invoice created by you and sent to a supplier to notify the supplier of a credit you are recording. Usually sent with a note explaining the debit memo. See: Invoice Notices: page 4 – 216.

This discussion includes the following topics:

- Entering Credit / Debit Memos: page 4 – 22
- Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 23
- Clearing a Credit: page 4 – 27

Entering Credit/Debit Memos

▶ **To enter a credit/debit memo:**

1. In the Invoices window enter either the Credit Memo or Debit Memo Invoice Type. Enter a negative invoice amount and all basic invoice information. See: Entering Basic Invoices: page 4 – 2.

   Enter Immediate Payment Terms, if appropriate.

2. Enter distributions automatically by entering a Distribution Set or by matching to the original invoice you entered, or choose the Distributions button and enter distributions manually. See: Distribution Sets: page 2 – 39, Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 23, or Entering Invoice Distributions: page 4 – 5.
3. Save your work.

See Also

Recording a Refund from a One Time 1099 Supplier: page 4 – 58

Matching Credit/Debit Memos to Purchase Orders and Invoices

When you enter a credit / debit memo, you can match it to existing invoice(s) to have Payables automatically copy the accounting information and create invoice distributions for the credit / debit memo. You can match the credit memo to multiple invoices, and at different levels of detail. Your available choices depend on whether the originating invoice was matched to a purchase order or not.

For example, if you receive a credit for items you returned to a supplier, you can enter a credit memo and match it to the original invoice you entered to ensure that the credit memo distributes the credit to the same accounts originally charged. Payables calculates discounts on credit and debit memos if you match them to invoices you paid using a discount.

If the original invoice is not purchase order matched (basic invoice), you can:

- **Match to an invoice.** Payables prorates your credit amount based on the invoice distribution amounts of the original invoice. Payables automatically creates invoice distributions for the credit / debit memo based on the distributions of the original invoice.
- **Match to specific invoice distributions.** You can allocate the credit amount to specific invoice distributions of the original invoice. Payables automatically creates invoice distributions for the credit / debit memo based on the original invoice distribution that you select. For example, you may order three chairs for three different departments and return one. You can match a credit / debit invoice to the original distribution for that department to ensure that the credit matches the charge.

If the original invoice is purchase order matched, you can:

- **Match to specific invoice distributions.** You can allocate the credit amount to specific invoice distributions of the original invoice. Payables automatically creates invoice distributions for the credit / debit memo based on the original invoice distributions that you select.

  Payables updates the quantity billed for each of the originally matched purchase order shipments and their corresponding distributions by the credit quantity you enter. Payables also updates the amount billed on the purchase order distributions.
- **Match to purchase order shipments.** Payables prorates, based on the quantity billed, your credit amount across all purchase order

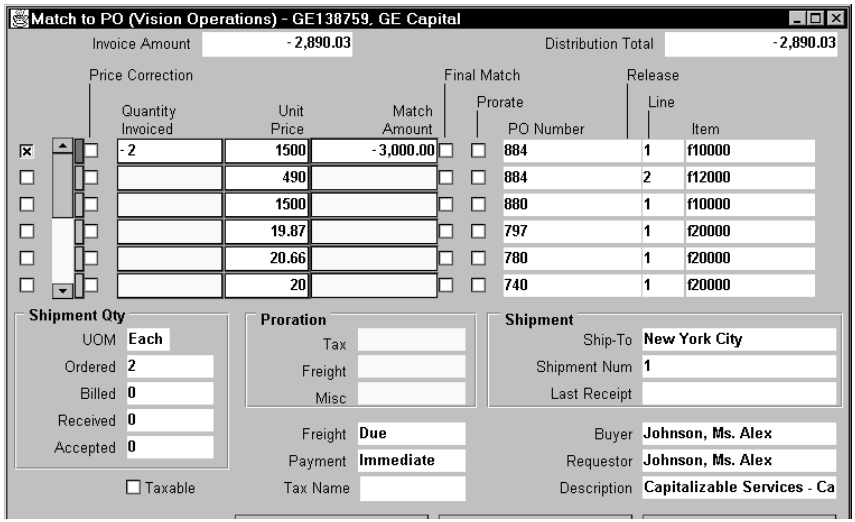
distributions associated with the purchase order shipment to which you match the credit / debit memo. Payables automatically creates invoice distributions for the credit / debit memo based on the purchase order distributions associated with the purchase order shipment you match to.

Payables updates the quantity billed for each purchase order shipment and its corresponding distributions by the amount of the credit / debit memo. Payables also updates the amount billed on the originally matched purchase order distributions.

- **Record a Price Correction.** Use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have matched to a purchase order. You can record a price correction by checking Price Correction when you match a credit / debit memo to a purchase order shipment or purchase order matched invoice distribution. When you record a price correction for a credit / debit memo, you are recording a price decrease from the original invoice.

  Payables updates the invoiced unit price of previously matched purchase order shipment or distributions without adjusting the quantity billed so you can track price variances; Payables also updates the amount billed on the originally matched purchase order distributions.

  See: Recording Price Corrections: page 4 – 14, and To record a price decrease for a purchase order shipment or purchase order distribution: page 4 – 15.



▶ **To match a credit /debit memo to an invoice, invoice distribution, or a purchase order shipment:**

1. Enter a Credit Memo or Debit Memo type invoice. See: Entering Credit / Debit Memos: page 4 – 22.

   Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions. See: Entering Basic Invoices: page 4 – 2.

2. Choose the Match button. In the Find Invoices to Match window, query the invoices you want to match and choose Find. If the credit / debit memo pertains to an invoice matched to a certain purchase order, query by purchase order number to see all invoices matched to that purchase order. Payables navigates to the Match to Invoice window.

   Optionally choose the Invoice Overview button to review more information about an invoice.

3. Create invoice distributions by matching to one or more invoices. If you are matching to a non–purchase order matched (basic) invoice, select the invoice and enter a Credit Amount.

   If you want to match in further detail, continue the match at the invoice distribution or purchase order shipment level:

   - To match to invoice distributions, choose Distribute. For each invoice distribution you want to match to, select the distribution and enter a Credit Amount.

- To match to purchase order shipments, choose Match PO. For each shipment you want to match to, select the shipment and enter either a Quantity Invoiced or Match Amount. Payables automatically calculates the remaining field (Quantity Invoiced x Unit Price = Match Amount). You can optionally change the Unit Price, which defaults from the purchase order.

4. Choose Match to create invoice distributions for the credit / debit memo based on the matches you made.

   To review the new invoice distributions, choose the Distributions button from the Invoices window.

Creating Tax Distributions Automatically

To create credit memo tax distributions automatically do only one of the following:

- Enter the Tax Amount in the Invoices window when you enter the credit / debit memo
- Match to invoice distributions, either individually or through proration

If you do both, each method will create tax distributions and you will have duplicate tax distributions. If you are required to enter a Tax Amount but you want to create distributions by matching, you can enter a 0% tax in the Invoices window and then match as usual.

Approving Related Invoices

▶ **To approve related invoices when entering credit/debit memos:**

■ In the Invoices window choose the Actions button. Check Approve Related Invoices, and choose OK to have Payables automatically initiate Approval for any invoices associated with a credit / debit memo.

Clearing a Credit

▶ **To clear a credit that will not be used:**

You can clear a credit or debit memo you have entered and no longer need. For example, a supplier sends you cash in lieu of sending you a credit invoice, and you have already entered a debit memo. You can enter a positive amount invoice to balance out the impact of the credit / debit memo.

1. Enter a Standard type invoice for the positive amount of the credit / debit memo. For example, if you entered a credit for –$10, enter a new invoice for $10.

   Other than the invoice amount and invoice number, enter all of the same basic invoice information you entered on the credit / debit memo.

   You may want to enter a cash or accounts receivable clearing account on the distribution to which you will post the cash.

2. If you matched the credit / debit memo to a purchase order, match the new invoice to the purchase order to correct the purchase order information. See: Entering Purchase Order Matched Invoices: page 4 – 11.

3. Create a zero amount payment at payment time to net the new invoice with the credit / debit and clear both from your Invoice Aging.

CREDIT/DEBIT MEMO RESTRICTIONS:

INVOICE AMOUNT = DISTRIBUTION TOTAL. When you are in the Match to Invoice window, the Invoice Amount and the Distribution Total must be equal before you can save.

Entering Foreign Currency Invoices

When you enter an invoice in a currency other than your functional currency, Payables uses an exchange rate to convert the invoice and invoice distributions into your functional currency for creating journal entries. You define your functional currency during setup for your set of books. See: Foreign Currency Transactions: page 6 – 2.

To assign an exchange rate to an invoice, you can manually enter the rate when you enter an invoice. Alternatively, you can have Payables enter an exchange rate from the GL Daily Rates table either by entering a rate type and rate date during invoice entry or entering them later and then using the AutoRate program.

If you match an invoice to a purchase order, Payables uses the invoice exchange rate to create invoice distributions. Payables does not use the purchase order exchange rate. If there is a difference between the rates, Payables records the exchange rate variance.

Manual Exchange Rate Entry

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ **To enter a foreign currency invoice with a manually entered exchange rate:**

1. In the Invoices window, enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2), including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. Before entering distributions or matching the invoice, proceed with the next step:
2. In the Rate Type field, enter User, and enter the Exchange Rate you want to use to convert the invoice into your functional currency.

   Optionally change the Exchange Date which defaults from the invoice GL Date.
3. Enter the invoice distributions.
4. Complete processing the invoice and save your work.

GL Daily Rates Table Default Exchange Rate Entry

Prerequisites

- ❑ Define rates in the GL Daily Rates Table. See: Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide).*
- ❑ Enable the Use Multiple Currencies Payables option. See: Payables Options: page 2 – 76.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide).*

▶ **To enter a foreign currency invoice with a GL Daily Rates Table default exchange rate:**

1. In the Invoices window, enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2), including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. Before entering distributions or matching the invoice, proceed with the next step.
2. In the Rate Type field enter the type of exchange rate you want to default from the GL Daily Rates table, such as Spot or Corporate.

   Optionally change the Exchange Date, which defaults from the invoice GL Date.

   Payables automatically enters the Exchange Rate from the GL Daily Rates table. If the Exchange Rate field is null, then a rate for the Currency and Rate Type and Exchange Date you entered is not defined in the GL Daily Rates table. If the Require Exchange Rate Entry Payables Option is disabled, you can continue entering the invoice, and later either enter the Exchange Rate manually or update the GL Daily Rates table and submit AutoRate.
3. Complete processing the invoice and save your work.

AutoRate Exchange Rate Entry

Prerequisites

- ❑ Define rates in the GL Daily Rates Table. See: Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide).*

- ❑ Disable the Require Exchange Rate Entry Payables option. See: Payables Options: page 2 – 76.
- ❑ Enable the Use Multiple Currencies Payables option. See: Payables Options: page 2 – 76.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ **To enter a foreign currency invoice exchange rate with AutoRate**:

1. In the Invoices window, enter all basic invoice information (see Entering Basic Invoices: page 4 – 2), including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. Before entering distributions or matching the invoice, proceed with the next step.
2. In the Exchange Rate region, select the Type of exchange rate you want to default, such as Spot or Corporate.

   Optionally change the Rate Date, which defaults from the invoice GL Date.

   Leave the Rate field empty.
3. Complete processing the invoice and save your work.
4. Before you approve invoices, submit AutoRate from the Submit Request window to have Payables automatically default exchange rates to foreign currency invoices without exchange rates. If you do not run AutoRate before Approval, Payables will apply No Rate holds to all foreign currency invoices without exchange rates. No Rate holds prevent you from paying and creating journal entries for those invoices.

FOREIGN CURRENCY INVOICE RESTRICTIONS:

CHANGING CURRENCY TYPES: Once you save your invoice, you cannot change the currency. You can use the Cancel Invoice action then reenter the invoice with the correct currency.

NO RATE HOLD: Payables will not allow you to post an invoice in a currency other than your Functional Currency; it will put a No Rate hold on a foreign currency invoice with no rate defined.

PURCHASE ORDER MATCHING: Payables will not allow you to match an invoice to a purchase order that has a different currency.

See Also

Foreign Currency Transactions: page 6 – 2

Entering Purchase Order Matched Invoices: page 4 – 11

Entering Credit / Debit Memos: page 4 – 22

Approval: page 4 – 68

Invoice Variances: page 4 – 87

AutoRate Program: page 6 – 11

Payables Options: page 2 – 76

Mixed Invoices

Mixed Invoices are invoices or credit / debit memos for which you can perform both positive and negative matching to purchase orders and to other invoices.

For example, you can enter an invoice for –$100 with Invoice Type Mixed. You can match to an invoice for $–200, and match to a purchase order for $100.

▶ **To enter a Mixed invoice:**

1. Enter the invoice or credit / debit memo in the Invoices window, and enter Mixed as the invoice Type.

   You can enter either a positive or negative invoice amount.

2. Match to purchase orders, and / or invoices. See: Entering Purchase Order Matched Invoices: page 4 – 11, and Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 23.

Entering Taxes on Invoices

You can record taxes by manually entering tax distributions or by having Payables automatically create tax distributions based on a tax name you enter.

Your available entry options depend on the Payables options you have enabled and whether you have tax defaults set. These options and defaults determine what kind of taxes you can record and whether Payables is enabled to automatically enter certain kinds of taxes for you.

This discussion includes the following tax topics:

- Tax Types: page 4 – 33
- Tax Names: page 4 – 34
- Setting Up Tax Control Payables Options: page 4 – 34
- Tax Amount Verification During Approval: page 4 – 35
- EU VAT Taxes: page 4 – 36
- Tax Control Methods: page 4 – 36
- Deriving Tax From a Natural Account: page 4 – 38
- Defaulting Tax in Payables: page 4 – 39
- Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature: page 4 – 41
- Using the Automatic Tax Calculation Feature to Enter Tax: page 4 – 43
- Prorating Tax: page 4 – 47
- Entering Offset Taxes: page 4 – 48
- Entering Use Taxes: page 4 – 49
- Entering Taxes on Expense Reports: page 4 – 49
- Invoice Tax Restrictions: page 4 – 52

Tax Types

Payables uses five types of taxes:

- **Sales.** Used to record sales tax charges on invoices and taxable invoice distributions.
- **Use.** A tax you pay directly to a tax authority instead of to a supplier. Suppliers do not include use taxes on invoices. By

assigning use taxes to invoices, you can create a record of the taxes you owe to tax authorities. Review your use tax liabilities by running the Use Tax Liability Report.

- **Offset.** A negative–rate tax you use to offset a positive tax to allow you to record and report on zero–rated taxes. For example, an office in an EU state paying an intra–EU invoice can assign a VAT tax and a corresponding offset tax to an invoice, so it can record and report VAT taxes without actually paying any to the supplier.
- **User–defined** (VAT, GST). You can define in the QuickCodes window in Payables as many tax types as you require for your tax authorities and tax rates. Payables treats user–defined taxes as sales taxes.
- **Automatic Withholding Tax.** A tax you use to withhold taxes from expense reports and supplier invoices.

Tax Names

You can create an unlimited number of tax names for each tax type. In the Tax Names window, you create tax names and assign to each a Tax Type, Account, and Tax Rate. You can assign positive tax rates, zero–percent tax rates for tax–exempt distributions, and negative tax rates for offset taxes. During supplier and supplier site entry, you can assign one Offset tax name, one Withholding tax name, and one Sales, Use, or user–defined tax name. Payables assigns tax names as defaults based on your Tax Name Defaults hierarchy. For information on defining tax names, see: Tax Names: page 2 – 19. For information on defaulting tax names, see: Defaulting Tax in Payables: page 4 – 39.

You can assign tax names to expense or asset accounts. For more information see: Deriving Tax From an Account: page 4 – 38.

Setting Up Tax Control Payables Options

In the Payables Options window, you can enable Automatic Tax Calculation and set tax options and defaults. The following options determine how Payables defaults tax names and calculates tax, including whether Payables calculates tax based on invoice header information or invoice distribution information. You can also use these options to have Payables calculate tax for distributions when the distribution amount includes tax. For detailed information, see: Defaulting Tax in Payables: page 4 – 39, Automatic Tax Calculation Overview: page 10 – 33, and Invoice Tax Payables Options: page 2 – 88.

- Exclude Tax from Discount Calculation

- Require Tax Entry at Header
- Use Automatic Tax Calculation
- Calculation Level
- Allow Calculation Level Override
- Rounding Rule
- Precision
- Maximum Accountable Unit
- Distribution Amounts Include Tax
- Allow Override
- Enforce PO Tax Name
- Tax Name Defaults
- Enforce Tax From Account

Tax Amount Verification During Approval

During Approval, Payables automatically verifies all tax information on an invoice and places one or more holds on an invoice if tax exceptions exist. Payables checks for tax variances and, if you match an invoice to a purchase order, it checks for invoice and purchase order tax name variances. If you enable the Enforce Tax From Account option in the Payables Options window, Approval also verifies that for all natural accounts that have tax names associated with them that the tax name is correct.

During Approval, Payables verifies that you have entered your tax distribution(s) correctly. For example, you entered a $108.00 invoice for a $100.00 telephone which was taxed with an 8% state sales tax. The invoice should have one tax distribution for $8, and one item distribution for $100. Both distributions should have the same tax name, and the tax name should have an 8% tax rate. During Approval, Payables verifies that each tax distribution amount equals the sum of the non–tax distributions with the same tax name multiplied by the tax rate assigned to the tax name.

If the tax amounts are not within the tolerances you define, Approval applies a hold to the invoice. In the Invoice Tolerances window you can define percentage or amount tolerances to determine the amount of tax variance you allow on your invoices. If you have defined a percentage tolerance, and the variance exceeds this percentage, Approval applies a Tax Variance hold. If you have defined an amount tolerance, and the variance exceeds this amount, Approval applies a

Tax Amount Range hold. Payables releases the Tax Variance or Tax Amount Range hold if you enter a tax distribution with an appropriate name and amount and resubmit Approval.

EU VAT Taxes

When you enter a supplier that is registered to pay Value–Added Tax (VAT) charges, you should enter the VAT registration number and related information during supplier entry. See: Entering Suppliers: page 3 – 10. Specify a country as an European Union (EU) member state. See: Countries and Territories: page 2 – 112.

If your organization is VAT–registered, and you receive an invoice from a VAT–registered supplier site, you are required to pay VAT charges to the supplier.

However, if your organization is located in an EU member state and the VAT–registered supplier site is located in a different EU member state, you are not required to pay VAT charges on invoices from the supplier, but you are required to report the charges to your tax authorities. You can use offset tax distributions to eliminate your VAT liability while maintaining a record of the charges.

You can use the Intra–EU VAT Audit Trail Report to review the original VAT charges for your intra–EU invoices. Payables includes in this report any charges from supplier sites located in other EU member states.

If you assign a default VAT tax name and an offsetting tax name to a VAT–registered supplier in an EU member state different from yours, then Payables can automatically create VAT and offsetting tax distributions for you when you enter invoices for that supplier.

Tax Control Methods

You can control tax name defaulting in Oracle Public Sector Purchasing and Oracle Public Sector Payables using the Item Method or the Account Method.

> **Note:** Although you can set up Payables to automatically default tax names to invoices, in many tax regimes the supplier invoice is a legal document that governs the tax which is due, and any defaulted tax name should by updated in accordance with the tax name shown on the supplier invoice.

Controlling Tax From Item and Destination – Item Method

Using the Item method, the tax name for a transaction defaults based on the inventory item and source (point of supply). You can select from and rank the following sources to define your tax defaulting hierarchy: PO for Matched Invoices, Supplier Site, Supplier, Account, Financials Options, Invoice Header, Template.

Typically, with the Item Method, the system searches for a tax name at all levels except the Account level. The Item Method is most suitable for implementations that are closely integrated with Oracle Public Sector Purchasing, where tax names may be associated with inventory items on a purchase order and copied to the invoice during purchase order matching. See: Tax Defaults in Purchasing *(Oracle Public Sector Purchasing User's Guide)*.

See: Defaulting Tax in Payables: page 4 – 39

Controlling Tax from Natural Account – Account Method

Use the Account Method if your chart of accounts is constructed around tax compliance. When you use the Account Method, the system assigns a tax name based on the expense or asset account, and ignores any tax names from the supplier, supplier site, or financials option. When you use this method, you assign to a tax name one or more expense or asset accounts. When you record a transaction, Payables checks if the expense or asset account has a tax name assigned to it, and if it does, Payables records the tax on that transaction in the tax account.

By validating the tax name for your invoice distributions against the tax name assigned to your account, you can ensure that the tax amounts on your tax returns reconcile to the tax control accounts and that the taxable amounts on your tax returns reconcile to the Profit and Loss accounts. The Account Method is most suitable for implementations where the chart of accounts is set up for strict tax compliance and integration with Oracle Public Sector Purchasing is not required.

See: Deriving Tax From a Natural Account (Account Method): page 4 – 38

Deriving Tax From a Natural Account (Account Method)

In some countries and implementations, your chart of accounts may be constructed around tax compliance. If you set up your system with the Account Method, the system will automatically enter a tax name for a distribution based on the Account segment of the expense or asset account you enter for the distribution. With the Account Method, the system ignores any tax names at the supplier, supplier site, or financials options level. You may want to set up your system to do this for VAT reconciliation. For example, you may be taxed at a different rate based on the type of automobile you purchase. You can associate tax names with your automobile accounts to automatically enter one tax rate for your standard car account, and another tax rate for your luxury car account.

You can set up your tax defaulting hierarchy to enter the tax name based on the Account, and if a tax name is not associated with the account, the system will then look for a tax name value at the next level in your hierarchy.

Assigning a Tax Name to a Natural Account

Prerequisites

- ❑ In the Tax Names window in Payables, define the tax names you want to use. See: Tax Names: page 2 – 19.
- ❑ In the Tax Name Defaults region of the Payables Options window in Payables, include the Account source in your tax hierarchy. Optionally enable the Enforce Tax From Account option. See: Tax Name Defaults Payables Options: page 2 – 99.
- ❑ You do not use Automatic Tax Calculation at the Header level. See: Using the Automatic Tax Calculation Feature to Enter Tax: page 4 – 43.

▶ **To assign a tax name to the Account segment of your expense or asset account:**

1. In the Tax Options window, assign a tax code to each account for which you want the system to automatically enter the tax code.

   If you want Payables to validate that the tax name matches the account during Approval, then do not enable the Allow Tax Code Override check box in the Tax Options window, and enable the Enforce Tax From Account option in the Payables Options window.

See: Automatic Tax Calculation *(Oracle Public Sector General Ledger User's Guide*)

Defaulting Tax in Payables

You can set up your Payables system to default tax names based on your public sector needs. You set the Tax Name Defaults hierarchy in the Tax Name Defaults region of the Payables Options window to determine 1) which sources you use for tax names, and 2) the order in which Payables will search the sources to find a valid tax name value.

Payables uses the Tax Name Defaults option to provide a default tax name for documents throughout the system. Note that certain documents cannot use some sources, and Payables will skip these sources when it searches through the hierarchy for a tax name. The following table shows the sources that documents throughout the system can use.

Tax Name Defaults to Payables Documents

	Purchase Order	Supplier Site	Supplier	Natural Account	Financials Options	Invoice Header	Template
Invoice matched to PO							N / A
Unmatched invoice (all types)	N / A						
Price increase or decrease to PO							N / A
Credit / debit memo matched to PO							N / A
Unmatched credit / debit memo	N / A						
Prepayment	N / A						N / A

Tax Name Defaults to Payables Documents							
Expense report	N / A	N / A	N / A			N / A	
Invoice imported via Open Interface Import							
Expense report template	N / A	N / A	N / A			N / A	N / A
Distribution set	N / A	N / A	N / A			N / A	N / A

Setting the Tax Name Source Hierarchy to Duplicate Functionality in Previous Releases

If you are upgrading to Release 11 or later and you do not want to change your tax defaulting functionality, then keep the defaults Payables sets during the upgrade:

Invoice Header	1
Template	2
Supplier Site	3
Supplier	null
Financials Option	null
Natural Account	null
PO for Matched Invoices	null

Tax Defaulting Restrictions and Considerations

Attention: Although the Tax Name Defaults Payables option allows you flexibility, there are many issues you need to consider when you set up your tax hierarchy to avoid problems in your system:

- If you use Automatic Tax Calculation at the Header level, we strongly recommend that you do not include the Natural

Account source in your ranking. Otherwise, you risk having incorrect Tax Names on your distributions. For example, if you use Automatic Tax Calculation at the Header level, the system will automatically create a tax distribution for you based on the Tax Name in the Invoices window. (The Invoice Header has no account for which the system can assign a tax name). When you enter the distributions, Payables will automatically assign the natural account tax name to each distribution that has an account with a tax name associated with it. The tax distribution based on the invoice header may no longer correspond to the tax names assigned to the non–tax distributions. If this is true, then Approval will place a Natural Account Tax Hold on the invoice.

- If you enable the Enforce PO Tax Name option in Payables, you must enable the PO for Matched Invoices source when you set up your hierarchy.
- The system will ignore the purchase order source unless the document is matched to a purchase order.
- The Enforce Tax From Account option in the Payables Options window is not enforced until Approval.
- After an invoice or distribution has been created using a default from one of the seven sources, if you change the tax name value of the source, the system will not provide the changed default.
- If Payables uses the Template source, it defaults the Tax Name value even if the value in the Distribution Set or expense report template is null.

Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature

If Automatic Tax Calculation is not enabled for an invoice, you can enter tax distributions for the invoice manually, or automatically by using a Distribution Set, matching to a purchase order, or prorating.

> **Note:** If you want Payables to automatically create tax distributions for you by prorating across multiple distributions, see instead: Prorating Tax: page 4 – 47.

Payables assigns tax names as defaults based on your Tax Name Defaults hierarchy. See: Defaulting Tax in Payables: page 4 – 39. You can override these defaults.

During Approval, Payables verifies that you have entered the tax distributions accurately based on the tax rates assigned to the Tax

Names you use. See: Tax Amount Verification During Approval: page 4 – 35.

Entering Tax Distributions Manually

Prerequisite

- ❑ You do not use Automatic Tax Calculation, or Automatic Tax Calculation is disabled for the invoice. See: Disabling Automatic Tax Calculation: page 10 – 36.

▶ **To manually enter sales or user–defined type tax distributions for an invoice:**

1. In the Invoices window enter all basic invoice information (see Entering Basic Invoices: page 4 – 2), but do not enter the distributions yet.
2. If you want Payables to automatically create a single tax distribution, enter a Tax Name and Tax Amount in the Invoices window. Payables will copy these values to the distribution it creates. If you want to create multiple tax distributions, do not enter a Tax Name and Tax Amount; you must enter multiple tax distributions manually.
3. Enter distributions automatically by entering a Distribution Set or by matching to a purchase order, or choose the Distributions button and enter distributions manually. See: Distribution Sets: page 2 – 39, Matching to Purchase Orders: page 4 – 12, or Entering Invoice Distributions: page 4 – 5.
4. Navigate to the Distributions window.
5. If you entered a Tax Name and Tax Amount in the Invoices window, and Invoice Header is the source your Tax Name Defaults hierarchy uses, then Payables automatically enters a Tax type distribution with the same Tax Name and Tax Amount you entered; it does no tax amount calculation.

   For each non–Tax (Item, Miscellaneous, or Freight type) distribution, enter a Tax Name, or accept or change the default if there is one. For tax–exempt distributions, enter a zero–percent Sales or a zero–percent user–defined Tax Name. You do not need to create a corresponding zero amount tax distribution.

For each non–zero–percent Tax Name you use for non–Tax distributions, you must have a corresponding Tax type distribution with the same Tax Name. The amount of the tax distribution must equal the sum of the non–Tax distributions with the same tax name multiplied by the tax rate associated with the Tax Name. For example, you enter two Item type distributions, each for $50, and each with a Tax Name that has a 8% tax rate. You must enter one $8 Tax type distribution with the same Tax Name.

If more than one tax is applicable to a non–tax distribution, leave the distribution's Tax Name field empty. During Approval, Payables applies to that distribution all Tax Names that are assigned to tax distributions and that you have not assigned to any other non–tax distribution. For example, an invoice has one Item distribution that is subject to two taxes. Leave the Tax Name blank on the item distribution and enter the two Tax distributions. During Approval, Payables will apply both tax rates to the item distribution to verify that the tax distribution amounts are correct.

6. Complete invoice entry and save your work.

Using the Automatic Tax Calculation Feature to Enter Tax

Payables automatically creates tax distributions for you differently depending on what Calculation Level you use:

- **Header.** Payables creates tax distributions based on the following information in the Invoices window: Invoice Amount and Tax Name. See: Invoice Header Level Automatic Tax Calculation: page 4 – 43.
- **Line.** Payables creates tax distributions based on the following information in the Distributions window: Distribution Amount, Tax Name, and Includes Tax check box. See: Distribution Line Level Automatic Tax Calculation: page 4 – 44.

Invoice Header Level Automatic Tax Calculation

If you enable the Automatic Tax Calculation feature, and have Payables automatically calculate tax at the invoice header level, Payables will automatically calculate the Tax Amount for you based on the Tax Name you enter for an invoice. Payables then creates a tax distribution based on the Tax Name and Tax Amount in the Invoices window.

Prerequisites

- ❑ Set up Automatic Tax Calculation. See: Setting Up Automatic Tax Calculation: page 10 – 35.
- ❑ At the supplier site, either select Header as the Calculation Level option, or enable the Allow Override option. See: Invoice Tax Region of the Supplier and Supplier Sites windows: page 3 – 20.

▶ **Automatically entering taxes at the Header Calculation Level:**

1. In the Invoices window enter all basic invoice information (see Entering Basic Invoices: page 4 – 2), but do not enter the distributions yet.

   Accept the default Tax Name, if there is one, or enter a sales or user–defined Tax Name. Payables automatically calculates and enters the Tax Amount based on the Invoice Amount and the tax rate assigned to the tax name.

   If you have enabled the Allow Override option at the supplier site, when you navigate to the Tax Name field, Payables opens a window that asks you at what level you want to calculate tax. Select Header.

2. Enter non–Tax type (Item, Freight, or Miscellaneous) distributions automatically by entering a Distribution Set or by matching to a purchase order, or choose the Distributions button and enter distributions manually. See: Distribution Sets: page 2 – 39, Matching to Purchase Orders: page 4 – 12, or Entering Invoice Distributions: page 4 – 5.
3. Choose the Distributions button to navigate to the Distributions window. Payables automatically creates one tax type distribution based on the Tax Name and Tax Amount in the Invoices window.
4. You can adjust the tax distribution and add new tax distributions. The amount of each tax distribution must equal the sum of the non–tax distributions with the same Tax Name multiplied by the tax rate associated with the Tax Name, or Approval will apply a hold to the invoice.
5. Save your work.

Distribution Line Level Automatic Tax Calculation

When you enable the Automatic Tax Calculation feature, and Payables calculates at the Line level, Payables automatically creates Tax type

distributions for you based on non–Tax (Item, Freight, or Miscellaneous type) distributions you enter. You use the Includes Tax check box to indicate whether each non–Tax distribution amount is inclusive of or exclusive of tax. If the non–Tax distribution amount includes tax, when Payables creates the Tax distribution it will also subtract the calculated tax amount from the non–Tax distribution, and uncheck the Includes Tax check box for the distribution.

Payables automatically creates tax distributions for you when you choose the Calculate Tax button, or, if you do not press the button, Payables creates tax distributions during Approval. When you use the Calculate Tax button and when you submit Approval, Payables calculates tax only for distributions for which it has not already calculated tax.

Prerequisites

- ❑ Set up Automatic Tax Calculation. See: Setting Up Automatic Tax Calculation: page 10 – 35.
- ❑ At the supplier site, either select Line as the Calculation Level option, or enable the Allow Override option. See: Invoice Tax Region of the Supplier and Supplier Sites windows: page 3 – 20.

▶ **Automatically entering taxes at the Line Calculation Level:**

1. In the Invoices window enter all basic invoice information (see: Entering Basic Invoices: page 4 – 2). If you have Invoice Header as your highest ranking applicable tax Name Default Source and you want Payables to default a Tax Name to all distributions you enter, enter a Tax Name. Since you are using Line Level calculation, you cannot enter a Tax Amount.

   If you have enabled the Allow Override option at the supplier site, when you navigate to the Tax Name field, Payables opens a window that asks you at what level you want to calculate tax. Select Line.

2. If you want to enter any distributions automatically, enter a Distribution Set or match to a purchase order. See: Distribution Sets: page 2 – 39, or Matching to Purchase Orders: page 4 – 12.

3. If you are still in the Invoices window, choose the Distributions button to navigate to the Distributions window.

Attention: Do not enter any Tax type distributions manually if you use Line level calculation.

4. Manually enter any remaining non–Tax (Item, Freight or Miscellaneous type) distributions. See: Entering Invoice Distributions: page 4 – 5.

5. For every non–Tax distribution enter a Tax Name, or accept or change the default if there is one. If you have a tax–exempt distribution, enter a zero–percent Sales tax name or a zero–percent user–defined tax name.

6. Check the Includes Tax check box for each non–Tax distribution with an amount that includes tax. You can adjust this option only if the Allow Override (for Distribution Amounts Include Tax) Payables option is enabled.

7. If you want Payables to create your tax distributions now, choose the Calculate Tax button. If you do not use the Calculate Tax button, Payables will automatically create tax distributions during Approval.

   For each Tax Name, Payables creates one tax distribution for all distributions that are inclusive of tax, and one tax distribution for all distributions that are exclusive of tax. The new distributions have the same Tax Name as the distributions from which they are calculated.

   For distributions that do not have the Includes Tax check box checked, Payables calculates the tax amount by multiplying the invoice amount by the tax rate associated with the Tax Name.

   For distributions that have the Includes Tax check box checked, Payables calculates the tax amount using the following formula: Tax Amount = Distribution Amount x Tax Rate / (100 + Tax Rate). For the distributions that include tax, Payables then subtracts the calculated tax amount from the distribution amount, and unchecks the Includes Tax check box.

8. Save your work.

See Also

Automatic Tax Calculation Overview: page 10 – 33

Prorating Tax

You can use the prorate feature to select invoice distributions for which you want Payables to automatically distribute tax. Prorated tax amounts are applied by default to the same GL account as the non–Tax type distributions rather than the GL account associated with the Tax Name.

Attention: If you are prorating tax and you use any other features that automatically create tax distributions, remove all automatically calculated tax distributions before you prorate.

Prerequisite

- ❑ If you use Automatic Tax Calculation, disable it for this invoice. See: Disabling Automatic Tax Calculation: page 10 – 36.

▶ **To prorate tax:**

1. In the Invoices window enter all basic invoice information. See: Entering Basic Invoices: page 4 – 2. Do not enter a Tax Name or Tax Amount.
2. Enter invoice distributions using the method of your choice: purchase order match, Distribution Set, or manual entry. Do not enter Tax Names for the distributions and do not enter Tax type distributions. If you are matching to a purchase order shipment, you have the option of prorating directly in the Match to PO window, without navigating to the Distributions window. If you are matching to a purchase order distribution, prorate tax directly in the Distributions window.
   - **Purchase order match.** In the Match to PO window, check the Prorate check box for the shipments to which you want to prorate tax. When you check the check box, Payables displays the Prorate window.

     Payables does not create the proration distributions until you choose Match to save your work. Notice that Payables displays a Proration region for each shipment. If you want to change the proration amounts, uncheck the Prorate check box to clear the amounts. You can reenter the proration amounts by checking the Prorate check box again.
   - **Distribution Set or manual entry.** Choose Distributions to navigate to the Distributions window. Select all distributions you want to prorate to. Select Prorate. Payables opens the Prorate window.

3. In the Prorate window, select Tax and enter a Tax Name and Amount. Optionally enter a Description Prefix, if you want to prefix the tax distribution descriptions with text of your choice. Payables constructs the descriptions of the tax distributions by applying the prefix to the description of each distribution you prorated to. The default description prefix is "Created by Proration."
4. Choose OK to have Payables prorate the Tax Amount you entered to the distributions. Payables automatically creates tax distributions for you and assigns the Tax Name to the invoice distributions to which you prorated the tax.

See Also

Selecting Multiple Records *(Oracle Applications User's Guide)*

Prorating Freight and Miscellaneous Charges: page 4 – 7

Entering Offset Taxes

Use offset taxes to record zero–rated taxes on invoices. Record offset taxes by entering a negative–amount tax distribution for each tax distribution, such as a VAT tax, that you want to offset. For example, the invoice has a $5 VAT tax distribution you want to offset. If the invoice also has a –$5 offset tax distribution, you will pay no VAT tax, but you will record the $5 VAT tax so you can report it later. If you are a member of the European Union (EU), you can report on these zero–rated taxes using the Intra–EU VAT Audit Trail report.

▶ **To enter offset taxes:**

You can create offset tax distributions automatically or manually:

- You can assign a sales or user–defined tax, and an offset tax to a supplier site. Payables will automatically create for that supplier's invoices a positive tax distribution, and a negative tax distribution that exactly offsets the positive tax distribution. See Setting Up Supplier Tax Information: page 3 – 6. In the Distributions window you can review or override the tax distributions Payables creates.

- If you do not have default taxes set for your supplier site, enter the VAT tax in the Invoices window, and enter the offset tax distribution in the Distributions window. See: Entering a Single Tax: page 4 – 42.

Entering Use Taxes

To record a use tax you pay to a tax authority instead of a supplier, assign a use type tax name to the invoice distributions that are taxable by the use tax. Payables records the tax you owe the tax authority based on the use tax name's tax rate and account. You do not create a tax distribution for the use tax, because tax distributions record supplier liabilities.

▶ **To enter use taxes for an invoice:**

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices: page 4 – 2.

   In the Tax Name field, enter a use type Tax Name or accept the supplier site default, if applicable.

2. Enter invoice distributions using the method of your choice: purchase order match, Distribution Set, or manual entry.
3. Choose Distributions to navigate to the Distributions window. For each distribution you enter with an Item, Freight, or Miscellaneous type, Payables defaults the tax name. The Tax Name indicates that the distribution is taxable. If you have a tax–exempt distribution, clear the Tax Name field.
4. Complete invoice entry and save your work.
5. To review your use tax liability, run the Use Tax Liability Report.

Entering Taxes on Expense Reports

Payables and Web Expense use the following Payables tax features during expense report entry:

- Tax Name Defaults hierarchy
- Tax From Natural Account
- Automatic Tax Calculation (inclusive Line level only)

This section describes how you use these features to record taxes on expense reports.

Tax Name Defaulting

Tax Name Defaulting for Expense Report Templates

When you create a template for an expense report, after you enter an account for an item, Payables defaults a value for the Tax Name field based on your Tax Name Defaults hierarchy. Note that for expense report templates, the only sources Payables uses are Financials Options and Account. You define your Tax Name Default hierarchy in the Tax Name Defaults region of the Payables Options window. See: Tax Control Methods: page 4 – 36.

Tax Name Defaulting During Expense Report Entry

When you enter expense report items, in either the Expense Reports window in Payables or the Enter Receipts page in Web Employees, the value for the Tax Name field defaults based on your Tax Name Defaults hierarchy. Note that for expense reports, the only sources Payables uses are Financials Options, Account, and Template. Payables defaults the tax name from the expense report template only if Template is the source the hierarchy uses. If Template is the source Payables uses, it provides the value from the expense report template even if the value is null.

Includes Tax Check Box

If you use Automatic Tax Calculation, Payables can perform tax inclusive line tax calculation for expense items that you enter in the Payables Expense Reports window or Web Employees users enter in the Enter Receipts page. If you use Line Level Automatic Tax Calculation, you can use the Includes Tax check box to create appropriate Item and Tax invoice distributions during Payables Invoice Import.

> **Note:** For expense reports entered in the Payables Expense Reports window or the Enter Receipts page of Web Employees, For expense reports, Payables does not perform Header level automatic tax calculation, and it does not perform tax exclusive Line level automatic tax calculation. The only automatic tax calculation Payables performs for these expense reports is tax inclusive Line level automatic tax calculation.

Enabling the Includes Tax check box for an expense item indicates that an expense amount includes tax. If a user enables this check box for an expense item, then during Payables Invoice Import, when Payables creates a corresponding expense invoice distribution, the system decreases the distribution amount by the calculated sales tax. Payables will also create a Tax type distribution for the appropriate sales tax amount.

If a supplier site exists for an employee, then Payables and Web Employees use the automatic tax calculation options at the supplier site to determine how automatic tax calculation is used for the employee's expense reports. If a supplier site does not exist for the employee, Payables and Web Employees use the the automatic tax calculation options in the Payables Options window to determine how automatic tax calculation is used for the employee's expense reports.

For more information, see: Automatic Tax Calculation Overview: page 10 – 33. In addition, to use the Includes Tax check box in Web Expense, you must set the WebExpenses:Enable Tax profile option to Yes.

If you do not use Line level automatic tax calculation or you do not enable override of the check box, you cannot enable the check box in the Expense Reports window in Payables, and the check box will not appear in the Enter Receipts window.

Tax in Web Expense

The tax name in the Enter Receipts page defaults based on your Tax Name Defaults hierarchy. If you want to allow employees to adjust the default Tax Name, then you can create a poplist of alternate Tax Name values. See also: Tax Names: page 2 – 19.

▶ **To set up the tax name poplist in the Enter Receipts page:**

- ❑ Enter Yes for the WebExpenses:Enable Tax profile option.
- ❑ In the Tax Names window for the Tax Names you want to appear on the poplist, enable the Enable for Self–Service Users option.
- ❑ If you use natural account tax defaulting and want to allow override of tax names that are assigned to accounts, then in the GL Tax Assignments window, choose the Allow Override check box.

INVOICE TAX RESTRICTIONS:

REQUIRE TAX ENTRY AT HEADER OPTION: If this option is enabled, you cannot enter Use tax names for some invoices, either manually or through a supplier site default. In addition, you should not enable this option if you want to use the Prorate Tax feature because if you enter a default tax and amount and then prorate, you may overstate your taxes.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Setting Up Supplier Tax Information: page 3 – 6

Tax Names: page 2 – 19

QuickCodes: page 2 – 42

Tax Audit Trail Report (By Tax Code or Invoice): page 8 – 97

Use Tax Liability Report: page 8 – 101

Tax Names Listing: page 8 – 171

Intra–EU VAT Audit Trail Report: page 8 – 94

Tax Declaration Report: page 8 – 99

Entering Freight on Invoices

You can record freight charges by manually entering freight distributions, by prorating freight across invoice distributions or by having Payables automatically create a freight distribution based on a freight amount you enter.

If you usually want to have Payables automatically create a freight distribution, you can enable the Automatically Create Freight Distribution Payables option and enter a default Freight Account in the Payables Options window.

Entering a Single Freight Distribution

▶ **To enter a single freight distribution for an invoice:**

1. In the Invoices window enter all basic invoice information (see Entering Basic Invoices: page 4 – 2), but do not enter the distributions yet.
2. Enter the Freight Amount.

   If you have enabled the Automatically Create Freight Distribution Payables option and have entered a default Freight Account, Payables checks the Create Freight Distribution check box and displays the freight account in the Freight window. In this window, you can optionally override the freight account, assign a tax name to the freight distribution and add a description for the freight distribution. Based on this information, Payables automatically creates a freight distribution for the invoice.

   If you have not enabled the Automatically Create Freight Distribution Payables option you can check the Create Freight Distribution check box and enter the freight account in the Freight window Payables displays after you check the check box. Based on this information, Payables automatically creates a freight distribution for the invoice. Alternatively, you can manually enter a freight distribution directly in the Distributions window.
3. Complete invoice entry and save your work.

See Also

Prorating Freight and Miscellaneous Charges: page 4 – 7

Payables Options: page 2 – 76

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements

If you set up a supplier as federally reportable and assign a default income tax type, Payables defaults the Income Tax Type (1099 MISC Type) to each invoice distribution you enter for that supplier. You can override the default Income Tax Type for an invoice distribution in the Distributions window of the Invoice Workbench. You can also use the Update Income Tax Details utility to make income tax type updates at any time before running your reports.

In the United States, you must report to the Internal Revenue Service certain types of payments you make to 1099 reportable suppliers. Within Payables, you can designate suppliers as federally reportable, classify their invoice distributions by 1099 MISC Type, then at the end of the year when you submit your 1099 reports, Payables lists payments of reportable distributions made to 1099 suppliers.

For example, you enter an invoice for a 1099 reportable supplier. The supplier's hourly fees are reportable for U.S. 1099 reporting purposes, but reimbursable business expenses, such as travel, are not. In the Distributions window for the fee distribution you assign an Income Tax Type; however for the travel distribution, you clear the Income Tax Type field.

Prerequisite

- ❑ Designate the supplier as federally reportable and record 1099 reporting information. See: Suppliers subject to income tax reporting requirements: page 3 – 7.

▶ **To record income tax information for an invoice:**

1. In the Invoices window enter all basic invoice information. See: Entering Basic Invoices: page 4 – 2.
2. Enter distributions automatically by entering a Distribution Set or by matching to a purchase order, or choose Distributions and enter distributions manually. See: Distribution Sets: page 2 – 39, Entering Purchase Order Matched Invoices: page 4 – 11, or Entering Invoice Distributions: page 4 – 5.

   If you are entering distributions by using a Distribution Set that does not include an Income Tax Type for any distribution, Payables automatically enters the supplier's default Income Tax Type. If the

Distribution Set has an Income Tax Type other than the supplier's default, the Distribution Set overrides the supplier default.

3. In the Distribution Summary optionally adjust or review the Income Tax Type and Region for each distribution.

   Clear the Income Tax Type field of any distribution that is not federally reportable.

   Enter a Region to identify a distribution as applicable to United States state 1099 reporting requirements. If you enabled the Use Pay Site's Tax Region Payables Option, the default for Region is the state in the address for the supplier site for the invoice. Alternatively, you can also enter a default Income Tax Region in the supplier region of the Payables Options window.

   Payables uses this information to group distributions by type and region on the 1099 reports. If you enable the Combined Filing Program Payables option, when you run your 1099 reports, Payables groups all reportable distributions by state.

4. Save your work.

See Also

1099 Reporting Overview: page 8 – 34

Entering Suppliers: page 3 – 10

Suppliers subject to income tax reporting requirements: page 3 – 7

Automatic Withholding Tax Overview: page 10 – 24

Updating 1099 Information

You can update 1099 information for your suppliers. If you paid a supplier before you set up the supplier as a 1099 supplier, run the Update Income Tax Details Utility. Or, if you need to update only a few invoices, you can update the 1099 types in the Distributions window.

Adjusting 1099 Amounts

The following are suggestions for adjusting transactions for 1099 suppliers. If you need to add an amount to a 1099 supplier, for example if you paid the supplier through another system, you can adjust an invoice paid during the year in the Distributions window of the Invoice workbench. Add a distribution for the amount you want to add for 1099 purposes, including the Income Tax Type. Also add an offsetting distribution with a null Income Tax Type. If you did not pay the supplier during the year using Oracle Public Sector Payables, then complete the following steps:

Prerequisites

- ❑ The supplier is recorded as a 1099 supplier. See: Suppliers Subject to Income Tax Reporting Requirements: page 3 – 7.
- ❑ Enable the Allow Pre–Date Payables option. See: Payment Payables options: page 2 – 94.
- ❑ Enable the Use Batch Controls Payables option. See: Invoice Payables Options: page 2 – 86.
- ❑ If you are already in the next year, open the last period in the prior year in both GL and AP, for example, December 1997. Controlling the Status of AP Accounting Periods: page 2 – 143.
- ❑ You do not use Automatic Offsets.
- ❑ The Allow Adjustments to Paid Invoices Payables option is enabled.
- ❑ Set up a unique pay group, such as ”1099”. See: QuickCodes: page 2 – 42.

▶ **To record 1099 payments made outside of Payables:**

1. Enter invoices in invoice batches, and use the following defaults. See: Entering Invoice Batches: page 4 – 8.

- Terms = Immediate
- GL Date = Date in opened period of the tax reporting year.
- Pay Group = unique Pay Group such as ”1099”

2. For each invoice, enter 1099 information:
   - Invoice Date = Date in opened period. For example 31–DEC–97.
   - Invoice Number = 1099 Adjustment
   - Invoice Amount = 0 (zero)

   Enter Distributions:

   - Enter one line with the amount you want to record, and use an account such as your suspense account. Enter the correct income tax type for this distribution.
   - Copy the distribution. Make this an offsetting distribution by changing the amount so the two distributions net to zero. Delete the Income Tax Type field for the second distribution.
3. Submit the Invoice Register to confirm that all invoice amounts are zero. See: Invoice Register: page 8 – 75.
4. Submit Payables Approval for the invoice batch. See: Approval: page 4 – 71.
5. Submit a payment batch to pay the zero–amount invoices. Use the Pay Group you assigned to the invoices. Use a date in the opened period as the payment date, for example, 31–DEC–97. See: Creating Zero–Amount Payments: page 5 – 42.
6. Post to General Ledger. Use a date in the opened period as the posting date. For example, 31_DEC–97. See: Payables Transfer to General Ledger Program: page 7 – 15.
7. Review the Accounts Payable Journal Entry Audit Report to verify that all invoices and payments net to zero. See: Accounts Payable Journal Entry Audit Report: page 8 – 132.
8. Post the journal entry in your General Ledger.
9. If you had changed any Payables options to complete this process, set them back.
10. Close the GL and AP periods that you opened to complete this process.

Recording a Refund From a One–Time 1099 Supplier

If you get a refund from a one–time 1099 supplier, you need to record the refund in Payables so that the 1099 reports are accurate. If you were to enter a credit memo, it would never be used. Instead, you can enter a credit memo with the same 1099 information and expense account as the original invoice, and enter an invoice in the amount of the refund but without 1099 information. You can pay both at the same time with a zero–amount payment. The credit memo and invoice will account for the cash increase and will correctly update the 1099 data.

Prerequisite

- ❑ The supplier is recorded as a 1099 supplier. See: Suppliers subject to income tax reporting requirements: page 3 – 7.

▶ **To record a refund from a one–time 1099 supplier:**

1. Enter a Standard type invoice in the amount of the refund. See: Entering Basic Invoices: page 4 – 2. Use Immediate payment terms. When you enter the distribution, use your cash account as the expense account. Do not enter an Income Tax Type or Region.
2. Enter a credit memo in the negative amount of the refund. For example, if the refund is $25, enter $<25>. Use Immediate payment terms. When you enter the distribution use the same expense account and Income Tax Type and Region as the original invoice.
3. Pay both invoices at the same time with a zero amount payment. See: Creating Zero–Amount Payments: page 5 – 42. The credit memo will update your 1099 report data, and the invoice will credit your cash account.

See Also

1099 Reporting Overview: page 8 – 34

Holds

Holds that you apply manually or that Payables applies, prevent payment and, in some cases, posting of an invoice. You can remove holds that you apply, and you can manually release certain holds that Payables applies during Approval.

Payables provides some generic invoice holds for you to use, and you can define your own, based on your invoice approval needs. You can also prevent payment of supplier invoices by placing a hold on the supplier rather than on each individual invoice.

This discussion on holds includes the following topics:

- Applying Holds: page 4 – 59
- Releasing Holds: page 4 – 63

See Also

Invoice Approvals: page 2 – 33

Summary of Approval Hold Codes: page K – 2

Invoice Holds Window Reference: page 4 – 218

Applying Holds

There are three types of holds you can use to prevent payment of an invoice:

- **Invoice Hold.** You can manually apply one or more Invoice Hold Reason Approvals (”holds”) to an invoice using the Invoice Holds window of the Invoice Workbench.
- **Scheduled Payment Hold.** You can hold payment on part of an invoice by placing one or more of the scheduled payments on hold in the Scheduled Payments window of the Invoice Workbench.
- **Supplier Hold.** In the Supplier Sites window, you can enable the Hold All Payments, Hold Future Invoices, or Hold Unmatched Invoices options. You also have the option of specifying an Invoice Amount Limit for a supplier site.

Attention: The Holds field of the Invoices window displays only invoice holds and does not reflect holds you apply in the Scheduled Payments window or in the Supplier Sites window. For example, if the Hold All Payments option is enabled in the Supplier Sites window and there are no invoice holds on an invoice, the Invoice Summary Holds field will display zero.

Payables automatically applies certain holds to exception invoices during Approval. You cannot manually apply these system holds.

For example, if the sum of an invoice's distribution amounts does not equal the Invoice Amount, Payables will apply a Distribution Variance hold to the invoice during Approval.

Applying a Hold to an Invoice

Prerequisite

- ❑ Define your hold codes in the Invoice Approvals window. See: Invoice Approvals: page 2 – 33.
- ❑ Enter the invoice. See: Entering Invoices: page 4 – 2.

▶ **To apply a hold to an invoice:**

1. Find the invoice in the Invoices window. See: Finding Invoices: page 4 – 184.
2. Select the invoice and choose the Holds button to navigate to the Invoice Holds window. Apply a hold by selecting a Hold Name from the list of values. You can select from all Invoice Approvals defined with the type Invoice Hold Reason. You can apply as many holds to an invoice as you require.

   Payables displays a full audit trail of all current and released invoice holds in this window.
3. Save your work.

Applying a Hold to a Scheduled Payment

Prerequisite

- ❑ Enter the invoice. See: Entering Invoices: page 4 – 2.

▶ **To apply a hold to a scheduled payment:**

1. Find the invoice in the Invoices window. See: Finding Invoices: page 4 – 184.
2. Select the invoice and choose the Scheduled Payments button to navigate to the Scheduled Payments window. To hold a scheduled payment, check Hold. By checking the Hold check box, you will not be able to pay the scheduled payment until you remove the hold by checking the check box again.

   If you want to partially pay an invoice that has only one scheduled payment, you can choose Split to break the scheduled payment in two. This way you can place one of the lines on hold, while leaving the other free for payment. You can create as many scheduled payments as you require as long as the sum of the Gross Amounts for all equals the Invoice Amount.

   For example, the supplier sends you an invoice for two desks and delivers only one. You can partially pay the invoice by splitting the scheduled payment in two and applying a hold to one scheduled payment. You can release the hold after delivery, making the scheduled payment available for payment.
3. Save your work.

Applying Supplier Site Holds

Prerequisite

❑ Define your hold codes in the Invoice Approvals window. See: Invoice Approvals: page 2 – 33.

▶ **To apply supplier site holds:**

Prevent payment of multiple supplier invoices by applying a hold to the supplier site rather than on each individual invoice. There are several types of supplier related holds that you enable for a supplier site. Payables also provides these options at the Supplier level, but Payables only uses these values to provide defaults for new supplier sites that you enter. The options you enable at the Supplier Site control Payables processing:

- **Hold All Payments.** This is the most restrictive supplier site hold. By checking Hold All Payments in the Control region of the Supplier Site window, you prevent the supplier site from being selected for payment during a payment batch or for a Quick

payment. You cannot pay invoices for the supplier site until you uncheck the Hold All Payments option at the supplier site.

- **Invoice Amount Limit.** If you enter an invoice for a supplier site that exceeds the invoice amount limit you specify, Payables applies an Amount hold to the invoice during Approval. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount or you can manually release the hold in the Invoice Holds window.
- **Hold Unmatched Invoices.** By checking this for a site, if you do not match an invoice to a purchase order (and instead enter distributions manually or with a distribution set), Payables places a Matching Required hold on the invoice during Approval. You cannot pay the invoice until you release the hold. You can release this hold by matching the invoice to a purchase order or you can manually release the hold in the Invoice Holds window.
- **Hold Future Invoices.** By checking this option for a site, Payables automatically applies a Supplier hold to all new invoices entered for that site. Payables applies this hold when you save an invoice. You will still be able to pay invoices that have previously been entered for the supplier site. You can manually release the hold in the Invoice Holds window. Uncheck this option when you no longer want to hold future invoices for a supplier site.

APPLYING HOLDS RESTRICTIONS:

PAYMENT BATCH SELECTED INVOICES: You cannot apply holds to an invoice you have selected for payment in a payment batch.

See Also

Approval: page 4 – 68

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Selecting Multiple Records *(Oracle Applications User's Guide)*

Checking Funds for Invoices: page 10 – 39

Releasing Holds

Release holds from invoices to allow payment and posting of the invoices. You can view the holds on an invoice in either the Invoice Overview window or the Invoice Holds window. You can see the number of invoice holds on an invoice in the Holds display only region of the Invoices window. Identify invoices on hold with the Invoices On Hold report and the Matching Hold Detail report. These reports aid you in releasing holds from invoices.

After you release holds from invoices it is not necessary for you to resubmit Approval before you can pay or post the invoices unless you are using encumbrance accounting or budgetary control. If you are using encumbrance accounting or budgetary control, you must submit Approval after you release holds because Payables encumbers funds during invoice Approval. Approval will not place an invoice on the same type of hold that you manually released.

You must manually release all holds that you apply manually. Payables does not automatically release holds that you apply to invoices. During Approval, Payables automatically releases system holds (anything other than the user defined holds you define) from invoices with corrected exception conditions. For example, you fix a distribution variance on an invoice, resubmit Approval and Payables automatically releases the Distribution Variance hold.

If you release a manually releaseable hold that Payables applied during Approval, the next time you submit Approval, Payables will not reapply the same hold.

Payables applies some holds that you cannot release. You can use the Invoice Holds window to view invoices with these holds, but you cannot manually release these holds. You must correct the exception that caused Approval to place the hold on the invoice, then resubmit Approval to release the holds. You can correct exceptions by updating the invoice or the purchase order or by changing your Invoice Tolerances.

There are three types of holds you can manually release:

- **Invoice Hold.** You can release one or more Invoice Hold Reason Approvals (”holds”) from an invoice using the Invoice Holds window. You can release multiple invoice holds from many invoices at once using the Invoice Actions window. See: Releasing Holds From an Invoice: page 4 – 64, and Releasing Holds from Multiple Invoices: page 4 – 65.

- **Scheduled Payment Hold.** You can release a scheduled payment hold in the Scheduled Payments window. See: Releasing Scheduled Payment Holds: page 4 – 65.
- **Supplier Site Hold.** Release the Hold All Payments option for a supplier site by unchecking the Hold All Payments option at the supplier site in the Suppliers window. Holds resulting from the following supplier options must be released from the invoices in the Invoice Holds window: the Hold Future Invoices option (Supplier hold), Hold Unmatched Invoices option (Matching Required hold), and the Invoice Amount Limit (Amount hold). See below: Releasing Holds From an Invoice.

See Also

Hold Release Restrictions: page 4 – 66

Summary of Approval Hold Codes: page K – 2

Invoice Holds Window Reference: page 4 – 218

Releasing Holds From an Invoice

Prerequisite

- ❑ Define your release codes in the Invoice Approvals window. See Invoice Approvals: page 2 – 33.

▶ **To release holds from an invoice:**

1. In the Invoices window find the invoice from which you want to release holds. See: Finding Invoices: page 4 – 184.
2. Choose the Holds button to navigate to the Invoice Holds window. Release a hold by selecting a Release Name. You can select from all Invoice Approvals defined with the type Invoice Release Reason.

   To release multiple holds at once, choose Release and select a Release Name. You can select from all Invoice Approvals defined with the type Invoice Quick Release Reason. When you save your work, Payables automatically assigns the release name to all releasable holds. Choose OK.
3. Save your work.

Releasing Holds from Multiple Invoices

Prerequisite

- ❑ Define your release codes in the Invoice Approvals window. See Invoice Approvals: page 2 – 33.

▶ **To release holds from multiple invoices:**

1. In the Invoices window, use the Find window to query the invoices for a particular supplier from which you want to release holds. See: Finding Invoices: page 4 – 184. It is not necessary to enter a particular Hold Name in the Holds region of the Find Invoices window. In the Invoices window, select all invoices for which you want to release holds.
2. Choose Actions to navigate to the Invoice Actions window. Select Release Holds. In the Hold Name field, either select the name of the one hold type you want to release, or accept the default of All to release all releasable holds for each invoice

   Select a Release Name. You can select from all Invoice Approvals defined with the type Hold Quick Release Reason. Optionally override the release reason associated with the Release Name.
3. Choose OK. Payables automatically releases all releasable holds and assigns the release name to all releasable holds across the multiple invoices you selected.
4. Save your work.

Releasing Scheduled Payment Holds

Prerequisite

- ❑ Define your release codes in the Invoice Approvals window. See Invoice Approvals: page 2 – 33.

▶ **To release scheduled payment holds:**

1. In the Invoices window or the Invoice Holds window, choose the Scheduled Payments button to navigate to the Scheduled Payments window.
2. Uncheck the Hold check box to release the hold from a scheduled payment.

3. Save your work.

Releasing Supplier Holds

▶ **To release supplier holds:**

- To release Supplier, Matching Required, and Amount holds from an invoice, see above: To release holds from an invoice. To release a Hold All Payments option for a supplier site, simply uncheck the option in the Supplier Sites window.

See Also

Adjusting Invoices: page 4 – 194

Invoice Tolerances: page 2 – 16

Selecting Multiple Records *(Oracle Applications User's Guide)*

HOLD RELEASE RESTRICTIONS:

FIND WINDOW. When you use the Find window to locate invoices from which you want to release holds, Payables releases only the holds that match your invoice find criteria.

SYSTEM HOLDS. Payables applies some holds that you cannot manually release. You can use the Invoice Holds window of the Invoice Workbench to view invoices with these holds, but you cannot release these holds. You must fix the problem that caused Approval to place the hold on the invoice then resubmit Approval to release the holds. You cannot release the following holds:

- **Dist Variance.** Invoice amount does not equal the sum of the invoice distribution amounts.
- **No Rate.** Foreign currency invoice does not have an exchange rate assigned to it.
- **Can't Funds Check.** Budget does not exist for the invoice accounting period, or the invoice distribution account does not equal the purchase order distribution account. This hold is used by Payables only if you use encumbrance accounting and the absolute or advisory method of budgetary control.

- **Future Period.** Invoice accounting period has a future status in the Control Period Statuses form.
- **Final Matching.** Invoice has one or more distributions matched to a permanently–closed purchase order.
- **Can't Try PO Close.** Invoice is final matched to purchase order, but Approval placed one or more holds on invoice during approval. A hold on an invoice matched to a purchase order prevents Payables from permanently closing the purchase order.
- **Dist Acct Invalid.** Invoice distribution has an invalid account. An invalid account prevents you from posting an invoice or payment to your general ledger.
- **Liab Acct Invalid.** Approval created an invalid Liability account for an invoice distribution. Payables only applies this hold if you enable Automatic Offsets.
- **ERV Acct Invalid.** Approval created an invalid Exchange Rate Variance account for an invoice distribution. Payables only applies this hold if you enable Automatic Offsets.

Approval

Before you can pay or post an invoice, including prepayments, you must submit Approval for the invoice in one of three ways:

- Online by using the Invoice Actions window. See: Submitting Online Approval for Invoices: page 4 – 69.
- Online by using the Approve button in the Invoice Batches window. See: Submitting Online Approval for Invoice Batches: page 4 – 70.
- Batch by submitting the Payables Approval program from the Submit Request window. See: Payables Approval Program: page 4 – 71.

Approval validates the matching, tax, period status, exchange rate, and distribution information for invoices you enter and automatically applies holds to exception invoices. If an invoice has a hold, you can release the hold by correcting the exception that caused Approval to apply the hold and then resubmitting Approval. Correct exceptions by updating the invoice or the purchase order, or change your Invoice Tolerances. Payables automatically releases the hold when the exception is no longer an issue. You can manually release certain invoice holds even if you have not resolved the matching error condition. You can do this in the Invoice Holds window.

Authorized users can always correct an invoice, even if you have approved, paid or created journal entries for the invoice. See also: Adjusting Invoices: page 4 – 194.

You can identify all invoices that Payables has not yet reviewed with Approval by submitting the Invoice Register for Unapproved Invoices Only. You can check the Approval status of an invoice online in the Invoice Overview window or the Invoices window.

Payables and Oracle Alert are fully integrated to allow you to alert approvers and purchasing agents when you or Payables places an invoice on a specific hold. Alert also provides you with an integrated system of alerts, messages, and message distribution to focus attention on time–sensitive or critical information and streamline the approval process. Exception reporting in Alert is accomplished using either electronic mail or paper reports.

Approval Example

For example, you have three invoices on matching hold. The first invoice is on matching hold because the quantity billed exceeds the

quantity received. The second invoice is on matching hold because the invoice price exceeds the purchase order shipment price. The third invoice is on matching hold because the quantity billed exceeds the quantity ordered.

Invoice 1. Your receiving department receives the goods and records the receipt information. Your invoice now matches the receipt and Payables releases the hold when you submit Approval.

Invoice 2. A supplier sends a credit to correct the amount due on a previous invoice. After you enter the credit and match it to the same purchase order, your invoice now matches the purchase order and Payables releases the hold when you submit Approval. Use Approve Related Invoices in the Invoice Actions window to submit Approval for both the credit and the original invoice.

Invoice 3. You increase your tolerance levels using the Tolerances window. Your invoice now matches your receipt and purchase order within your newly–defined tolerance levels and Payables releases the hold when you submit Approval.

See Also

Releasing Holds: page 4 – 63

Payables Options: page 2 – 76

Purchasing Integration: page 4 – 82

Summary of Approval Hold Codes: page K – 2

Encumbrance Entries in Payables: page 10 – 42

Using Oracle Alert for Exception Reporting: page F – 2

Submitting Online Approval for Invoices

Prerequisites:

- ❑ Enable the Allow Online Approval Payables option.

▶ **To submit online Approval for invoices:**

1. In the Invoices window, find the invoice(s) for which you want to submit Approval. If you want to submit Approval for multiple invoices, select them in the Invoices window.
2. Choose Actions. Select Approve.

   If you are approving a credit or debit memo, select Approve Related Invoices to submit online Approval for invoices associated with the credit or debit memo.
3. Choose OK.

   Payables displays messages about the number of holds applied and released during this cycle of Approval.

Submitting Online Approval for Invoice Batches

Prerequisite

❑ Enable the Allow Online Approval Payables option.

▶ **To submit online Approval for invoice batches:**

1. In the Invoice Batches window, find the invoice batch(es) that contain invoices for which you want to submit Approval. If you would like to submit Approval for multiple batches, select them in the Invoice Batches window.
2. Choose Approve. Payables submits Approval to review each invoice contained in each batch you select.

   In the Invoice Holds window, you can review any invoice holds and releases that Payables applies.

See Also

Selecting Multiple Records *(Oracle Applications User's Guide)*

Payables Approval Program

You can automate your approval cycle through automatic approval resubmission. Define your submission options for the Payables Approval program in the Submit Request window. You can specify the intervals in which you want to submit Approval, and Payables will submit Approval using the parameters you specify up until the End Resubmission date you specify. See also: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

▶ **To submit batch Approval:**

1. In the Submit Request window, select Payables Approval as the request Name, and enter the parameters of your choice. Choose OK.
2. Choose the Submit button to submit your request.

Payables Approval Program Parameters

Option. The option that Payables uses to select unapproved invoices for Approval.

- **All.** Submit Approval for all invoices. Payables reviews all invoice distributions that Approval has not yet approved or that you have not manually released from matching hold using the Invoice Holds window.
- **New.** Process only invoice distributions that you entered after the last Approval. Approval only reviews invoice distributions that Approval has not yet tested. When you submit a request for New invoices, Approval does not release invoice distributions already on hold.

Suggestion: Enter All to ensure you release any existing holds on invoices as well as place new holds. Submit Approval right before you make automatic payments to update the authorization status on all invoices.

Invoice Batch Name. Payables reviews invoices that are in the invoice batch you select. Payables lets you enter this field only if you have enabled the Use Batch Control Payables option. See Payables Options: page 2 – 76

Start / End Invoice Date. A beginning / end date for the range of invoices you want to approve. Approval reviews invoices that have an invoice date in the range you specify.

Supplier Name. Payables only reviews invoices for the supplier you select.

Pay Group. Payables only reviews invoices in the Pay Group you select.

Invoice Number. Payables only reviews the invoice you select.

Entered By. The userid of the person who entered invoices. Payables reviews all invoices entered by this person.

See Also

Adjusting Invoices: page 4 – 194

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

Budgetary Control in Payables: page 10 – 38

Using Oracle Alert for Exception Reporting: page F – 2

Invoice Variances: page 4 – 87

Budgetary Control In Payables: page 10 – 38

Fund Accounting: page 10 – 12

Summary of Approval Hold Codes: page K – 2

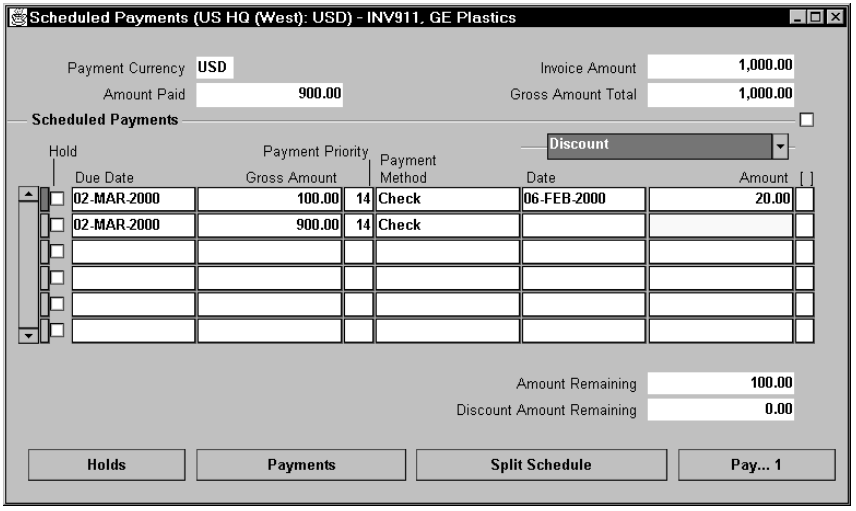
Scheduling Invoice Payments

During invoice entry, Payables automatically schedules payment for each invoice based on the Payment Terms and Terms Date you enter for the invoice. Payables uses the Payment Terms definition to calculate the due date, discount date, and discount amount for each scheduled payment. For example, if an invoice has Payment Terms of Net 30, Payables calculates the due date as 30 days after the Terms Date. You can assign default Payment Terms to a supplier.

If you enable the Recalculate Scheduled Payment Payables option, Payables will also recalculate your scheduled payments during Approval. This recalculation is based on your most favorable available payment terms and start dates. For more information on the Recalculate Scheduled Payment Payables option, see: Recalculate Scheduled Payment: page 2 – 93.

The invoice Terms Date defaults from the supplier site Terms Date Basis option you select:

- **System.** System date on day of invoice entry.
- **Goods Received.** The date you receive goods for invoices you match to purchase orders.
- **Invoice.** Invoice date.
- **Invoice Received.** Date you receive an invoice.



Use the Scheduled Payments window to review or adjust dates and amounts of all payments, including discount schedules, for an invoice.

You can also schedule partial payments and place all or part of the scheduled payment on hold.

Attention: Payables recalculates and overwrites scheduled payments if you adjust the invoice Payment Terms, or if the Scheduled Payment Recalculation Payables option is enabled and you submit Approval for the invoice. If you manually adjust scheduled payments and Payables subsequently recalculates the scheduled payments, you will need to reenter your changes.

See Also

Adjusting Scheduled Payments: page 4 – 203

Applying a Hold to a Scheduled Payment: page 4 – 60

Discounts: page 4 – 78

Financials Options: page 2 – 61

Payables Options: page 2 – 76

Payment Terms: page 2 – 11

Reviewing Payments: page 5 – 61

Scheduled Payments Window Reference

All amounts in the Scheduled Payments window are displayed in the payment currency, except for the Gross Amount, which is displayed in the invoice currency.

Amount Paid. Invoice amount minus the gross amounts of the remaining payments. The Amount Paid does not include discounts you realize on payments. For example, if you pay $90 and realize a $10 discount on a $100 invoice, Payables displays $100 in this field.

For prepayments, the Amount Paid is the prepayment amount that is still unapplied.

Amount Remaining. Payables displays the unpaid amount of a selected scheduled payment line.

For prepayment application lines, this amount is always zero.

Discount Amount Remaining. Payables displays the first discount amount available on the unpaid amount of a scheduled payment line. Payables displays the discount amount you would realize if you paid the scheduled payment today.

Due Date. Payables calculates the date the invoice is due based on the invoice Terms Date and invoice Payment Terms. For example, if the terms date is 01–JAN–97 and the invoice payment terms are Net 30, the Due Date is 30–JAN–97.

If you enable the Recalculate Scheduled Payment Payables option, during Approval Payables recalculates the due date based on your most favorable available payment terms and start dates. For more information on the Recalculate Scheduled Payment Payables option, see: Recalculate Scheduled Payment: page 2 – 93.

For prepayment application lines, the Due Date is the date the prepayment was applied.

Payables does not default Due Dates for scheduled payments you add manually.

Gross Amount Total. Sum of the scheduled payment Gross Amounts. This must equal the Invoice Amount.

Gross Amount. Gross amount due for the scheduled payment, displayed in the invoice currency. Payables subtracts the discount amount from the gross amount to calculate the payment amount.

If you are reviewing a prepayment application, the Gross Amount is a negative number when you have applied a prepayment, and a positive number when you have unapplied a prepayment.

Hold. Enable this check box if you want to apply a payment hold on the scheduled payment line. If a scheduled payment has a payment hold, Payables will not create a payment for that scheduled payment until you disable the check box. See: Applying a Hold to a Scheduled Payment: page 4 – 60.

Attention: Scheduled payment holds do not appear in the Holds field of the Invoices window.

You cannot enable this hold is the scheduled payment line has already been paid, or if the line is a prepayment application.

Invoice Amount. Amount of the invoice, displayed in the payment currency. If this is a prepayment, Payables displays the amount of the prepayment that remains unapplied.

Payment Method. Payables defaults the payment method from the invoice (Check, Electronic, Wire, Clearing, Future Dated, or Manual Future Dated).

Payment Priority. A number, between 1 (high) and 99 (low), that represents the priority of payment. The value for this field defaults from the supplier site. You can enter a payment priority range as a criteria for selecting invoices for a payment batch.

Discount/ Second Discount/Third Discount

Date/Amount. Payables displays the discount amount you are eligible to subtract from the gross amount if you pay the invoice before the corresponding discount date. For example, you enter a $100 invoice with a payment terms date of 01–JAN–1997, and your payment terms allow you to take either a 10% discount if you pay within 10 days, or a 5% discount if you pay within 20 days. When you select Discount, the date is 10–JAN–1997 and the amount is 10.00. You select Second Discount, and the date is 20–JAN–1997 and the amount is 5.00. If you make the payment on or before eligible discount dates, you choose between paying the gross amount of the invoice or taking the most favorable discount option.

Remit–to Bank

Name. Payables defaults the primary Remit–to bank account for the supplier site for the invoice currency. If there is no primary bank account for the supplier site, Payables defaults the primary bank account for the supplier. If you want to change the default, you can select any bank account name from the list of values. The list of values

lists all valid bank accounts with the same payment currency for the supplier.

Number. Payables displays the bank account number associated with the Bank Account Name.

Buttons

Holds. Opens the Invoice Holds window. Payables automatically displays any invoice holds the invoice may have.

Payments. Opens the Payments window of the Invoice Workbench. The Payments window displays summary payment information for the invoice.

Split Schedule. If you want to automatically create an additional scheduled payment, select a scheduled payment and update the amount. Choose Split Schedule to have Payables create an additional scheduled payment with the net amount due. For example, select a $100 scheduled payment and change the gross amount to $40. Choose Split Schedule to have Payables create a new $60 scheduled payment.

Pay ... Opens the Payments window so you can pay selected scheduled payments. See: Paying Invoices From the Invoice Workbench: page 5 – 9.

See Also

Adjusting Scheduled Payments: page 4 – 203

Applying a Hold to a Scheduled Payment: page 4 – 60

Discounts: page 4 – 78

Payables Options: page 2 – 94

Payment Terms: page 2 – 11

Reviewing Payments: page 5 – 61

Discounts

Payables uses payment terms you assign to an invoice to pay invoices at a discounted rate. You define discount payment terms in the Payment Terms window. You can define discount payment terms that have Payables vary the discount amount depending on how old the invoice is. You also define the payment terms to pay the full invoice amount if you have missed the discount date. For example, you can define payment terms to take a 10 percent discount if the invoice is paid within 5 days of the Terms Date, or a 5 percent discount if the invoice is paid within 10 days. If the invoice is over 10 days old, Payables pays the full invoice amount on the due date you specify.

When you submit Approval for an invoice with discount terms, Payables automatically creates a scheduled payment, which includes a discount date and discount amount. If you enter an invoice that does not have discount terms, you can modify the scheduled payment to include a discount.

You use Pay Date Basis and Always Take Discount to control whether you take a discount and when you pay an invoice. There are two key ways to take discounts with Payables:

- Enable the Always Take Discount Supplier option. Payables takes a discount regardless of when you pay the invoice.
- Select Discount for the Pay Date Basis for the supplier, and disable the Pay Only When Due check box for your payment batch. Payables takes a discount and pays the invoice within the discount period.

If you take a discount, Payables uses the Discount Distribution Method you specify in the Payables Options window to credit the appropriate accounts.

DISCOUNT RESTRICTIONS

PREPAYMENTS: You cannot take discounts on prepayments.

BANK CHARGES: You cannot use the Discount feature if you enable the Use Bank Charges Payables option.

See Also

Payment Terms: page 2 – 11

Scheduling Invoice Payments: page 4 – 73

Scheduled Payments Window Reference: page 4 – 75

Assets Integration

You can enter invoices for asset items in Payables and then import specified distributions into an interface table in Assets. You can then create assets from the distributions in Assets. For detailed information see: Create Mass Additions from Invoice Line Distributions in Payables *(Assets User's Guide)*.

Prerequisites

- ❑ Install Assets.
- ❑ Assign to Payables the same set of books you use for the Assets corporate book.
- ❑ If you use Inventory and Purchasing, set up your items with asset categories.

▶ **To record an invoice distribution as an asset:**

1. In the Invoices Summary enter the invoice. Choose the Distribute button.
2. Enter distributions automatically by entering a Distribution Set or by matching to a purchase order, or choose Distributions and enter distributions manually. See: Distribution Sets: page 2 – 39, Entering Purchase Order Matched Invoices: page 4 – 11, or Entering Invoice Distributions: page 4 – 5.

   Enter the distribution description. This description will be imported into Assets.

   Enable the Track as Asset check box for the distribution. Payables automatically enables the check box if you have entered an Asset type account. The account must be set up for an existing asset category, and must be either an asset clearing account or a construction–in–process (CIP) clearing account.
3. Approve the invoice. See: Approval: page 4 – 68.
4. Post the invoice. See: Posting: page 7 – 2.
5. Submit the Create Mass Additions for Assets Program: page 8 – 14. Create Mass Additions for Assets process sends valid invoice distributions and associated discounts from Payables to an interface table in Assets.
6. Prepare Mass Additions in Assets.

7. Review Mass Additions in the Assets Mass Additions window.

See Also

Entering Invoice Distributions: page 4 – 5

Create Mass Additions from Invoice Line Distributions in Oracle Public Sector Payables *(Oracle Assets User's Guide)*

Oracle Assets User's Guide

Entering Project Related Invoices and Distributions

If you have Oracle Projects installed, when you enter a project related invoice, enter the project name, task, and expenditure information to associate the invoice with a particular project.

Account Generator uses the project information you enter to create accounts for the invoice distributions. Project information defaults to the distributions. If you change the project information on the invoice distribution, the system then rebuilds the distribution accounts based on the new project information.

You can also use a Project Related Distribution Set to automatically enter project information for the invoice distributions.

Project fields will not appear if you have not installed Oracle Projects.

See Also

*I*mplementing Oracle Public Sector Payables for Projects Integration *(Oracle Projects User's Guide)*

Purchasing Integration

Payables fully integrates with Purchasing and other purchasing systems. This allows you to access your purchasing information online and match invoices with purchase orders.

Payables provides a number of Payables options to give you maximum control over purchase order matching. Payables allows you to define invoice tolerances which Payables uses when approving your purchase order matched invoices.

If you use a purchasing system other than Purchasing and want the ability to match invoices, you must provide Payables with purchasing information in several Purchasing tables. If you want assistance from Oracle to integrate your purchasing system with Payables, contact Oracle Consulting Services at your local Oracle office.

This discussion includes the following topics:

- Integrated Supplier and Purchasing Information: page 4 – 83
- Purchase Order Matching: page 4 – 84
- Two–, Three–, and Four–way Matching: page 4 – 86
- Purchase Order Shipment and Distribution Matching: page 4 – 85
- PO Default and QuickMatch Invoices: page 4 – 86
- Payment on Receipt: page 4 – 87
- Invoice Variances: page 4 – 87
- Variance Accounts: page 4 – 89
- Defining Accrual and Variance Accounts: page 4 – 90
- Closing Purchase Orders: page 4 – 91
- Receipt Accrual: page 4 – 91
- Purging Payables and Purchasing Information: page 4 – 92

Integrated Supplier and Purchasing Information

Integrated information in Payables and Purchasing ensures consistency of information between applications and avoids the necessity of having to enter the information more than once.

Payables shares suppliers with Purchasing. You can enter a supplier in either application and use that supplier to create requisitions and purchase orders in Purchasing. Then, within Payables, you can create invoices for the same supplier and match the invoices to one or more purchase order shipments or purchase order distributions.

In addition, Payables and Purchasing share the QuickCodes that you use during supplier entry. You can create QuickCodes for the following types in the Payables QuickCodes window:

- Supplier Type
- Ship Via
- FOB
- Pay Group
- Minority Group

See Also

Purchase Order Matching Database Tables: page H – 2

Entering Suppliers: page 3 – 10

Financials Options: page 2 – 61

Invoice Tolerances: page 2 – 16

Payables Options: page 2 – 76

QuickCodes: page 2 – 42

Purchase Order Matching

Payables shares purchase order information from your purchasing system to enable online matching with invoices. Match your billed (invoice) items to the original purchase orders to ensure that you pay only for the goods or services you ordered. If you are billed for an item over the amount and quantity tolerances you define in the Invoice Tolerances window, during Approval, Payables applies a hold to the invoice which prevents payment.

You can match a single invoice to multiple purchase order shipments or you can match multiple invoices to a single purchase order shipment. Payables ensures that you match only to purchase orders for the supplier on the invoice and that the purchase order and invoice currency match.

When you match an invoice to a purchase order, Payables creates invoice distributions using the purchase order distribution accounting information. You cannot delete invoice distributions created through matching. If you incorrectly match an invoice to a purchase order, you must cancel the invoice or reverse the individual distributions to cancel the match.

See Also

Approval: page 4 – 68

Releasing Holds: page 4 – 63

Entering Purchase Order Matched Invoices: page 4 – 11

Adjusting Invoices: page 4 – 194

Purchase Order Shipment and Distribution Matching

You can match to purchase order shipments or distributions. A purchase order shipment may have multiple distributions. If you are billed for only a portion of a shipment, you may want to match at the distribution level to ensure you charge the correct account.

You may want to record a price correction for a purchase order shipment if you receive an invoice from a supplier that is an adjustment to the unit price of an invoice you previously matched to a purchase order shipment. You can record price corrections without adjusting the quantity billed on the purchase order.

You can reverse purchase order matches in the Distributions window of the Invoice Workbench. You can cancel invoices matched to purchase orders in the Actions window of the Invoice Workbench. If you cancel an invoice matched to a purchase order, in addition to creating reversing distributions, Payables reverses the match to the purchase order by cancelling the invoiced quantity and amount of the original distributions. Payables reduces the billed quantity and billed amount on the matched purchase order distributions to their original amounts. You can then match these purchase order shipments and distributions to other invoices.

See Also

Entering Purchase Order Matched Invoices: page 4 – 11

Adjusting Invoices: page 4 – 194

Cancelling Invoices: page 4 – 204

Recording Price Corrections: page 4 – 14

Two–, Three–, and Four–way Matching

2–way matching verifies that purchase order and invoice information match within your tolerances as follows:

- **Quantity billed** is less than or equal to **Quantity ordered**
- **Invoice price** is less than or equal to **Purchase order price**

3–way matching adds a third criterion to verify that receipt and invoice information match with the quantity tolerances you define:

- **Quantity billed** is less than or equal to **Quantity received**

4–way matching adds a fourth criterion to verify that acceptance documents and invoice information match within the quantity tolerances you define:

- **Quantity billed** is less than or equal to **Quantity accepted**

When you match to a purchase order, Payables automatically performs 2–way matching. In the Purchasing Options window you can choose to additionally use 3–way or 4–way matching. You can change the invoice match option at the supplier, supplier site and purchase order shipment levels.

If the invoice and purchase order do not match within the tolerances you define for quantity and price, Approval places a matching hold on the invoice. You must release the hold before you can pay the invoice.

PO Default and QuickMatch Invoices

If you know the number and amount of the purchase order to which you want to match, Payables provides you with two invoice types, PO Default and QuickMatch, to help speed up invoice matching.

Enter PO Default as the invoice type if you know the purchase order you want to match to, but you do not know to which purchase order shipments or distributions you want to match. When you enter a PO Default invoice in the Invoice Workbench, Payables prompts you to enter the purchase order number and automatically enters the supplier name, supplier number, supplier site, and the purchase order currency for the invoice currency. When you choose the Match button, Payables will retrieve all purchase order shipments associated with the specified purchase order. You can then match to any shipment or distribution.

Enter QuickMatch as the invoice type if you want to match an invoice to all shipments on a purchase order. When you enter a QuickMatch

invoice in the Invoice Workbench, Payables prompts you to enter the purchase order number and automatically enters the supplier name, supplier number, supplier site, and the purchase order currency for the invoice currency. When you choose the Match button, Payables automatically matches to each shipment. You can choose to complete the match or override the matching information.

See Also

Entering Purchase Order Matched Invoices: page 4 – 11

Mixed Invoices: page 4 – 32

Payment on Receipt

If you have installed Oracle Public Sector Purchasing, you can increase the efficiency of your procurement cycle by generating payments to suppliers based on receipt transactions. These receipts include Advance Shipment Notices (ASNs) and Advance Shipment and Billing Notices (ASBNs) that you receive electronically in Purchasing. See: Advance Shipment Notice (ASN / ASBN) *(Oracle Public Sector Purchasing User's Guide)*.

You can set up your suppliers to be paid either on receipt or delivery, and you can choose the level of invoice consolidation: packing slip, receipt, or supplier pay site. After receipt or delivery transactions are created, you can submit the Pay on Receipt AutoInvoice Program to automatically create invoices in Payables and match them to corresponding purchase orders. You can then approve and pay these purchase order matched invoices using standard Payables payment processing functionality. See: Payment on Receipt (*Oracle Public Sector Purchasing User's Guide)*.

Invoice Variances

If you use Accrual Basis Accounting, and have Oracle Public Sector Purchasing Installed, Payables records variances when you approve and post a purchase order matched invoice distribution. Variances are

the differences between the purchase order and invoice in Price, Quantity, and, for foreign currency transactions, Exchange Rate.

The following formulas show how Payables calculates the invoice amount, purchase order amount, and the variance amounts.

Invoice Variances	
Purchase Order Amount	PO Qty x PO Price x PO Rate
Invoice Amount	Invoice Qty x Invoice Price x Invoice Rate
Expense (Invoice Distribution Amount) All in functional currency if this is a foreign currency transaction.	PO Amount + Invoice Price Variance + Quantity Variance + Exchange Rate Variance
Invoice Price Variance	Invoice Qty x (Invoice Price – PO Price) x Invoice Rate
Quantity Variance	(Invoice Qty – PO Qty) x PO Price x PO Rate
Exchange Rate Variance	Invoice Qty x PO Price x (Invoice Rate – PO Rate)

Table 4 – 1 (Page 1 of 1)

Note: The balancing entry to encumbrances is the reserve for encumbrances. The associated encumbrances use the same formulas; for example, the encumbrance for a purchase order is calculated according to the formula PO Qty x PO Price x PO Rate.

During Approval, Payables applies holds to purchase order matched invoices that exceed tolerances you define for price, quantity, and exchange rate differences.

See Also

Invoice Tolerances: page 2 – 16

Approval: page 4 – 68

Encumbrance Entries in Payables: page 10 – 42

Accounting Methods: page 2 – 71

Variance Accounts

The accounts to which Payables records invoice distributions and any related variance distributions depend on your accrual method (receipt or period end), and the item type (expense or inventory).

If you use the receipt accrual method, (also known as perpetual accrual), the system automatically records an accrual when you record an item as received in Oracle Public Sector Purchasing. When you post the invoice, Payables reverses this accrual and records the AP liability. If you use period end accruals, you run the Accrual Process for Period End Accruals and enter a reversing manual journal entry for the AP accrual. When you post the invoice, Payables records the expense and the AP liability. For inventory items you must use the receipt accrual method. For expense items you select your Accrue Expense Items Purchasing option, either On Receipt or Period End.

Payables creates all variance distributions at invoice approval time.

EXPENSE ITEM				
Accrual Method	**Purchase Order Expense**	**Quantity Variance**	**Invoice Price Variance**	**Exchange Rate Variance**
On Receipt	Expense AP Accrual Account	Expense AP Accrual Account	Expense Account	Expense Account
Period End	Expense Account	Expense Account	Expense Account	Expense Account
INVENTORY ITEM				
Accrual Method	**Purchase Order Expense**	**Quantity Variance**	**Invoice Price Variance**	**Exchange Rate Variance**
On Receipt	Inventory AP Accrual Account	Inventory AP Accrual Account	Invoice Price Variance Account	Exchange Rate Variance Gain or Loss Account

Defining Accrual and Variance Accounts

You define accounts in different windows of different products. To see which windows inherit accounts you define, see: Account Default Hierarchy Chart: page E – 9.

Exchange Rate Variance Gain/Loss Account. Accounting Region of the Financials Options window in Payables or Purchasing. See: Defining Financials Options: page 2 – 62.

Expense Accounts Payable Accrual Account. Defining Accrual Options Region of the Purchasing Options window in Purchasing. See: Defining Accrual Options *(Oracle Public Sector Purchasing User's Guide)*.

Inventory Accounts Payable Accrual Account. Organization Parameters window in Oracle Inventory. See: Organization Parameters Window, Defining Other Account Parameters *(Oracle Inventory User's Guide)*.

Invoice Price Variance Account. Organization Parameters window in Inventory. See: Organization Parameters Window, Defining Other Account Parameters *(Oracle Inventory User's Guide)*.

See Also

Invoice Tolerances: page 2 – 16

Overview of Receipt Accounting *(Oracle Public Sector Purchasing User's Guide)*

Defining Purchasing Options *(Oracle Public Sector Purchasing User's Guide)*

Reconciling A / P Accrual Accounts Balance *(Oracle Public Sector Purchasing User's Guide)*

Accrual Write–Offs *(Oracle Public Sector Purchasing User's Guide)*

Receipt Accruals – Period End Process *(Oracle Public Sector Purchasing User's Guide)*

Closing Purchase Orders

Payables closes a purchase order when the quantity billed and the quantity received (if you require receipt on the purchase order shipment) against the purchase order are both greater than or equal to the quantity ordered less the quantity cancelled on the purchase order. Payables displays a warning message if you try to match to a closed purchase order, but you can still complete the match. When you submit Approval, Payables applies the appropriate matching hold(s). You can reopen a closed purchase order in Purchasing by adding a new shipment, over–receiving within your tolerance, or changing the quantity for a shipment.

Payables closes a purchase order shipment when the quantity billed and the quantity received (if you require receipt on the purchase order shipment line) against the purchase order shipment are both greater than or equal to the quantity ordered less the quantity cancelled on the purchase order shipment.

If you use Purchasing with Payables, when you match an invoice to a purchase order, you can indicate that the invoice is the final match to the purchase order. When you submit Approval for a final–matched invoice, Approval permanently closes the matched purchase order.

See Also

Final Matching Purchase Orders: page 4 – 18

Receipt Accrual

Purchasing provides you with a number of windows and reports to support receipt accrual for purchase orders you match to. You can report on the balance of the receipt accrual accounts and manually write–off any accrual transactions. You can then report on the transactions you chose to write–off.

See Also

Variance Accounts: page 4 – 89

Accrual Reconciliation Report (*Oracle Public Sector Purchasing User's Guide)*

Accrual Write–Off Report *(Oracle Public Sector Purchasing User's Guide)*

Overview of Receipt Accounting *(Oracle Public Sector Purchasing User's Guide)*

Purging Payables and Purchasing Information

Payables maintains all invoice, purchase order, and related records you enter in Payables and Purchasing. You may want to delete these records periodically to limit the amount of space required for your Payables and Purchasing tables. You can use the Purge feature to delete all invoices and payments in Payables, and all requisitions, purchase orders, and receipts in Purchasing. You can also delete inactive suppliers.

When you purge payables and purchasing information, Payables maintains summary records of all purged information for reference and audit purposes.

See Also

Purging Records: page 9 – 2

Procurement Card Integration

You can streamline your procure–to–pay process by implementing a procurement card program in which your employees purchase items directly from suppliers using a credit card. The credit card issuer then sends transaction files directly to you (the employer). You can import credit card transaction files from your card issuer directly into Payables. Then, you can automatically generate transaction accounting distributions and create invoices to pay the card issuer.

This will help you reduce transaction costs and eliminate low–amount invoices. For additional flexibility, your employees can use Web Employees to verify transactions and to override default transaction accounting.

Payables Credit Card Program Overview

This section gives you an overview of the Payables credit card program process. Each step refers you to the sections in the documentation where you can find more information on the step.

1. **Set up Payables and Web Employees credit card program.** See: Setting Up Credit Card Programs: page 2 – 196.
2. **Import credit card transactions.** The card issuer sends you a file with the card transactions and charges. You load this data into the AP_EXPENSE_FEED_LINES table. See: The Payables Credit Card Transaction Open Interface Tables: page J – 2.
3. **Validate imported credit card transactions.** Submit the Credit Card Transaction Validation and Exception Report. This report identifies transaction exceptions such as credit card numbers that are undefined. This program also builds the default GL Accounts for the transactions. See: Credit Card Transaction Validation and Exception Report: page 8 – 9.
4. **Employee verification.** From the Submit Request window, submit the Distribute Employee Credit Card Transaction Verifications program. This initiates the Credit Card Transaction Employee Workflow, and it executes as you have defined it. If verification is required, an employee can verify transactions directly from a workflow notification. The employee can also use Web Employees to verify transactions. If verification is not required, an employee will receive a notification indicating that transactions posted to the employee's credit card account. See: Credit Card Transaction Employee Workflow: page 2 – 212.

5. **Manager approval or notification.** From the Submit Request window, submit the Distribute Manager Card Transaction Approvals program. This initiates the Credit Card Transaction Manager Workflow, and it executes as you have defined it. If approval is required from the manager, a manager can approve an employee's credit card transactions directly from a workflow notification. If approval is not required, a manager will receive a notification that lists all credit card transactions incurred by the manager's direct reports. See: Credit Card Transaction Manager Workflow: page 2 – 218.

6. **Adjust transaction distributions.** If card program administrators need to adjust or create transaction distributions, use the Credit Card Transactions window. See: Credit Card Transactions: page 4 – 94.

7. **Create invoices.** You submit the Credit Card Invoice Interface Summary to move the transaction data from the AP_EXPENSE_FEED_DISTS table to the AP_INVOICE_HEADERS and AP_INVOICE_DISTRIBUTIONS tables. You can summarize transactions by GL Account. See: Credit Card Invoice Interface Summary: page 8 – 12.

   You submit the Payables Open Interface Import Program to create invoices in Payables from the invoice data in the Payables Open Interface tables.

8. **The invoices are ready for accounts payable approval and payment**. See: Approval: page 4 – 68.

Credit Card Transactions

Use the Credit Card Transactions window to review and update credit card transaction distributions.

During Payables Open Interface Import, Payables converts transaction distributions into invoices with distributions. When you load transactions from the card issuer, each transaction has one distribution. You can use this window to split a transaction distribution into multiple distributions which you can then process separately. For example, an employee receives a bill for a hotel room. Instead of charging the $100 corporate rate, the hotel charged $130. You can create two distributions for the transaction, one for $100, and one for $30. You can assign a status of Disputed for the $30 transaction and process the $100 distribution as usual.

Attention: To prevent payment of a transaction distribution with a status of Disputed, you also need to check the Disputed checkbox in the Don't Pay If Status region of the Credit Card Programs window. See: Credit Card Programs: page 2 – 202.

Card holders can create multiple distributions per transaction in the Open Credit Card Transactions page of Web Employees. You can also use the Distributions region of the Credit Card Transactions window in Payables to split distributions. The total amount of the transaction distributions must equal the transaction amount.

Credit Card Transactions Window Reference

Card Number. Credit card number of the credit card that incurred the transaction.

Transaction Date. Date that the transaction posted to the credit card account.

Reference Number. The reference number that the card issuer assigned to the transaction.

Currency. Currency of the credit card statement.

Amount. Amount of the transaction in the credit card statement currency.

Card Program. Card program assigned to the credit card used for the transaction.

Card Code. Credit card code (supplier or supplier type) of the transaction.

Employee Name. Card holder's name.

Merchant Name. Merchant that processed the transaction.

Transaction Distributions

Status. Current status of the transaction. Either in the Open Credit Card Transactions page or by responding to a workflow notification, card holders can update their own transactions, and managers can approve the transactions of their direct reports. In addition, you can update the status of transactions in the Credit Card Transactions window. The statuses you select for the Do Not Pay If Status Is option

in the Credit Card Programs window determine whether Payables will allow you to pay a transaction with a particular status.

- **Approved.** All approvals are complete and the transaction is ready for import.
- **Disputed.** A card holder or manager assigns this status to a distribution to indicate that there is a dispute over the transaction.
- **Hold.** A card holder assigns this status to a distribution to indicate that there is a problem with the transaction.
- **Personal.** A card holder uses this status to indicate that a transaction was personal.
- **Rejected.** Workflow assigns this status to a transaction if the manager denies approval for the transaction.
- **Validated.** The Credit Card Transaction Validation and Exception Report assigns this status to a transaction if it was successfully validated.
- **Verified.** Either in the Credit Card Transaction Verification page or by using workflow, the card holder has verified the transaction.

Amount. Amount of the transaction distribution.

Account. Account to which the transaction distribution will be charged. The Credit Card Transaction Validation and Exception Report builds accounts depending on how you set up your card profile. Card holders can change the default account by using the Credit Card Transaction Verification page. In addition, you can override the account in this window.

Description. Description of the transaction distribution. This will be the invoice distribution description (unless you summarize by GL Account when you submit the Credit Card Invoice Interface Summary).

Account Description. Payables displays the description of the account.

Oracle Inventory Integration

Tracking Inventory Movement Statistics in Payables

To comply with the European Union's Intrastat requirements, you may need to record information associated with the movement of goods between statistics–gathering countries. If you install Oracle Inventory, and want to comply with Intrastat reporting requirements, you can record statistics for invoices. You can do this in the Movement Statistics window in Inventory, or you can access the Movement Statistics window directly from the Payables Invoices window.

Prerequisite

- ❑ Install and set up Inventory to record movement statistics.

▶ **To track inventory movement statistics in Payables:**

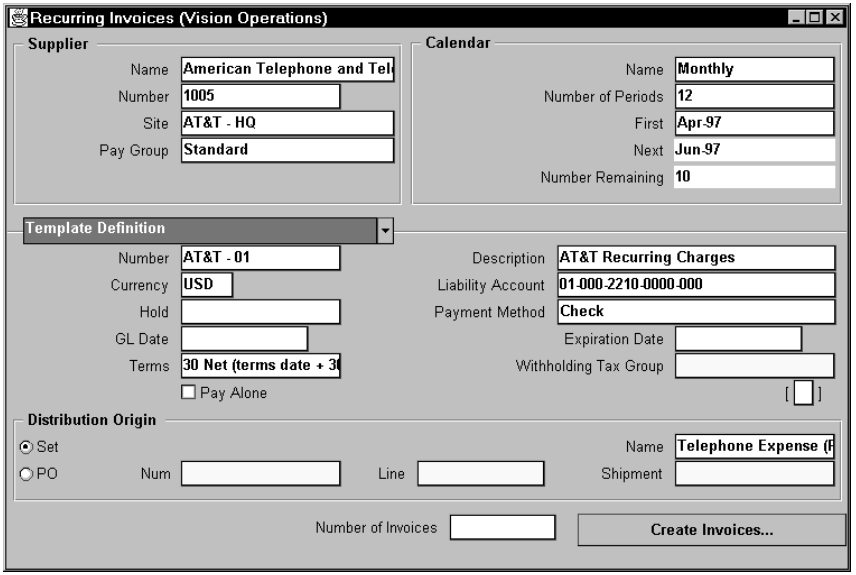
1. In the Invoices window, query the invoice for which you want to record movement statistics.
2. From the Special Menu choose Movement Statistics.

   Enter statistics information into the Movement Statistics window. The statistical values you record for the invoice can be different from the invoice amount. For more information see: Entering Movement Statistics *(Oracle Inventory User's Guide)*.
3. Save your work.

See Also

Collecting and Reporting Movement Statistics *(Oracle Inventory User's Guide)*

Entering Recurring Invoices



You can enter invoices for periodic business expenses for which you may not receive invoices, such as rent. To enter recurring invoices, first define a recurring invoice template, then create invoices based on the template. With a recurring invoice template, you can do the following:

- Specify the intervals in which invoices based on the recurring invoice template will be created.
- Create up to two special one–time invoice amounts of a non–standard amount, such as a deposit or balloon payment.
- Define recurring invoices to increase or decrease by a fixed percentage from period to period.

This discussion includes the following topics:

- Defining a Recurring Invoice Template: page 4 – 99
- Creating Recurring Invoices: page 4 – 101

- Withholding Taxes from Recurring Invoices: page 4 – 102

See Also

Recurring Invoices Window Reference: page 4 – 104

Recurring Invoice Restrictions: page 4 – 102

Defining a Recurring Invoice Template

Prerequisite

- ❑ Define periods in the Special Calendar window. See: Special Calendar: page 2 – 152.
- ❑ If you want to use Distribution Set for the recurring invoices, define Full Distribution Sets. See: Distribution Sets: page 2 – 39.

▶ **To define a recurring invoice template:**

1. In the Recurring Invoices window, enter the Supplier information.
2. Enter the Period information. Select a Period Type that determines the frequency of the recurring invoice. For example, Month or Quarter.

   In the Number of Periods field, enter the total number of invoices you want to create over the life of the template.

   In the First field, enter the first period for which you want to create an invoice. The period must be open or future.
3. In the Template Definition region, enter the template Number, which must be unique for the supplier. When you create invoices based on the template, Payables creates the invoice number for each invoice by appending the name of the recurring invoice period to the template Number.

   Select the Payment Method with which you will pay the invoices you create with this template.

   Enter the payment Terms you want to use to schedule payment for each invoice you create with the template.

   Enter additional information, if applicable:

- Optionally change the invoice currency, which is your functional currency unless you have a supplier site default. If you enter a foreign currency, enter exchange rate information when you create invoices based on the template.
- Optionally enter a Hold name to prevent the creation of invoices using this template until you release this hold by clearing this field.
- Optionally enter the template description. Payables uses the template description as invoice distribution descriptions if purchase order or Distribution Set descriptions are unavailable.
- Optionally override the Liability Account which will be assigned to each invoice created from this template.
- Optionally enter the Expiration Date, the date after which invoices cannot be created using this template. Invoices you create before the Expiration Date can have invoice dates after the Expiration Date.
- Optionally enter the GL Date, which will default to each invoice you create with this template. Leave this field blank to have Payables use the beginning date of the recurring invoice's period.
- Optionally check Pay Alone if each invoice should be paid on a separate payment document.

4. Select the Distribution Origin you want to use. You create distributions for the recurring invoices either by using a Distribution Set or by matching to a purchase order shipment.

Attention: If you use Distribution Sets for recurring invoices, you can use only Full Distribution Sets.

5. Enter the recurring invoice amounts in one of the following two ways:

   - If you know the total sum of the recurring invoices you will create, enter the Control Amount and Payables will calculate and enter the First Amount.
   - If you know what the periodic recurring invoice amount will be, enter the amount of your first invoice in the First Amount field. Payables will calculate and enter the Control Amount field.

   If applicable, enter the Change and Special Invoice Amount fields:

   - If you want the invoices to increase or decrease by a set percentage from period to period, enter the percentage in the Change field, and Payables will recalculate the Control Amount.

- If you want to create a special invoice amount to record a deposit or balloon payment, enter one or two Special Invoice Amounts and the Periods in which you want to create invoices for them, and the system will recalculate the Control Amount. When Payables creates the invoice for that period, the invoice amount equals the special amount.

Payables displays the Next Amount, which is the amount of the next invoice that Payables will create from this template.

6. If you are paying the supplier electronically, in the Supplier Bank region, enter or confirm the supplier remit–to bank.
7. Save your work.

Creating Recurring Invoices

Prerequisite

❑ Define a recurring invoice template. See: Defining a Recurring Invoice Template: page 4 – 99.

▶ **To create recurring invoices:**

1. In the Recurring Invoices window, query the recurring invoice template from which you want to create invoices. Enter in the Number of Invoices field the number of invoices you want to create. Choose Create Invoices.
2. Payables navigates to the Create Invoices window and displays invoices in the next available periods. For example, your template is for monthly invoices starting in January and you have already created two invoices. If you entered 2 for Number of Invoices, Payables will display the March and April invoices.
3. If you want to include the invoices in an invoice batch, enter a Batch Name. This name will appear on your reports and will help you locate the batch online. You can enter the name of an existing batch or a new batch name. You can only enter a Batch Name if your Use Batch Control Payables option is enabled.
4. If you are using Foreign Currency, enter Exchange Rate information. See: Foreign Currency Transactions: page 6 – 2.
5. Choose Create to create the invoices. The new invoices are now regular invoices and must be approved before you can pay them or create journal entries for them.

6. Save your work.

   If you have enabled the Invoice Amount Limit or Hold Future Invoices supplier site holds, Payables places those holds on exception invoices as it creates them.

   You can review and adjust the distributions or scheduled payment of a recurring invoice by querying the invoice in the Invoices window.

Creating Recurring Credit/Debit Memos

▶ **To create recurring credit memos or debit memos:**

- Define a recurring invoice template as usual, but enter negative invoice amounts. See: Defining a Recurring Invoice Template: page 4 – 99.

Withholding Taxes from Recurring Invoices

▶ **To withhold taxes from a recurring invoice:**

- When you define a recurring invoice template, enter the Withholding Tax Group. This group will be applied to all invoices you create for that template.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Withholding Tax Groups: page 2 – 27

RECURRING INVOICE RESTRICTIONS:

SEQUENTIAL NUMBERING. You must use automatic sequential numbering for recurring invoice voucher numbers.

NO REMAINING PERIODS: If the template has no remaining periods, you cannot create any invoices.

CHANGING TEMPLATE FIELDS AFTER PAYMENT: You cannot update the following fields in the recurring invoice template after you have created a payment for a recurring invoice created by the template:

Supplier Name, Supplier Number, Supplier Site, Type, First Period Number, Currency, and GL Date.

See Also

Entering Taxes on Invoices: page 4 – 33

Foreign Currency Transactions: page 6 – 2

Adjusting Invoices: page 4 – 194

Scheduling Invoice Payments: page 4 – 73

Recurring Invoices Window Reference

Number of Invoices. Enter in this field the number of invoices you want to create, then choose the Create Invoices button to create the invoices.

Supplier Region

Site. The supplier pay site for which a template is defined. This field is entered automatically if only one pay site exists for a supplier.

Pay Group. Pay Group name associated with a template. Default Pay Group name for all invoices created with a template.

Calendar Region

Name. Calendar name representing frequency of invoice creation (e.g. Monthly). To enter a calendar name, you must first define the calendar as a Recurring Invoice type calendar in the Special Calendar window.

Number of Periods. Total number of invoices to be made over the life of a template.

First. The first period for which a recurring invoice will be created. The period must be in an open or future period.

Next. Payables displays the next recurring invoice period for which an invoice can be created with a template. The First period is used as the default for the Next Period until the first invoice is created.

Number Remaining. Payables displays the number of periods remaining for which you have not yet created invoices.

Template Definition Region

Number. Template Number, which must be unique for a supplier. When you create invoices based on a template, Payables creates the invoice number for each invoice by appending the name of the recurring invoice period to the template Number.

Description. Template description used as the distribution descriptions if no purchase order or Distribution Set description is available.

Currency. Currency for invoices created from a template. Default is the functional currency unless the supplier site has a different default.

Liability Account. Account where invoice liability will be recorded. This will be defaulted to all invoices created from a template.

Hold. Hold name to automatically prevent the creation of invoices using a template. Release the hold by clearing this field.

Payment Method. Payment method for invoices created from a template. Future Dated and Manual Future Dated can only be used if the Allow Future Payment Payables option is enabled.

GL Date. Date to recognize the invoice liability. The GL Date is used as a default accounting date for each invoice. If you do not enter a GL Date, the beginning date of each invoice's period will be each invoice's default GL Date.

Expiration Date. Last day you can create invoices using a template. Before this date you can create invoices with invoice dates after the Expiration Date.

Withholding Tax Group. The withholding tax group that will be used as a basis for withholding from invoices created from a template. This defaults from the supplier site.

Terms. Terms you want to use to create a scheduled payment for each invoice you create from a template.

Pay Alone. Pay alone invoices are paid on separate payment documents.

Distribution Origin Region

Select either Set or PO to choose whether invoice distributions are created by a Distribution Set or a purchase order. Then enter the specific source:

Name. If you choose Set, enter the name of a Full Distribution Set.

Num. Purchase order number.

Line. Purchase order line.

Shipment. Purchase order shipment. If you select a purchase order shipment, during invoice creation Payables automatically matches the invoices created to the purchase order shipment. It prorates across all purchase order distributions to create the invoice distributions. For example, you have a blanket purchase order for car leases. You enter the purchase order number, line, and shipment on a template to create lease invoices, and Payables will match each invoice created by the template to the purchase order shipment.

Amounts Region

First Amount. Amount of first invoice created by a template, excluding any special payment such as a deposit. Used with the Change percentage to calculate incremental invoice amounts. Used with the Number of Regular Invoices to calculate the Control Total.

Next Amount. Amount of the next scheduled recurring invoice.

Change. Percent change to increase or decrease the amount per period. For example, if you pay rent once per month and your rent increases 1% per month, enter 1 here.

Number of Regular Invoices. Total number of periods defined for a template.

Special Invoice Amount1 / Amount2. One time special payment such as a deposit or balloon payment including the regular periodic payment. It is the only amount paid in that period.

Period. Period in which you want to pay the Special Invoice.

Control Total. Total amount available for creation of invoices. Payables enters this number for you if you enter the First Amount and the Number of Regular Invoices.

Released Total. Sum of the invoice amounts that have been created using the template.

Amount Remaining. Funds available for invoice creation using a template. Payables displays the Control Total minus the Released Total.

Supplier Bank Region

Bank Account Name/Number. If you are paying the supplier electronically, enter the supplier bank account name and number to which you will remit payment. Payables defaults the supplier site's primary account, if there is one for the payment currency. If none exists at the site level, Payables defaults the primary bank account from the supplier level, if one exists. You can change the account by choosing from the list of values another account with the same currency.

Bank/Branch Name/Number. Payables displays the Bank and Branch associated with the supplier bank account you select.

Buttons

Create Invoices. After you have created a template and entered in the Number of Invoices field the number of invoices you want to create, if you choose this button Payables will create the invoices.

RECURRING INVOICES WINDOW RESTRICTIONS:

CREATE INVOICES BUTTON: The button is enabled only if Number of Periods Remaining is greater than zero, the system date is earlier than the expiration date, and there is no hold on the recurring invoice template.

UPDATES: In the Recurring Invoices window, all the fields except for Liability Account cannot be updated after the first invoice has been created.

NO REMAINING PERIODS: You cannot create an invoice if a template has no remaining open or future periods.

See Also

Entering Recurring Invoices: page 4 – 98

Defining a Recurring Invoice Template: page 4 – 99

Creating Recurring Invoices: page 4 – 101

Withholding Taxes from Recurring Invoices: page 4 – 102

Special Calendar: page 2 – 152

Prepayments

A prepayment is a type of invoice you enter to pay an advance payment for to a supplier or employee. For example, you may need to pay a deposit on a lease, or you may need to pay an employee an advance for travel expenses. You can later apply the prepayment to one or more invoices or expense reports you receive from the supplier or employee to offset the amount paid to them.

You can enter either a Temporary or a Permanent type prepayment. Temporary prepayments can be applied to invoices or expense reports you receive. For example, you use a Temporary prepayment to pay a hotel a catering deposit. When the hotel's invoice arrives, apply the prepayment to the invoice to reduce the amount you pay. Permanent prepayments cannot be applied to invoices. For example, you use a Permanent prepayment to pay a lease deposit for which you do not expect to be invoiced.

If you want to apply a prepayment to one or more invoices or expense reports, you must first approve and pay the prepayment. You control when a prepayment is available by the Settlement Date you enter and by optionally applying a hold to the prepayment.

When you enter an invoice for a supplier for whom you have outstanding Temporary prepayments, Payables notifies you that you have prepayments available that you can optionally apply. You can also review the Prepayment Status Report to check the status of all prepayments in your system. See: Prepayments Status Report: page 8 – 87.

This discussion includes the following topics:

- Releasing Holds from Prepayments: page 4 – 110
- Paying Prepayments: page 4 – 110
- Applying Prepayments to Invoices: page 4 – 110
- Applying Prepayments to Expense Reports: page 4 – 112
- Unapplying Prepayments: page 4 – 112
- Cancelling Prepayments: page 4 – 114
- Prepayment Restrictions: page 4 – 115

Entering Prepayments

▶ **To enter a prepayment:**

1. In the Invoices window select Prepayment as the invoice Type and enter all basic invoice information. See: Entering Basic Invoices: page 4 – 2. Before entering distributions, proceed with the next two steps.
2. Select a Prepayment Type:
   - **Temporary.** You can apply this prepayment to invoices after you approve and pay it.
   - **Permanent.** You cannot apply this prepayment to invoices.
3. Optionally enter a purchase order number to restrict the application of the prepayment to invoices matched to this purchase order.

   Optionally change the Settlement Date. Payables will not allow you to apply a Temporary prepayment to invoices or expense reports before this date.
4. Enter distributions automatically by entering a Distribution Set or choose Distributions and enter distributions manually. See: Distribution Sets: page 2 – 39, or Entering Invoice Distributions: page 4 – 5.

   Optionally review or modify the scheduled payment. Payables automatically creates a single scheduled payment using Immediate payment terms. You can change the due date, payment method, or payment priority of a prepayment. You cannot create multiple scheduled payments or enter discounts.
5. Approve the prepayment as you would any other invoice. See Approval: page 4 – 68.
6. Save your work.

See Also

Implementing Sequential Voucher Numbering: page 2 – 158

Prepayment Restrictions: page 4 – 115

Applying Holds to Prepayments

To prevent payment of a prepayment, you can apply one or more holds to the prepayment or you can hold the scheduled payment. Apply these holds as you would for any other invoice. See: Applying Holds: page 4 – 59.

Releasing Holds from Prepayments

You release holds from a prepayment just as you would for any other invoice. See: Releasing Holds: page 4 – 63.

Paying Prepayments

Pay a prepayment just as you would any other invoice. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 12. You cannot partially pay a prepayment. You must fully pay a prepayment before you can apply the prepayment to an invoice.

Applying Prepayments to Invoices

You can apply a Temporary type prepayment to one or more approved invoices to offset the amount you pay on the invoice(s). If you entered the prepayment as a Permanent type and want to apply it, you can query the prepayment in the Invoices window and change the Prepayment Type to Temporary.

When a prepayment is applied to an invoice, Payables automatically creates a negative distribution and a negative scheduled payment for the prepayment in the amount of the application. Payables also reduces the Amount Available for prepayment by the amount applied. You can see the original amount of the prepayment in the Amount field of the Invoice Overview. Payables updates the status of an invoice paid by a prepayment to reflect the invoice as being paid by the prepayment application. You can review all payment information for the prepayment and the invoice(s) to which it was applied in the Payments window of the Invoice Workbench.

When you apply a prepayment, you can choose to print a Prepayment Remittance Advice to send to the supplier to notify them that a

prepayment has been applied to their invoice which may result in a decreased payment or non–payment to the supplier.

You can either select an invoice and apply a prepayment to it, or select a prepayment and apply it to an invoice.

Prerequisites

- ❑ The prepayment is type Temporary, paid, approved, not cancelled, has no active holds, and has not already been fully applied.
- ❑ The prepayment has the same supplier, invoice currency, and payment currency as the invoice.

▶ **To apply a prepayment to an invoice:**

1. In the Invoices window, query either the prepayment or the invoice to which you want to match it.
2. Choose the Actions button and check the Apply / Unapply Prepayments check box. Choose OK.
   - If you initially queried an invoice, Payables displays all available prepayments which you can apply to the invoice. If you want to limit available choices, enter a query or use the Find Prepayments to Apply window by choosing Find from the Query window.

     Select each prepayment you want to apply. Enter the Amount To Apply to the invoice. Optionally change the GL Date, which is the accounting date for the reversing prepayment distributions that Payables creates when you apply a prepayment. If you want to see more information on a prepayment, select it and choose Invoice Overview.
   - If you initially queried a prepayment, Payables displays all approved and not fully–paid invoices to which you can apply the prepayment. If you want to limit available choices, enter a query or use the Find Invoices to Apply window by choosing Find from the Query window.

     Select each invoice to which you want to apply the prepayment. Enter the Amount To Apply to each invoice. Optionally change the GL Date, which is the accounting date for the reversing prepayment distributions that Payables creates when you apply a prepayment. If you want to see more information on an invoice, select it and choose Invoice Overview.

If you want to approve the new prepayment distributions that the application will create and the Allow Online Approval Payables option is enabled, select Approve. If the Allow Online Approval Payables option is not enabled, you can submit Approval from the Submit Request window.

If you want to print a Prepayment Remittance Advice for the supplier, select Print.

3. Choose the Apply / Unapply button to apply the prepayment amount(s) to the invoice(s) and to save your work.

Prepayment Restrictions: page 4 – 115

PREPAYMENT APPLICATION RESTRICTIONS

ENCUMBRANCE: If you use Encumbrance accounting, you must enter a GL Date in a period that is within the latest encumbrance year.

Applying Prepayments to Expense Reports

You apply prepayments, also known as advances, to expense reports during expense report entry. You can specify if you want Payables to apply to an expense report all outstanding and available advances, one specific advance, or a certain maximum amount of advances. Unless you specify a specific advance to apply, Payables applies all outstanding, available advances, starting with the oldest, up to the amount of the expense report. See: Applying Advances Against Expense Reports: page 4 – 125.

See Also

Prepayment Restrictions: page 4 – 115

Unapplying Prepayments

If you mistakenly apply a prepayment to an invoice, you can unapply it. Payables automatically creates a reversal distribution and a new scheduled payment for the prepayment in the amount that you

unapply. Payables also increases the Amount Available for the prepayment by the unapplied amount. Payables updates the status of the invoice to unpaid or partially paid. You can review in the Payments window of the Invoice Workbench all payment information for the prepayment and the invoice(s) to which it was applied.

▶ **To unapply a prepayment:**

1. In the Invoices window query either the prepayment or the invoice to which you matched it.
2. Choose Actions and select the Apply / Unapply Prepayments check box. Choose OK.

   - If you initially queried an invoice, Payables displays in the Existing Applications region of the Apply Prepayments window all existing prepayments that have been applied to it. Select each prepayment you want to unapply. You cannot modify the Amount because you must unapply the complete amount which you previously applied.

     If you want to limit available prepayment choices, enter a query or use the Find Prepayments to Apply window by choosing Find from the Query window. If you want to see more information on a prepayment, select it and choose Invoice Overview.

   - If you initially queried a prepayment, Payables displays in the Existing Applications region of the Apply Prepayments window all invoices that have had the prepayment applied. Select each invoice from which you want to unapply the prepayment. You cannot modify the Amount because you must unapply the complete amount which you previously applied.

     If you want to limit available invoice choices, enter a query or use the Find Invoices to Apply window by choosing Find from the Query window. If you want to see more information on an invoice, select it and choose Invoice Overview.

   If you want to approve the new prepayment distributions that the application will create and the Allow Online Approval Payables option is enabled, select Approve. If the Allow Online Approval Payables option is not enabled, you can submit Approval from the Submit Request window.

   If you want to print a Prepayment Remittance Advice for the supplier, select Print.

3. Choose the Apply / Unapply button to unapply the prepayment amount(s) to the invoice(s), and to save your work.

See Also

Approval: page 4 – 68

Cancelling Prepayments

You can cancel prepayments if they have not been paid or applied to invoices. To cancel an applied prepayment, you must first unapply the prepayment and void the payment document that paid the prepayment.

▶ **To cancel an unapplied prepayment:**

1. In the Invoices window query and select the prepayment.
2. Choose the Actions button and select Cancel Invoices.
3. Choose OK to save your work.

   Payables automatically creates reversing distributions for the prepayment and reduces the prepayment amount to zero.

▶ **To cancel an applied prepayment:**

1. Fully unapply the prepayment. See: Unapplying Prepayments: page 4 – 112
2. Void the payment document used to pay the prepayment. See: Voiding Payments: page 5 – 66.
3. Cancel the prepayment (see above, To cancel an unapplied prepayment).

Find Prepayments/Invoices to Apply Windows

When you are in the Apply / Unapply Prepayments window you can narrow your search for invoices or prepayments to apply by using

either the Find Prepayments to Apply window or the Find Invoices to Apply window.

▶ **To use the Find Invoices to Apply window:**

1. In the Apply / Unapply Prepayments window, choose Find from the Query menu. Payables opens the Find Invoices to Apply window.
2. Enter any search criteria to narrow your search:
   - Invoice Number.
   - Supplier Site.
   - range of Invoice Dates.
   - range of Invoice Amounts.
3. Choose Find to have Payables list in the Apply / Unapply Prepayments window all invoices that match your search criteria.

▶ **To use the Find Prepayments to Apply window:**

1. In the Apply / Unapply Prepayments window, choose Find from the Query menu. Payables opens the Find Prepayments to Apply window.
2. Enter any search criteria to narrow your search:
   - **Prepayment Number.** Invoice Number of the prepayment.
   - **Supplier Site.**
   - **Prepayment Dates**. Range of invoice dates for the prepayment(s).
   - **Earliest Settlement Dates.** Range of settlement dates.
   - **Original Prepayment Amounts.** Range of original invoice amounts for the prepayment(s).
3. Choose Find to have Payables list in the Apply / Unapply Prepayments window all prepayments that match your search criteria.

PREPAYMENT RESTRICTIONS:

ONE ITEM DISTRIBUTION: You can enter only one Item type distribution for each prepayment.

ONE TAX DISTRIBUTION: You can enter only one Tax type distribution for each prepayment.

ONE SCHEDULED PAYMENT: You can have only one scheduled payment for each prepayment.

NO DISCOUNTS: You cannot take discounts on prepayments.

SAME SUPPLIER AND CURRENCY: You can only apply a prepayment to an invoice with the same supplier, invoice currency, and payment currency as the prepayment.

PURCHASE ORDER MATCHED INVOICES: If the prepayment is associated with a purchase order, you can only apply it to invoices matched to that purchase order.

CANNOT WITHHOLD TAX. You cannot withhold tax on prepayments.

Recording a Refund of a Prepayment or Advance

You can record a refund from a supplier that pays back an unused prepayment or part of a prepayment. When you do this, Payables reverses the prepayment so that it is no longer outstanding and so that you can no longer apply the prepayment to an invoice. The net effect is a debit to your cash (asset) account in the amount of the refund and a credit to the prepayment account in the amount of the refund.

You can use exactly the same method to record a refund from an employee for an advance.

Prerequisites

- ❑ You have entered and paid a prepayment or advance.
- ❑ The supplier or employee has refunded the unused portion of the prepayment.
- ❑ If the supplier or employee has not refunded the entire prepayment, apply the appropriate amount of the prepayment to an invoice or expense report.

▶ **To record a prepayment refund:**

1. In the Invoices window, enter an invoice in the amount of the refund from the supplier. Enter Standard for the type. Enter a description on the invoice to indicate that you are retiring a prepayment. Create an invoice distribution for the amount of the

refund and debit your Cash account or an accounts receivable account. Credit the accounts payable liability account as always.

Approve the invoice.

2. Choose the Actions button to navigate to the Invoice Actions window. Select the Apply / Unapply Prepayment check box and choose OK.

   Select the prepayment to which you want to apply the refund. Enter the refund amount in the Amount To Apply field. Optionally change the GL Date, which is the accounting date for the reversing prepayment distributions that Payables creates when you apply a prepayment. If you want to see more information on a prepayment, select it and choose the Invoice Overview button.

   If you want to approve the new prepayment distributions that the application will create and the Allow Online Approval Payables option is enabled, select Approve. If the Allow Online Approval Payables option is not enabled, you can submit Payables Approval from the Submit Request window.

   If you want to print a Prepayment Remittance Advice for the supplier, select Print.

3. Choose the Apply / Unapply button to apply the prepayment amount to the invoice you entered for the refund and to save your work.

   This fully retires the prepayment and reduces the amount remaining on the invoice to 0. Payables automatically enters a reversing distribution on the prepayment to credit the prepayment account. This credit balances the debit you entered on the invoice (Step 1) to the Cash account.

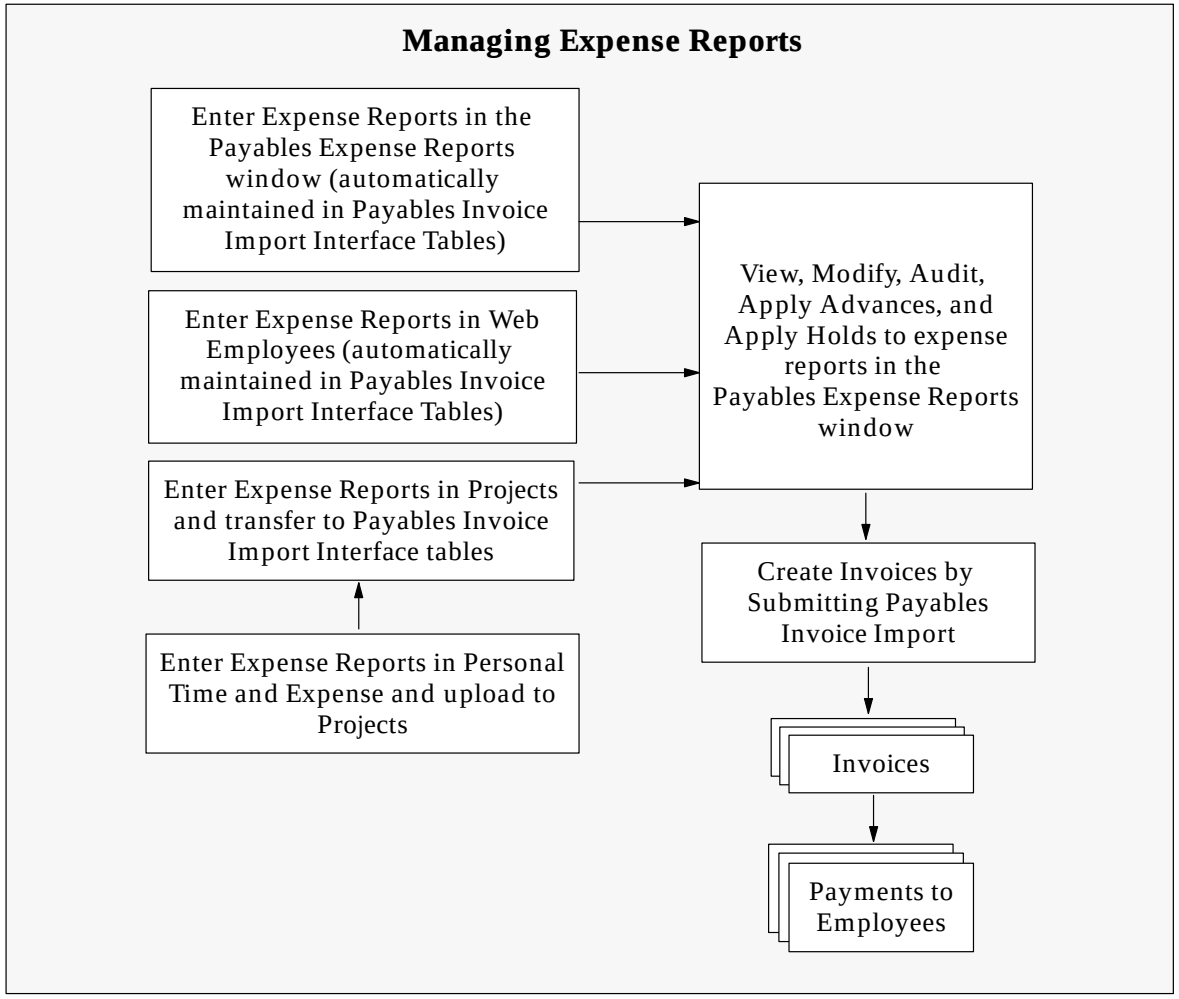
Expense Reports

Use the Expense Reports window in Payables to enter Payables expense reports for your employees. You can also use this window to review and modify any of the following expense reports:

- expense reports entered in the Payables Expense Reports window
- expense reports submitted by your organization's employees using Oracle Web Employees
- expense reports entered in Oracle Projects and then transferred from Projects to Payables
- expense reports entered in Oracle Personal Time and Expense and then transferred to Projects, and transferred from Projects to Payables

If you have paid advances to an employee you can use this window to apply advances to expense reports to reduce the amount you pay. You can also apply a hold to an expense report to prevent payment. You can apply advances and holds to expense reports that are from any source.

Before you can pay expense reports you must submit the Payables Invoice Import program to have Payables automatically create invoices from the expense reports. You can then use Payables to pay the invoices and create journal entries for posting to your general ledger. You cannot view expense reports in this window if they have been purged during Payables Invoice Import. If you do not purge expense reports during Payables Invoice Import, you can still view successfully imported expense reports in this window, but you cannot modify them.



The following are the steps you follow to process an expense report:

1. Enter employees and their locations, expense addresses, Supervisors, and default expense accounts in the Enter Person window. See: Enter Person *(Oracle Human Resources User's Guide)*.
2. Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options: page 2 – 66, and Expense Report Payables Options: page 2 – 83.
3. Define the employee as a supplier using either of the following methods:

- Enable the Create Employee As Supplier Payables option to automatically create suppliers from employees when you submit Payables Invoice Import. See: Expense Report Payables Options: page 2 – 83.
- Enter the employee as a supplier in the Suppliers window before submitting Payables Invoice Import for expense reports. See: Entering Employees as Suppliers: page 3 – 8.

4. For Payables and Web Employees expense reports, define expense report templates that model the different expense report formats your employees use. See: Expense Report Templates: page 2 – 46.
5. Enter expense reports in any of the following products.
   - Payables. See: Entering Expense Reports in Payables: page 4 – 121.
   - Oracle Web Employees. See: Web Employees Online Help
   - Oracle Projects.
   - Oracle Personal Time and Expense.

     If you enter invoices in Projects or Personal Time and Expense you must also transfer them from Projects to Payables.
6. In the Payables Expense Reports window optionally apply holds and / or apply advances to the expense reports. See: Applying Holds to Expense Reports: page 4 – 124, and Applying Advances to Expense Reports: page 4 – 125.

   Optionally modify or review Payables or Projects expense reports. Review, audit and approve Web Employees Expense Reports. See the following:
   - Modifying and Reviewing Payables Expense Reports: page 4 – 127
   - Modifying and Reviewing Oracle Projects Expense Reports: page 4 – 128
   - Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports: page 4 – 129
7. Submit Payables Invoice Import to create invoices and invoice distributions for the expense reports. See: Payables Invoice Import Program: page 4 – 141. Review the Invoice Import reports. If there are exceptions, correct any expense reports that caused exceptions and resubmit Payables Invoice Import.

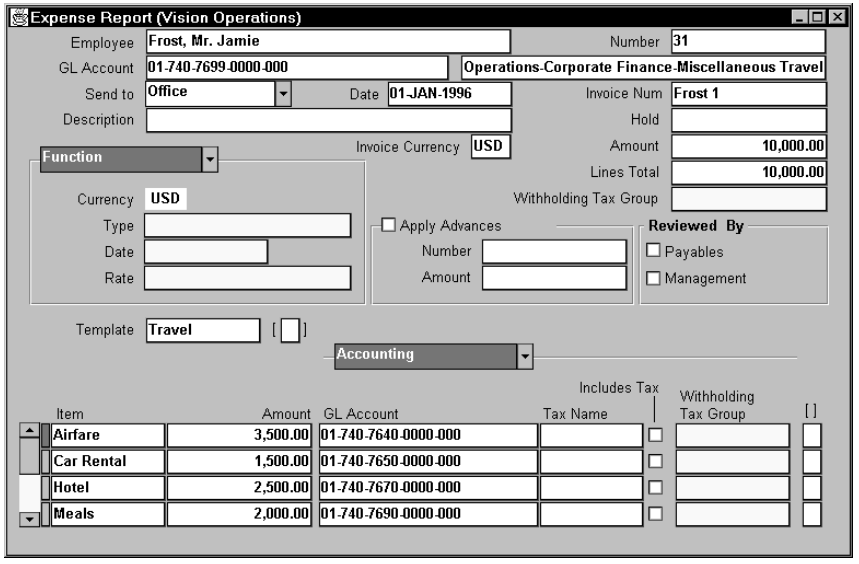
8. Pay the invoices as you would any other invoices. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 12.

Entering Expense Reports

You can enter expense reports in the following products.

- Oracle Public Sector Payables (see below).
- Oracle Web Employees.
- Oracle Projects.
- Oracle Personal Time and Expense.

Entering Basic Expense Reports in the Payables Expense Reports Window



Prerequisites

❑ Enter employees, their locations, their supervisors, and their expense addresses in the Enter Person window. See: Enter Person *(Oracle Human Resources User's Guide)*.

- ❑ Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options: page 2 – 66, and Expense Report Payables Options: page 2 – 83
- ❑ Define expense report templates. See: Expense Report Templates: page 2 – 46.
- ❑ If you want to be able to check the Includes Tax check box, you must use Line level automatic tax calculation (at the site level if one exists, at the supplier level if there is no supplier site, or the Payables Options level if no supplier exists) and you must enable at least one of the following two options: Distribution Amount Includes Tax check box on the Expense Report Template, or Allow Override (for Distribution Amount Includes Tax) Payables option. For more information, see: Automatic Tax Calculation Overview: page 10 – 33.

▶ To enter a basic expense report:

1. In the Expense Reports window, either enter the employee name in the Employee field, or enter the employee number in the Number field.
2. Optionally change the GL Account, which defaults for the employee from the Enter Person window.
3. In the Send to field, optionally change the location to which you want to send payment for the expense report. You control the default expense address in the Financials Options window.
4. In the Date field, enter the period ending date for the expense report. Payables uses this date as the GL Date for invoice distributions created from the expense report. When you submit Payables Invoice Import you have the option to override this date.
5. Either enter an Invoice Number, or Payables will enter the invoice date as the Invoice Number. Enter a Description of the expense report. This will become the invoice description, and it will appear on reports.
6. Enter the total Amount of the expense report. Payables will confirm that the sum of the item amounts matches this amount.
7. Enter the expense report Template you want to use. The template determines which Items you can select. The template also may provide defaults for Type, Includes Tax, Tax Name, and GL Account. During Payables Invoice Import, Payables creates invoice distributions from the item lines.

For each item line on the expense report, select the Item and enter the item Amount. Optionally change the Tax Name associated with the item. The value for the Includes Tax check box defaults from the Expense Report Template for that item. If you use inclusive automatic tax calculation at the line level and you have the Allow Override (Distribution Amount Includes Tax) Payables option enabled and the item amount includes tax, you can adjust the Includes Tax check box.

Optionally update the GL Account. The default GL Account for each item line is the GL Account for the employee overlaid with any segments defined at the template for each expense item.

8. Save your work.

EXPENSE REPORT RESTRICTIONS:

UNIQUE INVOICE NUMBER. The same invoice number cannot be used twice for the same employee.

DATE. If the period ending Date is in a closed accounting period in the future, Payables will not import the expense report and will list it on the Invoice Import Exceptions report. If the period ending Date is in a closed period in the past, when Payables imports the expense report, it will use the first day of the current accounting period as the GL date.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Expense Report Templates: page 2 – 46

Expense Reports Window Reference: page 4 – 132

Payables Invoice Import Program: page 4 – 141

Purging Expense Reports or Invoices You Have Imported: page 4 – 153

Entering Foreign Currency Expense Reports in the Expense Reports Window

Foreign currency expense reports are subject to the same system requirements as foreign currency invoices. For more information on foreign currency and the Exchange Rate fields in the Expense Reports window, see: Foreign Currency Transactions: page 6 – 2, and Entering Foreign Currency Invoices: page 4 – 28.

You can only apply advances (prepayments) that have the same currency as the expense report.

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option. See: Payables Options: page 2 – 76.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.

▶ To enter an expense report in foreign currency:

1. In the Expense Reports window, enter a basic expense report. See: Entering Expense Reports: page 4 – 121.
2. Select the expense report Currency. This is the currency in which Payables will pay the invoice.
3. Enter the Exchange Rate information.
4. Save your work.

Applying Holds to Expense Reports

At any time before you submit Payables Invoice Import for an expense report, you can apply a single User–defined hold to an expense report. This will prevent payment of the invoice Payables creates from the expense report. Payables also prevents creation of journal entries for the invoice if you select a hold that prevents posting.

Prerequisite

- ❑ Define User–defined holds in the Invoice Approvals window. See: Invoice Approvals: page 2 – 33.

▶ To apply a hold to an expense report:

1. In the Expense Reports window, enter or query an expense report.
2. In the Hold field, enter a user–defined hold.
3. Save your work.

   During Payables Invoice Import, Payables applies the hold to the invoice it creates for the expense report. You can release the invoice hold by using the Invoice Actions window or the Invoice Holds window. See: Releasing Holds: page 4 – 63.

EXPENSE REPORT HOLDS RESTRICTIONS:

USER–DEFINED HOLDS. You can apply only one User–defined hold to an expense report.

See Also

Invoice Approvals: page 2 – 33

Applying Advances Against Expense Reports

You can pay an employee an advance (prepayment) and later apply the advance against an expense report to reduce the amount you pay for an expense report. For example, you pay an employee a $500 travel advance. When the employee returns from a trip, her expense report totals $1500. You fully apply the advance against her actual expenses when you enter the expense report. When you import the expense report, the system creates a $1500 invoice, and records a prepayment application of $500, resulting in a $1000 unpaid balance on the invoice.

You can apply advances to any expense report you can query in the Expense Reports window. You can apply an advance at any time before submitting Payables Invoice Import for an expense report.

Of course, you can also apply advances to an expense report after you import it, just as you would for any other invoice. Query the invoice in the Invoices window and use the Apply / Unapply Prepayments check box in the Invoice Actions window.

Applying Advances Against Expense Reports Before Import

Prerequisites

- ❑ Enable the Apply Advances Payables option. See: Expense Report Payables Options: page 2 – 83

Attention: Note that this automatically enables the Apply Advances check box. If you do not want to apply advances to an expense report you must disable the Apply Advances check box in the Expense Reports window. If the check box is enabled, Payables will apply all available advances to the invoice.

- ❑ The advance has a settlement date on or before the system date, is fully paid, is type Temporary, has the same invoice and payment currency as the expense report, and has not been fully applied.

▶ To apply an advance against an expense report:

1. In the Expense Reports window, enter or query an expense report. Payables notifies you if the employee has outstanding advances.
2. Check the Apply Advances check box. Enter information to apply one or more advances:
   - **To apply a single advance**, enter the invoice Number of the advance (prepayment). Payables displays in the Amount field the remaining amount of the advance up to the expense report total. If you do not want to apply the full available advance to this expense report, change this to a lesser value.
   - **To apply multiple advances**, leave the Number field empty. Payables applies all outstanding advances in chronological order, starting with the oldest advance first, up to the amount of the expense report, unless you specify a maximum amount in the Amount field. **If you want to apply a specific advance first**, enter the number of the advance (prepayment) in the Number field, then override the advance's available Amount and enter a greater number. The system will then apply the specified advance first, then apply remaining advances (oldest first) up to the Amount you specify.
3. Complete expense report entry and save your work.

   Payables applies the advances during Payables Invoice Import.

APPLYING ADVANCES AGAINST EXPENSE REPORTS RESTRICTIONS

OVERAPPLYING ADVANCES TO EXPENSE REPORTS: You cannot apply advances to an expense report for more than the amount of the expense report.

See Also

Prepayments: page 4 – 108

Modifying and Reviewing Existing Expense Reports

You can review and modify expense reports in the Expense Reports window. If you have successfully imported an expense report using Payables Invoice Import but have not yet purged it, you can view it but you cannot modify it. This section includes the following topics:

- Modifying and Reviewing Payables Expense Reports: page 4 – 127
- Modifying and Reviewing Oracle Projects Expense Reports: page 4 – 128
- Reviewing, Auditing, and Approving Oracle Web Employee Expense Reports: page 4 – 129

Modifying and Reviewing Payables Expense Reports

Prerequisite

- ❑ If you want to modify the expense report you have not submitted Payables Invoice Import for the expense report.
- ❑ If you want to view the expense report you have not purged the expense report during Payables Invoice Import.

▶ **To review or modify a Payables expense report:**

1. In the Expense Reports window, query the expense report you want to review or modify.

2. Make any modifications you want to the expense report, including applying a hold and applying advances.
3. Save your work.

Modifying and Reviewing Oracle Projects Expense Reports

In the Payables Expense Reports window, you can query and review Projects and Personal Time and Expense expense reports you have transferred from Projects to the Payables interface tables. You cannot view an expense report in this window that you have imported into Payables and tied back to the original expense report in Projects.

Attention: You must make all changes to Projects expense reports in the Projects Expense Reports window. If you were to make changes in the Payables Expense Reports window, Projects would have no record of the modification, and the GL Accounts for the invoice distributions would be null. However, you can apply advances and holds to these expense reports in the Payables Expense Reports window before you submit Payables Invoice Import.

Prerequisites

- ❑ Enter expense reports in Oracle Projects, or enter expense reports in Oracle Personal Time and Expense and transfer them into Projects.
- ❑ Run Oracle Projects Distribute Expense Report Costs Process to calculate the amount and generate accounts.
- ❑ Submit the Oracle Projects Interface Expense Reports to Payables process to transfer expense reports to the Payables Invoice Interface Tables.

▶ **To review or modify an Oracle Projects expense report:**

1. In the Expense Reports window, query the expense report you want to review or modify.
2. Apply a hold and/or apply advances to the expense report.
3. Save your work.

Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports

If your employees submit their expense reports using Oracle Web Employees, you can use Payables to review, audit, and approve the expense reports submitted by your employees. You can view Web Employees expense reports in this window only after the Server Side Validation process in Oracle Workflow has completed. Use Oracle Workflow to manage the approval process for Web Employees expense reports. For more information, see: Oracle Web Employees Expense Reporting: page 4 – 139, Expense Reporting Workflow: page 2 – 166.

Attention: Oracle Workflow, in its standard configuration, requires accounting review for a Web–Employees–entered expense report that includes expense items that require receipt or justification. If accounting review is not performed, the Oracle Workflow process cannot complete. If the Oracle Workflow process does not complete for a Web Employees–entered expense report, it CANNOT be imported using Payables Invoice Import.

Attention: For a Web Employees–entered expense report that includes only expense items that do not require receipts, and do not require justification, accounting review is not required; the Payables Reviewed check box will automatically be checked. Once Management approves an expense report that only includes expense items that do not require receipts and do not require justification, the Oracle Workflow process completes automatically without accounting review. After the Oracle Workflow process completes, the expense report can be imported using Payables Invoice Import.

Prerequisite

- ❑ Your employee has sent any receipts you require to your Accounts Payable department.

▶ **To review, audit, and approve expense reports entered using Oracle Web Employees:**

1. In the Expense Reports window, query the expense report you want to review, audit, or approve.
2. Optionally apply advances to the expense report. If you have enabled the Apply Advances Payables option, the Apply Advances check box will be enabled if there are any outstanding and available advances for the employee. If you do not want to apply advances

to the expense report, you must disable the Apply Advances check box. See: Applying Advances to Expense Reports: page 4 – 125.

3. Optionally apply holds to the expense report. See: Applying Holds to Expense Reports: page 4 – 124.

4. For each expense item, use the Receipt Verified check box to indicate if your accounts payable department has received from the employee a valid receipt and all required information for the item. If the expense item requires a receipt and the receipt is not verified, the item is subject to shortpay.

Attention: If an expense item does not require receipt and the Receipt Required check box is not checked, it is not necessary to check the Receipt Verified check box.

We recommend that you do not adjust the Receipt Missing check box since this value is entered by the employee to indicate that an original receipt was not available for submission.

5. If an expense item is not reimbursable under your current policy guidelines, or you want to adjust the amount for another reason, adjust the amount of the expense item, include an Adjustment Reason, and if appropriate, use the Receipt Verified check box to indicate if your accounts payable department has received a valid receipt for this item from the employee. If the expense item requires a receipt and the receipt is not verified, the item is subject to shortpay. If you adjust an expense item, you must also adjust the expense report total. Oracle Workflow, in its standard configuration, will automatically notify the employee of an adjustment to the expense report when you save your changes.

Attention: If you want to adjust an expense item, do NOT delete it. Instead, reduce the expense item or change the amount to zero.

6. If an employee does not provide sufficient information for an expense item, you can shortpay the expense item. To shortpay an expense item due to insufficient information, include an Adjustment Reason indicating what information the employee needs to provide. Check the Policy Violation Shortpay check box. If appropriate, check the Receipt Verified check box for the expense item. Oracle Workflow, in its standard configuration, will automatically notify the employee of the item for which she needs to provide more information. The employee can then provide the missing information to the accounts payable department.

7. Once you have completed your review and audit of an expense report, including receipt verification and adjustment, check the Payables Reviewed check box.
8. Save your work.

Attention: Once accounting review has been performed, you *must* run the Workflow Background Process to restart the Workflow process from deferred status. If the Workflow Background Process determines that accounting review has been performed, the Workflow process can continue towards completion. If the Workflow process for an expense report does not complete, the expense report *cannot* be imported using Payables Invoice Import.

See Also

Expense Report Templates: page 2 – 46

Oracle Web Employees Integration: page 4 – 139

Expense Reporting Workflow: page 2 – 166

Paying Expense Reports

Payables will pay invoices only. Submit Payables Invoice Import to have Payables create invoices from expense reports. You can then create payments for the invoices.

Prerequisite

- ❑ Submit Payables Invoice Import to create invoices from expense reports. See: Payables Invoice Import Program: page 4 – 141

▶ **To pay invoices created from expense reports:**

- Create payments for the invoices as you would for any other invoices. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 12.

See Also

Voucher Numbers: page 2 – 154

Entering Employees as Suppliers: page 3 – 8

Expense Reports Window Reference

You can enter employee expense reports in the Expense Reports window. Use this window to view expense reports you have entered in Payables or Oracle Web Employees, or view expense reports you have transferred from Projects. In addition, you can apply advances or prepayments to expense reports in this window.

You submit the Payables Invoice Import program to convert the expense reports into invoices that you can pay. If you do not purge invoices during Payables Invoice Import you can still view them in the Expense Reports window, but you cannot modify them.

Employee/Number. Name and number of the employee. This employee will become the supplier on the invoice Payables Invoice Import creates. Before submitting Payables Invoice Import for expense reports you should either enable the Create Employee As Supplier Payables option, or enter the employee as a supplier in the Suppliers window.

GL Account. GL Account for the employee. This value defaults from the Enter Person window. You cannot enter an account you have defined as a summary account.

Payables overlays the employee's GL Account with the segment values defined for an Item's GL Account.

For example, an employee's default GL Account is 01–450–5800. The expense report template you use has two expense item lines:

Meals: XX–XXX–5900 (Meals Expense)

Airfare: XX–XXX–5920 (Airfare Expense)

During Payables Invoice Import for the expense report, Payables creates invoice distributions for the expense items in the following manner:

Meals: 01–450–5900 (Meals Expense)

Airfare: 01–450–5920 (Airfare Expense)

Send To. Location to which the payment will be sent. Defaults from the Enter Person window.

Date. Period ending date for the expense report. Payables uses this date as the invoice date and the GL Date for the invoice created from the expense report. When you submit Payables Invoice Import you have the option to override this date.

If the date you enter is in a future closed accounting period, Payables will not import the expense report and will list it on the Invoice Import Exceptions report. If the date you enter is a date in a closed accounting period in the past, when Payables imports the expense report, it will use the first day of the current accounting period as the GL Date.

Invoice Num. Number Payables uses as the invoice number when it creates the invoice. The number must be unique for the employee. If you do not enter a value, the invoice number will be the Date you enter.

Description. Description of the expense report. This will become the invoice description and it will appear on reports.

Hold. If you enter a user–defined hold name in this field, Payables automatically applies this hold to the invoice that Payables Invoice Import creates from the expense report. You cannot pay or post the invoice until you release the hold by using the Invoice Holds window.

Invoice Currency Currency that will be the invoice currency and the currency in which the invoice will be paid.

Amount. Total amount of the expense report.

Lines Total. Payables displays the cumulative sum of the expense report item line Amounts. You cannot save the expense report unless the Lines Total equals the Amount you enter in the previous field.

Withholding Tax Group. If you want to default a withholding tax group to each item you enter, enter a withholding tax group for the expense report. Alternatively, you can leave this field empty and enter a withholding tax group for individual items.

Function Region

This region displays functional currency information.

Curr. Payables displays your functional currency.

Type. Type of exchange rate between the expense report currency and your functional currency (Spot, Corporate, User, or User–defined). If the expense report currency and your functional currency are different currencies and have a predefined fixed rate, you can also select EMU Fixed as the Type.

Date. The date used to determine functional rate. You can override the Payables default of the system date.

Rate. If you selected the User rate type, enter the Rate. Otherwise, the Rate will default from the GL Daily Rates Table if you have defined a rate for the Type and Date you selected. If a rate is not defined in the GL Daily Rates Table, you can define it later and then submit the AutoRate program. If the Invoice Currency is different from your functional currency, and both currencies are associated fixed–rate currencies, Payables will enter the fixed rate.

Payment Region

Curr. The currency in which the expense report will be paid. The default is from the Send To supplier site, if a supplier site exists for the employee. Otherwise the default is from the default currency in the expense report currency. If the expense report invoice currency is a fixed–rate currency such as Euro or another EMU currency, you can change the value to an associated fixed–rate currency.

Type. If the Payment Currency is different from the Invoice Currency and both are fixed–rate currencies, Payables displays EMU Fixed. If the invoice and payment currencies are the same, you cannot enter a value in this field.

Date. If the Payment Currency is different from the Invoice Currency and both are fixed–rate currencies, enter the date the Payment Cross Rate is effective. Payables displays the value you entered for Date as the default. If the Date is null, Payables displays the first date of the first period. If the invoice and payment currencies are the same, you cannot enter a value in this field.

Rate. If you are making a payment in a different currency than the expense report, and both currencies are associated fixed–rate currencies, Payables displays the fixed cross rate. You cannot update

this value in this window. If the invoice and payment currencies are the same, you cannot enter a value in this field.

Apply Advances Region

Apply Advances. Enable this check box if you want to apply employee advances (prepayments) to an expense report. Payables performs the applications during Payables Invoice Import. After you enter the employee name in this window, Payables notifies you if there are prepayments available to apply. You can apply an advance only if it has a settlement date on or before today's date, it has been fully paid, it is not fully applied, and it has the same currency and supplier/employee as the expense report.

Payables automatically enables this check box if you enable the Apply Advances Payables option and there are available advances.

Attention: If you do not want to apply advances to an expense report you must disable the Apply Advances check box. If the check box is enabled, Payables will apply all available advances to the invoice even if the Number and Amount fields are empty.

Payables prevents you from enabling this check box if there are no outstanding advances to apply. Payables applies the advances you specify when you submit Payables Invoice Import for an expense report. See also: Applying Advances Against Expense Reports: page 4 – 125.

Number. Invoice number of a specific prepayment you want to apply. Leave this field blank to apply all available advances in chronological order, starting with the oldest prepayment first, up to the amount of an expense report.

Amount. If you are applying prepayments, the maximum currency amount of the prepayments you want to apply to an expense report. If you leave this field and the Number field blank, Payables applies available prepayments up to the amount of an expense report. If you specify a prepayment number in the previous field, Payables enters the unapplied prepayment amount up to the amount of the expense report. You can decrease the amount Payables enters. Payables ensures that the prepayment amount does not exceed the expense report amount.

Reviewed Region

The Reviewed region is used by Payables only if you install Oracle Web Employees.

Payables. Enable this check box if the Accounts Payable department has completed a review of Oracle Web Employees–submitted expense reports, including a verification of receipts.

Management. Oracle Workflow checks this check box after all appropriate managers have approved this expense report.

Template

Template. Expense report template you are using to enter the expense report. Expense report templates determine the expense report items you can select. You define expense report templates in the Expense Report Templates window.

Items Region

Item. Name of an expense item. The items you can enter depend on the template you enter for the expense report. You define expense items for an expense report template in the Expense Report Templates window.

Amount. The amount for an expense item. If the sum of the expense item amounts does not equal the Amount you entered for the expense report, you cannot save the expense report.

Attention: Do not delete expense items entered in Oracle Web Employees. Instead, adjust the expense item amount to zero.

Accounting Region

GL Account. Payables displays the default account for the expense item you enter. When you define a default account for an expense item, you do not have to enter a value for every segment of the account because it gets combined with the employee's GL Account during Payables Invoice Import. You cannot enter an account that you have defined as a summary account.

Tax Name. Tax name for this expense item line. Payables does not allow you to enter a tax name with an Offset tax type in this field. The

default for this field is from your Tax Name Defaults Hierarchy. See: Defaulting Tax in Payables: page 4 – 39.

If you enter an expense line with a tax name, then enter a Tax type expense item line with the same tax name and in the appropriate amount. During Approval, Payables verifies that you have entered your tax distribution(s) correctly. For example, you entered a $108.00 invoice for a $100.00 telephone which was taxed with an 8% state sales tax. The invoice should have one tax distribution for $8, and one item distribution for $100. Both distributions should have the same tax name, and the tax name should have an 8% tax rate. During Approval, Payables verifies that each tax distribution amount equals the sum of the non–tax distributions with the same tax name multiplied by the tax rate assigned to the tax name.

Payables will perform inclusive automatic tax calculation if you use Line level automatic tax calculation, you enter a Tax Name, and you enable the Includes Tax check box. Payables performs inclusive automatic tax calculations during Payables Invoice Import. For more information see: Entering Taxes on Expense Reports: page 4 – 49.

Includes Tax. If you use Automatic Tax Calculation at the Line calculation level and the expense item amount includes tax, enable this check box and enter a Tax Name. During Invoice Import, when Payables creates a corresponding expense distribution, it decreases the distribution amount by the calculated sales tax. Payables will also create a Tax type distribution for the appropriate sales tax amount. For more information, see: Entering Taxes on Expense Reports: page 4 – 49.

Withholding Tax Group. The withholding tax group for the current expense report item. The default for this field is the withholding tax group you entered for the expense report.

Expense Audit Region

The Expense Audit region is used by Payables only if you install Oracle Web Employees.

Justification. The justification for the expense item. Entered by the employee in Oracle Web Employees.

Receipt

- **Verified.** Check this box if the employee has sent a receipt to Accounts Payable for this item.

- **Required.** This check box is enabled if you indicated in the Expense Report Templates window that a receipt is required for this expense item.
- **Missing.** This box is checked by the employee if the original receipt is not available for an expense item. After the employee submits the expense report with a receipt missing check box enabled, Oracle Workflow, in its standard configuration, will indicate to management in the approval notification whether an original receipt is missing for an expense item.

Adjustments Region

Adjustment or Short Payment Reason. The adjustment reason is used by Payables only if you install Oracle Web Employees. If you adjust or shortpay the expense report item that the employee entered, enter an adjustment reason.

Policy Violation Short Payment. Check this check box to perform a policy violation shortpay for an expense item for which the employee has not provided sufficient information.

See Also

Importing Expense Reports from Payables: page 4 – 143

Oracle Web Employees Expense Reporting

If you install Oracle Self–Service Applications for the Web, your organization's employees can enter their own expense reports in Oracle Web Employees using a web browser. The system automatically maintains the expense report data in Payables. You can use Payables to view and audit these expense reports. You can then create invoices from the expense reports and approve and pay the invoices.

Oracle Web Employees contains the following expense reporting features:

- Expense report entry
- Disconnected expense report entry
- Authorized delegate expense report entry
- Ability to modify saved and rejected expense reports
- Wizard help to assist with expense report entry
- Reconciliation of individually–entered items from one receipt to a receipt total
- Ability to drill down from expense report amounts by date and type to individual receipts
- Expense line descriptive flexfield support including context–sensitive fields for expense items
- Workflow–enabled management and accounts payable approval
- Accounts Payable audit of expense reports for compliance with reimbursement policy
- Employee review of approval and payment status of expense reports

Web Employees Expense Reporting Overview

This section gives you an overview of the Web Employees expense reporting process. Each step refers you to the sections in the documentation where you can find more information on the step.

Prerequisites

❑ Set up Web Employees expense reporting. See: Setting Up Web Employees Expense Reporting: page 2 – 160.

1. An employee enters and submits an expense report using either the Create New Expense Report function or the Upload Expense Spreadsheet function of Web Employees. The system will automatically populate the Payables Invoice Import Interface tables.

   The employee can optionally save an expense report without submitting it. Use the Modify Expense Reports function of Web Employees to restore saved expense reports.

   Depending on your policy, after an employee submits her expense report, you may require her to send original receipts to your accounts payable (AP) department for review or verification.

2. Once the employee submits an expense report, the Workflow process begins. Workflow requests approval from the employee's manager by the method defined during Workflow setup, for example, e–mail. If the manager rejects the expense report, the employee is notified and has the option to restore the expense report, edit it, and resubmit the expense report.

   See: Expense Reporting Workflow: page 2 – 166

   See: Overview of Notification Handling

3. AP reviews, audits, adjusts and approves Web Employees–entered expense reports using the Expense Reports window in Payables.

   See: Reviewing, Auditing, and Approving Oracle Web Employee Expense Reports: page 4 – 129.

   After AP approves the expense report, it is ready for import. Any unverified receipts are subject to short payment during the workflow process.

   See: Expense Reporting Workflow: page 2 – 166

4. You submit Payables Invoice Import to import the expense report as an invoice. A Web Employees–entered expense report is not eligible for Invoice Import until both the manager approves and if required, the accounts payable department reviews and approves the expense report.

   See: Payables Invoice Import Program: page 4 – 141

   If expense reports could not be imported, Payables prints the Invoice Import Rejections Report. If the expense report is rejected, correct the problems with the expense report and resubmit Payables Invoice Import.

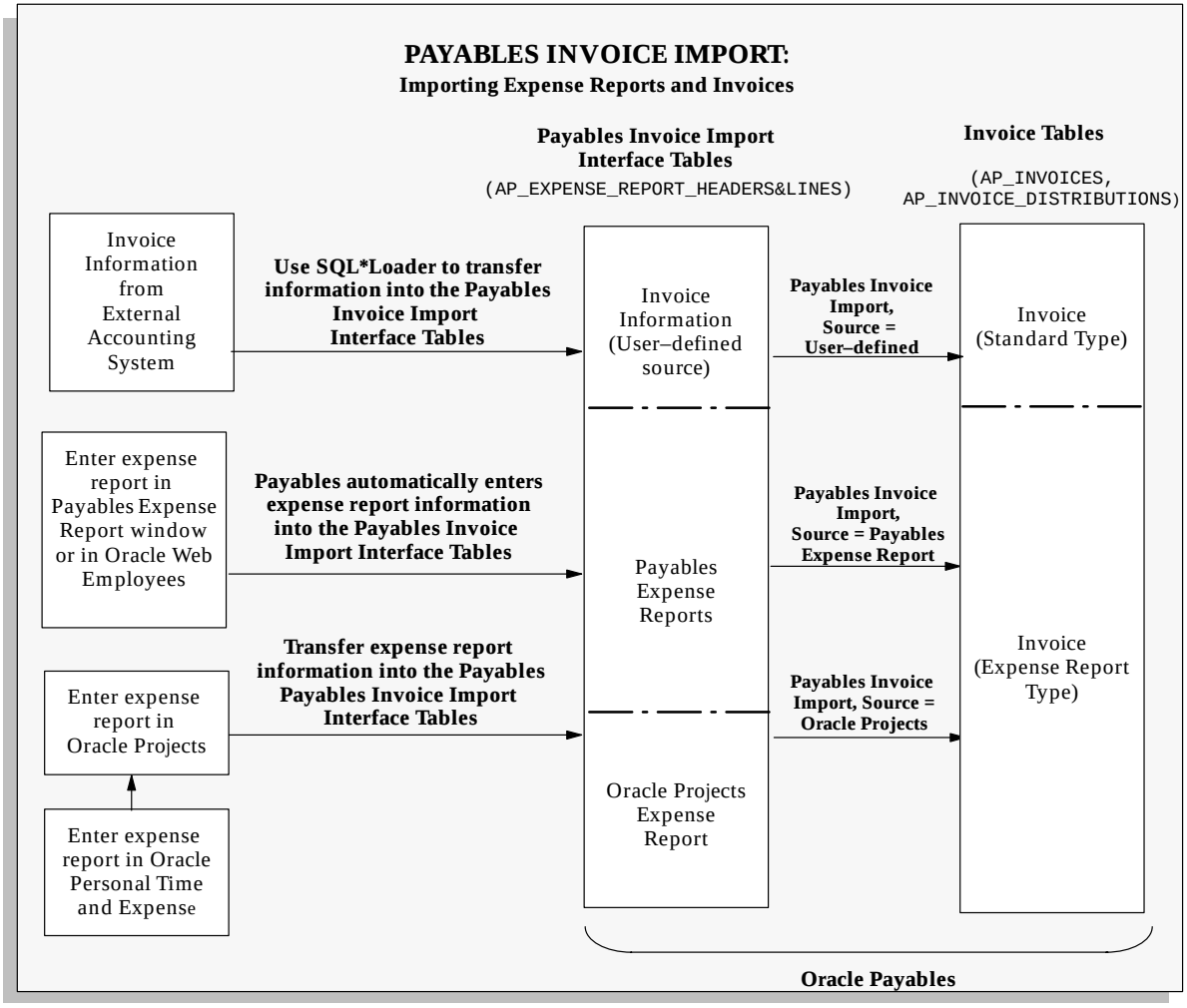
5. In Payables, approve and pay the expense report. See: Approval: page 4 – 68.

Payables Invoice Import Program

Use Payables Invoice Import to create Payables invoices from expense reports you enter in Payables, Oracle Web Employees, or Oracle Projects. You can also use Payables Invoice Import to import invoices from other accounting systems. You can then use Payables to pay these invoices and create journal entries for general ledger posting.

When you import invoices, Payables records the source of the imported invoices and the imported invoice details. Payables Invoice Import verifies all your expense report and invoice information to ensure it creates valid, fully–distributed invoices, ready for approval and payment. If the expense report or invoice information fails validation, Payables Invoice Import does not create an invoice from the information and reports the exception on the Payables Invoice Import Exceptions Report. Payables will not import an invoice or expense report more than once.

Attention: If you are importing invoices from an external system, note that beginning with Payables Release 12 you will be able to import external invoices only through the Payables Open Interface Import process. During Release 11 you should plan to move existing processes from the Payables Invoice Import Interface Tables to the Payables Open Interface Tables. We recommend that if you are implementing any new Payables Invoice Import processes that you use only the Payables Open Interface Tables and the Payables Open Interface Import process. See: Payables Open Interface Program: page 4 – 163.



This discussion covers the following topics:

- Importing Expense Reports from Payables or Oracle Web Employees: page 4 – 143
- Importing Expense Reports from Oracle Projects: page 4 – 145
- Importing Invoices from Other Accounting Systems: page 4 – 148
- Purging Expense Reports or Invoices You Have Imported: page 4 – 153

- Payables Invoice Import Parameters: page 4 – 150
- Resolving Payables Invoice Import Exceptions: page 4 – 153

See Also

Payables Invoice Import Interface Tables: page G – 2

Importing Expense Reports from Payables or Oracle Web Employees

When you enter expense reports using the Expense Reports window in Payables, or enter expense reports using Oracle Web Employees, Payables automatically saves the expense information in the Payables Invoice Import Interface Tables to allow for immediate submission of Payables Invoice Import. When you submit Payables Invoice Import, Payables creates invoices from the expense reports. Payables processes all expense reports entered since the last time you submitted Payables Invoice Import.

If you enable the Automatically Create Employee As Supplier Payables option, Payables automatically creates suppliers and supplier sites for employees who are not already suppliers. If you do not enable this option, you must manually enter the employee as a supplier before submitting Payables Invoice Import.

Prerequisites

- ❑ Enter expense reports in Payables or Web Employees. See: Entering Expense Reports: page 4 – 121, or see the Web Employees online help.
- ❑ If the Create Employee As Supplier Payables option is not enabled, manually enter the employee as a supplier in the Supplier window. See: Entering Suppliers: page 3 – 10.

▶ **To submit Payables Invoice Import for expense reports entered in Payables or Web Employees:**

1. In the Submit Request window, select the Request as the Type, and select Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see: Payables Invoice Import Parameters: page 4 – 150. If you use batch control, enter a Batch Name. Select Payables

Expense Reports for the Source. Optionally enter or modify the GL Date to override all expense report GL Dates.

If you want to purge expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all records for expense reports that were entered before this date and have already been imported.

3. Choose OK to save the parameters. In the Submit Request window, choose Submit to submit Payables Invoice Import for all Payables expense reports in the system that have not yet been imported. Payables creates invoices with the following attributes:

   - Type is Expense Report.
   - Invoice Number is from the Expense Report Invoice Number.
   - Invoice distributions are based on the expense Items.
   - Scheduled payments are based on payment terms defined in the Payables Options window.
   - Payment Method is defined in the Financials Options window.

   When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

   Payables automatically produces the following reports so you can review the invoices that Payables Invoice Import successfully created, and the invoices that Payables Invoice Import was unable to import:

   - Payables Invoice Import Report: page 4 – 155
   - Payables Invoice Import Exceptions Report: page 4 – 156
   - Payables Invoice Import Prepayments Applied Report: page 4 – 161

IMPORTING PAYABLES EXPENSE REPORT RESTRICTIONS:

NO AUTOMATIC SUPPLIERS IF PAYMENT METHOD IS ELECTRONIC. If your Financials option for payment method is

Electronic, Payables does not automatically create suppliers because you must manually enter bank information for them.

See Also

Entering Expense Reports: page 4 – 121

Financials Options: page 2 – 61

Entering Employees as Suppliers: page 3 – 8

Payables Options: page 2 – 76

Importing Expense Reports from Oracle Projects

Payables integrates with Oracle Projects so that you can create Payables invoices based on expense reports entered in Oracle Projects and Oracle Personal Time and Expense. We recommend that you submit a streamlined process from the Submit Processes window in Oracle Projects to combine the following processes in one step: 1) transfer expense reports to Oracle Public Sector Payables, 2) submit Payables Invoice Import, and 3) Tieback Invoices from Oracle Public Sector Payables. However, you can submit these processes individually.

When you enter expense reports in Oracle Projects, you enter the same types of information as you enter for Payables expense reports, such as employee name, week ending date, project, task expenditure type, and amounts. Oracle Projects generates the GL account for each expense report expense item using the accounting rules you have defined. After you transfer the expense report to the Payables Invoice Import Interface Tables, you can submit Payables Invoice Import to create an invoice from the expense report.

If you enable the Automatically Create Employee As Supplier Payables option, Payables automatically creates suppliers and supplier sites for employees who are not already suppliers. If you do not enable this option, you must manually enter the employees as a suppliers before submitting Payables Invoice Import.

Prerequisites

- ❑ Enter expense reports in Oracle Projects.
- ❑ Run Oracle Projects Distribute Expense Report Costs Process to calculate the amount and generate accounts.
- ❑ Submit Oracle Projects Interface Expense Reports to Payables process to transfer expense reports to the Payables Invoice Interface Tables.
- ❑ If the Create Employee As Supplier Payables option is not enabled, manually enter the employee as a supplier in the Suppliers window. See: Entering Suppliers: page 3 – 10.

▶ **To submit Payables Invoice Import for expense reports entered in Oracle Projects:**

1. In the Submit Request window, choose the Request as the Type, and select Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see Payables Invoice Import Parameters: page 4 – 150. Do not enter a batch name. Select Oracle Projects for the Source. Leave the GL Date field empty.

   If you want to purge expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all Oracle Projects expense reports that were entered before this date and have already been imported and tied back to the original expense report in Oracle Projects.
3. Choose OK to submit Payables Invoice Import for all Oracle Projects expense reports in the system that have not yet been imported. Payables creates invoices with the following attributes:
   - Type is Expense Report.
   - Supplier name is Employee Name.
   - Invoice Date is Week Ending Date.
   - Invoice Number is the expenditure batch name from Oracle Projects appended to a unique identifier for the expense report.
   - Invoice distributions are based on cost distribution of expense report items. Also, each invoice distribution in Payables includes,expenditure item information, such as project information, amount, and account coding.

- Invoice Liability account is based on accounting rules in Oracle Projects.
- Scheduled payments are based on payment terms defined in the Payables Options window.
- Payment Method is from the Financials Options window.
- If the supplier is a US federally reportable 1099 supplier, Payables enters the Income Tax type for each invoice distribution.

When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

Payables automatically produces the following reports so you can review the invoices that Payables Invoice Import successfully created, and the invoices that Payables Invoice Import was unable to import:

- Payables Invoice Import Report: page 4 – 155
- Payables Invoice Import Exceptions Report: page 4 – 156
- Payables Invoice Import Prepayments Applied Report: page 4 – 161

4. You then submit the Oracle Projects Tieback Expense Reports from Payables process to tieback expense report costs to ensure that your Oracle Projects data loaded successfully.

IMPORTING EXPENSE REPORTS FROM ORACLE PROJECTS RESTRICTIONS:

PURGING: You cannot purge an Oracle Projects expense report in Payables until you submit the Oracle Projects Tieback Expense Reports process to link the invoice created for the expense report to the original expense report, and automatically update the purge flag on the expense report record in Payables to Yes.

See Also

Payables Options: page 2 – 76

Defining Financials Options: page 2 – 62

Integrating Expense Reports with Oracle Public Sector Payables *(Oracle Projects User's Guide)*

Distribute Expense Report Costs *(Oracle Projects User's Guide)*

Interface Expense Reports *(Oracle Projects User's Guide)*

Tieback Expense Reports from Payables *(Oracle Projects User's Guide)*

Importing Invoices from Other Accounting Systems

Use Payables Invoice Import to import invoices from any accounting system. Before you can create invoices from invoice information from other accounting systems, you must define a Payables QuickCode for the source of the invoice information.

Load the invoice information you want to import into the Payables Invoice Import Interface Tables, including valid supplier name, supplier site, Source QuickCode, and invoice distributions. You do not, however, enter an employee name / number. When you submit Payables Invoice Import, Payables validates the information you loaded into the tables and creates invoices for the invoice information you loaded.

Attention: If you are importing invoices from an external system, note that beginning with Payables Release 12 you will be able to import external invoices only through the Payables Open Interface Import process. During Release 11 you should plan to move existing processes from the Payables Invoice Import Interface Tables to the Payables Open Interface Tables. We recommend that if you are implementing any new Payables Invoice Import processes that you use only the Payables Open Interface Tables and the Payables Open Interface Import process. See: Payables Open Interface Program: page 4 – 163.

Prerequisites

- ❑ Create or modify the invoice flat file that contains the information you want to import. See: Setting Up Payables to Import Non–Oracle Invoices: page G – 30.
- ❑ Run SQL*Loader. Indicate your control file as the SQL*Loader control file, your invoice flat file as the SQL*Loader input file, and your Payables SQL*Plus username and password as the database sign on. For more information see: Setting Up Payables to Import Non–Oracle Invoices: page G – 30 and *Oracle8 Server Utilities.*

- ❑ Define a Payables QuickCode to identify the source of the invoices. See: Setting Up Payables to Import Non–Oracle Invoices: page G – 30, and QuickCodes: page 2 – 42.
- ❑ Enter Suppliers and Supplier sites in the Payables Suppliers window. See: Entering Suppliers: page 3 – 10.
- ❑ Enter code combinations for expense and liability accounts in the Define Accounting Flexfield Combination window.
- ❑ If you want to purge your interim records from the Payables Invoice Import Interface Tables, set the purgeable flag in AP_EXPENSE_REPORT_HEADERS to Yes.

▶ **To submit Payables Invoice Import for invoices entered in external accounting systems.**

1. In the Submit Request window, choose Request as the Type, and select Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see Payables Invoice Import Parameters: page 4 – 150. If you use batch control, enter a Batch Name. In the Source field, select the source name you defined in the Payables QuickCodes window. Leave the GL Date field empty.

   If you want to purge all records from the Payables Invoice Import Interface Tables, and you have set the purgeable flags in the Tables to Yes, enter the Purge Date you want Payables to use. Payables will delete all records for invoices and expense reports that were entered before this date and have already been imported.
3. Choose OK to submit Payables Invoice Import for all invoices in the system that have not yet been imported. Payables creates invoices with the following attributes:
   - Type is Standard.
   - Invoice Number is the same as the one you specified in the flat file.
   - Scheduled payments are based on payment terms defined in the Payables Options window
   - Payment Method is from the Financials Options window
   - If the supplier is a US federally reportable 1099 supplier, Payables enters the Income Tax type for each invoice distribution

When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

Payables automatically produces the following reports so you can review the invoices Payables Invoice Import successfully created, and the invoices Payables Invoice Import was unable to import:

- Payables Invoice Import Report: page 4 – 155
- Payables Invoice Import Exceptions Report: page 4 – 156

Use SQL*Plus to correct any exceptions before resubmitting Payables Invoice Import.

IMPORTING INVOICES FROM OTHER ACCOUNTING SYSTEMS RESTRICTIONS:

SOURCE QUICKCODE. When you load an invoice record into the Payables Invoice Import Interface Tables, make certain that the Source QuickCode you specify is identical to the code in the Payables QuickCodes window.

See Also

Payables Options: page 2 – 76

Defining Financials Options: page 2 – 62

Payables Invoice Import Parameters

Batch Name. Payables groups the invoices created from the expense reports you import and creates an invoice batch with the batch name you enter. You can enter a batch name only if you have enabled the Use Batch Control Payables option. Payables verifies that the batch name you enter is unique.

Suggestion: A systematic naming convention for batches helps you to file your physical documents and quickly retrieve them later.

Summarize Report. Payables automatically prints two reports when you submit Payables Invoice Import: the Payables Invoice Import Report, and the Payables Invoice Import Exceptions Report. This option controls the level of detail on the Payables Invoice Import Report.

- **Yes.** Submit the Payables Invoice Import Report in summary. A summary report shows the total number and dollar amount of invoices created from expense reports, and the total number and dollar amount of advances applied to expense reports.
- **No.** Submit the Payables Invoice Import Report in detail. A detail report shows information about each of the expense reports from which Payables Invoice Import created invoices, as well as the total number and dollar amount of invoices. The detail report also shows all the advances you applied to each expense report.

Both versions of the Payables Invoice Import Report also list any exceptions Payables finds during an import.

Source. Enter the source of the expense reports. Payables automatically creates invoices from the source you enter.

- **Payables Expense Reports.** Expense reports entered in Oracle Public Sector Payables or Oracle Web Employees. This corresponds to a value of XpenseXpress in the Source column in the Payables Invoice Import interface tables.
- **Oracle Projects.** Expense reports transferred from Oracle Projects to the Payables Invoice Import Interface tables. These may include expense reports originally entered in Oracle Personal Time and Expense.

GL Date: You can enter a GL Date only if the source you select is Payables Expense Report. The date you enter must be in an Open or Future period or Payables will not create invoices from the expense reports. If you import invoices from Oracle Projects, Payables uses the GL Date you entered in Projects.

For expense reports, the default GL Date Payables enters depends on the GL Date Payables option defined in the Payables Options window. If the GL Date Payables option is Invoice or Receipt–Invoice, Payables enters the Period Ending Date of the expense report as the default GL Date for all imported expense reports. If the GL Date Payables option is System or Receipt–System, Payables enters the system date as the default GL Date for all imported expense reports. You can override this default when you submit the Payables Invoice Import Report.

Attention: If you are using encumbrance accounting, you must enter a GL Date in a period that is within the latest open encumbrance year. (See also: Budgetary Control In Payables: page 10 – 38).

Transfer Descriptive Flexfield. Enter Yes if you want to import Descriptive Flexfield details for the source you select. If you enter Yes, Payables transfers any Descriptive Flexfield information you have defined for the expense report you are importing, and creates invoices and invoice distributions with the same Descriptive Flexfield details.

Attention: If you choose to transfer Descriptive Flexfield details for expense reports or invoices, you should enable the corresponding invoice and invoice distribution Descriptive Flexfield segments. If you do not enable the segments, you will not be able to view your Descriptive Flexfield details in the Invoice workbench.

You should also ensure that the value sets you define for your invoice and invoice distribution Descriptive Flexfield segments match the value sets for your expense report header and lines Descriptive Flexfield segments. If they do not match, when you navigate to the Descriptive Flexfield fields in the Invoice Workbench, Payables will prompt you to enter valid values.

Purge Date. Enter the date you want Payables to use to purge expense reports or invoices from the Payables Invoice Import Interface Tables. Payables does not delete any expense reports or invoices for which it has not yet created invoices.

If the source is Payables Expense Report, Payables deletes all records for expense reports that were entered before this date and have already been imported.

If the source is Oracle Projects, Payables deletes all records for Oracle Projects expense reports that were entered before this date, have already been imported and tied back to the original expense report in Oracle Projects, and have the purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

If the source is user–defined, Payables deletes all invoice records that have already been imported and have a purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

See Also

Tieback Expense Reports from Payables *(Oracle Projects User's Guide)*

Purging Expense Reports or Invoices You Have Imported

When you submit Payables Invoice Import for any source, enter a Purge Date to have Payables delete information from the Payables Invoice Import Tables. All transactions entered before the Purge Date will be deleted if they meet specific criteria that varies by source:

- **Payables Expense Reports:** To purge expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all records for expense reports that were entered before this date and have already been imported. This source includes expense reports entered in the Payables Expense Report window, and entered in Oracle Web Employees.
- **Oracle Projects:** To purge Oracle Projects expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all Oracle Projects expense reports that were entered before this date and have already been imported and tied back to the original expense report in Oracle Projects.
- **External Accounting System:** To purge all records from the Payables Invoice Import Interface Tables, set the purgeable flags in the Tables to Yes, and enter the date criteria you want Payables to use. Payables will delete all records for expense reports and invoices that were entered before this date and have already been imported.

Resolving Payables Invoice Import Exceptions

Information may not import properly for a variety of reasons, including duplicate invoice numbers or invalid suppliers. When you submit Payables Invoice Import, Payables automatically prints the Payables Invoice Import Exceptions Report. This report lists employee and expense report information for each expense report for which Payables did not create an invoice. If you import invoices, the report lists supplier and invoice information for each invoice that Payables did not import. For detailed information on all exceptions, see Payables Invoice Import Exceptions Report: page 4 – 156.

1. Review the Payables Invoice Import Exceptions Report to identify the reason(s) your information did not import properly.
2. Correct the problems depending on your source:
   - **Payables Expense Reports:** Fix expense report problems in the Expense Reports window.

- **Oracle Projects:** The tieback process updates all expense reports as rejected in Oracle Projects. Correct rejected expense reports in Oracle Projects.
- **External Accounting System:** Fix invoice problems in the flat file and reload with SQL*Loader, or use SQL*Plus to correct problems directly in the Payables Invoice Import Interface Tables.

3. Resubmit Payables Invoice Import.

   Review the Payables Invoice Import Exceptions Report to confirm that you resolved the problems that had prevented import.

Invoice Import Report

Use this report to review detailed information for each invoice Payables imports during Payables Invoice Import. You can also review the total number and amount of invoices that Payables successfully imported. Payables creates invoices from Payables expense reports, Web Employees expense reports, and Oracle Projects expense reports, or from invoices from other accounting systems.

You can submit the Invoice Import report in summary or in detail by using the Summarize Report parameter when you submit Payables Invoice Import. The summary report displays only the total number and amount of imported invoices.

Payables also provides an Invoice Import Exceptions report with the Invoice Import report. This exceptions report lists employees or suppliers with expense reports or invoices that Payables was not able to import. See also: Invoice Import Exceptions Report: page 4 – 156.

Report Submission

Payables automatically prints this report when you submit the Payables Invoice Import process. See: Payables Invoice Import Program: page 4 – 141.

Selected Report Headings

Source. The source of the invoices from which you imported invoices.

- **Payables Expense Reports.** This source includes expense reports entered in the Payables Expense Report window, and entered in Oracle Web Employees.
- **Oracle Projects**
- **User–defined source QuickCodes for external accounting system**

Total. Total amount of an imported invoice.

Description. Partial description of an imported invoice.

Period End Date. Date of an expense report.

Hold. The hold name if you entered a hold on an expense report. Payables applies this hold to the invoice created from the expense report.

Apply Advance. Payables prints Yes if an advance was applied to the imported invoice. You can review additional details regarding any prepayment applications at the bottom of this report. If for some reason Payables was unable to apply a prepayment, Payables displays the reason.

If you enable the Automatic Offsets Payables option, Payables may not be able to create an offsetting accounts payable liability account and will not apply the prepayment. Payables will print "Not applied, cannot build invoice dist liability account" if the account it is trying to build is an invalid account. Payables needs to create a reversal of the original prepayment distribution when you apply a prepayment to an invoice.

See Also

QuickCodes: page 2 – 42

Fund Accounting: page 10 – 12

Invoice Import Exceptions Report

Use this report to review the exceptions that occurred during the Payables Invoice Import process. You can use Invoice Import to import expense reports from Payables or Oracle Projects or to import invoices from another accounting system. If you import expense reports, Payables lists employee and expense report information for each expense report for which Payables did not create an invoice. If you import invoices, Payables lists supplier and invoice information for each invoice that Payables did not import.

Payables also displays the reason why Payables did not create an invoice from an expense report or why Payables did not import an invoice from another accounting system.

Report Submission

Payables prints this report automatically when you submit the Payables Invoice Import process. See: Payables Invoice Import Program: page 4 – 141. Payables prints this report only if it identifies exceptions during import.

Selected Report Headings

Name. Name of supplier or employee for whom Payables did not create an invoice.

Total. Total amount of an expense report or invoice.

Period End Date. Date entered for an expense report.

Invoice Number. Payables displays the invoice number for an expense report or invoice. If this is an expense report you entered in Payables, the invoice number may be the same as the Date. In the Payables Expense Report window, the default for invoice number is the Date.

Exception Reason:

- **Addr Line [1–3] Too Large.** Invoice Import attempted to create a supplier from an employee and Address Line 1–3 for the employee home address exceeds 35 characters.
- **City/State/Country] Too Large.** Invoice Import attempted to create a supplier from an employee and the City / State / Country for the employee home address exceeds 25 characters.
- **Create As Supplier.** You are using manual supplier number entry and you did not enter the employee as a supplier before submitting Invoice Import.
- **Create Duplicate Supplier.** You are trying to create an invoice from an expense report for an employee name that is not already a supplier and a supplier name already exists for the same employee name.
- **Create EFT Site.** The Financials option for payment method is Electronic. The employee exists as a supplier in Payables, but is missing a supplier site complete with bank information.
- **Create EFT Supplier.** The Financials option for payment method is Electronic and the employee does not already exist in Payables as a supplier complete with supplier sites and bank information.
- **Duplicate Report.** The invoice number already exists for an employee or supplier.
- **Future Date.** The expense report date, the accounting date which determines the period in which your general ledger recognizes an invoice expense and liability, is in a closed period and is after the date you entered an expense report.

  If the expense report date is in a closed period but before the date you entered an expense report, Payables creates an invoice

from this expense report so it does not appear on the Exceptions Report.

- **No Exchange Rate.** The Payables option Require Exchange Rate Entry is Yes and the expense report is in a foreign currency and has no exchange rate information.
- **No Home Address.** The expense report is being sent to the employee's home address, but there is no home address defined for the employee.
- **No Location.** You entered an employee as a supplier without entering a location.
- **No Office Address.** The expense report is being sent to the employee's office address, but there is no office address defined for the employee.
- **No Withholding on Site.** Supplier site does not have the Allow Withholding Tax option enabled and you tried to import an invoice that a) has an invoice distribution with an automatic withholding tax group assigned to it, b) has an invoice distribution with a line type of Withholding Tax, or c) has a withholding tax group assigned to it.
- **Not A Supplier.** The Payables option Automatically Create Employee as Supplier is not enabled, and the employee does not already exist in Payables as a supplier.
- **Zip Code Too Large.** Invoice Import attempted to create a supplier from an employee on an expense report and the Zip Code for the employee home address exceeds 20 characters.

Oracle Projects Exceptions

In addition to the standard exception codes above, Payables also displays the following exception codes for expense reports you try to import from Oracle Projects:

- **Beyond Encumbrance Year.** You are using encumbrance accounting, and the expense report has a GL Date in a period that is beyond the latest encumbrance year.
- **Combination Missing.** The expense report has no Liability Account. Unlike an expense report you enter in Payables, Oracle Projects must specify a liability account when entering an expense report.
- **Expense Account Missing.** The expense report is missing some or all of the expense account information.

- **Invalid Combination.** The expense report's Liability Account is invalid or inactive.
- **Invalid Currency.** The expense report currency is invalid in Payables.
- **Invalid Employee.** You are trying to create an invoice for an expense report for an employee who is invalid or inactive.
- **Invalid Expense Account.** The expense report has an expense account that is inactive or invalid.
- **Invalid Hold Code.** The expense report has a hold code that is invalid or inactive in Payables.
- **Invalid Line Type.** The expense report has an invalid line type in Payables. Valid invoice distribution line types in Payables are Item, Tax, Miscellaneous, and Freight.
- **Invalid Rate Type.** The foreign currency expense report has a rate type that does not exist in Payables.
- **Invalid Set of Books.** The expense report has a Set of Books that is different from the Set of Books you defined for your Payables organization.
- **Invalid Set of Books – Line.** The expense report has an expense line with a Set of Books that is different from the Set of Books you defined for your Payables organization.
- **Invalid Statistical Quantities.** The expense report has invalid statistical quantities. Payables lets you enter only positive statistical quantities for positive distributions and negative statistical quantities for negative distributions.
- **Invalid Tax Code.** The expense report has a tax name that does not exist or is inactive in Payables.
- **No Unit of Measure.** The expense report has an invoice distribution with a statistical quantity, but there is no unit of measure. You must use Oracle Public Sector General Ledger to define a unit of measure and to be able to enter statistical quantities.
- **Null Invoice Number.** You are trying to create an invoice for an expense report that does not have an invoice number.

Other Accounting System Exceptions

In addition to the standard exceptions and the Oracle Projects exceptions listed above, Payables also prints the following exceptions for invoices you import from another accounting system:

- **Doc Category Unneeded.** Sequential Numbering is not enabled and you have entered a document category for an invoice that you are importing from another accounting system.
- **Inactive Seq Assignment.** The sequence for the document category of the invoice you are importing is inactive.
- **Invalid Doc Category.** The document category you have entered for this invoice is not valid or is inconsistent with the type of invoice you are importing.
- **Invalid Supplier Site.** The invoice has a supplier site that is invalid or does not exist in Payables.
- **No Doc Category Override.** The Allow Document Category Override Payables option for invoices is not enabled and you have entered a document category for an invoice you are importing. Payables allows you to enter a document category for an imported invoice only if you allow overriding of the default category for the type of invoice you are importing.
- **No Sequence Assignment.** Sequential Numbering is enabled, but no sequence is assigned to the document category for the type of invoice you are importing.
- **Manual Sequence Assigned.** Sequential Numbering is enabled, but the document category for the type of invoice you are importing has a manual sequence assigned. Payables does not support manually–entered sequential numbers for invoices imported from another accounting system.
- **Missing Supplier.** You are trying to create an invoice based on an invoice from another accounting system which has a supplier that does not exist in Payables.
- **Tax Line Required.** You are trying to import an invoice from another accounting system that has no tax distribution. You must enter at least one tax distribution on an invoice if you have the Require Tax Entry Payables option enabled.

See Also

Entering Employees as Suppliers: page 3 – 8

Financials Options: page 2 – 61

Payables Options: page 2 – 76

Approval: page 4 – 68

Foreign Currency Transactions: page 6 – 2

Voucher Numbers: page 2 – 154

Budgetary Control In Payables: page 10 – 38

Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*

Enter Person *(Oracle Human Resources User's Guide)*

Site Locations *(Oracle Human Resources User's Guide)*

Invoice Import Prepayments Applied Report

Use this report to review the advances (prepayments) applied to expense reports you import into Payables. Payables prints a listing of all prepayments that were applied during Invoice Import.

Report Submission

Payables prints this report automatically when you submit the Payables Invoice Import process and choose to apply advances. Payables prints this report only if it applies prepayments to the expense reports you import. See: Payables Invoice Import Program: page 4 – 141.

Selected Report Headings

Amount Applied. The amount of the prepayment applied to this imported invoice.

Invoice Amount Remaining. The invoice amount remaining after the prepayment is applied.

Prepayment Amount Unapplied. The amount of the prepayment remaining after the prepayment is applied.

See Also

Prepayments: page 4 – 108

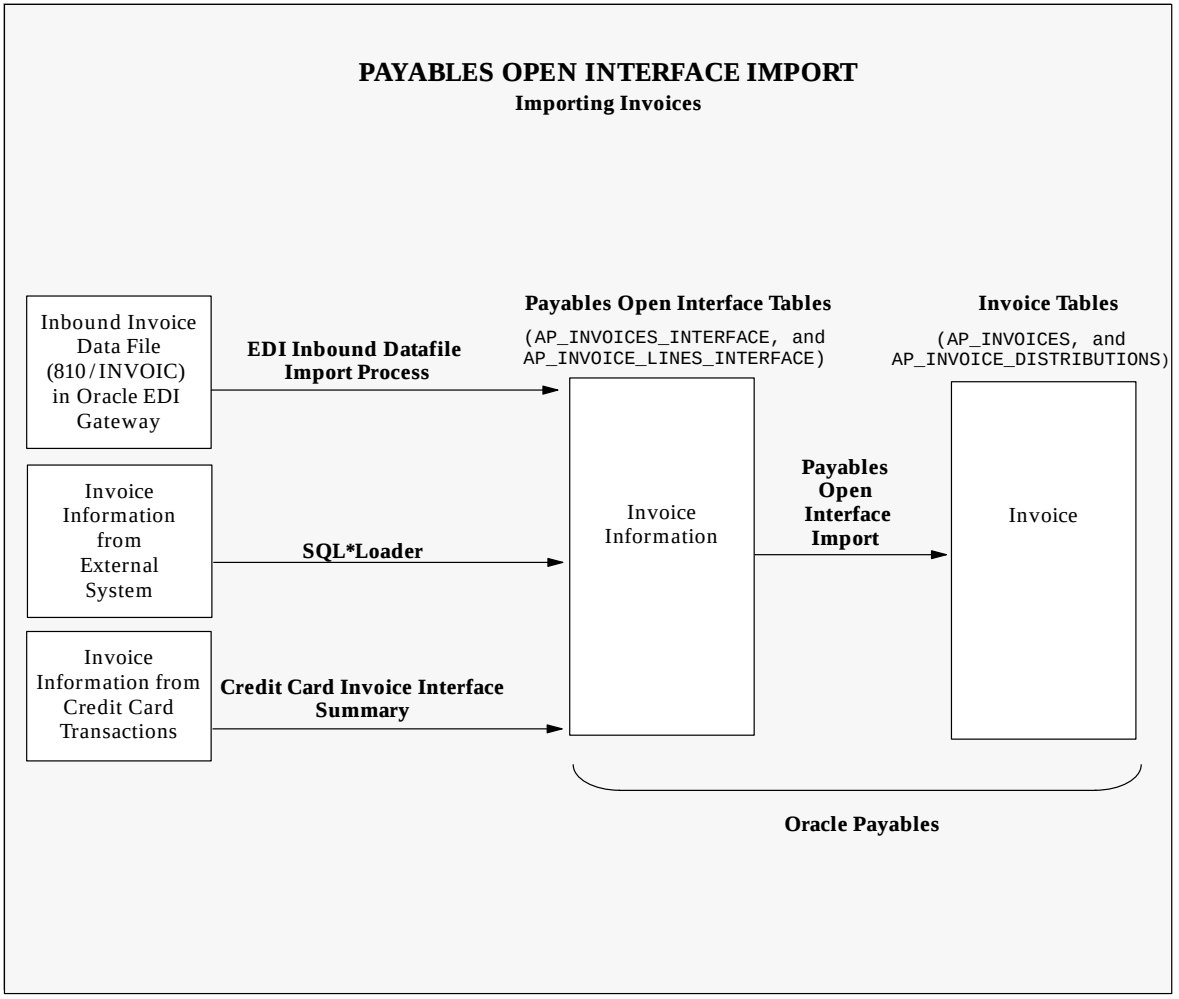
Applying Advances Against Expense Reports: page 4 – 125

Payables Open Interface Import

You can use the Payables Open Interface Import program to create Payables invoices from invoice data in the Payables Open Interface Tables. You can populate the Payables Open Interface Tables with invoice data from the following sources:

- Supplier EDI invoices (ASC X12 810/EDIFACT INVOIC) transferred through Oracle10SC EDI Gateway
- Invoices you load from other accounting systems with a custom SQL*Loader program See: Using SQL*Loader to Populate the Payables Open Interface Tables: page I – 39
- Credit card transactions you have transferred using the Credit Card Invoice Interface Summary. See: Credit Card Invoice Interface Summary: page 8 – 12.

  Note: In Payables Release 11, use Payables Invoice Import to import expense report data from the Payables Invoice Interface tables. See: Payables Invoice Import Program: page 4 – 141.



This section includes the following documents:

- Submitting Payables Open Interface Import: page 4 – 165
- Payables Open Interface Troubleshooting: page 4 – 169
- Payables Open Interface Purge: page 4 – 170
- Payables Open Interface Outbound Advice: page 4 – 170
- Open Interface Invoices Window: page 4 – 171
- Payables Open Interface Workflow: page 4 – 171

- Payables Open Interface Report: page 4 – 174

See Also

Payables Open Interface Tables: page I – 2

Payables Open Interface Table Descriptions: page I – 4

Other Invoice Values Assigned During Payables Open Interface Import: page I – 37

Account Overlay in Payables Open Interface Import: page I – 38

Submitting Payables Open Interface Import

Use Payables Open Interface Import to import invoices from the Payables Open Interface Tables.

If you are importing EDI invoices through the Oracle EDI Gateway, you can submit the EDI Invoice Inbound Set. This report set submits both the EDI Gateway program, which populates the Payables Open Interface Tables, and the Payables Open Interface Import Program, which transfers the invoice data from the interface tables into the invoice tables in Payables. To submit the EDI Invoice Inbound Set, see: Running the EDI Invoice Inbound Program *(Oracle EDI Gateway User's Guide)*. The discussion below describes how you can submit the EDI Gateway program and the Payables Open Interface Program separately. You may need to submit Payables Open Interface Import separately if you have had rejections that you have fixed and want to import remaining records.

Payables supports the outbound application advice (824 / APERAK) for EDI invoices. When you submit the Payables Open Interface Outbound Advice, Payables creates a notification for invoices that were successfully imported and those that failed import, and you can send this notification to your supplier via the EDI Gateway.

Prerequisites

- ❑ Enter suppliers and supplier sites in the Payables Suppliers window. See: Entering Suppliers: page 3 – 10.

Additional Prerequisites for EDI (810/INVOIC) Invoices

- ❑ In EDI Gateway, define the trading partner. See: Defining Trading Partner Data *(Oracle EDI Gateway User's Guide).*
- ❑ In Oracle EDI Gateway, enable the Inbound Invoice Transaction for each supplier you define as a trading partner. See: Enabling Electronic Transactions *(Oracle EDI Gateway User's Guide).*
- ❑ In Oracle EDI Gateway, define any code conversions for the transaction. See: Overview of Code Conversion, Defining Code Conversion Categories, Assigning Code Conversion Cross Reference Categories, and Defining Code Conversion Cross Reference Values *(Oracle EDI Gateway User's Guide).*
- ❑ Use Oracle EDI Gateway to submit the EDI Gateway Invoice Inbound Program from the Run EDI Inbound Datafile Import Process window. See: Running the EDI Invoice InboundProgram *(Oracle EDI Gateway User's Guide).*

Additional Prerequisites for Invoices You Transfer Using SQL*Loader

- ❑ Use the QuickCodes window to define a Source type QuickCode. In the Type field of the QuickCodes window, select "Source." Enter any name you want in the "Name" field, except EDI Gateway, or Credit Card. See: QuickCodes: page 2 – 42.
- ❑ Transfer invoices into the Payables Open Interface tables. See: Using SQL*Loader to Populate the Payables Open Interface tables: page I – 39.

Additional Prerequisites for Invoices You Transfer Using the Credit Card Invoice Interface Summary.

- ❑ Transfer invoices into the Payables Open Interface tables. See: Credit Card Invoice Interface Summary: page 8 – 12.

▶ **To submit Payables Open Interface Import:**

1. In the Submit Request window, choose Request in the Type field. In the Name field, enter Payables Open Interface Import.
2. Enter the report parameters. For more information on report parameters, see Payables Open Interface Import Parameters: page 4 – 150. In the Source field, select the source name from the list of values. If your records have a Group and you want to import

invoices for only that group, enter the Group. This will allow you to import smaller sets of records concurrently for the same source, which will improve your performance. If you use batch control, enter a Batch Name.

3. Choose OK to submit Payables Open Interface Import. Payables creates invoices with the following attributes:

   - Invoice Number you specified in the flat file
   - Scheduled payments based on payment terms of the purchase order, if you matched to one. If you did not, they are from the flat file. If you did not match to a purchase order or specify terms in the flat file, the terms are from the supplier site.
   - Payment Method from the supplier site
   - Project Information from purchase order if you matched to a project related purchase order

   When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

   Payables automatically produces the following report so you can review the invoices Payables Open Interface Import successfully created, and the invoices Payables Open Interface Import was unable to import:

   - Payables Open Interface Report: page 4 – 174

   Fix problems that are identified in the Payables Open Interface Report. You can either use the Open Interface Invoices window to make changes in the Payables Open Interface tables, or you can purge the rejected records and load a new flat file into the table. You can then resubmit Payables Open Interface Import.

See Also

Payables Options: page 2 – 76

Defining Financials Options: page 2 – 62

Payables Open Interface Import Troubleshooting: page 4 – 169

Account Overlay in Payables Open Interface Import: page I – 38

Payables Open Interface Import Parameters

Source. Choose the source of the invoices from the list of values. Use EDI Gateway, Credit Card, or a Source type QuickCode you defined in the Payables QuickCodes window.

Group. To limit the import to invoices with a particular Group ID, enter the Group ID. The Group must exactly match the GROUP_ID in the Payables Open Interface tables. You can import data in concurrent processes for the same source by specifying a unique Group for each request. This will reduce the time of your import. Payables Open Interface Import imports data with the source and group combination you specify.

Batch Name. Payables groups the invoices created from the invoices you import and creates an invoice batch with the batch name you enter. You can enter a batch name only if you have enabled the Use Batch Control Payables option, and if you have enabled the Use Batch Control Payables option, you must enter a batch name. If you use a batch name and some invoices are rejected during the import process, you can import the corrected invoices into the same batch if you enter the exact batch name during the subsequent import.

Hold Name. If you want to place all invoices on hold at the time of import, enter an Invoice Hold Reason. You can define your own hold reasons in the Invoice Approvals window.

Hold Reason. Payables displays the Invoice Hold Reason Description.

GL Date: If you want to assign a specific GL Date to all invoices, enter a GL Date. If you do not enter a value here, the system will assign a GL Date based on the GL Date Payables option.

Attention: If you are using encumbrance accounting, you must enter a GL Date in a period that is within the latest open encumbrance year. (See also: Budgetary Control In Payables: page 10 – 38).

Purge. Enter Yes if you want Payables to delete all successfully imported invoice records that match the Source and Group ID of this import. Payables does not delete any invoice data for which it has not yet created invoices. If you want to purge later, you can use the Payables Open Interface Purge Program.

Payables Open Interface Import Troubleshooting

There are two types of errors that you may experience while trying to import invoices: incorrect data or program failure.

Incorrect Data

The Payables Open Interface Report lists invoices that were not imported correctly. If there is a problem at the invoice level, the invoice is rejected without further validation. Examples of these fatal errors are:

- No supplier or supplier site
- The invoice number is a duplicate

If the invoice level information is correct, Payables will validate all values at the line level, and the rejections report will list all line level problems. If a distribution is rejected, the whole invoice is rejected.

You can correct the data in one of the following ways:

- Use the Open Interface Invoices window to correct problems directly in the Payables Open Interface tables.
- Submit Purge Payables Open Interface to purge the rejected records from the Payables Open Interface tables, then import corrected data for the rejected records into the tables.

Program Errors

If there is a failure with either the EDI Gateway Program or the Payables Open Interface Program, you can query the program in the Concurrent Requests Summary. You can read about any errors in the log file.

Payables Open Interface Import commits in cycles of 100. For example, if there is an error that stops the import program when it is validating the 350th invoice record, the system will have already committed the first 300 invoices.

Payables Open Interface Purge Program

Use the Payables Open Interface Purge Program after you have submitted Payables Open Interface Import program. This program purges records from the Payables Open Interface tables (AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE). You can either purge only invoices that you have successfully imported, or you can enter Yes for Purge All to purge all records in the table that match the Source and Group parameters you enter.

Report Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Source. Choose the source of the invoices you want to purge from the list of values. Use EDI Gateway, or a Source type QuickCode you defined in the Payables QuickCodes window. The source must exactly match the Source in the Payables Open Interface tables. This parameter is required.

Group. (Optional) To limit the purge to invoices with a particular group, enter the GROUP_ID. The Group must exactly match the GROUP_ID in the Payables Open Interface tables. You can purge data in concurrent processes for the same source by specifying a unique Group for each request. This will reduce the time of your purge process. The Payables Open Interface Purge Program purges data with the source and group combination you specify.

Purge All. Enter Yes if you want to purge all records in the Payables Open Interface tables that match the Source and Group you enter above. These records include successfully imported records, records rejected during import, and records that you have not tried to import yet. Enter No if you want to purge only records that have been successfully imported.

Payables Open Interface Outbound Advice

This program creates notification data about invoices processed during Payables Open Interface Import. You can send this notification to your

supplier via the EDI Gateway. See: Outbound Application Advice (824 / APERAK) (*Oracle EDI Gateway User's Guide*).

Program Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Source. Choose EDI Gateway because you are creating a notification about EDI Gateway transactions.

Group. (Optional) Choose the Group of the invoices for which you want to submit this report.

Status.

- **Accepted.** Limit the program to successfully imported invoices.
- **Rejected.** Limit the program to invoices that failed import.
- **All.** Submit the program for both Accepted and Rejected invoices.

Open Interface Invoices Window

Use this window to update records in the Payables Open Interface Tables. Note that this window performs no validation. For detailed descriptions of the columns in the interface, see: Payables Open Interface Tables: page I – 2.

Payables Open Interface Workflow

The Payables Open Interface workflow is a workflow template that must be customized before it will process any data. If the workflow is submitted before customization it will run but no validation or actions are performed. You can customize the Payables Open Interface Workflow to help automate verification and validation of data in the Payables Open Interface tables before you submit Payables Open Interface Import. For example, you can modify this workflow to validate all accounting code combinations in the Payables Open Interface tables. Your workflow can send notifications of any invalid

code combinations to a specified user for correction. You could also customize the workflow to override any invalid code combinations with a designated default value. Using Oracle Workflow, you can add workflow rules that meet the specific requirements of your business. If you implement this Workflow, once an invoice has successfully completed Workflow, it is ready to be imported into the Oracle Public Sector Payables application tables.

When the workflow routine is submitted it will look at all data in the AP_INVOICES_INTERFACE table that meets the parameters specified and has a value of 'Y' in the WORKFLOW_FLAG column. Workflow sets a temporary value of 'S' for 'Selected' when it processes the invoice. Once an invoice has successfully completed workflow the value is set to 'D' for 'Done'. Invoices that have the value of 'D' or NULL in this column are ready to be imported into the application tables using the Payables Open Interface Import.

When an invoice fails Workflow, a notification is sent via e–mail to the individual set up in Workflow as the performer. The responsible individual can act based on the e–mail. Alternatively, the individual can periodically use the Oracle Applications Notification window to query and review data that has failed the workflow. If you choose the References button in that window, the system navigates to the Open Interface Invoices window. You can use this window to correct data in the interface tables. Once you correct the data, return to the Oracle Applications Notification window, and select the 'Respond' button. Enter 'Problem Fixed'. Oracle Public Sector Payables will automatically resubmit the invoice to workflow.

Suggestion: If you want to automatically schedule the import of data and initiation of workflow as a recurring process, you can use the Submit Request window. For example, if you integrate with Oracle EDI Gateway for inbound invoices, you may want to create a request set containing the three programs, EDI Invoice Inbound, Payables Open Interface Workflow, and Payables Open Interface Import. You can schedule this request set to run regularly, for example, every 6 hours.

Submitting the Payables Open Interface Workflow

The program can be added to a report set along with the Payables Open Interface Import routine to handle a complete loading of data into the application tables. To submit the process individually, see the following task:

Prerequisites

- ❑ Customize the workflow validation. Edit the procedure Do_Custom_Validation. This procedure is stored in $AP_TOP/admin/sql/apiiwkfb.pls. Edit the file and compile it against the server. The name of the workflow is AP Open Interface Import Workflow.
- ❑ Assign Performer: Set up the individual who should receive notification of the workflow event.
- ❑ Populate the WORKFLOW_FLAG column in the AP_INVOICES_INTERFACE table with a value of 'Y' in order for workflow to perform action on an invoice. If the column is null then Workflow will not process the invoice.

Workflow Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Workflow Parameters

Source. If you want to limit Workflow to records with a particular source, enter the source exactly as it appears in the QuickCodes window. Leave blank if you want Workflow to process records regardless of source.

Group. If you want to limit Workflow to records with a particular group, enter the group. Leave blank if you want Workflow to process records regardless of group.

See Also

Oracle Workflow Guide

Payables Open Interface Report

Use this report to review detailed information for each invoice Payables imports during Payables Open Interface Import. The report has two sections, the Payables Open Interface Audit Report and the Payables Open Interface Rejections report.

The Audit section lists the total number and amount of invoices that Payables successfully imported. The Rejections section lists invoices that Payables was not able to import and lists the rejection reasons.

Report Submission

Payables automatically generates this report when you submit the Payables Open Interface Import process. See: Payables Open Interface Import Program: page 4 – 141.

Report Headings

Source Name. The source of the invoices you entered as a parameter when you submitted the report.

- **EDI Gateway.**
- **User–defined source.** QuickCode with Source type you define for invoices loaded into the open interface tables using SQL*Loader.
- **Credit Card.** A credit card transaction you had transferred to the Payables Open Interface tables using the Credit Card Invoice Interface Summary.

Group/Batch Name/GL Date/Purge. Payables prints the values you entered for these parameters when you submitted Payables Open Interface Import.

Hold Name. If you entered a Hold Name parameter when you submitted Open Interface Import, Payables prints the Hold that was applied to the invoices.

Hold Reason. If you entered a Hold Name parameter when you submitted Open Interface Import, Payables prints the Hold Reason for the Hold.

Payables Open Interface Audit Report — Selected Report Headings

Invoice Number/Date/Amount. Number, date, and amount of the invoice Payables created during Payables Open Interface Import.

Dist Number. Number assigned to the invoice distribution.

Dist Amount. Amount of the invoice distribution.

Accounting Date. GL Date for the invoice.

Payables Open Interface Rejections Report — Selected Report Headings

Invoice Number. Payables prints the number of the invoice that could not be imported.

Invoice Level/Line Number. The reports prints Invoice if the problem is at the invoice level. If the problem is with a line of the invoice, the report prints the line number.

Rejection Code/Reason. The report lists the reason the invoice could not be imported and prints a brief explanation of the problem.

- **Account Required.** If a line type is miscellaneous with no proration, an account is required.
- **Acct Date Beyond Enc Year.** Accounting date (ACCOUNTING_DATE) is beyond the encumbrance year and the Use PO Encumbrance Financials option is enabled.
- **Acct Date Not In Open Pd.** Accounting date (ACCOUNTING_DATE) is not in an open period.
- **Can Match To Only 1 Line.** You tried to match to a purchase order line by providing a value for ITEM_DESCRIPTION or INVENTORY_ITEM_ID, and the purchase order has more than one line that matches the item. Enter a value for either PO_LINE_NUMBER or PO_LINE_ID instead.
- **Dupl Inv Num In Import.** Duplicate invoice number for this supplier already exists in this import.
- **Duplicate Invoice Number.** Invoice number for this supplier already exists in Payables.
- **Duplicate Line Number.** Duplicate values for invoice line number (LINE_NUMBER) exist for this invoice.
- **Inactive AWT Group.** Inactive automatic withholding tax group (AWT_GROUP_ID or AWT_GROUP_NAME).

- **Inactive Currency Code.** Inactive currency code (INVOICE_CURRENCY_CODE).
- **Inactive Distribution Set.** Inactive distribution set (DISTRIBUTION_SET_ID or DISTRIBUTION_SET_NAME).
- **Inactive Pay Curr Code.** Inactive payment currency code (PAYMENT_CURRENCY_CODE).
- **Inactive PO.** Inactive purchase order number (PO_NUMBER).
- **Inactive Tax Code.** Inactive tax code (TAX_CODE).
- **Inactive Terms.** Inactive payment terms (TERMS_ID or TERMS_NAME).
- **Inconsistent AWT Group.** Values exist for Automatic Tax Withholding group in more than one of the following columns, and the groups do not match: (AWT_GROUP_ID) and (AWT_GROUP_NAME).
- **Inconsistent Dist Acct.** Values exist for distribution account in more than one of the following columns and the accounts do not match: (DIST_CODE_CONCATENATED) and (DIST_CODE_COMBINATION_ID).
- **Inconsistent Dist Info.** Line cannot contain both a distribution set and a distribution account.
- **Inconsistent Dist Set.** Values exist for distribution set in more than one of the following columns and the distribution sets do not match: (DISTRIBUTION_SET_ID) and (DISTRIBUTION_SET_NAME).
- **Inconsistent Information Entered.**
- **Inconsistent Inv Type/Amount.** Invoice type lookup code and invoice amount are inconsistent. For example, you enter a Credit invoice with a positive value for the invoice amount.
- **Inconsistent PO Dist Info.** Values exist for purchase order distribution information in more than one of the following columns, and the information does not match: (PO_DISTRIBUTION_ID) and (PO_DISTRIBUTION_NUM).
- **Inconsistent PO Info.** Values exist for purchase order information in more than one of the following columns, and the information does not match: (PO_HEADER_ID) and (PO_NUMBER).
- **Inconsistent PO Supplier.** The value you provided for supplier does not match the supplier on the purchase order.

- **Inconsistent PO Line Info.** Values exist for purchase order line information in more than one of the following columns, and the information does not match: (PO_LINE_ID) and (PO_LINE_NUMBER) do not match.
- **Inconsistent PO Shipment.** Values exist for purchase order shipment information in more than one of the following columns, and the information does not match: (PO_LINE_LOCATION_ID) and (PO_SHIPMENT_NUM).
- **Inconsistent Rate**. Exchange rate type and exchange rate date do not match the exchange rate.
- **Inconsistent Release Info** – You have provided values for both PO_RELEASE_ID and RELEASE_NUM and they do not match.
- **Inconsistent Supplier.** Values exist for supplier in more than one of the following columns, and the suppliers do not match: VENDOR_ID, VENDOR_NUM, VENDOR_NAME.
- **Inconsistent Suppl Site.** Values exist for supplier site in more than one of the following columns and the sites do not match: (VENDOR_SITE_ID) and (VENDOR_SITE_CODE).
- **Inconsistent Terms Info.** Values exist for terms information in more than one of the following columns and the information does not match: (TERMS_ID) and (TERMS_NAME).
- **Inv Type Cannot Be AWT.** Open Interface Import will not import invoices with an invoice type (INVOICE_TYPE_LOOKUP_CODE) of AWT (automatic withholding tax).
- **Invalid Acct Overlay.** The account created using BALANCING_SEGMENT, COST_CENTER_SEGMENT, or ACCOUNT_SEGMENT is invalid.
- **Invalid AWT Group.** Invalid automatic withholding tax group. This must be a valid value in AP_AWT_GROUPS.NAME.
- **Invalid Currency Code.** Invalid currency code. This must be a valid value in FND_CURRENCIES.CURRENCY_CODE.
- **Invalid Dist Set With PO.** If the invoice is matched to a purchase order, the line cannot contain a distribution set (DISTRIBUTION_SET_ID or DISTRIBUTION_SET_NAME).
- **Invalid Distribution Acct.** Invalid distribution account. This must be a valid value in GL_CODE_COMBINATIONS.
- **Invalid Distribution Set.** Invalid distribution set. This must be a valid value in AP_DISTRIBUTION_SETS.

- **Invalid Exch Rate Type.** You used a non–User type exchange rate type, and you entered an exchange rate. Change the rate type to USER or delete the exchange rate.
- **Invalid Final Match Flag.** You entered Yes as the value for FINAL_MATCH_FLAG, and the Payables Option of Allow Final Matching is not enabled.
- **Invalid Inv Type Lookup.** Invalid invoice type lookup code. Type must be either Standard or Credit.
- **Invalid Invoice Amount.** The precision of the invoice amount is greater than the precision for the invoice currency. For example, Open Interface Import will not import an invoice in US dollars if the amount is $100.001.
- **Invalid Invoice Quantity.** You are attempting to match the invoice to a purchase order shipment, and the Quantity to be matched exceeds the available Quantity of the shipment by more then the tolerance you defined in the Invoice Tolerances window.
- **Invalid Item.** Invalid item (ITEM_DESCRIPTION INVENTORY_ITEM_ID). This value must match the purchase order PO_LINES.INVENTORY_ITEM_DESCRIPTION or PO_LINES.INVENTORY_ITEM_ID.
- **Invalid Line Amount.** Line amount not equal to Quantity x Unit Price.
- **Invalid Line Type Lookup.** Invalid value for LINE_TYPE_LOOKUP_CODE. You can use Item, Freight, Tax or Miscellaneous.
- **Invalid Location Code.** The value you entered for SHIP_TO_LOCATION_CODE is invalid.
- **Invalid Payment Currency Code.** Invalid payment currency code. This must be a valid value in FND_CURRENCIES.CURRENCY_CODE.
- **Invalid PO Dist Num.** Invalid PO distribution number. This must be a valid value in PO_DISTRIBUTIONS.DISTRIBUTION_NUM.
- **Invalid PO Line Num.** Invalid PO line number. This must be a valid value in PO_LINES.PO_LINE_ID or PO_LINES.LINE_NUM.
- **Invalid PO Line UOM.** Invalid PO line Unit of Measure. This must be a valid value in PO_LINES.UNIT_MEAS_LOOKUP_CODE.

- **Invalid PO Num.** Invalid PO number. You can obtain a list of active, valid values from PO_HEADERS.SEGMENT1 or PO_HEADERS.PO_HEADER_ID.
- **Invalid PO Release Info** – You are matching to a blanket purchase order, and one of the values you provided for release number, shipment number, and line number is invalid.
- **Invalid PO Release Num** – You have provided an invalid value for either RELEASE_NUM or PO_RELEASE_ID.
- **Invalid PO Shipment Num.** Invalid PO shipment number.
- **Invalid Precision.** Invalid precision. The Amount must have the same precision as the currency you are using.
- **Invalid Price/Quantity.** The values for Unit Price, Quantity Invoiced, and Line amount are inconsistent. (Quantity Invoiced x Unit Price = Amount)
- **Invalid Quantity.** The value for Quantity (QUANTITY_INVOICED) must be greater than zero.
- **Invalid Shipment Type.** Shipment Type should be Blanket, Scheduled, or Standard, and should be approved.
- **Invalid Supplier.** Invalid supplier. You can obtain a list of valid values from the PO_VENDORS table.
- **Invalid Supplier Site.** Invalid supplier site. You can obtain a list of valid values from the PO_VENDOR_SITES table.
- **Invalid Tax Code.** Invalid tax code. You can obtain a list of active, valid values in AP_TAX_CODES.
- **Invalid Tax Type.** Invalid tax type. You cannot use USE or OFFSET tax types, but you can use any other valid tax types from AP_TAX_CODES.
- **Invalid Terms.** Invalid terms. Terms must be valid terms in AP_TERMS.TERMS_ID or AP_TERMS.TERMS_NAME.
- **Invalid Unit Price.** The value for Unit Price (UNIT_PRICE) must be greater than zero.
- **Invalid Who Information.** Invalid information in one of the following columns: LAST_UPDATED_DATE, LAST_UPDATED_BY, LAST_UPDATE_LOGIN, CREATION_DATE, CREATED_BY.
- **Invoice Amount Incorrect.** Invoice amount (AP_INVOICES_INTERFACE.INVOICE_AMOUNT) does not equal the sum of the line amounts

(AP_INVOICE_LINES_INTERFACE.AMOUNT) for rows with the same INVOICE_ID.

- **Line Has Price Break.** You are matching to a blanket purchase order release at the line level which has been set to allow price override. You have provided only line level data. Payables cannot identify the shipment to which it should match because shipments can have different prices. If you identify the shipment, then Payables can complete the match.
- **Line Type Cannot Be AWT.** Open Interface Import will not import an invoice if the LINE_TYPE_LOOKUP_CODE is AWT (automatic withholding tax).
- **No Exchange Rate.** The invoice currency is different from your functional currency, you have entered USER as the exchange rate type, and you have not entered a value for DEFAULT_EXCHANGE_RATE.
- **No Invoice Lines.** You must enter at least one invoice line to create an invoice.
- **No Invoice Number.** INVOICE_NUM is a required column but it is NULL for this invoice.
- **No PO Line Num.** You matched the invoice to a multi–line purchase order, and you did not enter purchase order line number (PO_LINE_ID or PO_LINE_NUMBER).
- **No Supplier.** You did not identify the supplier in any of the following columns: VENDOR_ID, VENDOR_NUM, or PO_NUMBER.
- **No Supplier Site.** You did not identify the supplier site in any of the following columns: VENDOR_SITE_ID, VENDOR_SITE CODE, or PO_NUMBER.
- **No Tax Code.** You did not enter a tax code, and a valid tax code could not be found based on the Tax Name Default hierarchy you defined in the Payables Options window.
- **No Terms Info.** You did not specify payment terms in the import tables, the invoice is not matched to a purchase order, and you have not specified default payment terms for the supplier site.
- **Non Unique Location Code**. You have provided a Ship–To location as the matching criterion and it is not unique. For example, you provide a ship to location of Boston and Boston is the ship to on three different shipments for the purchase order.

- **Non–Unique Location Code.** You have provided a Ship–To location as the matching criterion and it is not unique. For example, you provided a Ship–To location of Boston, and Boston is the Ship–To location on three different shipments on the purchase order.
- **Not Pay Site.** The supplier site is not enabled as a pay site in the Supplier Sites window in Payables.
- **Orphan Line.** No invoice exists for this invoice line.
- **Pay X Rate Not Fixed.** Invoice currency and payment currency are not associated fixed–rate currencies.
- **Unit Prc Not Equal to PO.** Unit price does not equal the Unit Price on the Purchase Order within the tolerance you defined in the Invoice Tolerances window.
- **UOM Does Not Match PO.** Unit Of Measure does not match the Unit of Measure on the purchase order.

See Also

QuickCodes: page 2 – 42

Common Report Headings: page 8 – 7

Financials Options: page 2 – 61

Payables Options: page 2 – 76

Approval: page 4 – 68

Foreign Currency Transactions: page 6 – 2

Voucher Numbers: page 2 – 154

Budgetary Control In Payables: page 10 – 38

Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*

Site Locations *(Oracle Human Resources User's Guide)*

Reviewing and Adjusting Invoices

This section includes the following topics:

- Finding Invoice Batches: page 4 – 184
- Finding Invoices: page 4 – 184
- Reviewing Invoice Distributions: page 4 – 187
- Reviewing Payment Information: page 4 – 188
- Payments Window Reference: page 4 – 188
- Reviewing Invoice Batches: page 4 – 190
- Reviewing Invoices: page 4 – 190
- Calculating a Supplier or Supplier Site Balance: page 4 – 191
- Adjusting Invoice Batches: page 4 – 193
- Adjusting Invoices: page 4 – 194
- Adjusting Invoice Amounts: page 4 – 195
- Adjusting Invoice Exchange Rates: page 4 – 196
- Adjusting GL Dates: page 4 – 196
- Adjusting Invoice Distributions: page 4 – 197
- Adding New Invoice Distributions: page 4 – 200
- Reversing Invoice Distributions: page 4 – 201
- Adjusting Scheduled Payments: page 4 – 203
- Cancelling Invoices: page 4 – 204
- Identifying Duplicate Invoices: page 4 – 206
- Invoice Adjustment Chart: page 4 – 208
- Prepayment Adjustment Chart: page 4 – 210
- Invoice Distribution Adjustment Chart: page 4 – 211

Invoice Overview

In the Invoice Overview window, you can review the status of an invoice and some high–level information. This window is particularly helpful for reviewing information quickly when a supplier calls you to inquire about the status of an invoice. This window also serves as a bridge between the Payment and Invoice Workbenches.

This window displays summary information for the invoice:

- Supplier Information
- Invoice Information
- Invoice Status
- Scheduled Payments
- Actual Payments
- Active Holds

  Warning: The Active Hold region does not include scheduled payment holds or supplier site holds. For example, if the supplier site has the Hold All Payments option enabled you will not see a hold in the Active Hold region of the Invoice Overview.

This is a display–only window. To adjust the invoice, choose the Invoices button to navigate to the Invoices window.

For more detailed information regarding the invoice or related attributes, choose the Invoices, Supplier, View PO, or Payment Overview button.

If your query retrieves more than one invoice, Payables orders and displays queried invoices by the latest invoice date. To see the next queried invoice, press [Next Screen].

Finding Invoice Batches

You can find invoice batches in the Invoice Workbench either by using the Find Invoice Batches window, or by entering query criteria directly into the Invoice Batches window. If you want to find invoices contained in a particular invoice batch, query the invoice batch in the Invoice Batches window, then choose the Invoices button.

In the Find Invoice Batches window, you can search for a batch by entering ranges for invoice batch names and dates. You then choose Find to navigate to the Invoice Batches window, where Payables displays all invoice batches that match your Find criteria.

▶ **To find invoice batches using the Find Invoice Batches window:**

1. Open the Find Invoice Batches window from the Invoice Batches window, either by choosing the Find icon from the Toolbar or by selecting Query Find from the menu. Enter criteria directly into the fields.
2. Choose the Find button to navigate to the Invoice Batches window where Payables displays all invoice batches that match your criteria.

   You can also open custom folders that display information in a custom format, if you or your organization has defined any.

See Also

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Batch Control Reports: page 8 – 60

Invoice Batches Window Reference: page 4 – 223

Finding Invoices

You can find invoices to respond to supplier inquiries, including questions regarding invoice payment status, invoice payment date, reasons an invoice has not been paid, and total balance due for a supplier or supplier site. You can also find invoices to make

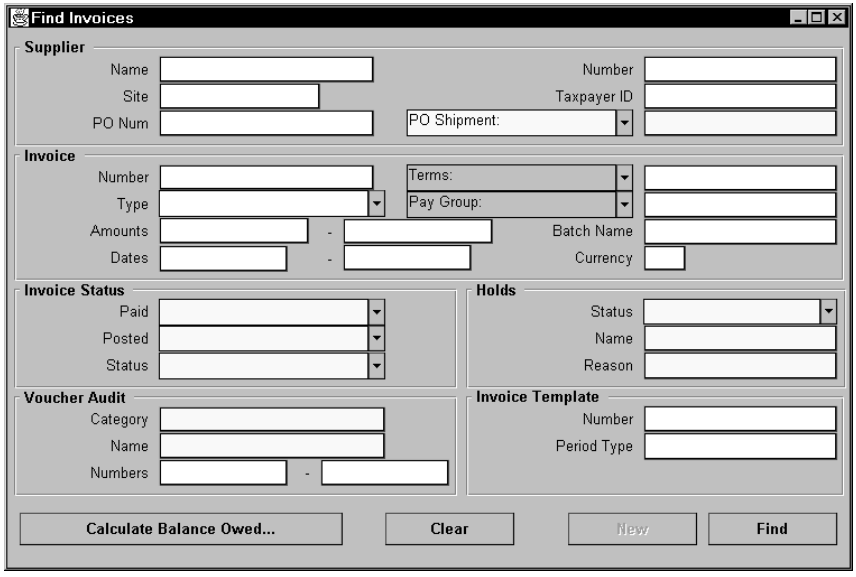
adjustments to them or to perform actions on them, such as approval or cancellation.

You can find invoices in the Invoice Workbench either by using the Find Invoices window or by entering query criteria directly into the Invoices window. In the Find Invoices window, you can enter a greater variety of criteria, including invoice status and ranges for invoice amounts, invoice dates, and voucher numbers. You then choose Find to navigate to the Invoices window, where Payables displays all invoices that match your Find criteria. From the Invoices window, you can review or adjust information about an invoice, and you can navigate to other windows to review or adjust scheduled payments, distribution holds, related payments, and more.

If you want to find invoices contained in a particular invoice batch, you can also find the invoice batch, then choose the Invoices button in the Invoice Batches window. See: Finding Invoice Batches: page 4 – 184.

If you want to review in one window a wide variety of high level information about a single invoice, use the Invoice Overview window. See: Invoice Overview: page 4 – 183.

You can quickly open an invoice you have saved as an icon on your Navigator. When you have the invoice open, select Place on Navigator from the Actions menu. Later, if you choose the icon in the Documents region of your Navigator, then Payables will automatically open the Invoice workbench and query the invoice. See also: Using the Navigator's Documents Region *(Oracle Applications User's Guide)*.



▶ **To find an invoice using the Find Invoices window:**

1. Open the Find Invoices window from the Invoices window either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu. Enter criteria directly into the fields. You can enter complex criteria by entering information in several fields. Some fields will not become enabled unless you first identify the supplier.
2. Choose the Find button to navigate to the Invoices window where Payables displays all invoices that match your criteria.

   Payables displays invoices in the following order:

   Supplier Name (ascending)

   Supplier Site (ascending)

   Invoice Date (descending)

   Invoice Number (ascending)

   Invoice Amount (descending)

   You can also open custom folders that display information in a custom format, if you or your organization has defined any.

Attention: The Holds field in the Invoices window shows only invoice holds, not supplier holds. For example, if the supplier site has the Hold All Payments option enabled and there are no invoice holds on an invoice, the Hold field will display zero.

See Also

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Invoice Overview: page 4 – 183

Adjusting Invoices: page 4 – 194

Reviewing Invoice Distributions

You can review invoice distributions either in the Invoice Distributions Summary or in the Invoice Workbench (in the Distributions window).

In the Invoice Distributions Summary, you can use the Find Invoice Distributions window to search for distributions outside of the context of their invoices. For example, you can use this window to view all distributions that have a particular account. Search by any combination of the following criteria: supplier name or number, distribution type, currency, GL batch name, posting status, account range, GL date range, and amount range. If you use Oracle Projects, you can also search by Projects data. After you enter any combination of criteria, choose Find to navigate to the Distributions folder where Payables displays all distributions that match your criteria.

In the Distributions window, you can use the Find Invoice Distributions window to search for distributions for one invoice that match criteria you select. Search by posted status, GL date range, amount range, and account range.

▶ **To find invoice distributions in the Invoice Distributions Summary:**

1. Use the Navigator to open the Invoice Distributions Summary. From the Invoice Distributions Summary, open the Find Invoice Distributions window, either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu.
2. Enter criteria directly into the fields. You can enter complex criteria by entering information in several fields.

   Choose Find to navigate to the Invoice Distributions Summary where Payables displays all invoice distributions that match your criteria.

   If you want to see high level invoice information for a distribution, choose Invoice Overview.

   If the distribution is purchase order matched and you want to see the related purchase order, choose View PO.

▶ **To find invoice distributions in the Invoice Workbench:**

1. In the Invoices window, select an invoice and choose Distributions.
2. Open the Find Invoice Distributions window from the Distributions window, either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu.

3. Enter criteria directly into the fields. You can enter complex criteria by entering information in several fields.
4. Choose Find to navigate to the Distributions window where Payables displays all invoice distributions of the invoice you selected that match your criteria.

   You can also open custom folders that display information in a custom format, if you or your organization has defined any.

See Also

Reviewing Invoices: page 4 – 190

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Reviewing Payment Information in the Invoice Workbench

Use the Payments window of the Invoice Workbench to get quick payment information for a selected invoice. To use the window, select an invoice in the Invoices window and choose the Payments button. The Payments window displays payment documents that you have used to pay the selected invoice. It also shows applied prepayments. For further information, you can then choose the Payment Overview button or the Scheduled Payments button.

> **Note:** This window is separate from the Payments window in the Payments Workbench, which you use to create single payments.

Payments Window (of the Invoice Workbench) Reference

Discount Taken. If you realized a discount when you created the payment, Payables displays the amount of the discount.

Document Number. Payment document number, for example, check number.

If you are reviewing a prepayment application line for an invoice, Payables displays the prepayment's invoice number. If you are

reviewing a prepayment application line for a prepayment, Payables displays the number of the invoice to which you applied the prepayment.

GL Date. Payment GL Date.

On prepayment application lines, the GL Date is the GL Date of the prepayment application. You select this date when you apply or reverse a prepayment application.

Payment Amount. Amount of the payment.

If you are reviewing a prepayment application line for an invoice, the Payment Amount is the amount of the prepayment applied to the invoice. If you are reviewing a prepayment application line for a prepayment, the Payment Amount is the prepayment application amount, expressed as a negative number.

Payment Date. The GL Date for the payment distributions and the date on the payment document. The date must be in an open accounting period.

If you are reviewing a prepayment application line for an invoice, Payables displays the date that the prepayment was paid.

Payment Method.

- **Check.** A manual check, a Quick payment, or a check in a payment batch.
- **Electronic.** An electronic funds transfer file you generate and deliver to your bank to create payments.
- **Wire.** Wire transfer of funds between your bank and your supplier's bank.
- **Clearing.** Used for recording invoice payments to internal suppliers within your organization.
- **Future Dated.** Used to create payments with a future date that instructs your bank when to disburse funds to your supplier's bank. For example, a Bill of Exchange.
- **Manual Future Dated**. Used to disburse funds to a supplier who sends you an invoice with a payment notice attached. You approve the supplier's payment notice, which includes a future payment date, and return it to the supplier.
- **Prepayment Application.** Displayed for a line when you have applied or unapplied a prepayment to an invoice.

Void. Payables enables this check box if you have voided the payment.

Buttons

Scheduled Payment. Navigates to the Scheduled Payments window.

Payment Overview. Navigates to the Payment Overview window which displays additional payment information. From this window you can navigate to the Payments Workbench, the Banks window, or the Suppliers window.

If you are reviewing a prepayment application line and you choose this button, Payables opens another window. You can then choose Prepayment to navigate to the Invoice Overview window to see information on the associated prepayment or invoice, or you can choose the Payment button to navigate to the Payments Overview window where you can review the payment that paid the invoice.

Reviewing Invoice Batches

Prerequisite

- ❑ Enable the Batch Control Payables option. See: Payables Options: page 2 – 76.

▶ **To review invoice batches:**

1. Find the invoice batch. See: Finding Invoice Batches: page 4 – 184.
2. To see detailed information on any invoice in the batch, in the Invoice Batches window choose the Invoices button.

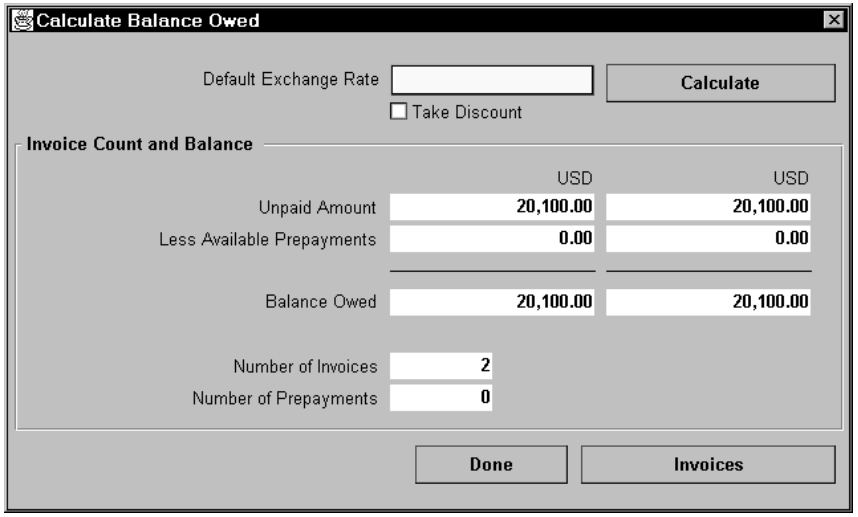
Reviewing Invoices

You can review invoices in either the Invoice Workbench or the Invoice Overview window. If you want to be able to enter complex query criteria, review multiple invoices, or review all details about invoices, use the Invoice Workbench. If you just want to review high level invoice information for a single invoice, such as invoice status, active holds, scheduled payments, and actual payments, use the Invoice Overview window. See: Invoice Overview: page 4 – 183.

▶ **To review invoices in the Invoice Workbench:**

1. Find the invoice using the Find Invoices window. See: Finding Invoices: page 4 – 184.
2. If you want to review invoice distributions, scheduled payments, holds, or payments, choose the appropriate button in the Invoices window.

Calculating a Supplier or Supplier Site Balance



Use the Find Invoices window and choose the Calculate Balance Owed button to see how much you owe a supplier and how many unpaid invoices you have in the system for the supplier. To calculate the balance owed, Payables subtracts available prepayments from the unpaid invoice amount. Payables does not use unpaid prepayments when it calculates the balance.

If you have foreign currency invoices that do not yet have exchange rates, you can calculate the balance with an exchange rate you enter in the window. The exchange rate you enter will not update the invoices; you are still required to submit AutoRate or enter an exchange rate in the Invoices window.

▶ **To calculate a supplier or supplier site balance:**

1. Open the Find Invoices window from the Invoices window, either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu. Enter the supplier name, site name, or other unique supplier or supplier site information. Optionally restrict the balance to invoices of a particular status or hold. Payables calculates the balance based on the combination of criteria you enter.
2. Choose Calculate Balance Owed to have Payables navigate to the Calculate Balance Owed window. Optionally check Take Discount to have Payables reduce the balance by available discounts. Choose Calculate to have Payables display the total due amount and the total number of unpaid invoices that match the criteria you entered. Payables also displays and includes in its calculation any prepayments.

▶ **To calculate a supplier or supplier site balance in a foreign currency:**

1. Open the Find Invoices window from the Invoices window, either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu. Enter the supplier name, site name, or other unique supplier or supplier site information. Enter the currency for which you would like to calculate the balance. Optionally restrict the balance to invoices of a particular status or hold. Payables calculates the balance based on the combination of criteria you enter.
2. Choose Calculate Balance Owed to have Payables navigate to the Calculate Balance Owed window.

   Enter a default exchange rate for Payables to use to convert into your functional currency your foreign currency invoices that do not have an exchange rates. Choose Calculate to have Payables display for the invoices that match your criteria the Balance Owed in both the foreign and functional currency, and the total number of unpaid invoices. Payables also displays and includes in its calculation any prepayments.

Adjusting Invoice Batches

▶ **To adjust an invoice batch:**

1. Find the invoice batch. See: Finding Invoice Batches: page 4 – 184. In the Invoice Batches window you can do the following:

   - **Modify batch invoice defaults.** Invoice batch defaults you enter in the Invoice Batches window apply to invoices you enter after entering or changing an invoice batch default. For example, if half of the invoices you are entering are standard and half are credit memos, after you have entered all standard invoices, you can change the Type default to Credit Memo so you will not need to enter Type for each credit memo.

     To change a field for an invoice you have already entered, you must make the change directly to the invoice in the Invoices window. See: Adjusting Invoices: page 4 – 194.

   - **Modify Control Count and Control Total**. If you find a duplicate invoice when entering a batch, you may want to throw it away and adjust the control count on your batch. Payables allows you to change the control count or control total at any time before creating journal entries.

   - **Add invoices to a batch.** You can add invoices to a batch at any time.

   - **Delete invoices from a batch.** You can delete an invoice from a batch at any time before the invoice has been approved.

2. Save your work.

▶ **To delete an invoice batch:**

- You cannot delete an invoice batch that contains invoices. If you want to delete an invoice batch, you must delete the invoices in the batch.

See Also

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201

Adjusting Invoices

Authorized users can make adjustments to invoice details, distributions, and scheduled payments, even if the invoice has been posted to your general ledger or paid. After you make an adjustment to an invoice, you must submit Approval before you can pay it. See: Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201 for more information on adjusting different types of invoices and invoice distributions.

Remember that some invoice values, such as the GL Date, are used as defaults when you create new invoice distributions. If you change an invoice GL Date, it does not affect the existing GL Dates for the invoice distributions. If you want to change invoice distribution GL Dates you must change them in the Distributions window.

If you have not paid an invoice you can cancel it. After you cancel an invoice, however, you can make no changes to it. If you have not submitted Approval for an invoice, you can delete it from the database.

Adjusting Purchase Order Matched Invoices

If you accidentally matched to the wrong purchase order shipments or distributions, you can reverse matched distributions and/or create new distributions by matching to new purchase order shipments or distributions of the same purchase order or of another purchase order. If you add or reverse invoice distributions you must also change the scheduled payment amounts to match the new invoice total, or Payables will place holds on the invoice during Approval.

You can adjust the GL Date, Income Tax Type, and Account fields of a purchase order matched invoice distribution. You can change the Account only if you have not yet posted the invoice and if you have enabled the Allow Flexfield Override Payables option.

If a supplier sends an invoice for a change in unit price for an invoice you have matched to a purchase order, use a price correction to adjust the invoiced unit price of previously matched purchase order shipments or distributions without adjusting the quantity billed. See: Recording Price Corrections: page 4 – 14.

See Also

Invoice Adjustment Chart: page 4 – 208

Budgetary Control In Payables: page 10 – 38

Invoice Variances: page 4 – 87

Unrealized Gain / Loss Report: page 8 – 91

Purchasing Integration: page 4 – 82

Adjusting Invoice Amounts

Prerequisites

- ❑ The invoice is not fully paid.
- ❑ The invoice has at least one unposted or unapproved distribution.

▶ **To adjust the amount of an invoice:**

1. Find the invoice. See: Finding Invoices: page 4 – 184.
2. In the Invoices window change the Invoice Amount.

   Choose Distributions to navigate to the Distributions window. Adjust the distributions to match the new invoice amount.

   - If the invoice is not purchase order matched, you can add, reverse, and adjust distributions. Choose OK.
   - If the invoice is purchase order matched, you can reverse, rematch, or match distributions to purchase order shipments and purchase order distributions. Choose OK.
3. Choose Scheduled Payments to navigate to the Scheduled Payments window. Adjust the scheduled payments to match the new invoice amount. Choose OK.
4. Save your work. You must submit Approval again before you can pay the invoice.

See Also

Adding New Invoice Distributions: page 4 – 200

Reversing Invoice Distributions: page 4 – 201

Adjusting Scheduled Payments: page 4 – 203

Entering Purchase Order Matched Invoices: page 4 – 11

Approval: page 4 – 68

Entering Basic Invoices: page 4 – 2

Adjusting Invoice Exchange Rates

You can change the Exchange Rate of an invoice at any time before posting or payment. You can change the exchange rate in two ways:

- Manually adjust the exchange rate information in the Invoices window.
- Submit AutoRate. See: AutoRate Program: page 6 – 11.

See Also

Entering Foreign Currency Invoices: page 4 – 28

Foreign Currency Transactions: page 6 – 2

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201

Adjusting GL Dates

You can change the GL Date of any invoice in the Invoices window but the new GL Date will default only to new invoice distributions you create. If you want to adjust the GL Date on existing invoice distributions, change the GL Dates in the Distributions window. Payables uses the GL Date of the invoice distribution to determine the GL period to which Payables posts the invoice distributions.

Use the Unposted Invoice Sweep program to transfer all unposted invoices and payments from one accounting period to another. You can submit this program when you need to close a period that has unposted invoices or payments in it.

If you adjust the GL Date of a foreign currency invoice, Payables automatically recalculates the exchange Rate Date and Rate for the invoice unless you have manually entered a different Rate Date.

See Also

Payables Transfer to General Ledger Program (Posting): page 7 – 15

General Ledger Effective Date: page 7 – 4

Unposted Invoice Sweep Program: page 8 – 15

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201

Adjusting Prepayments

If you have not paid or applied a prepayment, you can make changes to it in the same way that you make changes to an invoice. You can cancel a prepayment after you post it, but not after you pay or apply it.

See Also

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201

Adjusting Invoice Distributions

If you have not yet posted an invoice distribution and if you do not use Automatic Offsets, you can update most of invoice distribution details, including Description, GL Date, Income Tax Type, Withholding Tax Group, and Income Tax Region. If the distribution has not posted and you have enabled the Allow Flexfield Override Payables option, you can also change the Account. If the distribution has not been posted and the distribution has an expense type account, you can also adjust the Track as Asset check box. For more information on changing a particular field, see the Invoice Adjustment Chart: page 4 – 208.

You cannot adjust invoice distributions for a paid invoice if you disable the Allow Paid Invoice Adjustments Payables option.

If you add or reverse distributions or if you change a distribution amount, you must submit Approval again before you can pay the invoice. Approval will recalculate the invoice scheduled payments.

Many factors affect whether or not you can adjust invoice distributions, such as if you use Automatic Offsets, or if you create interest invoices automatically. For a complete list of restrictions, see: Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201.

Purchase Order Matched Distributions

You can adjust the GL Date, Income Tax Type, and Account fields of a purchase order matched invoice distribution. You can change the Account only if you have not yet posted the invoice and if you have enabled Allow Flexfield Override Payables option.

If the invoice is purchase order matched, you cannot directly adjust fields that are defaulted by the matched purchase order, such as Amount. You can, however, reverse purchase order matched distributions at any time, then create new invoice distributions by rematching.

Updating Invoice Distributions

Prerequisite

- ❑ If the invoice is paid, enable the Allow Paid Invoice Adjustments Payables option.

▶ **To update invoice distributions:**

1. Find the invoice. See: Finding Invoices: page 4 – 184.
2. In the Invoices window, choose Distribute to navigate to the Distributions window. Make any of the following changes:
   - **Add Distributions.** If you want to add distributions, add them in the usual manner. See: Adding New Invoice Distributions: page 4 – 200.
   - **Reverse Distributions.** Select the distributions and choose Reverse. Payables automatically creates a reversing distribution for each distribution you select. See: Reversing Invoice Distributions: page 4 – 201.

- **Rematch to Purchase Orders.** Reverse a purchase order matched distribution, see: Reversing Invoice Distributions: page 4 – 201, then match to a new purchase order shipment or distribution, see: Matching to Purchase Orders: page 4 – 12.
- **Adjust Account.** If you have not yet posted the distribution, and you do not use encumbrance accounting, adjust the Account.
- **Adjust GL Date.** Payables uses the GL Date of the invoice distribution to determine the GL period to which it posts the invoice distributions. See: Adjusting GL Dates: page 4 – 196.
- **Adjust Track as Asset. I**f you have Oracle Assets installed, the distribution is unposted, and the distribution and has an expense type account, you can adjust the Track as Asset check box. If the Track as Asset check box is enabled for an invoice distribution, Oracle Assets will import this invoice distribution when you submit Create Mass Additions. If you enter an asset type Account, Payables automatically enables the Track as Asset check box and you cannot adjust it.
- **Adjust Final Match.** If the distribution is purchase order matched and you have not submitted approval for it, you can adjust the Final Match option. See: Final Matching Purchase Orders: page 4 – 18.
- **Adjust Income Tax Type/Region.** You can adjust the invoice distribution description and the income tax type even if you have paid, partially paid, or posted an invoice. You can also update the income tax type for each distribution, regardless of whether the supplier is designated as federally reportable. Payables uses the income tax type when you submit the 1099 Payments report and the 1099 forms. If you are updating a distribution to be 1099 reportable, enter the Income Tax Region or optionally change the supplier default. If you need to make updates for many distributions, you can use the Update Income Tax Details Utility. See: Submitting the Update Income Tax Details Utility.
- **Tax Name.** You can change the Tax Name if the distributions have not been approved.

3. Save your work.
4. If you changed the distribution amount, added distributions, reversed distributions, or changed the tax name, you must submit

Approval before you can pay the invoice. Approval will recalculate your scheduled payments.

See Also

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201

Adding New Invoice Distributions

Prerequisites

- ❑ Invoice has not been cancelled.
- ❑ If the Allow Adjustments to Paid Invoices Payables option is enabled, invoice is not paid or partially paid.

▶ **To add invoice distributions to an existing invoice.**

1. Find the invoice. See: Finding Invoices: page 4 – 184. In the Invoices window add a distribution in one of the following ways:
   - If you want to manually add a distribution, choose Distributions to navigate to the Distributions window and add one in the usual manner. See: Entering Invoice Distributions Manually: page 4 – 5.
   - If you want to create new distributions by matching the invoice to new purchase order shipments or distributions, choose Match and match to a purchase order in the Match to PO window. See: Matching to Purchase Orders: page 4 – 12.
   - If you are adding a distribution to a credit or debit memo, and you would like it to match an existing basic invoice, choose Match and match to an invoice in the Match to Invoice window. See: Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 23.
2. Choose Scheduled Payments to navigate to the Scheduled Payments window. Adjust the scheduled payment amounts to match the new invoice amount. See: Adjusting Scheduled Payments: page 4 – 203. Choose OK.
3. Save your work.

Reversing Invoice Distributions

Prerequisite

- ❑ If you use Automatic Offsets, the invoice has not been paid or partially paid.

▶ **To reverse invoice distributions:**

1. Find the invoice. See: Finding Invoices: page 4 – 184.

   From the Invoices window choose the Distributions button to navigate to the Distributions window. Select the distributions you want to reverse and choose Reverse. Payables creates a negative amount distribution for each distribution you select. If the distribution was purchase order matched, Payables updates corresponding purchase order information such as Quantity Billed.

2. Save your work.

INVOICE AND INVOICE BATCH ADJUSTMENT RESTRICTIONS:

REVERSING DISTRIBUTIONS AND ENCUMBRANCE ACCOUNTING: If you use encumbrance accounting and you reverse an approved invoice distribution, Payables automatically creates a reversal encumbrance journal entry that reverses the invoice distribution journal entry created when you approved the invoice. If you use encumbrance accounting and you reverse an invoice distribution, you cannot update the reversed invoice distribution because Payables will use the reversed invoice distribution to create the reversing encumbrance journal entries.

ADJUSTING ACCOUNT: If the distribution is purchase order matched, you must enable the Allow Flexfield Override Payables option before you can adjust the account.

ADJUSTING INVOICE AMOUNT: You cannot adjust the invoice amount to less than the amount you have already paid on an invoice.

AUTOMATIC OFFSETS: If you use Automatic Offsets and an invoice has been fully or partially paid, you cannot adjust the invoice, except for the Description.

CANCELLED INVOICES: If you have cancelled an invoice, you cannot adjust any invoice or invoice distribution information for that invoice.

CASH BASIS ACCOUNTING: If you use the cash basis accounting method, you cannot update a paid invoice after you post the payment unless it is a void payment and you have posted the void payment.

CASH BASIS ACCOUNTING: You can adjust distributions for any paid or partially paid invoice that you have not yet posted.

COMBINED BASIS ACCOUNTING: If you are using combined basis accounting, and the invoice is paid or partially paid, you cannot make adjustments to existing distributions. You can, however, match to a purchase order, and you can reverse existing distributions.

ENCUMBRANCE ACCOUNTING/FINAL MATCH: If you are using encumbrance accounting and you mark a distribution as a final match to a purchase order, Payables creates reversing journal entries for all outstanding encumbrances on that purchase order.

FINAL MATCHED: You cannot adjust an invoice that has distributions marked as Final Matched. You can disable the distribution's Final Match check box if you have not submitted Approval for the invoice. After you submit Approval for a final matched invoice and Payables approves the invoice, you cannot make adjustments to the invoice or reopen the purchase order.

INTEREST INVOICES: You cannot adjust interest amounts or interest invoice distributions of interest invoices that Payables creates automatically if you enable the Allow Interest Invoices supplier site option.

INVOICES SELECTED FOR A PAYMENT BATCH: You cannot adjust an invoice that has been selected for payment in a payment batch. You can wait until the payment batch completes and then adjust the paid invoice.

REVERSING DISTRIBUTIONS WITH INVALID ACCOUNTS: You cannot reverse an invoice distribution that has an invalid account.

WITHHOLDING TAX: You cannot adjust posted withholding tax type distributions.

WITHHOLDING TAX: If you have enabled withholding tax and you choose to have Payables automatically create invoices to a tax authority, you cannot modify the distributions of that invoice.

See Also

Applying Prepayments to Invoices: page 4 – 110

Unapplying Prepayments: page 4 – 112

Paying Invoices from the Invoice Workbench: page 5 – 9

Selecting Multiple Records *(Oracle Applications User's Guide)*

Adjusting Scheduled Payments

You can make any adjustments you need to an invoice's scheduled payments if the invoice is not fully paid. You can add as many new payments as you want, and you can alter unpaid scheduled payments. You can defer payment by adjusting due dates on schedules or by applying holds to selected scheduled payments.

Attention: Payables recalculates and overwrites scheduled payments if you adjust the invoice Payment Terms, or if the Scheduled Payment Recalculation Payables option is enabled and you submit Approval for the invoice. If you manually adjust scheduled payments and Payables subsequently recalculates the scheduled payments, you will need to reenter your changes.

▶ **To adjust scheduled payments for an invoice:**

1. Find the Invoice. See: Finding Invoices: page 4 – 184.
2. In the Invoices window, choose the Scheduled Payments button. In the Scheduled Payments window make any updates to unpaid scheduled payments and create any new scheduled payments you want.

   If you want to split a scheduled payment, update the amount then choose Split Schedule to have Payables create an additional scheduled payment with the net amount due. Adjust the dates as appropriate and optionally apply a hold to the scheduled payment.
3. Save your work.
4. Submit Approval for the invoice.

See Also

Scheduling Invoice Payments: page 4 – 73

Approval: page 4 – 68

SCHEDULED PAYMENT ADJUSTMENT RESTRICTIONS:

INVOICES IN PAYMENT BATCHES: You cannot update a scheduled payment for an invoice that has been selected for a payment batch. You must cancel the payment batch before you can adjust the invoice.

PREPAYMENTS: You cannot query or update the scheduled payment of a prepayment because prepayments have Immediate payment terms, and you cannot partially pay a prepayment.

Cancelling Invoices

You can cancel only unpaid invoices. You can cancel any unapproved invoice, or an approved invoice that does not have any effective payments or posting holds. If an invoice has a hold that prevents posting, you must release the hold before you cancel the invoice. You cannot cancel an invoice that has been selected for payment in a payment batch. A cancelled invoice does not show up in your invoice liability reports and you cannot pay or adjust a cancelled invoice. You can cancel single invoice distributions by reversing them. See: Reversing Invoice Distributions: page 4 – 201.

When Payables cancels an invoice, it sets the invoice amount to zero, sets all scheduled payments to zero, and reverses all invoice distributions and any matches to purchase order shipments and distributions. Payables also submits Approval for the invoice and, if there are no posting holds on the invoice, updates the status of the invoice to Cancelled.

If you cancel an invoice with an associated withholding tax invoice, Payables automatically creates an invoice for the tax authority supplier to offset the amount of the withholding tax invoice. Payables saves the original invoice amount for audit and reference purposes.

> **Suggestion:** If you want to make a zero–amount payment on an invoice, you should not cancel the invoice. Instead, you can change to zero the invoice amount for the invoice and pay the invoice using a payment batch, manual payment or Quick payment. See: Adjusting Invoices: page 4 – 195.

▶ **To cancel an invoice:**

1. Find the invoice. See: Finding Invoices: page 4 – 184.

2. In the Invoices window, select the invoice you want to cancel and choose Actions. In the Invoice Actions window, select Cancel Invoices and choose OK to have Payables cancel the invoice.
3. Save your work.

CANCELLING INVOICE RESTRICTIONS:

INVOICES TO WHICH YOU HAVE APPLIED PREPAYMENTS: You cannot cancel an invoice to which you have applied a prepayment. You must first reverse the prepayments.

INVOICES YOU HAVE MATCHED TO PERMANENTLY CLOSED PURCHASE ORDERS: You cannot cancel an invoice that you matched to a permanently–closed purchase order.

PREPAYMENTS: You cannot cancel a prepayment that you have applied to an invoice. You must first unapply any prepayments and void the payment that paid the prepayment. You can then cancel the prepayment.

GL DATE: You cannot change the GL Date if you use Encumbrance and the distribution has been encumbered or is part of a reversal pair.

See Also

Applying Prepayments to Invoices: page 4 – 110

Unapplying Prepayments: page 4 – 112

Selecting Multiple Records *(Oracle Applications User's Guide)*

Purchasing Integration: page 4 – 82

Identifying Duplicate Invoices

You can periodically audit your invoices to prevent duplicate payments of the same invoice. Although Payables prevents you from entering an invoice with exactly the same invoice number for the same supplier, you may have entered the same invoice twice with different supplier names, or invoice numbers with different case (abc123 and ABC123).

Suggestion: You may want to use an invoice numbering convention that minimizes the risk of separate entries of the same invoice under different invoice numbers. For example, if you consistently enter all letters in upper case you would enter an invoice number only as ABC123, and not also as abc123.

The following reports to help you identify duplicate invoices in your Payables system:

- **Invoice Audit Report.** This reports lists invoices alphabetically by supplier, and includes invoices with invoice numbers that match within a character length you specify and matching invoice dates within a date range you specify. This report also displays the amount remaining for payment on each invoice. You can review the amount remaining of duplicate invoices to determine if you have paid the same invoice (or part of an invoice) twice. See: Invoice Audit Report: page 8 – 70.
- **Invoice Audit Listing.** This listing selects and lists invoices based on parameters you enter. You specify the order (date, amount, and supplier name) in which you want to list invoices. You can also narrow your search by specifying any of the following: one invoice type, a minimum invoice amount, and a beginning invoice date. The report also includes the invoice currency and description. See: Invoice Audit Listing: page 8 – 69.

See Also

Supplier Merge Program: page 3 – 40

Resolving Duplicate Invoices

▶ **To resolve duplicate invoices when you have overpaid:**

- Notify your supplier of an overpayment and request a refund or credit memo.

▶ **To resolve duplicate invoices when you have not overpaid:**

1. Apply to the invoice a special invoice hold that you defined for duplicate invoices. This will prevent payment of the invoice and entry of a duplicate invoice. See: Invoice Approvals: page 2 – 33.
2. Resolve the discrepancy with your supplier.
3. Cancel the invoice. See: Cancelling Invoices: page 4 – 204.

ADJUSTMENT CHARTS

Invoice Adjustment Chart

INVOICE ADJUSTMENT CHART				
		Updateable?		
Invoice Fields	Cannot adjust field if:	Unpaid & Unposted	Posted & Unpaid	Paid & Unposted
Invoice Curr		NO	NO	NO
Date Invoice / Goods Received		YES	YES	YES
Description		YES	YES	YES
Discountable Amount *		YES	YES	NO
Distribution Set		NO	NO	NO
Exchange Rate, Type, Date		YES	NO	NO
Freight Amount		YES	NO	NO
GL Date		YES	YES	YES
Invoice Amount *		YES	YES	YES
Invoice Date		YES	NO	NO
Invoice Number		YES	YES	NO
Liability Account / Description		YES	NO	NO
Pay Alone	If the invoice is type Credit or Debit Memo, you cannot enable this option.	YES	YES	NO
Pay Group		YES	YES	NO
Payment Curr		YES	YES	NO
Payment Method * (can change at scheduled payment)		YES	YES	NO
Oracle Projects Project, Task, Expenditure Information		YES	YES	YES

INVOICE ADJUSTMENT CHART				
Invoice Fields	**Cannot adjust field if:**	**Updateable?**		
		Unpaid & Unposted	**Posted & Unpaid**	**Paid & Unposted**
Supplier Name	– invoice is approved – invoice is purchase order matched	YES	NO	NO
Supplier Number	– invoice is approved – invoice is purchase order matched	YES	NO	NO
Site	– invoice is purchase order matched	YES	YES	NO
Tax Name / Amount		YES	NO	NO
Terms *		YES	YES	NO
Terms Date *		YES	YES	NO
Type		YES	NO	NO
Voucher Number	– Sequential Numbering profile option is enabled	YES	NO	NO
Withholding Tax Group	– you withhold at approval time and you have already approved the invoice. – you withhold at payment time and you have already paid the invoice.	YES	NO	NO
* When you change this field, Payables recalculates your scheduled payment				

See Also

Invoice and Invoice Batch Default Chart: page E – 2

Prepayment Adjustment Chart

PREPAYMENT ADJUSTMENT CHART				
		Updateable?		
Prepayment Fields	Cannot adjust field if:	Unpaid & Unposted	Posted	Paid & Unposted
Currency		NO	NO	NO
Description		YES	YES	YES
Exchange Rate, Type, Date		YES	NO	NO
GL Date		YES	YES	YES
Invoice Amount		YES	YES	NO
Invoice Date		YES	NO	NO
Invoice Number		YES	YES	NO
Liability Account / Description		YES	NO	NO
Pay Alone		YES	YES	NO
Payment Method		YES	YES	NO
Pay Group		YES	YES	NO
Prepayment Type		YES	YES	YES
Prepayment PO Number		YES	YES	YES
Project Accounting Project / Task / Expenditure Information		YES	YES	NO
Settlement Date		YES	YES	YES
Supplier Name	– prepayment is approved – prepayment is associated with a purchase order	YES	NO	NO
Supplier Number	– prepayment is approved – prepayment is associated with a purchase order	YES	NO	NO

PREPAYMENT ADJUSTMENT CHART				
		Updateable?		
Prepayment Fields	Cannot adjust field if:	Unpaid & Unposted	Posted	Paid & Unposted
Site	– prepayment is associated with a purchase order	YES	NO	NO
Tax Name/Amount		NO	NO	NO
Terms		NO	NO	NO
Terms Date		NO	YES	NO
Type		NO	NO	NO
Voucher Number	– Sequential Numbering profile option is enabled	YES	NO	NO

Invoice Distribution Adjustment Chart

General Restrictions

The following rules apply to every invoice distribution:

- Cannot update if invoice has been cancelled.
- Cannot update, reverse, delete, or insert a distribution if the invoice has been paid or partially paid and the Allow Adjustments to Paid Invoices Payables option is disabled.

Fields Without Other Restrictions

Other than the above two rules, there are no restrictions to updating the following distribution fields:

- Distribution Number
- Description
- Income Tax Type

Display Only Fields

The following fields are display only, and cannot be updated:

- Match Quantity
- Posted
- Price
- Purchase Order Number
- Statistical Unit
- Status

INVOICE DISTRIBUTION ADJUSTMENT CHART				
Invoice Distribution Field	**Cannot adjust field if:**	**Updateable?**		
		Unpaid & Unposted	**Posted**	**Paid & Unposted**
Account	– the distribution is purchase order matched and: a) the Allow Matching Account Override Payables option is disabled, b) the invoice is Final Matched, c) the PO Perpetual Accrual Method is used, or d) encumbrance is enabled. – Automatic Offsets is enabled and the invoice is paid or partially paid. – Encumbrance is enabled and: a) the line is part of a reversal pair, or b) distribution has been approved. – you are using Project Accounting and the Payables Override option is disabled. – the invoice has been fully or partially paid and you have taken a discount.	YES	NO	YES
Amount	– the distribution is matched. – Automatic Offsets is enabled and the invoice is paid or partially paid. – Encumbrance is enabled and a) the distribution is part of a reversal pair, or b) the distribution has been approved.	YES	NO	YES
Description		YES	YES	YES
Final Match	– the distribution has been approved. – the Allow Final Matching Payables option is disabled.	YES	NO	NO
GL Date	– Encumbrance is enabled and the distribution a) has been approved, or b) is part of a reversal pair.	YES	NO	NO

INVOICE DISTRIBUTION ADJUSTMENT CHART				
Invoice Distribution Field	**Cannot adjust field if:**	**Updateable?**		
		Unpaid & Unposted	**Posted**	**Paid & Unposted**
Income Tax Region	– you have not entered an Income Tax Type.	YES	YES	YES
Income Tax Type		YES	YES	YES
Oracle Projects Information	– Oracle Projects is not installed. – Automatic Offsets is enabled and the invoice has been fully or partially paid – the invoice has been fully or partially paid and you have taken a discount for it. – encumbrance is enabled and the distribution a) has been approved, or b) is part of a reversal pair. – distribution is purchase order matched and a) the Allow Matching Account option is not enabled, b) the Purchase Order Accrue on Receipt option is enabled, or c) encumbrance is enabled.	YES	NO	YES
Statistical Quantity / Unit	– there is not a defined unit of measure for the account – encumbrance is enabled and the distribution is a) approved, or b) part of a reversal pair.	YES	NO	YES
Tax Name	– invoice is paid or partially paid, and the Allow Paid Invoice Adjustments Payables options is disabled. – Automatic Offsets is enabled and the invoice is paid or partially paid. – Encumbrance is enabled and the distribution a) has been approved, or b) is part of a reversal pair.	YES	NO	YES

INVOICE DISTRIBUTION ADJUSTMENT CHART				
Invoice Distribution Field	**Cannot adjust field if:**	**Updateable?**		
		Unpaid & Unposted	**Posted**	**Paid & Unposted**
Track As Asset	– If the account type is Asset, you cannot disable this check box.	YES	YES	YES
Type	– the distribution is purchase order matched – Automatic offsets is enabled and invoice is paid or partially paid. –Encumbrance is enabled and: 1) the distribution is part of a reversal pair, or 2) the distribution has been approved – the invoice is paid and you have taken a discount. – the invoice has a voucher number	YES	NO	YES
USSGL Transaction Code	– the USSGL Option is disabled. – you use encumbrance and a) the distribution has been approved or b) the distribution is part of a reversal pair.	YES	YES	YES
VAT Code	– the distribution is PO matched – invoice is paid or partially paid, and the Allow Adjustments to Paid Invoices Payables option is disabled. – Automatic Offsets is enabled and the invoice is paid or partially paid. – encumbrance is enabled and the distribution a) has been approved, or b) is part of a reversal pair.	YES	NO	YES
Withholding Tax Group	– you withhold at approval time and you have already approved the invoice. – you withhold at payment time and you have already paid the invoice.	YES	NO	NO

Invoice Notices

Generate a standard invoice notice to send to a supplier to inform them about one or more invoices you have entered. For credit / debit memos, the notice informs the supplier of outstanding credit or debit memos that you will apply to future invoices.

You can print an invoice notice in two ways:

- From the Invoices window you can print one notice for a selected invoice. See: Printing Invoice Notices from the Invoice Workbench: page 4 – 217.
- Submit the the Print Invoice Report from the Submit Request window to print multiple invoice notices for invoices that match selection criteria you specify. See: Print Invoice Report: page 8 – 161.

Payables generates one type of notice for a Standard invoice, and another type for Credit and Debit Memos. You can use Oracle Reports to change the boilerplate text of either letter. See: Customizing Your Supplier Letters: page 2 – 226. The following is the introductory text of the invoice letters that come with Payables:

- **Standard Invoice:** "Your attention is requested regarding the following invoice."
- **Credit or Debit Invoice:** "The following transaction was entered on <invoice entry date>. It will be used to reduce the amount of a payment in the near future."

The invoice notice then lists the following information:

- invoice number
- amount
- description
- date

If the invoice is purchase order matched, the notice also lists the following information:

- purchase order number
- item
- date

The invoice notice ends with a signature block with the Sender Name and Sender Title you enter as parameters when you print an invoice notice.

Printing Invoice Notices from the Invoice Workbench

▶ **To print notices from the Invoice Workbench:**

1. In the Invoices window select the invoice for which you want to create an invoice notice.
2. Choose Actions. Select Print Notice.

   Enter the Sender Name and the Sender Title that you want in the signature block of the notice.
3. Choose OK. Payables submits a concurrent request to print the invoice notice.

See Also

Print Invoice Report: page 8 – 161

Invoice Holds Window Reference

Use the Invoice Holds window to apply manual holds to an invoice and to remove holds from an invoice. You can release a single hold by entering a Release Name in the Release Name field, or you can release multiple holds at once by using the Release button. For more information, see: Applying Holds: page 4 – 59, and Releasing Holds: page 4 – 63.

Hold Name. If you or the system has placed a hold, Payables displays the name of the hold. If you want to manually apply a hold, enter the hold name here.

Hold Reason. The hold reason associated with the hold.

Release Name. If this is a manually releasable hold, enter the release name to release the hold. You can select from all Invoice Approvals defined with the type Invoice Invoice Release Reason. If this is not a manually releasable hold, Payables will notify you if you try to enter a value in this field.

Release Reason. The release reason associated with the Release Name.

Display Only Region

Purchase Order. If the invoice is purchase order matched, Payables displays the purchase order information for this invoice. You can choose the View PO button to view purchase order details.

Current Hold. For the currently selected hold, Payables displays the date the hold was applied. Payables displays who applied it, either the system, or the user.

Current Release. If you have selected a release in this window, Payables displays the date the hold was released and displays who released it, either the system or the user.

Buttons

Scheduled Payments. Navigates to the Scheduled Payments window.

View PO. Navigates to the View PO window.

Release... To release multiple holds at once, select the holds you want to release. Choose the Release button and select a Release Name. You can select from all Invoice Approvals defined with the type Invoice Quick Release Reason. When you save your work, Payables

automatically assigns the release name to all releasable holds. Choose OK.

See Also

Invoice Approvals: page 2 – 33

Invoice Amount. Payables displays the amount of the invoice you are matching to the purchase order.

Distribution Total. Payables displays the sum of the distributions for the invoice you are matching to the purchase order. This number includes Match Amounts that you have not yet saved.

Unmarked check box. Check this check box to select a shipment and to enter matching data for it. Note that when you check this box the information in the Shipment Qty display only region shows the shipment information for the selected shipment line.

Price Correction. Check this check box to record a price increase or decrease. After you select Price Correction, enter a Quantity Invoiced and Unit Price, or enter the Match Amount that you want to match to the purchase order distribution. For detailed information, see: Recording Price Corrections: page 4 – 14.

Quantity Invoiced. Number of units invoiced. This value defaults from the purchase order shipment quantity. If you enter Unit Price and Match Amount, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

Unit Price. Price per unit. This value defaults from the purchase order shipment unit price. You can update this value. If you enter Quantity Invoiced and Match Amount, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

If you are recording a price correction, you can adjust the price without affecting the quantity.

You cannot adjust the Unit Price if you are matching to an amount–based purchase order shipment with a Unit Price of 1, for example, a purchase order for labor service charges where the Unit Price is 1 and the labor service amount is entered in the Quantity Invoiced field.

Match Amount. Total currency amount you want to match. This value defaults from the purchase order shipment amount. If you enter Quantity Invoiced and Unit Price, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

Final Match. Check the Final Match check box only if you are certain this is a final match against the related purchase order and you want Approval to close the purchase order permanently. Once you approve a final matched invoice distribution, you cannot update the status of the permanently closed purchase order or the Final Match field for the

distribution. For detailed information, see: Final Matching Purchase Orders: page 4 – 18.

Prorate. Check the Prorate check box for the shipments for which you want to prorate charges. For detailed information see: Prorating Freight and Miscellaneous Charges: page 4 – 7 or Prorating Tax: page 4 – 47.

PO Number. Payables displays the purchase order number of the shipment.

Release. Payables displays the Release associated with a blanket purchase order.

Line. Payables displays the purchase order shipment line number. You can match an invoice to one or more purchase order shipment lines.

Item. Payables displays the item number from the purchase order shipment line. Use this information to compare items ordered on a purchase order shipment line with items billed on your invoice.

Display Only Region

Shipment Quantity. Payables displays for the currently selected purchase order shipment the following information:

- **UOM.** Unit of measure that you entered with the purchase order shipment line, for example, Each, Days, or Dozen. You can verify that the unit of measure on a purchase order shipment line matches the unit of measure on your invoice. The quantity invoiced must be in the same unit of measure as the quantity ordered on the purchase order.
- **Ordered.** Quantity ordered. Compare the quantity ordered with the quantity billed less the prior billed quantity to make sure that you are not being billed for too many items.
- **Billed.** Total invoice quantity that you have previously matched to the selected purchase order shipment line.
- **Received/Accepted.** Quantity received / accepted for a purchase order shipment line. Payables displays N / A if receipt / acceptance is not required for a purchase order shipment line. You determine if receipt / acceptance is required for a purchase order shipment line in Purchasing when you enter a purchase order.

Terms. Payment terms associated with the purchase order shipment.

Proration. If you have used the Prorate check box and window to prorate, Payables displays the amounts you have prorated for Tax, Freight, or Misc.

Ship–To. Payables displays the shipment location of the item from the purchase order shipment line. When you match an invoice to a purchase order shipment line, you match at the shipment location level.

Shipment Num. Number of the purchase order shipment.

Last Receipt. Last date someone entered receiving information for a purchase order shipment in Purchasing.

Buyer. Buyer who created the purchase order associated with this purchase order shipment.

Requester. Person who submitted the purchase requisition for the item.

Description. Description of an item from the purchase order shipment line.

Buttons

View PO. Choose this button to view the purchase order

Distribute. Choose this button to navigate to the Match to Invoice Distribution window.

Match. Choose this button to complete the match.

Invoice Batches Window Reference

You use the Invoice Batches window and the Invoice Batches detail windows to set defaults for a group of invoices you enter in an invoice batch. If you change an invoice batch default, the change will apply only to invoices you subsequently enter in the invoice batch. For example, if you enter half a batch with the Standard invoice Type default and then change the batch invoice Type default to Prepayment, only the invoices you enter after the change will get Prepayment as a default invoice type.

After you enter invoices in a batch, you can review them in the Invoices window. If you are reviewing batch invoices in the Invoices window and want field references, see: Invoices Window Reference: page 4 – 226.

All amounts in the Invoice Batches window are in the invoice currency.

Actual Invoice Count. Payables displays the number of invoices you have entered in the batch.

Actual Invoice Total. Payables displays the cumulative sum of the invoice amounts of the invoices you have entered in the batch.

Batch Name. Name of the invoice batch.

Control Amount. Enter the sum of the invoice amounts in the batch.

Control Count. Enter the number of invoices in the batch.

Currency. The default currency for all invoices in the batch.

After you save an invoice, you cannot change the Currency. You can use the Invoice Actions window to cancel the invoice. You can then reenter the invoice with the correct currency.

Date. Invoice batch date.

Document Category. Payables uses the document category to assign a unique voucher number to each invoice if you assign an automatic sequential numbering sequence to the document category. You can enter a value in this field if you enable the Document Catogory Override Payables option. If you do not enable your Sequential Numbering profile option, Payables provides no default for this field and you cannot enter a value.

GL Date. The default GL Date for the distributions for each invoice in the batch. Must be in an open or future period. If you do not provide a batch default, the default for each invoice is the invoice date, goods received date, or system date, depending on your GL Date Payables option.

Hold Name. Hold you want to apply to each invoice.

Hold Reason. Payables displays the Hold description if you have entered a Hold Name.

Invoice Count Difference. Payables displays the Control number minus the Actual number.

Invoice Total Difference. Payables displays the Control amount total minus the Actual amount total.

Liability Account. Account for the liability of each invoice. If you do not enter a batch default, Payables uses the supplier site Liability Account as a default for each invoice. Payables uses the liability account when you create journal entries to post your invoices if you use accrual basis accounting. Payables credits an amount equal to the sum of your invoice distributions. You cannot enter more than one liability account for an invoice.

If you enable the Automatic Offsets Payables option, Payables automatically allocates the invoice liability across multiple balancing segments, rather than using one liability account. See: Fund Accounting: page 10 – 12.

If you enable the Automatic Offsets Payables option, Payables automatically allocates the invoice liability across multiple balancing segments, rather than using one liability account. See: Fund Accounting: page 10 – 12.

Pay Group. Use Pay Group to group invoices from multiple suppliers in a payment batch.

Payment Currency. Payables enters the Invoice Currency as the default. If the Invoice Currency is not a fixed–rate currency, you cannot update the value. If the Invoice Currency is a fixed–rate currency such as Euro or an EMU national currency, you can change the Payment Currency value to an associated fixed–rate currency.

Payment Terms. Payment terms Payables uses to create one or more scheduled payments for an invoice.

Type. The type of invoice you select determines which processing options Payables makes available to you.

- **Standard.** A trade invoice you receive from a supplier.
- **Credit Memo.** An negative amount invoice you receive from a supplier representing a credit for goods or services purchased.
- **Debit Memo.** A negative amount invoice you send to notify a supplier of a credit you recorded for goods or services purchased.

- **Expense Report.** An invoice you enter to record business–related employee expenses.
- **PO Default.** A trade invoice you want to automatically match to a specified purchase order and then manually match to the individual shipments on the purchase order.
- **QuickMatch.** A trade invoice you want to automatically match to all the shipments of a specified purchase order.
- **Mixed**. A Standard or Credit / Debit Memo invoice for which you can enter both positive and negative amounts and perform both positive and negative matching.

Buttons

Invoices. Choose the Invoices button to navigate to the Invoices window to enter the invoices in the batch. Payables automatically defaults the invoice batch defaults you entered to each invoice you enter. You can override any invoice batch defaults.

Approve. After you have entered invoices in an invoice batch, choose the Approve button to submit Approval for each invoice in the batch. In the Invoice Holds window, you can review any invoice holds and releases that Payables applies during Approval.

See Also

Entering Invoice Batches: page 4 – 8

Adjusting Invoices: page 4 – 194

Invoice Adjustment Chart: page 4 – 208

Invoices Window Reference

In the Invoices window, all values are displayed in the invoice currency, with the exception of the Amount Paid, which is displayed in both the invoice and payment currency.

Approved Amount / Approval Status / Description. Use these fields for your reference when you put an invoice on hold for exceeding its authorized amount. Approved Amount is the maximum amount you authorize for payment against an invoice. Status can be type of authorization needed or current status of invoice authorization. Description can be of status of authorization or how to obtain further authorization.

Amount Withheld. Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.

Batch Name. If you entered this invoice in an invoice batch, Payables displays the batch name.

Cancelled By / Date / Amount. The username of person who cancelled an invoice, date of cancellation, and original amount of cancelled invoice.

Create Freight Distribution. Check this check box to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window. If you have enabled the Automatically Create Freight Distribution Payables option and have entered a default Freight Account, Payables automatically checks this check box and enters a default freight account in the Freight window. You can override this account. See also: Entering Freight on Invoices: page 4 – 53.

Date Invoice / Goods Received. Payables enters the Terms Date as default if you have set Invoice Received or Goods Received as the terms date basis for the supplier site. If you change the default, Payables automatically updates the Terms Date and recalculates your scheduled payment.

Description. A description (up to 240 characters) of the goods and services listed on the invoice. Used as the default for distributions. Description appears on the payment document remittance and you may choose to include it when you transfer journal entries to your general ledger.

Discountable Amount. Invoice amount eligible for discount. The default value for positive and negative amount invoices is the invoice amount, and the default value for invoices on which you have withheld tax is the adjusted invoice amount. If your supplier discount does not

apply to tax, enable the Exclude Tax from Discount Payables option to have Payables subtract the tax amount from the invoice amount when calculating the default Discountable Amount. Payables will not subtract Offset type taxes.

Note that changes in the Distributions window will not affect this field. For example, if the Exclude Tax from Discount Payables option is enabled and you create tax distributions manually or automatically at a distribution line level, Payables will not decrease the Discountable Amount in the Invoices window. You can manually change the Discountable Amount field. See also: Discounts: page 4 – 78.

Distribution Set. Used to automatically create invoice distributions when invoice is not matched to a purchase order or when you do not want to enter invoice distributions manually. Payables enters the supplier site default Distribution Set, if one exists.

If you want to use a Distribution Set, you must enter one before you navigate to the Distributions window.

Distribution Total. Sum of the invoice distributions in the Distributions window. If the Distribution Total does not match the invoice amount, Payables will apply a hold to your invoice during Approval.

Document Category Name. Default document category for an invoice. Payables predefines a document category for each invoice type. If you enable the Sequential Numbering profile option, this document category defaults to an invoice during entry. Payables uses the document category to assign a unique voucher number to an invoice if you assign an automatic sequential numbering sequence to the document category. If you do not enable your Sequential Numbering profile option, Payables provides no default for this field and you cannot enter a value.

Document Sequence. Sequence name assigned to an invoice, based on the document category of the invoice. Your system administrator defines the sequential numbering sequences used by Payables and assigns them to a document category,

Exchange Rate / Exchange Date. Foreign currency rate information Payables uses to convert a foreign currency invoice amount to your functional currency. See: Foreign Currency Transactions: page 6 – 2 and Entering Foreign Currency Invoices: page 4 – 28.

Note that if the Invoice Currency and your functional currency are different associated fixed–rate currencies, such as Euro and an EMU national currency, Payables displays the fixed rate and you cannot update this value.

Freight Amount. The freight amount you want Payables to exclude when Payables calculates the default discountable amount for an invoice, if your Exclude Freight from Discount option is enabled for the supplier site. If you choose to prorate freight, Payables defaults this amount in the Prorate window.

GL Date. The default GL Date for the distributions for this invoice. Must be in an open or future period. The default is the invoice date, goods received date, or system date, depending on your GL Date Payables option.

Attention: If you change the invoice GL Date, Payables does not change the GL Date for existing invoice distributions. If you want to update the GL Date for an invoice, use the Distributions window to change the GL Date for each invoice distribution.

Invoice Amount. The full Invoice Amount including tax, freight, and miscellaneous charges.

Invoice Curr. The currency of the invoice. After you save your invoice, you cannot change the currency. You can use Invoice Actions to cancel the invoice, then re–enter the invoice with the correct currency.

Invoice Date. Date on an invoice. Payables uses the system date as a default. Payables may use the Invoice Date as the Terms Date and GL Date for an invoice, depending on your system setup. If your GL Date Basis is Invoice Date, the Invoice Date must be in an open or future period.

Invoice Number. The invoice number provided by the supplier on the invoice. Must be unique for the supplier. Payables uses the system date as a default.

Liability Account/Description. Account for the invoice liability. Payables uses the supplier site Liability Account as a default. Payables uses this account when you create journal entries to post your invoices if you use accrual basis accounting. Payables credits an amount equal to the sum of your invoice distributions. You cannot enter more than one Liability Account for an invoice.

If you enable the Automatic Offsets Payables option, Payables automatically allocates the invoice liability across multiple funds, rather than using one liability account. See: Fund Accounting with Automatic Offsets: page 10 – 12. Also, if you enable Automatic Offsets but do not use encumbrance accounting, if you update the Liability Account for an invoice, you must resubmit Approval before you can pay the invoice. (Payables sets all the unposted distributions to Unapproved so you need to resubmit Approval.) Payables recreates the liability distributions during Approval.

Original Prepayment Amount. The original amount of a prepayment. The Invoice Amount of a prepayment adjusts as you make applications; the Original Prepayment Amount remains constant.

Pay Alone. A Pay Alone invoice is paid with its own payment document without including other invoices for the supplier. You cannot choose this option if the invoice is partially paid or has been selected for payment in a payment batch.

Payment Amount. Invoice amount displayed in payment currency.

Payment Curr. If the Invoice Currency is not a fixed–rate currency, then the payment currency will be the same as the Invoice Currency and you cannot enter a value in this field.

If the payment currency is a fixed–rate currency, such as Euro or another EMU currency, you can change it to an associated currency. For fixed–rate currencies, the payment currency value defaults from the supplier site, or, if you are using batch control, it defaults from the batch. If you aren't using batch control and the supplier site has no default payment currency, the value defaults from the Invoice Currency. If you change the Invoice Currency then the value for payment currency will change to the value for invoice currency.

Pay Group. Use Pay Group to group invoices from multiple suppliers for a payment in a payment batch.

Payment Method. The payment method by which you pay the supplier site. Payables defaults the Payment Method to all new scheduled payments of the invoice. Payables enters the supplier site default Payment Method, if one exists.

Payment Rate. If you are making a payment in a different currency than the invoice, and both currencies are associated fixed–rate currencies, Payables displays the fixed cross rate. You cannot update this value in this window.

Payment Rate Type. If the Payment Currency is different from the Invoice Currency and both are fixed–rate currencies, Payables displays EMU Fixed.

Payment Rate Date. The date the Payment Rate is effective. If the payment currency and invoice currency are associated fixed–rate currencies, then when you enter the Invoice Date, Payables enters the invoice date value as the payment rate date.

Prepayment Type.

- **Temporary.** Can apply against invoices.
- **Permanent.** Cannot apply against invoices.

If you are not sure which Type you want, you can change from Permanent to Temporary at any time, and you can change from Temporary to Permanent if you have not applied the prepayment to an invoice.

Prepayment PO Number. Associate a prepayment with an open purchase order for the same supplier. If you later apply the prepayment to an invoice, it must be to an approved, unpaid, or partially paid invoice matched to this purchase order.

> **Note:** If you enter project information, you must enter a value for Task unless you have matched to a purchase order with project information with a null task ID. A purchase order can have a null task ID only if its destination is Inventory or Shop Floor. If the destination is Inventory or Shop Floor, the project information is used by Project Manufacturing.

Rate Type. Type of exchange rate between invoice and functional currency. See: Types of Exchange Rates: page 6 – 6.

- **User.** Used to manually enter your own exchange rate during invoice entry or at payment time.
- **Spot.** A daily exchange rate which is a quoted market rate. When you specify a Spot rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **Corporate.** A standard market rate determined by senior management for use throughout your organization. When you specify a Corporate rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **User–defined.** An exchange rate type you define in the Define Daily Conversion Rate Types window. You can define as many exchange rate types as you need. When you specify a User–defined rate type, Payables automatically enters the invoice exchange rate for you from the GL Daily Rates table.
- **EMU Fixed.** If your functional currency is different from the invoice currency, and the currencies are associated fixed–rate currencies, such as Euro and another EMU currency, Payables displays EMU Fixed as the Rate Type and you cannot update this value.

Settlement Date. The date after which you can apply a temporary prepayment. Payables adds your Settlement Days Payables option to the system date for employees, and uses the system date for all other suppliers.

Site. The supplier site address to which you want to remit payment. If you print checks, Payables prints this address on the check.

Tax Amount. Amount of tax on an invoice. If you enter a tax amount and a tax name in the invoices window, Payables will enter tax distributions for you automatically. However, any changes you make to the tax amount at the distribution level will not be reflected in this field.

If you use Automatic Tax Calculation at the Header level and you enter a Tax Name, Payables automatically calculates and enters the Tax Amount.

Tax Name. Payables enters the a default tax name in the Invoices window based on the Tax Name Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 39.

If you enter a tax name in the Invoices window and Invoice Header is the highest ranking applicable tax source, then during distribution creation, Payables assigns the tax name to each invoice distribution.

If Payables defaults the distribution Tax Name from the Invoice Header, it will override any tax names on the distributions created by Distribution Sets, purchase order matching, or the Account tax name default source.

- **Sales or User defined.** Payables creates a tax distribution for the Tax Amount you enter.
- **Use.** If you select a Use tax name, you cannot enter an Amount, and Payables will not create a tax distribution. Use the Use Tax Liability Report to calculate your use tax liability at any time.

Terms. Payment Terms that Payables uses to create one or more scheduled payments for an invoice. You define terms in the Payment terms window. See also: Payment Terms: page 2 – 11.

Terms Date. Beginning date from which Payment Terms start when Payables calculates the scheduled payment(s) for an invoice. Can be the invoice date, invoice received date, goods received date, or invoice entry date depending on the Terms Date Basis for the supplier site. If the Terms Date Basis is invoice or goods received date, Payables prompts you to enter that date here and copies the value to the field of the same name.

Type. The type of invoice you select determines which processing options Payables makes available to you.

- **AWT.** An invoice you have generated to pay a tax authority. See: Creating Withholding Tax Invoices: page 10 – 27.
- **Standard.** A trade invoice you receive from a supplier.

- **Credit Memo.** An negative amount invoice you receive from a supplier representing a credit for goods or services purchased.
- **Debit Memo.** A negative amount invoice you send to notify a supplier of a credit you recorded for goods or services purchased.
- **Expense Report.** An invoice you enter to record business–related employee expenses.
- **PO Default.** A trade invoice you want to automatically match to a specified purchase order and then manually match to the individual shipments on the purchase order. See: PO Default and QuickMatch Invoices: page 4 – 86.
- **QuickMatch.** A trade invoice you want to automatically match to all the shipments of a specified purchase order. See: PO Default and QuickMatch Invoices: page 4 – 86.
- **Mixed**. A Standard or Credit / Debit Memo invoice for which you can enter both positive and negative amounts and perform both positive and negative matching. See: Mixed Invoices: page 4 – 32.

Voucher Number. Assign a manual voucher number to an invoice for internal tracking purposes. If you enable the Sequential Numbering profile option and your system administrator has assigned an automatic numbering sequence to the Document Category for an invoice, Payables assigns a unique, sequential number during invoice entry. You cannot update a voucher number assigned by Payables.

Withholding Tax Group. Withholding tax group that Payables will use to calculate the Amount Withheld for an invoice. Payables enters the supplier site default Withholding Tax Group, if one exists. You cannot withhold tax on prepayments.

Display Only Region

Actual Total. If you are entering or reviewing an invoice batch, Payables displays the cumulative total of the invoice amounts in the batch.

Amount Paid. Amount you have paid on the invoice. If the invoice has a payment currency, then it is displayed with the invoice currency above and payment currency below. To see detailed information on the invoice payment(s), select the invoice and choose the Payments button.

Batch Control Total. If you are entering or reviewing an invoice batch, Payables displays the number you entered in the Control Total field of the Invoice Batches window.

Description. Payables displays the invoice description.

Distribution Total. Sum of the invoice distribution amounts. To see detailed distribution information, choose the Distributions button.

Holds. If the invoice has an invoice hold, Payables displays the number of invoice holds. Payables does not include the Hold All Payments or scheduled payment holds in this field. To see detailed invoice hold information, choose the Holds button. See also: Applying Holds: page 4 – 59.

Posted. Payables displays Yes, No, or Partial to indicate if the journal entry information for the invoice has been successfully transferred. If an invoice is partially posted, you have transferred some, but not all of the invoice distributions. This situation arises when you are using the cash basis accounting method and you have transferred invoice information to the general ledger for a partially paid invoice.

Status. Approval status of an invoice.

- **Approved.** Approval has tested and approved the invoice and it is available for payment and journal entry creation.
- **Needs reapproval.** Approval has tested the invoice and has applied one or more holds to the invoice. Before you can pay the invoice, you must release the holds or resolve the problems causing the holds, then resubmit Approval.
- **Never approved.** Approval has never tested the invoice.
- **Cancelled.** You have cancelled the invoice.

Buttons

Distributions. Opens the Distributions window for a selected invoice.

Scheduled Payments. Opens the Scheduled Payments window for a selected invoice.

Holds. Opens the Invoice Holds window for a selected invoice.

Actions. Opens the Invoice Actions window for a selected invoice(s) which you can use to perform actions such as approving, cancelling, or printing.

Payments. Opens the Payments window for a selected invoice.

Overview. Opens the Invoice Overview window for a selected invoice.

Match. Allows you to match a selected invoice to a purchase order, or match a selected credit / debit memo to an invoice.

INVOICE ENTRY RESTRICTIONS:

INVOICE DATE NOT IN OPEN PERIOD. If you enter a date in a future period, Payables displays a warning message. When you submit Approval, Payables applies a Future Period hold to the invoice. This hold prevents payment and creation of journal entries for the invoice. You need to open the period and resubmit Approval to pay or create journal entries for the invoice.

If you enter a date that is more than one year old, Payables displays a warning message. This warning message helps you detect data entry errors.

See Also

Adjusting Invoices: page 4 – 194

Invoice Adjustment Chart: page 4 – 208

Scheduled Payments Window Reference: page 4 – 75

Payments Window Reference: page 5 – 78

Distributions Window Reference

Use this window to enter, review, or adjust distributions for an invoice. Payables uses distributions to create general ledger journal entries for invoices. You can enter an unlimited number of distributions for an invoice. Payables transfers this information to your general ledger during the Payables Transfer to General Ledger Program.

You can enter distributions manually, or you can create them automatically by using Distribution Sets, or by Purchase Order Matching.

You can find detailed information on entering, reviewing and adjusting distributions throughout the Invoices chapter.

Num. Unique number for the distribution. You can override Payables default if the number you enter is unique for the invoice.

Type. Payables uses Type to differentiate between items and tax, freight and miscellaneous charges.

- **Item.** Standard item such as goods or services. Item is the default value for this field for all distributions.
- **Freight.** Distribution for a freight amount. For detailed information see: Entering Freight on Invoices: page 4 – 53.
- **Tax.** Distribution for a tax amount. For detailed information on entering tax Type distributions, see: Entering Taxes on Invoices: page 4 – 33.

  If you enter a Use Tax Name in the Invoices window, you cannot enter a Tax distribution with a Use tax name because a Use tax indicates you were not charged any tax, although you are liable for some tax amount.
- **Miscellaneous.**
- **Withholding.** Distribution for an automatic withholding tax amount. Payables automatically creates a Withholding type distribution when you enter in the Invoices window a Withtholding Tax Group. See also: Automatic Withholding Tax Overview: page 10 – 24.

Amount. Amount to charge the general ledger account. If this is a foreign currency invoice, enter the amount in foreign currency. The sum of the distribution amounts must equal the invoice amount.

Tax Name. Tax Name associated with the distribution line. Payables provides a default value based on the Tax Name Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in

Payables: page 4 – 39. For a non–Tax type distribution, enter the name of the tax that is applicable to this distribution. For Tax type distributions, enter the same Tax Name that the Tax distribution is paying. For detailed information, see: Entering Taxes on Invoices: page 4 – 33.

If the distribution type is Item, you cannot enter an Offset tax name in this field. You cannot enter Use tax names in this field.

GL Date. Payables uses the GL Date to determine in which accounting period an invoice distribution will be posted. The date must be in an open or future period. This value defaults from the Invoices window.

Attention: If you change the GL Date in the Invoices window, Payables does not change the GL Date for existing invoice distributions. If you want to update the GL Date for an invoice, use the Distributions window to change the GL Date for each invoice distribution.

If the GL Date of a distribution is in an open period in Payables, but in a closed period in your general ledger, during Approval Payables applies a posting hold to the invoice and lists it on the Journal Entry Exception Report if you attempt to post it. If the GL Date of an invoice is in a future period in Payables, Approval applies a Future hold to the invoice, which prevents you from paying or posting the invoice. Invoices with this hold appear on the Posting Hold Report.

Account. Account to charge when you create a journal entry for this distribution. Usually an expense or asset account.

Includes Tax. You can check this check box to indicate if a distribution amount includes tax if you use Line level automatic tax calculation and the Allow Override (for Distribution Amounts Include Tax) Payables option is enabled. If you check this check box and either choose the Calculate Tax button or you submit Approval, Payables will use the distribution amount and Tax Name to create a tax distribution with the same Tax Name and the appropriate tax amount. Payables then subtracts the calculated tax from the distribution amount and disables the Includes Tax check box. For detailed information on automatic tax calculation, see: Automatic Tax Calculation Overview: page 10 – 33.

Track as Asset. If you enable this check box, Payables transfers this distribution to Oracle Assets when you submit the Create Mass Additions for Oracle Assets Program. You can then create assets in Oracle Assets from the imported distribution information. If the distribution has an asset account, Payables enables this option and you cannot adjust it. If the account is an expense account, Payables does not

enable the check box, but you can enable it if the distribution is unposted. For more information see: Assets Integration: page 4 – 79.

Description. Description of the distribution. This description appears on the payment document remittance, and you may choose to include it when you transfer journal entries to your general ledger. For manually entered distributions, the default value is the invoice description. For tax distributions, the default value is the tax name. For distributions created by Distribution Sets, the default is the Description of the Distribution Set line. For distributions created by purchase order matching, the default value is the description of the purchase order line.

Income Tax Type. Income tax type, for 1099 reporting purposes. If you do not use a Distribution Set to create invoice distributions, Payables uses the supplier's income tax type as the default value. If you use a Distribution Set to create invoice distributions, Payables uses the default income tax type from the Distribution Set as the default value. You can enter or adjust this field regardless of whether the supplier is defined as a 1099 supplier. Payables uses this information when you submit the 1099 Payments report and the 1099 form reports. See also: 1099 Reporting Overview: page 8 – 34.

You can update this field even after you have posted a distribution. You can use the Update Income Tax Details Utility to make adjustments to many distributions. See: Update Income Tax Details Utility and Report: page 8 – 16.

Income Tax Region. Income tax region for the distribution. Payables orders distributions by income tax region on the 1099 form reports. If you enable the Combined Filing Program Payables option, when you submit the 1099 tape, Payables will produce K records for all tax regions participating in the Combined Filing Program that have qualifying payments.

If you enable the Use Pay Site's Tax Region option in the Payables options window, the default for this field is the supplier site's state. If you choose instead to enter a tax region in the Income Tax Region field in the Payables Options window, the default for this field is the tax region you entered.

If you do not enter an income tax type for a distribution, you cannot enter an income tax region. See also: 1099 Reporting Overview: page 8 – 34

Final Match. Enter Yes only if the distribution is matched to purchase order and you want the system to permanently close the purchase order during Approval. You cannot enter Yes unless the invoice is purchase order matched and the Allow Final Matching Payables option is

enabled. For detailed information see: Final Matching Purchase Orders: page 4 – 18.

- **Yes.** During Approval Payables will permanently close the purchase order to which this distribution is matched.
- **No or Null.** The distribution is not purchase order matched, or you do not want to close the purchase order during Approval.
- **Done.** The distribution successfully matched to a purchase order and the purchase order is now permanently closed.

Attention: Enter Yes only if you are certain this is a final match against the related purchase order and you want Approval to permanently close the purchase order. Once you approve a final matched invoice distribution, you cannot update the status of the permanently closed purchase order or the Final Match field for the distribution.

Match Quantity. Quantity Billed value you entered during a purchase order match. If the distribution is not matched to a purchase order distribution, Payables leaves the field blank. If this is a price correction, this quantity will be zero.

Price. Invoice unit price for a distribution created by purchase order matching. If the distribution is not matched to a purchase order distribution line, Payables leaves the field blank.

PO Number. Purchase order to which the distribution is matched.

Unit of Measure. Payables displays a statistical unit if you have defined one for the distribution's account in General Ledger. For example, you can use a unit of Square Feet for an office rent purchase order.

Statistical Quantity. Statistical quantity based on the unit of measure. For example, if your unit of measure is barrels, you can enter the number of barrels here. Payables includes this statistical quantity amount in the journal entry it creates when you post your invoices in detail. See also: Invoice Distribution Statistics in Oracle Public Sector General Ledger: page 7 – 6

Withholding Tax Group. Withholding Tax Group for the distribution. This value defaults from the Invoices window. For more information, see: Withholding Tax Groups: page 2 – 27.

Withholding Tax Creation Type. For withholding type distributions representing withheld amounts, Payables displays one of the following values. For more information, see: Automatic Withholding Tax Overview: page 10 – 24.

- **Automatic.** This Withholding type distribution has been created automatically.
- **Overridden.** This Withholding tax type distribution has been created automatically and updated manually.
- **Manual.** This Withholding tax type distribution has been created manually.

Status. Approval status of the distribution:

- **Approved.** Approval has tested and approved the distribution and it is available for payment and posting.
- **Needs Reapproval.** Approval has tested the distribution and has applied one or more holds to the invoice. Before you can pay the invoice, you must release the holds or resolve the problems causing the holds, then resubmit Approval.
- **Never Approved.** Approval has never tested the distribution.
- **Cancelled.** You have cancelled the invoice.

Posted. Payables displays Yes or No to indicate if the journal entry information for the distribution has been successfully transferred to general ledger.

Display Only Region

Account Description. Description of the selected distribution.

Status. See above.

Posted. See above.

PO Number. See above.

Buttons

Reverse. If you select one or more distributions and choose the Reverse button, Payables creates a negative amount distribution for each distribution you select. If the distribution is purchase order matched, Payables updates corresponding purchase order information such as Quantity Billed. See also: Reversing Invoice Distributions: page 4 – 201, and Invoice and Invoice Batch Adjustment Restrictions: page 4 – 201.

Prorate. Opens the Prorate window which you can use to prorate tax, freight, or miscellaneous charges across selected distributions. See:

Prorating Tax: page 4 – 47, and Prorating Freight and Miscellaneous Charges: page 4 – 7.

View PO. If you have Oracle Public Sector Purchasing installed and the selected distribution is purchase order matched, choose the View PO button to Navigate to the Purchase Order Distributions window.

Calculate Tax. If you use Line level automatic tax calculation, you can choose this button to automatically create tax type distributions. Payables calculates and creates the tax distributions based on the non–tax type distributions amount, the Includes Tax check box, and the tax rate assigned the distribution Tax Name. If you use Line level automatic tax calculation, and you do not choose the Calculate Tax button, Payables will automatically create the tax distributions during Approval. Payables will not calculate tax twice for the same distribution, so you can use the Calculate Tax button several times when you enter multiple distributions.

See Also

Adjusting Invoices: page 4 – 194

Checking Funds for Invoices: page 10 – 39

Creating Distribution Sets: page 2 – 39

Distribution Sets: page 2 – 39

Entering Foreign Currency Invoices: page 4 – 28

Entering Invoice Distributions: page 4 – 5

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54

Entering Project Related Invoices and Distributions: page 4 – 81

Entering Taxes on Invoices: page 4 – 33

Invoice Adjustment Chart: page 4 – 208

Invoice and Invoice Batch Default Chart: page E – 2

Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 23

Reviewing Invoice Distributions: page 4 – 187

CHAPTER

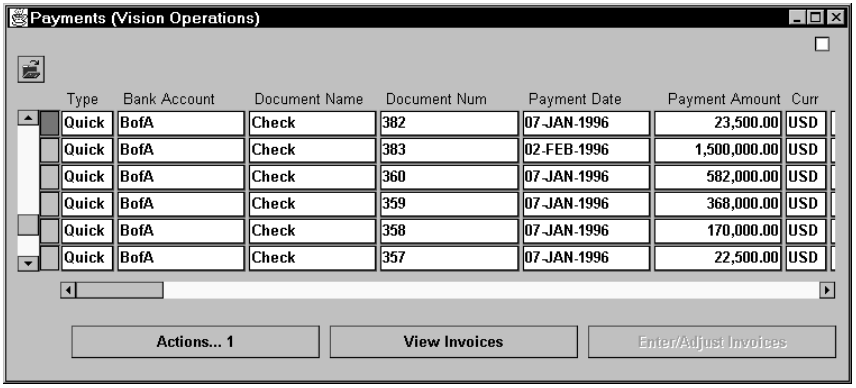
5

Payments

This chapter tells you how to create, adjust, review all kinds of payments and payment batches. It also give a brief introduction to reconciling your payments using Oracle Cash Management.

For information on Payment reports not included in this chapter, see the Reports chapter.

Creating Single Payments



When you want to create a single payment, rather than an entire payment batch, you either record a manual payment you generated outside of Payables, or you can create a Quick payment (single computer generated payment). You can record zero–amount payments if the bank account you select allows them.

This discussion includes the following topics:

- Recording Manual Payments and Wire Transfers: page 5 – 2
- Paying Invoices with Quick Payments: page 5 – 4
- Paying Invoices with Clearing Payments: page 5 – 7

Recording Manual Payments and Wire Transfers

When you create a payment outside of Payables, for example, using a typed check or wire transfer, within Payables you can record the payment and update the invoices that you paid. Also use this method to pay invoices with the Clearing payment method.

With a manual payment, you can override some payment controls of Payables. You can record a single payment for multiple Pay Alone invoices. You can record payment for invoices that are associated with any Payment Method type, except Electronic. You can also pay an invoice for a supplier that has the Hold All Payments option enabled.

Prerequisites

- ❑ Create the payment outside of Payables.
- ❑ The invoice(s) you paid must be approved, uncancelled, without holds, and must have the same currency as the payment.
- ❑ The bank account must have at least one payment document that uses the Recorded or Combined disbursement type.

▶ **To record a manual payment:**

1. In the Payments window select the Manual Type. Enter the Bank Account you used for the payment.

   Enter a payment Document Name that uses either a Recorded or Combined disbursement type. Enter the payment Document Number.

   Optionally change the payment Currency if you are using a multiple currency bank account with a multiple currency payment document. Enter the Payment document Date.

2. In the Payments window enter either the Supplier Name or Number, and enter the Supplier Site.

   Enter the payment Amount.

3. If necessary, enter or adjust other information:

   - If you created the payment for an address different from the supplier site and your Allow Payment Address Change Payables option is enabled, adjust the address. For example, you may need to send an expense check to a consultant working at a site away from home.
   - If you record voucher numbers either manually or using Sequential Numbering, enter or review voucher information.
   - If the payment currency was different from your functional currency, enter exchange rate information. For more information, see Foreign Currency Transactions: page 6 – 2.

4. Choose Enter / Adjust Invoices to navigate to the Select Invoices window. Select the invoices you paid. The sum of the invoices must equal the payment Amount you entered. Optionally choose Invoice Overview to see detailed information about an invoice.

5. Save your work. Payables records your payment and updates the invoices as paid.

See Also

Selecting Multiple Records *(Oracle Applications User's Guide)*

Entering Flexible Addresses *(Oracle Public Sector Receivables User's Guide)*

Paying Invoices with Quick Payments

You can create and print a computer generated payment to pay a supplier for one or more invoices. You can also create a check, save it, then print it later.

If you use the EDI Outbound payment format and you use Oracle EDI Gateway, then you can create electronic Quick payments.

When you create a quick payment you can select an invoice regardless of the payments terms and due date. For example, you can create a Quick payment for an invoice that is not yet due.

Prerequisites

- ❑ Enable the Allow Print Payables option.
- ❑ The invoice(s) must be approved, uncancelled, and without holds.
- ❑ The invoice(s) must have either the same currency or an associated fixed–rate currency as the payment.
- ❑ If you are creating an electronic payment, you must assign supplier banks to your supplier. See: Defining Supplier Bank Accounts: page 2 – 119. The scheduled payment(s) must have the Remit–to supplier bank specified.
- ❑ The bank account must have at least one payment document that uses Computer Generated or Combined disbursement type.

▶ **To create a Quick payment:**

1. In the Payments window select Quick in the Type field. Enter the Bank Account from which you want to make the payment.

   Enter a payment Document Name that is either a Computer Generated or Combined disbursement type. Optionally change the payment Document Number, which defaults to the next available number.

   Optionally change the payment Currency if you are using a multiple currency bank account with a multiple currency payment document.

   Enter the Payment document Date. The Date must be in an open or future period. You can only predate a computer generated payment if your Allow Pre–Date Payables option is enabled.

2. Enter either the Supplier Name or Number, and enter the Supplier Site.

3. If necessary, enter or adjust other information:

   - If you want to create the payment for an address different from the supplier site and your Allow Payment Address Change Payables option is enabled, adjust the address. For example, you may need to send an expense check to a consultant working at a site away from home.
   - If you record voucher numbers either manually or by using Sequential Numbering, enter or review voucher information.
   - If the payment currency is different from your functional currency, enter exchange rate information in the Payment Rate region. For more information, see Foreign Currency Transactions: page 6 – 2.
   - If you are making an electronic payment and you have enabled the Allow Remit–to Account Override Payables option, then you can select a different Remit–to account from the list of values. The list of values includes bank accounts assigned to the supplier that have the same payment currency.

4. Choose Enter / Adjust Invoices to navigate to the Select Invoices window. Select the invoices you want to pay.

   Optionally choose Invoice Overview to review more information about an invoice.

5. Return to the Payments window. Payables automatically enters the payment Amount for you.

6. Choose Actions to navigate to the Payment Actions window. Format and optionally print the check:

   - To format and print, first verify the payment document is in your printer, then select Print Now, optionally change the printer name, and choose OK.
   - To format only and print the check later, select Format and choose OK. When you are ready to print, print from the Concurrent Requests Summary or from the operating system. You can use the Print Now option in the Actions window to print only if you print immediately after formatting. Payables prints to the printer defined on the format program.

7. Save your work.

QUICK PAYMENT RESTRICTIONS:

NUMBER OF INVOICES: You can only pay as many invoices as you defined for the remittance advice of the payment document.

SAME SUPPLIER SITE: You can only select invoices that have the same supplier site as the payment supplier site you enter. You can, however, change the payment mailing address if the Allow Payment Address Change Payables option is enabled.

PAY ALONE INVOICES: If you want to pay multiple invoices, none can be a "Pay Alone" invoice.

PAYING IN A FOREIGN CURRENCY: You must pay in the same currency as the invoice. You can enter and pay a foreign currency invoice only if your Allow Multiple Currencies Payables option is enabled, and you have defined a multi–currency or foreign currency denominated bank account.

CANNOT STOP FORMATTED QUICK PAYMENTS. You cannot stop a Quick Payment after it has been formatted.

See Also

Updating Payments: page 5 – 62

Voucher Numbers: page 2 – 154

Foreign Currency Transactions: page 6 – 2

Finding Payment Batches: page 5 – 26

Reviewing Payment Batches: page 5 – 27

Selecting Multiple Records *(Oracle Applications User's Guide)*

Entering Flexible Addresses *(Oracle Public Sector Receivables User's Guide)*

Prompt Payment Support: page 10 – 7

Paying Invoices with Clearing Payments

Use the clearing payment method to account for interfund expenses when you do not actually disburse funds through banks. For example, your Facilities group pays the telephone agency for your telephone usage. You use a clearing payment to reimburse the Facilities group for your group's telephone expense. Generally, you do not generate a payment document with the Clearing payment method. You can record a clearing payment using a Manual type payment only.

Payables accounts for the invoice and payment transactions in the same way it does for all invoice and payments. See Accounting Methods: page 2 – 71

Creating Clearing Payments

Prerequisites

- ❑ Define a bank account with at least one payment document that uses a format defined with the Clearing Payment Method. See: Defining Banks: page 2 – 115.
- ❑ Enter an invoice for the transaction, and enter Clearing as the payment method.

▶ **To create clearing payments:**

1. In the Payments window select Manual in the Type field. Enter the Bank Account.

   Enter a payment Document Name that uses the Clearing payment method. Enter the payment Document Number.

If you selected a multi–currency payment document, optionally change the payment Currency.

2. Enter either the Supplier Name or Number, and enter the Supplier Site.

   Enter the payment Amount.

3. If necessary, enter or adjust other information:

   - If you are generating a payment document and you need to change the address, and your Allow Payment Address Change Payables option is enabled, adjust the address.
   - If you record voucher numbers either manually or using Sequential Numbering, enter or review voucher information.
   - If the payment currency is different from your functional currency, enter exchange rate information. For more information, see Foreign Currency Transactions: page 6 – 2.

4. Choose Enter / Adjust Invoices to navigate to the Select Invoices window. Select the invoices you want to pay. The sum of the invoices must equal the payment Amount you entered. Optionally choose Invoice Overview to see detailed information about an invoice.

5. Save your work. Payables records your payment and updates the invoice(s) as paid.

See Also

Payment Formats: page 2 – 107

Selecting Multiple Records *(Oracle Applications User's Guide)*

Paying Invoices From the Invoice Workbench

In the Invoice Workbench, you can initiate payment of one or more invoices or one or more scheduled payments. When you pay using this method, you can generate a Manual payment or a Quick payment. Payables automatically enters most of the payment information for you, and you skip the invoice selection step you would perform if you were to create the payment in the Payment Workbench.

Prerequisites

- ❑ The invoice(s) must be approved, uncancelled, and without holds.
- ❑ If you select more than one invoice, the invoices must have the same supplier site, and currency.

Quick Payment Prerequisites

- ❑ If you want to predate a Quick payment, enable the Allow Pre–Date Payables option.
- ❑ Enable the Allow Print Payables option.
- ❑ The bank account must have at least one payment document that uses the Computer Generated or Combined disbursement type.
- ❑ If you are creating an electronic payment, you must assign supplier banks to your supplier. See: Defining Supplier Bank Accounts: page 2 – 119. The scheduled payment(s) must have the Remit–to supplier bank specified.

Manual Payment Prerequisites

- ❑ Create the payment outside of Payables.
- ❑ The bank account must have at least one payment document that uses the Recorded or Combined disbursement type.

▶ **To pay an invoice or scheduled payment from the Invoice Workbench:**

1. Select the invoice(s) or scheduled payment(s) you want to pay:
   - To select invoices, in the Invoices window, select the invoice(s) and choose the Actions button. In the Invoice Actions window, select the Pay in Full check box, and choose OK.

- To select scheduled payments, in the Scheduled Payments window, select the scheduled payment(s) and choose the Pay button.

2. Payables opens a Caution window to confirm that you want to pay the invoice(s) or scheduled payment(s). Choose OK. Payables opens the Payments window (Pay in Full) window.
3. In the Payments window, choose Quick or Manual for the payment Type. Enter the Bank Account from which you want to make the payment, and the Payment Document you want to use. Payables automatically enters the remaining fields for you.
4. If necessary, enter or adjust other information in the Payments window:
   - You can decrease the Amount if you want to make a partial payment.
   - You can change the payment Currency if you are using a multi–currency bank account with a multi–currency payment document.
   - You can change the Payment document Date to a date in an open or future period.
   - If you want to create the payment for an address different from the supplier site and your Allow Payment Address Change Payables option is enabled, adjust the address in the Address region. For example, you may need to send an expense check to a consultant working at a site away from home.
   - If you record voucher numbers either manually or by using Sequential Numbering, enter or review voucher information. See: Voucher Numbers: page 2 – 154.
   - If the payment currency is different from your functional currency, enter exchange rate information in the Payment Rate region. For more information, see Foreign Currency Transactions: page 6 – 2.
   - If you are making an electronic payment and you have enabled the Allow Remit–to Account Override Payables option, then you can select a different Remit–to account from the list of values. The list of values includes bank accounts assigned to the supplier that have the same payment currency.
5. If you are creating a Manual Payment, save your work to complete the payment. Payables records the payment and updates the invoice(s) as paid. If you are creating a Quick Payment, continue with step 6.

6. Choose Actions to navigate to the Payment Actions window. Format and optionally print the check:

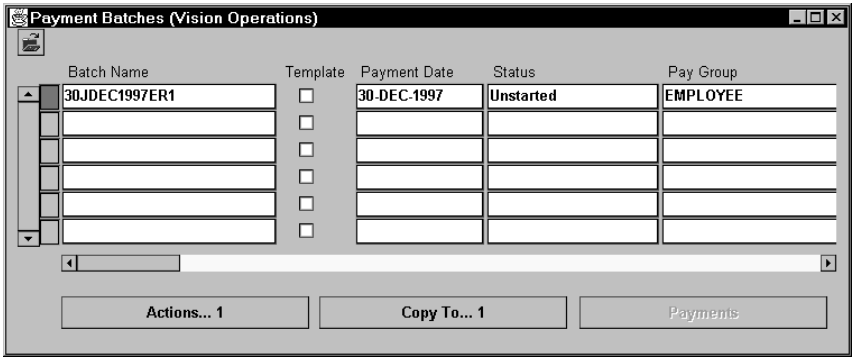
   - To format and print, first verify the payment document is in your printer, then select Print Now, optionally change the printer name, and choose OK.
   - To format only and print the check later, select Format and choose OK. When you are ready to print, query the formatted payment in the Payments window, choose the Actions button, select Print Now, and choose OK.

7. Save your work. Payables records the payment and updates the invoice(s) as paid.

See Also

Creating Single Payments: page 5 – 2

Paying Invoices in Payment Batches

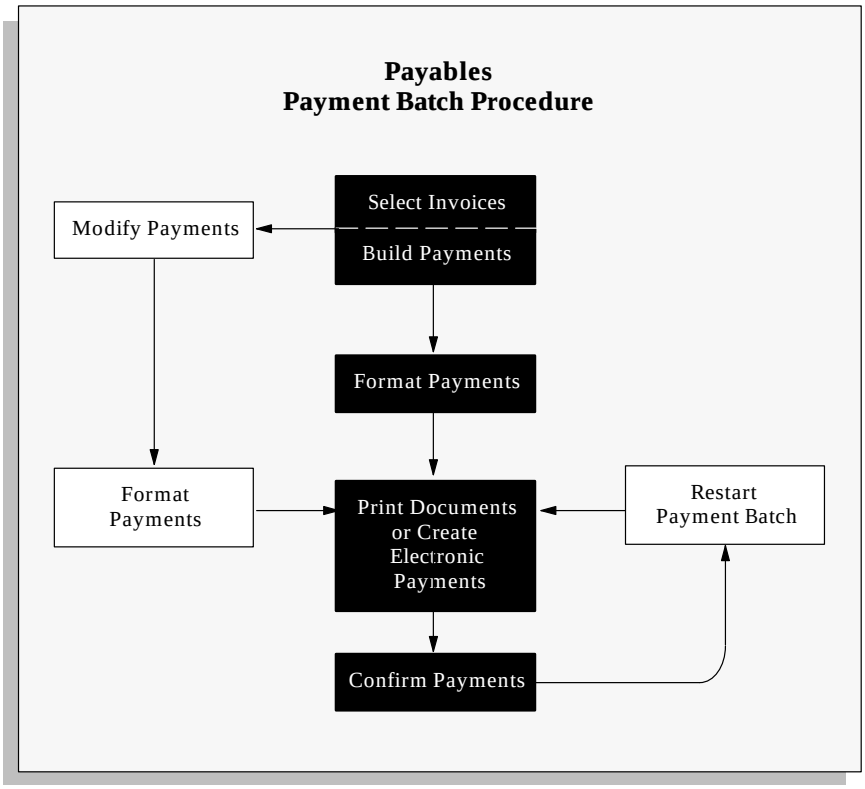


Use payment batches to create payments for multiple invoices that meet selection criteria you specify. In addition to controlling which invoices Payables selects for payment in the batch, you can also set limits on payment amounts and decide whether to take applicable discounts.

You follow a series of steps to create your payment batch payments, and you initiate each step from the Payment Batch Actions window. The following figure illustrates the sequence of steps you follow to complete a payment batch.

Note that all payment batch windows display amounts in the payment currency.

Figure 5 – 1



1. Initiate the payment batch by entering criteria for invoices you want to pay. Payables selects invoices and builds the payments; it determines which invoices will be paid on each payment document and lists this information for you on the Preliminary Payment Register.

   At any time before formatting, you can optionally modify the payment batch. You can prevent payment to a supplier, prevent payment of a particular invoice, change the invoice amount, or add an invoice that Payables did not originally select.

2. Format payments to have Payables produce an output file.

3. Print checks from the output file, create electronic payments, or deliver the output file to your bank to disburse electronic payments.

4. Confirm the payment batch by recording the document numbers associated with each payment. During this step Payables updates the invoice status to paid and associates a payment number with

the invoice and invoice payment. Do not send checks to suppliers before confirming the payment batch.

Payables creates a Final Payment Register which you can review to verify the completed payment batch.

After confirming the payment batch, you can review the Payment Batch Control Report to verify the accounting distributions of the invoices you paid. You can submit this report after every payment batch to compare it with actual payment information. You can also use this report to provide your organization's check signer with comprehensive information about each payment document, eliminating the need to review paper invoices. The report displays payment, supplier, invoice, and expense information.

You can check the status of a payment batch at any time during the payment batch process by checking the Status field in the Payment Batches window.

You can restart a payment batch if a concurrent process fails. You can also restart check printing if the printer malfunctions during check printing.

Payment batch tasks:

Initiating Payment Batches: page 5 – 15

Building Payments: page 5 – 17

Modifying Payment Batches: page 5 – 18

Formatting Payments: page 5 – 20

Printing Payment Batch Checks: page 5 – 21

Confirming Payment Batches: page 5 – 22

Finding Payment Batches: page 5 – 26

Reviewing Payment Batches: page 5 – 27

Troubleshooting a Payment Batch: page 5 – 28

Cancelling Payment Batches: page 5 – 33

Printing a Preliminary Payment Register: page 5 – 33

Printing Separate Remittance Advice: page 5 – 34

Batch Control Report: page 8 – 114

See Also

Creating Foreign Currency Payments: page 5 – 38

Creating Zero–Amount Payments: page 5 – 42

Electronic Payments: page 5 – 44

Payment Batches Window Reference: page 5 – 4

Payment Batch Restrictions: page 5 – 36

Initiating Payment Batches

To initiate a new payment batch, enter criteria for the invoices you want to pay. Payables selects all approved invoices that match your invoice selection criteria.

▶ **To initiate a new payment batch:**

1. In the Payment Batches window, enter a unique Batch Name. This name will appear on your reports and will help you locate the batch online. Optionally change the Bank Account. Select a payment Document. Enter a Payment Date. This is the date that Payables will print on the payment or remittance advice.
   - If you want to use this payment batch as a template for future payment batches, check Template. For example, if you regularly create payment batches with the same criteria, you can save the payment batch as a template then later copy it, change the batch name and use it with minor changes, such as a new Payment Date and Pay Through Date.
2. Define your invoice selection criteria. Optionally enter the Pay Group. Verify the Pay Through Date. Payables will select invoices with a discount or due date on or before this date. Optionally choose your payment Priorities.
   - If you want to allow Payables to select zero amount invoices for payment, check Allow Zero Invoices.

- If you want to override the pay date basis for the supplier site and only pay invoices with due dates on or before the Pay Through Date, check Pay Only When Due. For more information, see Discounts: page 4 – 78.

3. Optionally review or adjust payment limits. The Maximum / Minimum Payments define the range of payment amounts allowed for a single payment in a payment batch. If Payables selects invoices for a supplier site and the total of the invoices is more or less than the Maximum / Minimum Payment, Payables pays no invoices for that supplier site.

   The Maximum Outlay is the maximum Payables will pay for this payment batch. If the batch total exceeds this number, you will get a warning, but you can continue processing the payment batch.

4. Optionally review or adjust document information. Payables displays the First document number, including any setup checks, to use for printing payments in a payment batch. Payables displays the last available document number for the payment document.

   If your Sequential Numbering profile option is not enabled, optionally enter a beginning Voucher Number.

   In the document Order field, select the order in which you want to print your payment documents and want to review your Preliminary Payment Register: Ascending Postal Code, Descending Postal Code, Supplier Name, or Supplier Number.

5. Choose Actions to open the Payment Batch Actions window. Depending on whether you want to be able to review and modify the payment batch before formatting, complete one of the following two options:

   - If you want to format the payments without modifying them, select Format Payments to have Payables automatically select and perform the required prerequisite actions, which are Select Invoices and Build Payments. Payables then formats the payments.

     After formatting is complete, continue with Printing Payment Batch Checks: page 5 – 21, or, if you are creating electronic payments, proceed with Confirming Payment Batches: page 5 – 22.

   - If you want to review and modify the invoices selected in the payment batch before you format payments, select Select Invoices to have Payables select invoices and build payments.

After the build process is complete, you have the option to proceed with Modifying Payment Batches: page 5 – 18, or Formatting Payments: page 5 – 20.

6. Choose OK to save your work.

   After you format the documents, you can continue with Printing Payment Batch Checks: page 5 – 21.

▶ **To initiate a payment batch using a template:**

1. In the Find Payment Batches window, enter criteria to find the payment batch template you want to use. Choose Find.
2. In the Payment Batches window, select the payment batch you want to copy and choose Copy To.
3. In the Copy To window, enter either a prefix or suffix to precede or append to the template payment batch name to create the new payment batch name. Enter a Payment Date and a Pay Through Date for the new payment batch.
4. Choose OK to save, and Payables automatically queries the new payment batch in the Payment Batches window.
5. Proceed with step 5 of Initiating Payment Batches: page 5 – 15, (Choose Actions).

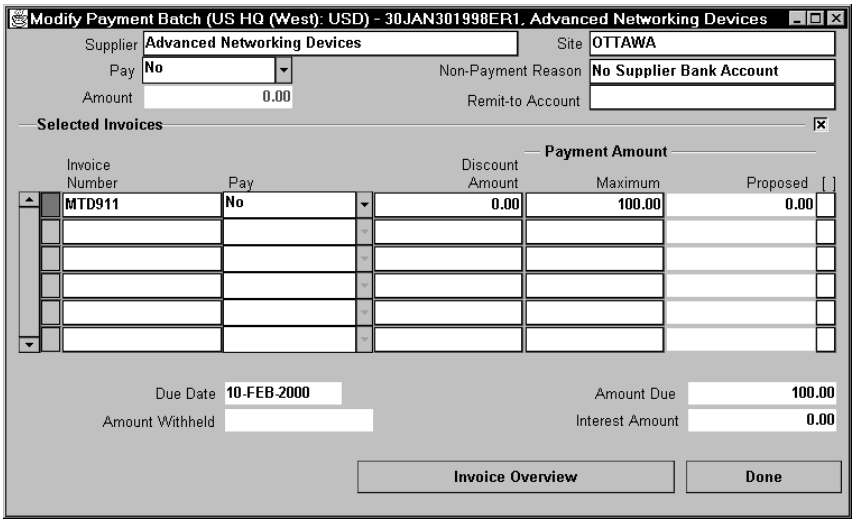
See Also

Voucher Numbers: page 2 – 154

Building Payments

When Payables builds payments, it determines which invoices will be paid with each payment document. Payables automatically builds payments when you initiate invoice selection. Payables also automatically builds payments after you modify a payment batch. You will not have to perform this task unless the build process does not complete successfully.

Modifying Payment Batches



After selecting invoices and building payments, you can review and modify a payment batch. You can modify the payment amount of an invoice, prevent payment to a supplier, prevent payment of a particular invoice, or add an invoice that Payables did not originally select. If you add invoices to a payment batch, Payables automatically rebuilds payments after you modify the payment batch. After you complete your modifications, you can review your changes on a new Preliminary Payment Register, and modify the payment batch again or continue with Formatting Payments.

Note that all payment batch windows display amounts in the payment currency.

Prerequisites

❑ You have initiated a payment batch, and the status is Unstarted.

▶ **To modify payment batch parameters:**

1. In the Find Payment Batches window, enter criteria to find the payment batch you want to use. Choose Find.
2. In the Payment Batches window, select the payment batch.
   - **To change payment batch limits and other information,** modify any of the following: Maximum and Minimum Payment Amounts, Maximum Outlay, Document Order, First Document,

Voucher information, EFT Creation Criteria. You can change Allow Zero Payments only if your bank and payment document allow it.

3. Choose Actions to proceed with selecting and building the batch. After the batch has been selected or built, you cannot change the selection criteria. Instead, you must cancel the batch and enter a new one with the modified selection criteria.

Prerequisites

- ❑ You have initiated a payment batch, and the status is Built.
- ❑ You have not yet formatted payments for this payment batch.

▶ **To modify payments within a payment batch:**

1. After you have built the payment batch, you can change the make–up of the batch.

   - **To add an invoice** to a payment batch, enter the Supplier name and Site. Select Yes for Pay supplier. Payables displays the approved invoices for the supplier site. For each invoice you want to add to the payment batch, select Yes for Pay invoice.

     If there is an approved, unpaid invoice you want to include in the payment batch even though it does not meet the selection criteria, you may manually enter the invoice number in the Selected Invoices region. Payables will automatically bring up the rest of the invoice information and include it in the payment batch.

     To add an invoice that has been excluded because the payment batch exceeds the maximum outlay, choose Force as the Pay option.

   - **To remove an invoice** from a payment batch, query the Supplier name and Site. Payables displays the invoices for the supplier site which were selected for the payment batch. To remove an invoice from the batch, select No for Pay invoice.

   - **To remove all invoices for a particular supplier site** from a payment batch, query the Supplier name and Site. Select a Non–Payment Reason for your records. Select No for Pay supplier.

   - **To change payment or discount amounts for a selected invoice**, query the Supplier name and Site. Payables displays the invoice(s) for the supplier site that were selected for the payment

batch. Alter the payment or discount information for the invoice. Note that the discount amount is in the payment currency.

- **To change the supplier bank account for electronic payments**, query the Supplier name and Site. Payables displays the scheduled payments for the supplier site that were selected for the payment batch. If you enable the Allow Remit–to Account Override Payables option, you can change the Remit–to Account to another bank account assigned to the supplier site that uses the same payment currency.
- **To identify supplier site unused credits that you are not using**, see if there is a difference between the Maximum Payment Amount and the Proposed Payment Amount. For example, you have two invoices selected for payment for a supplier site, a $100 invoice and a –$300 credit. If you allow zero amount payments, Payables will create a $0 payment for this supplier site. The Maximum Payment Amount for the credit is –$300, but since only $100 can be applied, the Proposed Payment is –$100.

If you want to review more information on any invoice, choose Invoice Overview.

2. Choose Done to have Payables rebuild the payment batch. Proceed with Formatting Payments: page 5 – 20.

MODIFY PAYMENT BATCH RESTRICTIONS

WITHHOLDING TAX INVOICES. You cannot adjust the payment amount or the Discount amount on invoices that include withholding tax.

Formatting Payments

When Payables formats payments, it creates an output file that you can use to print checks or, if you are making electronic payments without the EDI Gateway, you can deliver the output file to your bank for processing. The output file is stored in the Payables output directory. Its name is created by appending a period and the concurrent manager request number to your AOL userid (for example, SYSADMIN.12345).

If you are making electronic payments with Oracle EDI Gateway, during formatting, the Remittance Advice Outbound Extract Program from the Oracle EDI Gateway application automatically formats the payment batch and creates a flat file in your EDI Gateway output directory.

Prerequisites:

- ❑ You have initiated a payment batch, and the payment batch status is Built.
- ❑ You have completed any modifications to the payment batch.
- ❑ No one is currently modifying the payment batch.

▶ **To format payments:**

1. In the Find Payment Batches window, enter criteria to find the payment batch you want to use. Choose Find.
2. In the Payment Batches window select the payment batch you want to format and choose Actions. Select Format Payments, and choose OK.

   After formatting is complete, continue with Printing Payment Batch Checks: page 5 – 21, or, if you are making Electronic payments, proceed with Confirming Payment Batches: page 5 – 22.

Printing Payment Batch Checks

If you have not yet formatted your payment batch, you can format your payment batch and print payment batch checks using the Payment Actions window. Payables uses the printer you assigned to your payment program as the default printer. If you have not assigned a printer to your payment program, Payables uses the printer you entered for your Printer profile option as your default printer.

If you have formatted your payment batch without printing it, you can print payment batch checks from the Concurrent Requests Summary or your operating system prompt.

After printing is complete, continue with Confirming Payment Batches: page 5 – 22.

▶ **To format and print checks from the Payment Actions window:**

1. Load and properly align your payment documents in the printer.
2. In the Find Payment Batches window, enter criteria to find the payment batch you want to print. Choose Find.
3. In the Payment Batches window select the payment batch and choose Actions. Check the Format Payments and Print Now check boxes and select a printer.

4. Choose OK to format and print.

▶ **To print checks from the Concurrent Requests Summary:**

1. Load and properly align your payment documents in the printer.
2. Query the Format Payments concurrent request in the Concurrent Requests Summary and select Details.
3. In the Request Details zone, enter Yes in the Reprint Report field, and select 1 as your Number of Copies.

▶ **To print checks from the operating system:**

1. Load and properly align your payment documents in the printer.
2. Locate the output file in the Payables output directory. The output file name is created by appending a period and the concurrent manager request number to your AOL userid (for example, SYSADMIN.12345).
3. Print the file using your operating system's print command.

Confirming Payment Batches

Confirming is the final step in processing a payment batch. This step is very important because it updates the payment history of invoices paid in a payment batch and associates payment document numbers with the invoices and invoice payments. Also, if you have any unconfirmed payment batches, you cannot close a period or use the same payment document for any other payments until you confirm the payment batch.

During confirmation, you record the status of every payment document used during the payment batch. If you refer to the payment documents and the Preliminary Print Register when you confirm, it helps you enter accurate information.

For Electronic payments, confirm the entire range of payments as Printed, or cancel the entire batch if there were problems.

You will assign one of four status types to each document:

- **Setup.** Payables automatically displays the setup checks used to align your printer. Payables automatically voids these checks when you confirm a payment batch.

  You control the number of setup checks in the Payment Document region of the Bank Accounts window.

- **Printed**. Either the checks printed properly or the Electronic payments formatted correctly. Ranges of Printed documents must end on a negotiable document.
- **Skipped.** The printer skipped over these checks and nothing printed on them. You can reuse these documents for single payments.
- **Spoiled.** The printer malfunctioned and ruined these documents, so you cannot reuse them. Payables automatically voids these documents when you record them as spoiled.

You may have check overflow, a situation where there are more invoices paid by a check than can fit on the remittance stub of one check. If you use the check overflow method Void Except Last, Payables voids all checks except the last one for the supplier site. You should record the status of all the checks as Printed.

From the Confirm window, you can record the status of the payments and, if necessary, restart the payment batch or cancel the remainder.

Prerequisites:

- ❑ You have initiated a payment batch and the status is Formatted.
- ❑ If you are printing checks, you have completed printing.

▶ **To confirm a complete payment batch:**

1. In the Find Payment Batches window, enter criteria to find the payment batch you want to confirm. Choose Find.
2. In the Payment Batches window select the payment batch and choose Actions. Select Confirm Payment Batch and Print Final Register, and choose OK.
3. In the Confirm Payment Batch window, enter the document number range of the successfully printed checks or the successfully formatted Electronic payments, and select status Printed.
4. Choose Confirm. Payables updates the status of the invoices paid with the Printed checks to Paid and prints the Final Payment Register.

▶ **To record a complete batch if some checks printed successfully and some checks got damaged or skipped during printing:**

If your printer malfunctions during printing, you can record the status of the printed documents as well as those that were damaged.

1. In the Find Payment Batches window, enter criteria to find the payment batch you want to confirm. Choose Find.
2. In the Payment Batches window select the payment batch and choose Actions. Select Confirm Payment Batch and Print Final Register, and choose OK.
3. In the Confirm Payment Batch window, for the successfully printed checks, enter the check number range and select status Printed.
4. If the printer skipped any checks, enter the check number range and select status Skipped.
5. If you had any spoiled checks, enter the check number range and select status Spoiled. Do not record any Printed documents after you record Spoiled documents.
6. Choose Confirm. Payables updates the status of the invoices paid with Printed checks to Paid and prints the Final Payment Register. For any checks you record as Spoiled, Payables sets the status of the corresponding invoices to unpaid. To pay these invoices, include them in a new payment batch or pay them with single payments.

▶ **To record a partial payment batch and cancel the remainder:**

If your printer malfunctions during printing, you can record the status of the printed documents as well as those that were damaged, and cancel the remainder of the payment batch.

1. In the Find Payment Batches window, enter criteria to find the payment batch you want to confirm. Choose Find.
2. In the Payment Batches window select the payment batch and choose Actions. Select Confirm Payment Batch and Print Final Payment Register, and choose OK.
3. In the Confirm Payment Batch window, for the successfully printed checks, enter the check number range and select status Printed.
4. If the printer skipped any checks, enter the check number range and select status Skipped.
5. If you had any spoiled checks, enter the check number range and select status Spoiled. Do not record any Printed documents after you record Spoiled documents.
6. Choose Cancel Remainder. Payables updates the status of the invoices paid with the Printed checks to Paid and prints the Final Payment Register for the recorded portion of the batch. For any checks you record as Spoiled and any checks you did not record,

Payables sets the status of the corresponding invoices to unpaid. To pay these invoices, include them in a new payment batch or pay them with single payments.

▶ **To record a partial payment batch and restart:**

If your printer malfunctions during printing, you can record the status of the printed documents as well as those that were damaged, and restart check printing at the next available document number.

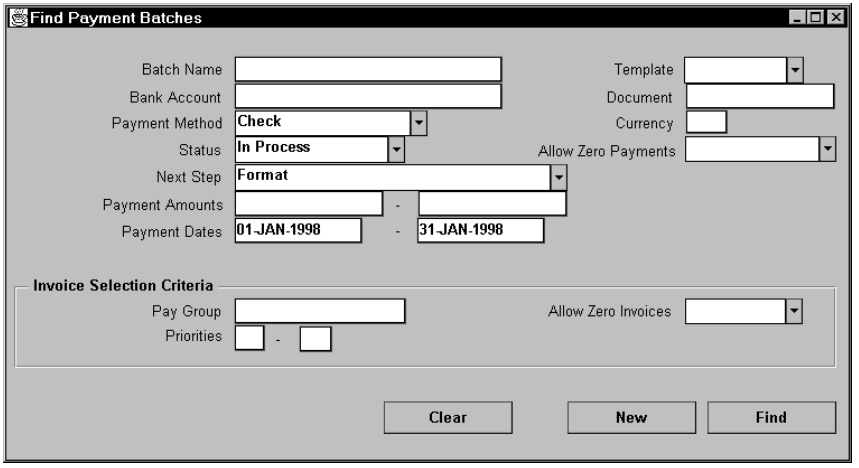
1. In the Find Payment Batches window, enter criteria to find the payment batch you want to confirm. Choose Find.
2. In the Payment Batches window select the payment batch and choose Actions. Select Confirm Payment Batch and Print Final Register, and choose OK.
3. In the Confirm Payment Batch window, for the successfully printed checks, enter the check number range and select status Printed.
4. If the printer skipped any checks, enter the check number range and select status Skipped.
5. If you had any spoiled checks, enter the check number range and select status Spoiled. Do not record any Printed documents after you record Spoiled documents.
6. Choose Restart Payment Batch. Payables updates the status of the invoices paid with the Printed checks to Paid and prints the Final Payment Register for the recorded portion of the batch. For any checks you recorded as Spoiled, Payables sets the status of the corresponding invoices to unpaid. Payables starts a new payment batch for the remainder of the payment batch.
7. Enter the first payment document number you want to use to restart the payment batch. Choose OK to have Payables automatically Build the unprinted checks. After Payables completes the build process, you have the option of modifying the restarted payment batch before formatting, printing, and confirming the payments. When you confirm, Payables automatically enters the batch confirmation information you

entered earlier. Enter confirmation information for the restarted payments to complete confirmation for the batch.

See Also

Troubleshooting a Payment Batch: page 5 – 28

Finding Payment Batches



You can find payment batches either by using the Find Payment Batches window, or by entering query criteria directly into the Payment Batches window. In the Find Payment Batches window, however, you can enter a greater variety of criteria including ranges for payment amounts, payment dates, and priorities.

▶ **To find a payment batch using the Find Payment Batches window:**

1. Open the Find Payment Batches window from the Payment Batches window, either by choosing the Find icon from the Toolbar or by selecting Query Find from the menu. Enter criteria directly into the fields. You can enter complex criteria by entering information in several fields.
2. Choose Find to navigate to the Payment Batches window where Payables displays all payments that match your criteria.

You can also open custom folders that display information in a custom format if you or your organization have defined any.

See Also

Payment Overview: page 5 – 58

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Finding Payments: page 5 – 60

Reviewing Payments: page 5 – 61

Reviewing Payment Batches

After you find a payment batch, (See: Finding Payment Batches: page 5 – 26) you can review a payment batch in the Payment Batches window. You can review the following three fields for a quick summary of the payment batch:

- **Invoice Count.** The number of invoices selected for payment in the payment batch.
- **Payment Count.** The number of payments created by the payment batch.
- **Payment Total.** The total outlay of the payment batch.

▶ **To review selected invoices or created payments:**

- Select the payment batch in the Payment Batches window and choose the Payments button.
  - If the payment batch has not been formatted, Payables displays selected invoices.
  - If the payment batch has been formatted, Payables displays proposed payments.
  - If the payment batch is completed, Payables displays the actual payments.

▶ **To review an Unstarted or In Process payment batch and continue processing it:**

- Select the payment batch in the Payment Batches window and choose the Actions button. Select the next step in the process and choose OK.

Troubleshooting a Payment Batch

Troubleshooting for a payment batch begins with identifying the current status of your payment batch so that you can determine the best course of action. You can review the payment batch status in the Payment Batches window.

Most payment batch problems are due to a printer malfunction during check printing, resulting in skipped or ruined checks. However, occasionally payment batch concurrent programs fail. Details on how to handle each category of problem are discussed below:

▶ **To confirm a payment batch after the printer failed during check printing:**

If you have printer problems during check printing, you will still confirm the results using the Confirm Payment Batch window. Follow the examples below to find a situation similar to yours, then refer to Confirming Payment Batches: page 5 – 22.

Record partial batch and restart check printing

In the Confirm Payment Batch window, record the checks as either Setup, Skipped, or Printed then choose Restart Payment Batch. DO NOT record any checks as Spoiled; instead void any destroyed documents.

Assume the payment document is defined to have two setup checks. For example:

Checks 100–101	setup checks, printed successfully
Checks 102–109	printed successfully
Checks 110–199	did not print because the database went down

In the Confirm Payment Batch window, Payables records checks 100–101 as Setup. You record checks 102–109 as Printed. Choose Restart Payment Batch. When Payables prompts you to enter the document number with which it should resume printing, enter 110. Payables restarts processing the remainder of the payment batch using

check 110 as the beginning check number. When you choose Restart, Payables builds payments and formats a new output file for the invoices that should have been paid with checks 110–199. You then print and confirm, using the same payment batch name. Continuing with the example above, when you print the restart portion of the payment batch, Payables will use checks 110 – 111 as Setup checks and will print on check 112 the check that originally should have been paid on check 110.

Record partial batch and cancel the remainder

In the Confirm Payment Batch window, record the checks as either Setup, Skipped, Spoiled or Printed then choose Cancel Remainder. This is similar to the previous example, but instead of restarting the payment batch, you cancel the remainder and plan on initiating another payment batch at a later time.

Assume the payment document is defined to have two setup checks. For example:

Checks 100–101	setup checks, printed successfully
Checks 102–140	printed successfully
Check 141	destroyed when jammed in printer
Checks 142–199	did not print because the printer jammed

In the Confirm Payment Batch window, Payables records checks 100–101 as Setup. Record checks 102–140 as Printed, 141 as spoiled, then choose Cancel Remainder. Payables updates to Paid the status of the invoices paid by the Printed checks, and updates to Unpaid the status of the invoices associated with the spoiled and the remaining payments. Initiate a new payment batch to pay the invoices that should have been paid by checks 141–200.

Record completed payment batch if a check skipped during printing

Assume the payment document is defined to have two setup checks. For example:

Checks 100–101	setup checks, printed successfully
Checks 102–140	printed successfully
Check 141	skipped
Checks 142–199	printed

In the Confirm Payment Batch window, Payables records checks 100–101 as Setup. Record checks 102–140 and checks 142–199 as Printed, and record check 121 as Skipped. When you record a check as Skipped, Payables automatically adjusts the check numbering sequence to reflect the printed results. You can then reuse the skipped check for a manual check, or void it in the Payables Document region of the Banks window.

Record completed payment batch if a check was damaged during printing

Assume the payment document is defined to have two setup checks. For example:

Checks 100–101	setup checks, printed successfully
Checks 102–140	printed successfully
Check 141	ink smeared, rendering illegible
Checks 142–199	printed

In the Confirm Payment Batch window, Payables records checks 100–101 as Setup. Record the entire range of 102–199 as Printed. Pull check 141 and void it using the Actions window of the Payment Workbench. You can then pay the invoices that should have been paid by check 141 on a single payment or in another payment batch.

> **Warning: Do not** record check 141 as Spoiled. That would result in an adjustment to the check numbering sequence, causing Payables to record incorrect payment information.

▶ **To restart a failed payment batch concurrent program:**

If a concurrent program does not execute successfully, you can resubmit the program by using the Payment Batch Actions window.

For example, your database is brought down for maintenance while your payment batch is running the format payments program, causing the concurrent program to fail. To resubmit the Format Payments program, query the payment batch. You confirm that the Format program never completed because the Status field displays Formatting, not Formatted. Navigate to the Payment Batch Actions window and select Format Payments again.

You can tell if a payment batch program did not complete successfully by looking in the Concurrent Requests Summary. Also, unsuccessful batch programs will display one of the following statuses in the Payment Batches window:

- Selecting
- Building
- Modifying
- Rebuilding
- Formatting
- Confirming
- Restarting
- Cancelling

1. Find the payment batch you for which you want to resubmit a concurrent program either by using the Find Payment Batches window or by entering a query directly in the Payment Batches window.
2. In the Payment Batches window, select the payment batch and choose Actions. Select the action that you need to resubmit and choose OK.
3. Continue normally through the payment batch process.

See Also

Reviewing Payment Batches: page 5 – 27

Commonly asked payment batch questions:

Q. Can I run two payment batch processes concurrently for the same bank account?

A. Yes, if you use two different payment documents.

Q. What if there is a database or operating system crash while a payment batch is in process?

A. When the system recovers, use the Payment Batches window to determine the status of the payment batch. You can then either restart the payment batch, or you can cancel the payment batch.

Q. How do I know if an invoice is not paid in a payment batch because the total payment for this supplier site is under the minimum payment or over the maximum payment amount that I defined for the payment batch?

A: Payables identifies these unpaid invoices on the Preliminary Payment Register.

Q. When I cancel a payment batch, is there anything else I need to do to make the selected invoices available for payment in a future payment batch?

A. No. When you cancel a payment batch, Payables automatically resets to unpaid the status of selected invoices in the cancelled payment batch. The invoices are then available to pay in a payment batch, or by a single payment.

Why an invoice may not be paid in a payment batch:

REASON	DESCRIPTION	ACTION
Not Approved	The invoice is not approved.	Use Approval to approve the invoice. See also: Approval: page 4 – 68.
Supplier Site Hold	The supplier site has a hold enabled. You can specify to hold all payments or all future invoices for a supplier site.	Review the supplier site's control information. Resolve the hold and uncheck the check box in the Supplier Sites window. See: Releasing Supplier Holds: page 4 – 66.
Invoice Hold	The invoice is on hold.	Review the hold in the Invoice Holds window and resolve the hold. See: Releasing Holds From an Invoice: page 4 – 64.
Scheduled Payment Hold	A scheduled payment for the invoice is on hold.	Resolve the hold and uncheck the hold check box in the Scheduled Payments window. See: Releasing Scheduled Payment Holds: page 4 – 65.

Table 5 – 1 (Page 1 of 2)

Does Not Match Payment Selection Criteria	The invoice is not due to pay before the pay through date you specified for the batch.	Review the scheduled payments of the invoice.
	The invoice's Pay Group does not match the Pay Group you specified for the batch.	Review the Pay Group of the invoice and the batch.
	The payment priority is not within the range you specified for the batch.	Review the payment priority for the invoice's scheduled payments and the batch.
Supplier Bank Account Not Defined	You are creating an electronic payment and you have not assigned an active bank account to the supplier site for the payment currency.	Define a supplier bank account in the Banks window, and enter the bank account number in the Remit–to Account field of the Modify Payment Batch window.

Table 5 – 1 (Page 2 of 2)

Cancelling Payment Batches

When you cancel a payment batch, Payables updates the status of each invoice selected in the batch to Unpaid. In addition, cancelling a payment batch makes the payment batch's payment document available for another use.

Prerequisite

❑ You have not confirmed the payment batch.

▶ **To cancel a payment batch:**

1. Find the payment batch you want to cancel either by using the Find Payment Batches window or by entering a query directly in the Payment Batches window.
2. In the Payment Batches window select the payment batch and choose Actions. Select Cancel Payment Batch and choose OK.

Printing a Preliminary Payment Register

You can print this register any time after the Build process and at any time before confirming a payment batch. See: Preliminary Payment Register: page 8 – 123.

Prerequisite

- ❑ You have initiated a payment batch and the status is Built.

▶ **To print a Preliminary Payment Register:**

1. Find the payment batch for which you want to print a preliminary payment register either by using the Find Payment Batches window or by entering a query directly in the Payment Batches window.
2. In the Payment Batches window select the payment batch and choose Actions. Select Print Preliminary Register and choose OK.

Printing a Final Payment Register

Payables automatically runs this register during the Confirm process if you check the Print Final Register check box in the Payment Batch Actions window. You can also print it at any time after you have confirmed the payment batch. See: Final Payment Register: page 8 – 110.

Prerequisite

- ❑ You have initiated a payment batch and the status is Confirmed.

▶ **To print a Final Payment Register:**

1. Find the payment batch for which you want to print a final payment register either by using the Find Payment Batches window or by entering a query directly in the Payment Batches window.
2. In the Payment Batches window select the payment batch and choose Actions. Select Print Final Register and choose OK.

Printing Separate Remittance Advice

It is not necessary for you to do this step if your remittance advice is attached to your payment document as a stub. If the payment format for your payment document is defined with a separate remittance advice, for example, electronic payments, print the advice by following this task.

You can print from the Submit Request window, the Payment Batch Actions window, your operating system prompt, or the Concurrent Requests Summary.

Prerequisite

- ❑ You have initiated the payment batch and the status is Formatted.

▶ **To print separate remittance advice from the Submit Request window:**

1. Load and properly align your remittance advice documents in the printer.
2. In the Submit Request window, submit the Separate Remittance Advice request.
3. For the Payment Batch parameter, enter the name of the payment batch for which you want to print the remittance advice. Choose OK.

Prerequisite

- ❑ You have initiated the payment batch and the status is Formatted.

▶ **To print separate remittance advice from the Payment Batch Actions window:**

1. Load and properly align your remittance advice documents in the printer.
2. Find the payment batch for which you want to print separate remittance advice either by using the Find Payment Batches window or by entering a query directly in the Payment Batches window.
3. In the Payment Batches window select the payment batch and choose Actions. Select Print Remittance Advice and optionally change the printer. Choose OK.

Prerequisite

- ❑ You have initiated the payment batch and the status is Formatted.

▶ **To print separate remittance advice from the Concurrent Requests Summary:**

1. Load and properly align your remittance advice documents in the printer.
2. Query the Format Payments concurrent request and select Details.
3. In the Request Details region, enter Yes in the Reprint Report field, and select 1 as your Number of Copies.

Prerequisite

❑ You have initiated the payment batch and the status is Formatted.

▶ **To print separate remittance advice from the operating system:**

1. Load and properly align your remittance advice documents in the printer.
2. Locate the output file in the Payables output directory. The output file name is created by appending a period and the concurrent manager request number to your AOL userid (for example, SYSADMIN.12345).
3. Print the file using your operating system's print command.

PAYMENT BATCH RESTRICTIONS:

PAY ALONE INVOICES: If you select a Pay Alone invoice in a payment batch, Payables prints the payment on a separate payment document than the regular payments to a supplier site.

APPLY CREDIT MEMOS: If your payment batch includes an approved, unpaid credit memo for a supplier site, Payables automatically deducts the amount of the credit memo from the amount you pay the supplier site. If the credit memo amount is greater than the amount Payables selects for payment to a supplier site, and you do not allow zero–amount payments, Payables does not pay the supplier in that payment batch.

UPDATING FIELDS: After formatting a payment batch, none of the fields in the Payment Batches window is updatable except Exchange Rate.

PAYMENT DOCUMENT IN USE: You cannot select a payment document if it is currently in use in another payment batch. You must

confirm or cancel the other payment batch before you can use the payment document.

CANNOT RESTART ELECTRONIC PAYMENTS. If the payment method is Electronic, you cannot restart the payment batch. You must either confirm the entire batch or cancel it.

See Also

Discounts Available Report: page 8 – 107

Discounts: page 4 – 78

Creating Foreign Currency Payments

You can create foreign currency payments with single payments or with payment batches. For more information on Foreign Currency, see Foreign Currency Transactions: page 6 – 2.

Creating Single Foreign Currency Payments

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.
- ❑ Define either a multiple currency bank account, or a foreign currency denominated bank account defined for your intended payment currency. See: Defining Multiple Currency Bank Accounts: page 2 – 120 or Defining Foreign Currency Bank Accounts: page 2 – 121.
- ❑ If you are using a foreign currency bank account, define a payment document that uses a payment format defined with the same foreign currency. If you are using a multiple currency bank account, define a payment document that uses a payment format defined as multiple currency or defined for your intended payment currency.

▶ **To create a single foreign currency payment:**

1. Create a payment by recording a manual payment or by creating a Quick payment. See: Creating Single Payments: page 5 – 2.

   Select the Bank Account and Payment Document and enter the payment Amount in the foreign currency. If you are using a multiple currency payment document, enter your Payment Currency. If you are using a single foreign currency payment document, Payables displays the currency of your payment document. If this is not the currency in which you want to pay your invoice, you must change your payment document.

   In the Payments window enter the foreign currency information:

   - **Rate Type.** Select the type of exchange rate (Spot, Corporate, User or User–defined).

- **Rate Date.** The date used to determine functional rate. You can override Payables default of the system date.
- **Exchange Rate.** If you selected the User rate type, enter the Rate. Otherwise, the Rate will default from the GL Daily Rates Table if you have defined a rate for the Type and Date you selected. If a rate is not defined in the GL Daily Rates Table, you can define it later and then submit AutoRate.
- **Functional Currency.** Payables displays your Functional Currency.
- **Functional Amount.** Payables displays the amount of the foreign currency invoice converted into your functional currency.

2. Continue creating the payment and save your work.

Creating Multiple Foreign Currency Payments Using a Payment Batch

When you use payment batches, Payables will only select invoices entered in the same currency as the payment currency you identify. The Exchange Rate information you enter is then applied to the selected invoices.

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option.
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle Applications System Administrator's Guide)*.
- ❑ Define either a multiple currency bank account, or a foreign currency denominated bank account defined for your intended payment currency. See Defining Multiple Currency Bank Accounts: page 2 – 120 or Defining Foreign Currency Bank Accounts: page 2 – 121.
- ❑ If you are using a foreign currency bank account, define a payment document that uses a payment format defined with the same foreign currency. If you are using a multiple currency bank account, define a payment document that uses a payment format defined as multiple currency or your intended payment currency.

▶ **To create multiple foreign currency payments:**

1. Initiate a payment batch, see Initiating Payment Batches: page 5 – 15.

Select the Bank Account and Payment Document and enter the Payment Amount in the foreign currency. If you are using a multiple currency payment document, enter your Payment Currency. If you are using a single foreign currency payment document, Payables displays the currency of your payment document. If this is not the currency in which you want to pay your invoice, you must change your payment document.

In the Payment Batches window enter the foreign currency information. Payables uses the payment dates as the Rate Date.

- **Account Currency.** Payables displays the currency of your bank account. You cannot override this default.
- **Payment Currency.** Payables displays the currency of your payment document. If this is not the currency in which you want to pay your invoice, you must change your payment document. If you are using a multiple currency payment document, enter your payment currency.
- **Rate Type.** Select the type of exchange rate (Spot, Corporate, User or User–defined).
- **Exchange Rate.** If you selected the User rate type, enter the Rate. Otherwise, the Rate will default from the GL Daily Rates Table if you have defined a rate for the Type and Date you selected. Payables uses the payment date you enter as the rate date. If a rate is not defined in the GL Daily Rates Table, you can define it later and then submit AutoRate.

2. Continue creating the payment and save your work.

See Also

Entering Foreign Currency Invoices: page 4 – 28

Banks: page 2 – 114

Cross Currency Payments for Fixed–Rate Currencies: page 6 – 7

FOREIGN CURRENCY PAYMENT RESTRICTIONS:

PAYMENT CURRENCY MUST EQUAL INVOICE CURRENCY. Payables will not select invoices for payment batches that were entered in a currency other than the payment currency you select.

Stopping or Voiding Foreign Currency Payments

When you confirm a stop payment, or void a payment, Payables automatically reverses any realized gain or loss on invoice payments associated with the payment.

See Also

Stopping Payments: page 5 – 65

Voiding Payments: page 5 – 66

Creating Zero–Amount Payments

Create zero–amount payments to pay basic invoices with offsetting credit or debit memos, or to record cancelled invoices as paid so they are no longer included on the Invoice Aging Report. Before you make a zero–amount payment, you must enable the Allow Zero–Amount Payments option for the bank account you will use to create the payment.

You can create a payment document defined for zero–amount payments only. You may want to consider associating this payment document with a payment format that creates only a remittance advice, rather than wasting check stock. You can assign to the payment document a number range that is different from your paper checks. These numbers will be assigned to the payments when they are confirmed. See: Printing Separate Remittance Advice: page 5 – 34.

If you do not want to create a physical payment document or remittance for zero–amount payments, record a manual payment using a payment document defined with the clearing payment method. To inform the supplier of any invoices that will not be paid due to offsetting credit or debit memos, you can create and print Invoice Notices. See: Invoice Notices: page 4 – 216.

▶ **To create zero–amount payments:**

You can create zero–amount payments when you create single payments or during a payment batch. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 12. Select the bank account and payment document you want to use and refer to the tips below:

Single Payments

- If you pay with a manual payment or a Quick payment, simply select zero–amount invoices or basic invoice – credit memo pairs during the regular invoice selection step.

Payment Batches

- If you pay with a payment batch, when you initiate a payment batch you must check Allow Zero Payments in the Payment Batches window.

- If the payment document you select is defined with a format that allows only zero–amount payments, Payables will default the Minimum and Maximum Payment Amounts to zero.
- If you want to select cancelled invoices for payment, when you initiate a payment batch you must also check Allow Zero Invoices in the Payment Batches window.
- If a supplier site's available credit amount exceeds the invoice total, Payables will create a zero–amount payment to apply part of the credit amount against the total of the basic invoice.

See Also

Recording Manual Payments and Wire Transfers: page 5 – 2

Paying Invoices with Quick Payments: page 5 – 4

Initiating Payment Batches: page 5 – 15

Payment Formats: page 2 – 107

Banks: page 2 – 114

Electronic Payments

You can pay your suppliers electronically by using either the Oracle EDI Gateway or by delivering to your bank an electronic funds transfer output file that Payables creates.

- For information on how to use the EDI Gateway for electronic payments (820 / PAYORD, REMADV), see: Creating Payments with the Oracle EDI Gateway: page 5 – 47.
- If you do not use the EDI Gateway for electronic payments, the following discussion describes how you can use Payables to pay your suppliers with electronic funds transfers.

Creating Electronic Funds Transfer Payments without the Oracle EDI Gateway

To create an electronic funds transfer (EFT) payment file that you can deliver to your bank, you follow nearly the same steps as in creating checks in a payment batch. However, instead of printing the checks, you send a softcopy file of formatted payments to your bank so it can disburse the payments directly into each supplier's bank account.

Prerequisites

- ❑ You are not using the Oracle EDI Gateway for this payment batch.
- ❑ If you are not using a payment file format provided by Payables, customize and register an EFT Payment Program, and create or customize, and register a remittance advice program. See: Automatic Payment Programs: page 2 – 103, and Setting Up Custom Payment Programs: page 2 – 229
- ❑ Define a payment format with the Electronic payment method that references your EFT payment program and remittance advice program. See: Payment Formats: page 2 – 107.
- ❑ Use the Banks window to define the remittance bank accounts and payment documents you use to create EFT payments. In the Payment Documents window, assign your EFT payment format to the payment document. Enter Computer Generated for the Disbursement Type. See: Defining Banks: page 2 – 115.
- ❑ Define the suppliers and supplier sites that use the bank account to receive electronic payments. See: Entering Suppliers: page 3 – 10.

- ❑ Enter bank information for each supplier site you want to pay. See: Entering Supplier Bank Information: page 2 – 119
- ❑ When you enter the invoices you want to pay, enter Electronic as the payment method.
- ❑ Approve the invoices you want to pay and confirm that they have no active holds.

▶ **To create Electronic Funds Transfer (EFT) payments:**

1. Initiate a payment batch using your EFT bank account and payment document associated with an EFT payment format. Follow the steps in Initiating Payment Batches: page 5 – 15, and enter the following information in the Payment Batches window:

   Enter the Serial Number, which is the identification number you choose for your EFT tape.

   - If you want Payables to include in your EFT file instructions to your bank to give you an audit report, check Audit Required and enter the Interval, which is the number of payments you want to audit. Payables includes in your EFT file the payment interval you want the bank to use for the audit report. When the bank creates the audit report, it will list payments made at this interval.

2. Choose Actions. Depending on whether you want to review and modify the payment batch before formatting, complete one of the following two options:

   - If you do not want to modify the payment batch before formatting payments, simply select Format Payments and choose OK.
   - If you do want to review and / or modify the payment batch, select the Select Invoices check box, select the Print Preliminary Payment Register check box, and choose OK. Review the Preliminary Payment Register, and optionally continue with Modifying Payment Batches: page 5 – 18. After you have reviewed and modified the payment batch, continue with Formatting Payments: page 5 – 20.

3. Review the Final Payment Register that Payables prints during formatting if you have enabled the Print Final Payment Register check box. In the Concurrent Requests Summary, review the output file from the Format Payments concurrent request.

4. Print the Separate Remittance Advice if there is one defined for the payment format associated with the payment document you used.
5. Confirm the Payment Batch. If your output file is incorrect, cancel the entire payment batch and initiate a new payment batch.
6. Deliver the output file to your bank. When Payables formats the EFT payment batch, it creates an output file that you deliver to your bank for processing. You can locate the output file in the Payables output directory ($AP_TOP/out). The output file name is a concatenation of your AOL userid followed by a period and the concurrent manager request number (for example, SYSADMIN.12345).

   You can transmit the output file to your bank via modem, or load the file onto tape or to other media to deliver to your bank. Each physical medium you use has its own formatting requirements. Since procedures for loading files onto tape vary greatly, you can contact Oracle Consulting Services at your local Oracle office if you need assistance.

See Also

Initiating Payment Batches: page 5 – 15

Modifying Payment Batches: page 5 – 18

Formatting Payments: page 5 – 20

Confirming Payment Batches: page 5 – 22

Troubleshooting a Payment Batch: page 5 – 28

Cancelling Payment Batches: page 5 – 33

Printing Separate Remittance Advice: page 5 – 34

Payment Batches Window Reference: page 5 – 4

Creating Electronic Payments with the Oracle EDI Gateway

To create an electronic payment file (820 / PAYORD, REMADV) that Oracle EDI Gateway formats and transfers to your bank, you follow nearly the same steps as in creating checks in a payment batch. However, instead of printing the checks, the EDI Gateway formats the payment data in the EDI outbound payment format. You can then use the EDI translator to transmit the formatted payment data to your bank for disbursement. For more information, see: Outbound Payment Order / Remittance Advice *Oracle EDI Gateway User's Guide.*

For each scheduled payment that you pay with the Electronic payment method, you enter the supplier's remit–to bank account. If you enable the Allow Remit–to Account Payables option, you can override the default primary bank account and enter another bank account for the supplier with the same payment currency. If you do this, you can create EDI payments for more than one bank for different scheduled payments on the same invoice.

Prerequisites

- ❑ You have installed and set up Oracle EDI Gateway. See: Outbound Payment Order / Remittance Advice, *Oracle EDI Gateway User's Guide.*
- ❑ Enter an EDI ID Number in the Banks window for your disbursement bank. See: Defining Banks: page 2 – 115.
- ❑ Define a payment document that uses the EDI Outbound Program payment format, and assign this payment document to the bank account from which you will disburse payment. See: Defining and Maintaining Payables Payment Documents: page 2 – 122.
- ❑ Enter bank information for each supplier site you want to pay. See: Defining Supplier Bank Accounts: page 2 – 119.
- ❑ You have entered electronic payment information for each supplier site you want to pay. See: Electronic Payment Region of the Suppliers and Supplier Sites windows: page 3 – 19.
- ❑ You have entered Electronic as the payment method for the invoices you want to pay.
- ❑ You have confirmed the default remit–to bank account for each scheduled payment.
- ❑ Define trading partner information in EDI Gateway. See: Defining Trading Partner Information *Oracle EDI Gateway User's Guide.*

- ❑ Define Code Conversion Cross Reference Values in EDI Gateway, as required. See: Defining Code Conversion Cross Reference Values *Oracle EDI Gateway User's Guide.*
- ❑ Approve the invoices you want to pay and confirm that they have no active holds.
- ❑ (Optional): Create a Pay Group type QuickCode specifically for EDI payments. For example, name the Pay Group EDI and enter this pay group as the default for supplier sites you pay using EDI. When you submit the payment batch, if you specify an EDI Pay Group, the system will not include non–EDI payments that have a payment method of Electronic.

▶ **To create electronic payments:**

1. Initiate a payment batch using a payment document associated with the EDI Outbound Program payment format. Follow the steps in Initiating Payment Batches: page 5 – 15.
2. If you want to review and/or modify the payment batch, choose Actions. Select the Select Invoices check box and the Print Preliminary Payment Register check box and choose OK. Review the Preliminary Payment Register and optionally continue with Modifying Payment Batches: page 5 – 18.
3. Format the payment batch. See: Formatting Payments: page 5 – 20. During formatting, the Oracle EDI Gateway application automatically formats the payment batch and creates a flat file in your EDI Gateway output directory.

   If your output file is incorrect, see: Troubleshooting Electronic Payment Batches below.
4. EDI Gateway sends the file to your EDI translator, then to your bank.
5. Once you have verified that your bank has received the file, confirm the payment batch. See: Confirming Payment Batches: page 5 – 22.

   Review the Final Payment Register that Payables prints during formatting if you have enabled the Print Final Payment Register check box.

Troubleshooting Electronic Payment Batches

If your output file is incorrect, there are two possible solutions. The file may be incorrect because it formatted payments for suppliers that are not correctly defined as trading partners in EDI Gateway. If this is the problem, correct the information in EDI Gateway and then resubmit the format process. If the output file is incorrect for some other reason for example, it includes invoices for suppliers that you do not want to pay via EDI Gateway, cancel the entire payment batch, make any required adjustments to supplier or bank information, and initiate a new payment batch.

See Also

Electronic Payments: page 5 – 44

Initiating Payment Batches: page 5 – 15

Modifying Payment Batches: page 5 – 18

Formatting Payments: page 5 – 20

Confirming Payment Batches: page 5 – 22

Troubleshooting a Payment Batch: page 5 – 28

Cancelling Payment Batches: page 5 – 33

Future Dated Payment Method

You can use future dated payments to control the timing of your payments, and therefore control your cash flow. A future dated payment instructs your bank to disburse funds to your supplier's bank on a specific date (the maturity date).

Payables accounts for future dated payments differently than for other methods of payment. For future dated payments, Payables creates journal entries in two stages, the first to recognize the payment (reduction of liability), and the second to recognize the clearing of the payment (reduction of cash).

Payables uses two kinds of future dated payments. One is initiated by you, and one is initiated by your supplier:

- **Future Dated.** You generate and send to your supplier a payment that includes instructions your bank to transfer funds to your supplier's bank on the maturity date you specify. A Bill of Exchange is an example of a future dated payment document. When you create a payment batch, create a Quick payment, or record a manual payment, you select a payment document that uses a future dated payment format.
- **Manual Future Dated.** This method is the same as the future dated payment method except that your supplier includes with an invoice a payment notice with a maturity date specified by the supplier. You approve the payment notice and return it to the supplier. Since you do not generate a payment document, you use a manual payment with a manual future dated payment document to record the payment.

This document includes the following topics:

- Setting Up Your System for Future Dated Payments: page 5 – 51
- Using Future Dated Payments: page 5 – 52
- Posting and Reconciling Future Dated Payments: page 5 – 54

See Also

Automatic Clearing for Future Dated Payments Utility and Report: page 5 – 56

Automatic Offsets and Future Dated Payments: page 5 – 55

Setting Up Your System for Future Dated Payments

▶ **Setting up Payables for future dated payments:**

1. In the Payables Options window, enable the Allow Future Payment Method Payables option. See: Accounting Payables Options: page 2 – 77.
2. In the Automatic Payment Programs window, define payment programs to format future dated payments. See: Automatic Payment Programs: page 2 – 103.
3. In the Payment Formats window, define payment formats for your future dated payments. Choose either the Future Dated or Manual Future Dated payment method. In the Programs region, you can select future dated payment programs you defined in the Automatic Payment Programs window. See: Payment Formats: page 2 – 107.
4. In the Payment Documents window, for the bank account from which you want to disburse future dated payments, define payment documents that use future dated payment formats you defined in the Payment Formats window. Enter the Cash Clearing Account you want to use. See: Defining and Maintaining Payables Payment Documents: page 2 – 122.
5. Optionally assign to suppliers that regularly use future dated payments a default payment method of Future Dated or Manual Future Dated. The payment method you specify will default to the Payment Method field when you enter invoices for the supplier. You can override this payment method default during invoice entry. See: Payment Region of the Suppliers and Supplier Sites windows: page 3 – 22.

FUTURE DATED PAYMENT RESTRICTIONS

ALLOW RECONCILIATION ACCOUNTING AND ALLOW FUTURE DATED PAYMENTS PAYABLES OPTIONS: You enable only one of these two Cash Clearing Payables Options.

Using Future Dated Payments

Payment Batch or Quick Payments

Prerequisites

- ❑ Your supplier sends you an invoice.
- ❑ Enter the invoice in the Invoices window, and enter either Future Dated or Check in the Payment Method field. See: Entering Invoices: page 4 – 2.
- ❑ Submit Approval for the invoice. See: Approval: page 4 – 68.

▶ **To create a future dated payment using a payment batch or a quick payment:**

1. To pay the invoice in a payment batch or as a Quick payment in the Payment Batches window or the Payments window, choose a future dated payment document, and enter a Maturity Date. Payables will then automatically create the future dated payment.
2. You send the payment to the supplier.
3. The supplier submits the payment document to the bank.
4. The bank disburses funds on the maturity date you specified.
5. Your bank sends you payment reconciliation information.

Manual Payments

Prerequisites

- ❑ Your supplier sends you an invoice with a future dated payment request.
- ❑ Enter the invoice in the Invoices window, and enter either Manual Future Dated or Future Dated in the Payment Method field. See: Entering Invoices: page 4 – 2.
- ❑ Submit Approval for the invoice. See: Approval: page 4 – 68.

▶ **To record a future dated payment using a manual payment:**

1. In the Payments window, record the invoice payment as a Manual Payment.
   - If you use the payment document your supplier sent you and do not create a payment document, enter Manual Future Dated in the Payment Method field.
   - If you manually created a future dated payment that you want to record, enter Future Dated in the Payment Method field.
2. Enter a Maturity Date.
3. Return the payment notice to the supplier.
4. The supplier submits the payment request to the bank.
5. The bank disburses funds on the maturity date the supplier specified on the payment notice.
6. Your bank sends you payment reconciliation information.

See Also

Paying Invoices with Quick Payments: page 5 – 4

Paying Invoices in Payment Batches: page 5 – 12

Recording Manual Payments and Wire Transfers: page 5 – 2

Voiding or Stopping Future Dated Payments

▶ **To void or stop a future dated payment:**

- You can record a stop payment on a future dated payment document or void a future dated payment document as you would any payment document. See: Stopping Payments: page 5 – 65, or Voiding Payments: page 5 – 66.

Defining Recurring Invoice Templates for Future Dated Payments

▶ **To define a recurring invoice template with a future dated payment method:**

- When you define a recurring invoice template, enter Future Dated or Manual Future Dated in the Payment Method field. See: Defining a Recurring Invoice Template: page 4 – 99.

Posting and Reconciling Future Dated Payments

Payables creates two sets of accounting entries that it transfers to your general ledger when you use either the future dated or manual future dated payment method. When you create journal entries for the payment of an invoice which uses a future payment method, Payables debits your Liability Account and credits your Cash Clearing Account. Payables uses the payment's maturity date as the accounting date for these entries.

When your bank disburses the funds from your account to your supplier's account on the maturity date, your bank clears the payment. You receive periodic bank reconciliation information which you can then use to reconcile the payments using Oracle Cash Management. You can alternatively use the Automatic Clearing for Future Dated Payments Utility to clear future dated payments. After you clear a future dated payment, Payables creates a second set of accounting entries that debit your Cash Clearing Account and credit your Asset Account. Payables uses the cleared date as the accounting date for these entries. If the cleared date is in a closed period, Payables automatically changes it to the first date of the next open period. Payables then uses this date as the accounting date for the cash clearing accounting entries.

Automatic Offsets and Future Dated Payments

With Automatic Offsets, when you submit Approval for an invoice that uses a future payment method, Payables creates an offsetting Liability Account for each invoice distribution. When you transfer payments to your general ledger during posting, Payables debits all the automatically created offsetting Liability Accounts and credits a single Cash Clearing Account. Payables credits the Cash Clearing Account assigned to the payment document you used to make the payment.

If you pay from a non–pooled bank account, after you clear a future dated payment and you post the payment, Payables creates accounting entries that debit the Cash Clearing Account and credit the Cash Account of the bank account.

If you pay from a pooled bank account, Payables creates accounting entries that debit the Cash Clearing Account and credit multiple Cash Accounts, based on the balancing segment of the original invoice distributions.

See Also

Automatic Clearing for Future Dated Payments Utility and Report: page 5 – 56

Fund Accounting with Automatic Offsets: page 10 – 12

Reconciling Payments With Oracle Cash Management: page 5 – 2

Oracle Cash Management User's Guide

Automatic Clearing for Future Dated Payments Utility and Report

Use the Automatic Clearing for Future Dated Payments Utility to automatically clear payments you make using the future dated or manual future dated payment method.

When you submit this utility, Payables clears all future dated or manual future dated payments that meet the parameters you specify, and that have a maturity date less than the Clear Date you enter as a parameter plus the number of clearing days you specified for the payment document in the Banks window.

When you clear a future dated payment, Payables creates an accounting entry that debits your Cash Clearing Account and credits your Asset Account. Payables uses the cleared date as the accounting date for this entry.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Clear Date. Payables clears all selected payments with a maturity date less than the Clear Date plus the number of clearing days for the payment document.

GL Date. GL Date that Payables will use when recording the clearing transactions. This date must be in an open or future enterable period.

Bank Account Name. Bank Account from which you have made the future dated payments that you want to clear.

Payment Document Name. Type of payment document you used for the future dated payments that you want to clear.

Supplier Name From/To. Starting and ending supplier names in an alphabetical range of suppliers paid by the future dated payments that you want to clear.

Supplier Number From/To. Starting and ending supplier numbers in a numerical range of suppliers paid by the future dated payments that you want to clear.

Document Number From/To. Starting and ending document numbers for the range of future dated payments that you want to clear.

Selected Report Headings

Amount. Payment amount in the payment currency.

Bank Account Currency. Functional currency of the bank account.

Bank Name/Number/Account Number/Account Name. Name of the bank name / number / account number / account name from which the future dated payment document was paid.

Currency. Currency in which the payment document was paid.

Maturity Date. Future due date specified on the future dated payment document.

Payment Document. Type of payment document that cleared.

See Also

Future Dated Payment Method: page 5 – 50

Voiding Payments: page 5 – 66

Common Report Parameters: page 8 – 5

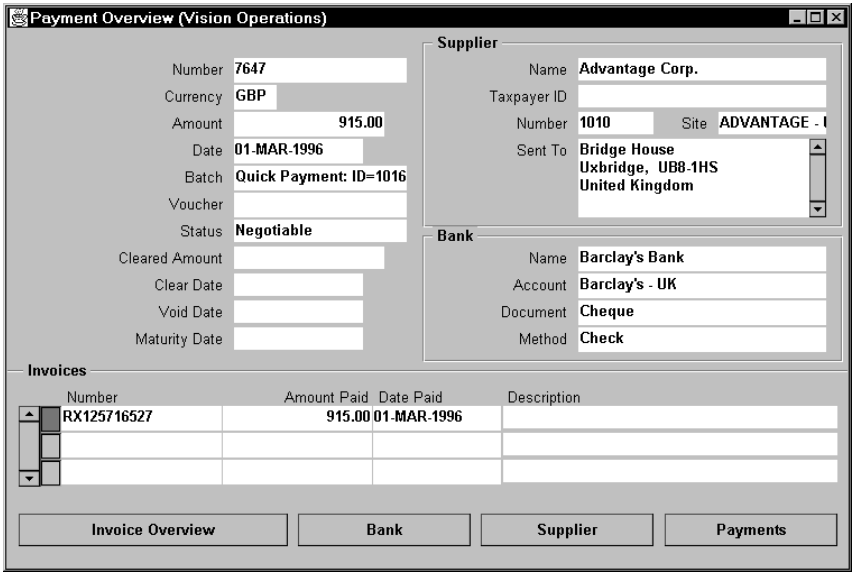
Common Report Headings: page 8 – 7

Reviewing and Adjusting Payments

This section includes the following topics:

- Payment Overview: page 5 – 58
- Finding Payments: page 5 – 60
- Reviewing Payments: page 5 – 61
- Updating Payments: page 5 – 62
  - Adjusting Selected Invoices for Manual Payments
  - Updating Manual Payment Addresses
  - Printing Quick Payments
- Updating Invalid Payment Distributions GL Accounts: page 5 – 64
- Stopping Payments: page 5 – 65
- Voiding Payments: page 5 – 66

Payment Overview



In the Payment Overview window, you can query a payment and review its status and its related high–level information. This window is particularly helpful for reviewing information quickly when a supplier calls you to inquire about the status of a payment. This window also serves as a bridge between the Payment and Invoice Workbenches.

This window displays summary information for the payment:

- Payment Status
- Payment Information
- Supplier Information
- Invoice Information
- Bank Information

This is a display–only window. To update a payment, choose the Payments button to navigate to the Payments window.

If your query retrieves more than one payment, Payables orders and displays queried payments in numerical order based on the payment number. To see the next queried payment, choose [Next Screen].

You can also use the Find Payments window to query payments in based on ranges of payment numbers, payment dates, and voucher numbers. When you choose Payment Overview from the Navigator, Payables navigates to the Find Payments window. You can also open the Find Payments window from the Payment Overview window either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu.

▶ **To find a payment using the Find Payments window:**

1. Enter criteria directly into the fields of the Find Payments window. You can enter complex criteria by entering information in several fields.
2. Choose Find to navigate to the Payment Overview window where Payables displays all payments that match your criteria. If your query retrieves more than one payment, Payables orders and displays queried payments in numerical order based on the payment number. To see the next queried payment, choose [Next Screen].

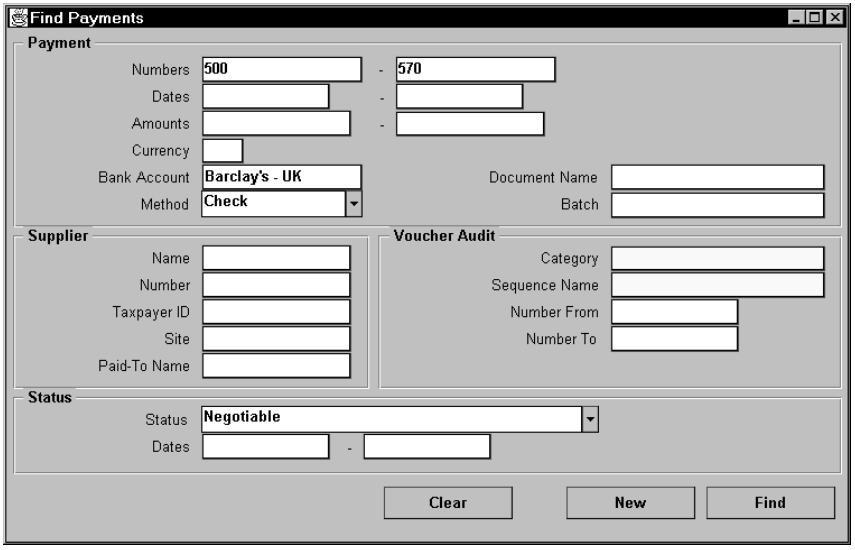
   For more detailed information regarding the payment or related attributes, choose Payments, Supplier, Bank, or Invoice Overview.

Finding Payments

You can find payments in the Payment Workbench either by using the Find Payments window or by entering query criteria directly into the Payments window. If you want to find payments contained in a particular payment batch, use the Payment Batches window or Payment Batches detail window to find the payment batch. See: Reviewing Payment Batches: page 5 – 27.

You can quickly open a payment you have saved as an icon on your Navigator. When you have the payment open, select Place on Navigator from the Actions menu. Later, if you choose the icon in the Documents region of your Navigator, then Payables will automatically open the Payment workbench and query the payment. See also: Using the Navigator's Documents Region *(Oracle Applications User's Guide)*.

In the Find Payments window, you can enter a greater variety of criteria, including status and ranges for payment amounts, payment dates, and payment numbers. You then choose Find to navigate to the Payments window, where Payables displays all payments that match your Find criteria. From the Payments window, you can review all information about a payment, including related invoice information.



▶ **To find a payment using the Find Payments window:**

1. Open the Find Payments window from the Payment Summary, either by choosing the Find icon from the Toolbar or by selecting Find from the Query menu. Enter criteria directly into the fields.

You can enter complex criteria by entering information in several fields.

2. Choose Find to navigate to the Payments window where Payables displays all payments that match your criteria.

   You can also open custom folders that display information in a custom format if you or your organization has defined any.

See Also

Payment Overview: page 5 – 58

Finding Payment Batches: page 5 – 26

Reviewing Payment Batches: page 5 – 27

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*

Reviewing Payments

You can review payments in either the Payments Workbench or the Payment Overview window. If you want to be able to enter complex query criteria and review multiple payments, use the Payments Workbench. You can review all details about the payments in the Payments Workbench: the invoices each payment paid, clearing information, bank information, and more. If you just want to review high level payment information for a single payment, for example, to quickly review the invoices paid by a payment or to see if a particular payment has cleared your bank, use the Payment Overview window.

▶ **To review invoices paid on a payment:**

1. From the Payments window select the payment you are interested in and choose View Invoices to navigate to the Invoices window.

   Payables displays all invoices paid by a payment. If the payment included a prepayment, Payables displays the prepayment and the invoices to which you applied it. The invoices to which the prepayment was applied have the Prepayment Application check box enabled.

2. From the Invoices window you can choose Invoice Overview to review additional information about an invoice.

Updating Payments

Adjusting Selected Invoices for Manual Payments

You can change the invoices you select for a manual payment at any time before posting. For example, you may have accidentally selected the wrong invoice when you first recorded the manual payment.

Prerequisite

- ❑ You have not posted the payment.

▶ **To adjust invoices selected for a manual payment:**

1. Find the payment online by using the Payments Overview window, or by opening the Payments window in entry mode and querying the payment.
2. In the Payments window select the payment and choose the Enter / Adjust Invoices button to navigate to the Select Invoices window.
3. Select the invoice(s) you had associated with the payment by mistake, and choose the Reverse Payment button. Payables creates a negative line for each invoice you selected.
4. Enter each invoice(s) you want to pay with the manual payment in a new row. The sum of the invoice Payment Amounts must equal the Payment Amount you entered for the manual payment. If you want to see detailed information about an invoice, select the invoice and choose Invoice Overview.
5. Save your work to have Payables reset the status of the reversed invoices to Unpaid, and the selected invoices as Paid by the manual payment.

Updating Manual Payment Addresses

You may need to update an address for a manual payment if you originally recorded an incorrect address.

Prerequisite

- ❑ You have enabled the Allow Payment Address Change Payables option.

▶ **To update the address on a manual payment:**

1. Find the payment online. Adjust the address in the Payments window.
2. Save your work.

Printing Quick Payments

If you have not yet printed a Quick payment, you can print it from the Payment Actions window, the Concurrent Requests Summary, or your operating system prompt.

Prerequisite

- ❑ You have created and formatted the payment.

▶ **To print checks from the Payment Actions window:**

This feature will be available in a future release.

1. Load and properly align your payment document in the printer.
2. In the Find Payments window, enter criteria to find the payment you want to print. Choose Find.
3. In the Payments window select the payment and choose Actions. Select Print Now and select a printer.
4. Choose OK to print.

▶ **To print checks from the Concurrent Requests Summary:**

1. Load and properly align your payment document in the printer.
2. Query the Format Payment concurrent request in the Concurrent Requests Summary and select Details.
3. In the Request Details zone, enter Yes in the Reprint Report field, and select 1 as your Number of Copies.

▶ **To print checks from the operating system:**

1. Load and properly align your payment documents in the printer.

2. Locate the output file in the Payables output directory. The output file name is created by appending a period and the concurrent manager request number to your AOL userid (for example, SYSADMIN.12345).
3. Print the file using your operating system's print command.

UPDATING PAYMENT RESTRICTIONS:

ADJUSTING PAYMENTS OF PREPAYMENTS: You cannot adjust a manual payment that you have used to pay a prepayment that you have applied to an invoice.

CANNOT UPDATE CLEARED OR VOIDED PAYMENTS: You cannot make any changes to cleared or voided payments.

Updating Invalid Payment Distribution GL Accounts

Use the Invalid GL Accounts window to correct payment distributions with invalid accounts. You will need to use this window only if you enable the Automatic Offsets Payables option. Payables will not allow you to enter an invalid account. However, when you use Automatic Offsets, Payables may create distributions with invalid accounts. If you enable the Automatic Offsets Payables option and pay an invoice from a pooled bank account, Payables creates a corresponding payment distribution for each liability distribution using the Automatic Offset Method you choose in the Payables Options window. If you enable Automatic Offsets and pay an invoice from an unpooled bank account or if you do not enable Automatic Offsets, Payables creates a payment distribution for each liability distribution, using the Asset account of the bank account.

Payables produces a report, the Payment Distributions Report, that you can use to identify the payment distributions that Payables was unable to create due to some exception. You can then use this window to review the exception and fix those payment distributions. See: Payment Distribution Report: page 8 – 116.

You may want to use this window to correct payment distributions before you post.

▶ **To correct an incorrect account on all distributions:**

1. Open the Invalid GL Accounts window. Payables automatically displays all accounts in Payables with invalid GL Accounts.

2. In the Correct GL Account field, enter the correct account.
3. Choose Correct All to update the invalid account on all payment distributions in Payables.

▶ **To correct an incorrect account on a single payment distribution:**

1. In the GL Accounts window, select an invalid GL account, and choose Payment Distributions. Payables displays all payment distributions with the invalid GL account.
2. For each payment distribution, enter the Correct the GL Account.

   If you need more information on a payment distribution, choose Invoice Overview or Payment Overview.
3. Save your work. Payables updates the payment distributions for which you entered a correct GL Account.

Stopping Payments

After you call your bank to initiate a stop payment on a payment document, you can record the stop payment status in Payables. You can then either void the payment to reverse the accounting and payment records, or you can release the stop payment to reset the invoice status to negotiable. You can review all current stop payments in the Stopped Payments Report: page 8 – 127. You can query all Stop Initiated payments by selecting that status in the Find Payments window.

▶ **To stop a payment:**

1. Find the payment online. In the Payments window, select the payment and choose Actions.
2. In the Payment Actions window select Initiate Stop.
3. Choose OK to have Payables update the payment status to Stop Initiated.
4. Save your work.

▶ **To release a stop on a payment:**

1. Find the payment online. In the Payments window select the payment and choose Actions.

2. In the Payment Actions window select Release Stop.
3. Choose OK to have Payables release the stop on the payment and reset the status to Negotiable.
4. Save your work.

STOP PAYMENT RESTRICTIONS:

PREPAYMENTS: You cannot initiate a stop payment on a payment document that pays a prepayment that you have applied to an invoice. You must first unapply any prepayments, and then you can stop payment.

QUICK PAYMENTS. You cannot initiate a stop payment on a Quick Payment that has been formatted.

Voiding Payments

When you void a payment, Payables automatically reverses the accounting and payment records so your general ledger will have the correct information, and so the status of the paid invoices is reset to Unpaid. Payables also reverses any realized gains or losses on foreign currency invoices recorded as paid by the payment.

When you void a payment, you can select the action you want Payables to take on the invoices paid by the void payment. You can choose to place the invoices on hold, cancel the invoices, or do nothing with the invoices, leaving them available for payment.

If you enable the Allow Interest Invoices option for a supplier site, Payables automatically reverses all related interest invoices when you void a past–due payment for the supplier site.

If you withhold taxes at payment time and you void a payment that paid an invoice with an associated withholding tax invoice, then Payables will automatically create an invoice for the tax authority supplier to offset the amount of the withholding tax invoice. You determine when you withhold taxes by the Apply Withholding Tax option you select in the Payables Options window.

Attention: Since you cannot reverse a void on a void payment, you should have the payment you want to void in your possession or proof that it has been destroyed before you record it as void. You may also want to review the invoices paid by that payment

before you void it, to make sure that you are voiding the correct payment. You can review these invoices in the Invoice Workbench.

Prerequisite

- ❑ Call your bank to initiate a stop payment if the payment has been sent to an employee or supplier. Wait until you get confirmation of the stop payment before you void the payment in Payables. (optional but recommended)

▶ **To void a payment document:**

1. Find the payment online, and from the Payments window select the payment and choose the Actions button.
2. In the Payment Actions window select Void. Review and optionally change the void Date and the GL Date you want Payables to use for the accounting distributions.
   - If you want to change to Unpaid the status of the related invoices, select None for the Invoice Action. The invoices will be available for payment on new payment document. Choose OK to have Payables void the payment document.
   - If you want to apply a hold to the related invoices, select Hold for the Invoice Action and select a Hold Name in the Hold window. Choose Hold then choose OK to have Payables void the payment document, reset the status of the related invoices to Unpaid, and apply the hold you selected to the related invoices.
   - If you want to cancel all related invoices and reset their Amounts to zero, select Cancel for the Invoice Action. Choose OK to have Payables void the payment document and cancel the related invoices.
3. Save your work.

Voiding and Reissuing Payments

You can void a payment document and automatically reissue payment of the same invoices. For example, your supplier may tell you that they never received a check. You can void the original payment and reissue a new Quick payment.

Prerequisite

- ❑ Enable the Allow Void and Reissue Payables option.

▶ **To void and reissue a payment:**

1. Load and properly align your payment document in the printer.
2. Find the payment online, and from the Payments window select the payment and choose Actions.
3. In the Payment Actions window select Reissue. Enter the Payment Date, confirm the New Check Number and optionally record a Voucher Number. Payables automatically selects Void for you. Review and optionally update the void dates.
4. Choose OK to have Payables void the selected payment and create a new payment document to pay the invoices.

VOID PAYMENT RESTRICTIONS:

INVOICES PAID BY ANOTHER PAYMENT: When you void a payment, you cannot cancel a related invoice if it was partially paid by a second payment. Instead, when you choose Cancel Invoice, the system applies an "Invoice Cancel" hold to the invoice for your reference. You can release the hold manually in the Invoice Holds window.

CANCELLING ASSOCIATED INVOICES. If you attempt to cancel an invoice that has been partially paid by another payment by using the Cancel Invoice Action, instead of cancelling the invoice, Payables applies an Invoice Cancel hold to the invoice. This hold is manually releasable.

CLEARED PAYMENTS: You cannot void a payment that the bank has already cleared.

PREPAYMENTS: You cannot void payment on a payment document that pays a prepayment that you have applied to an invoice. You must first unapply any prepayments, and then you can void the payment.

Escheating Checks

In the United States, each state has different rules regarding checks that have been issued but which have not cleared. In most cases, the organization that issued the check is required to remit the funds (escheat) to a state tax authority. You can use the following method to create payments for the tax authority.

Prerequisite

- ❑ Complete the due diligence required by the state. For example, try to notify the supplier.

▶ **To pay escheated checks to the state tax authority:**

1. For each supplier for which you will escheat payments, create a new supplier site. Use the tax authority's name and address for the pay site.
2. Void each payment. You may want to add a note in the description of the invoice that it was escheated to the relevant tax authority.Change the invoice pay site to the new tax authority site. Optionally assign a unique Payment Priority or Pay Group.
3. Pay the invoices and provide the necessary documentation to the tax authority.

Reconciling Payments with Oracle Cash Management

With Oracle Cash Management, you can reconcile payments created in Payables to your bank statements. When you reconcile payments using Oracle Cash Management, Cash Management updates the status of Payables payments to Reconciled and, if you enable the Allow Reconciliation Accounting Payables option, creates reconciliation accounting entries for the following:

- the delay in the bank clearing of payments from the time of issuance to the time of reconciliation
- differences between the original payment amount and the cleared payment amount due to exchange rate fluctuations, bank charges, or bank errors
- unreconciled payments

Oracle Public Sector Payables transfers these entries created by Oracle Cash Management to your general ledger when you post payments within Payables.

Attention: You can reconcile foreign currency payments that have no exchange rates. However, Payables will not create reconciliation accounting entries. If you enter the exchange rate in the GL Daily Rates table and then submit the AutoRate program, Payables will automatically create the reconciliation accounting entries for payments that were reconciled without exchange rates.

Prerequisite

❑ If you want Oracle Cash Management to create reconciliation accounting entries when you reconcile your payments, enable the Allow Reconciliation Accounting Payables option. See: Accounting Payables Options: page 2 – 77.

▶ **To set up Payables for use with Oracle Cash Management:**

■ In the Banks window, define the accounts Oracle Cash Management uses for cash clearing, bank charges, bank errors, and for realized gains and realized losses.

Attention: If you enable Automatic Offsets within Payables, you cannot enable the Allow Reconciliation Accounting Payables option or enter the reconciliation accounts in the Banks window. You can still clear payments using Oracle Cash

Management. However, Payables creates no reconciliation accounting entries.

See Also

Posting when you use Oracle Cash Management: page 7 – 18

Defining Banks: page 2 – 115

Foreign Currency Transactions: page 6 – 2

Oracle Cash Management User's Guide

Account Currency. Payables displays the currency code for the bank account.

Allow Zero Payments. If the bank account you choose does not allow zero–amount payments, then you cannot enable this option. If the payment document for the payment batch uses a payment format that is for zero–amount payments only, you cannot disable this check box.

Allow Zero Invoices. If enabled, Payables can select zero–amount invoices for this payment batch. Useful when you want to remove cancelled invoices from your aging. Not updatable after invoice selection for a payment batch.

Audit Required. If enabled, Payables includes in your EFT file instructions to your bank to give you an audit report.

Bank Account. Bank Account from which you will pay for invoices in the payment batch. Your choice of bank account determines the currency that you use to create payments.

Batch Name. Name of the payment batch. Must be unique. This name will help you locate the payment batch later.

Document. Payment Document. For a payment batch, you can only choose a payment document with either a Computer Generated or Combined disbursement type. You cannot use a payment document if it is in use for another payment batch. You must first confirm or cancel the payment batch in progress.

Document Order. Order in which you print your payment documents and review your Preliminary Payment Register: Ascending Postal Code, Descending Postal Code, Supplier Name, or Supplier Number.

Exchange Rate. Payables enters the exchange rate from the GL Daily Rates table if you have selected a Spot, Corporate, or User–defined rate type. If you selected the User rate type, enter your own exchange rate.

If the payment currency and the invoice currency are associated fixed–rate currencies, Payables displays EMU Fixed, and you cannot update this value.

First Document. First document including any setup checks. Payables defaults the next available document number.

Hi Payment Priority/Low Payment Priority. The range between 1 (high) and 99 (low) of payment priorities for the invoices in the payment batch. Payables only selects invoices with a priority in the range you

specify. The default is 1 – 99, which includes priorities for all invoices. You assign payment priorities to invoices when you enter them.

Include Only Due. Enable if you want to override the pay date basis for the supplier site and only pay invoices with due dates on or before the Pay Through Date you enter. Useful when you need to preserve cash and do not want to pay invoices based on their discount dates.

Interval. The number of payments you want to audit if the Audit Required option is enabled and you are using an EFT payment document. Payables includes in your EFT file the payment interval you want the bank to use for the audit report. When the bank creates the audit report, it will list payments made at this interval.

Invoice Count. Total number of invoices paid in this payment batch.

Last Document. Payables displays the number of the last document it will use for the payment batch.

Maximum/Minimum Payment. The range of payment amounts allowed for a single payment in a payment batch. If Payables selects invoices for a supplier site and the total of the invoices is more or less than the Maximum / Minimum Payment, Payables pays no invoices for that supplier site and lists the rejected invoices on the Preliminary Payment Register.

Maximum Outlay. The maximum Payment Total that Payables will pay for this payment batch. If the batch total exceeds this number, you will get a warning, but you can continue processing the payment batch. In the Modify Payment batch window, choose Force for the Pay option to pay invoices.

Negotiable Payment Count. Number of negotiable checks or payments.

Next Step. Payables displays the next stage that should take place in the payment batch process:

> **AutoSelect.** You have committed the payment batch, but Payables has not started selecting invoices.
>
> **Build**. Payment batch is selecting or selected.
>
> **Format.** Payment batch is building, built, modifying, or rebuilding.
>
> **Confirm.** Payables is formatting the payment batch or the payment batch is formatted.
>
> **Remittance Advice.** Payables is confirming the payment batch or the payment batch is confirmed. You can now print separate remittance advice.

Overall Payment Count. Total number of checks including negotiable checks, setup checks and overflow checks.

Pay Group. Payables selects only invoices with this Pay Group. You assign Pay Groups to suppliers and invoices when you enter them.

Pay Through Date. Payables selects all approved and unpaid invoices that have a due date on or before the Pay Through Date. You cannot update this field after invoice selection for a payment batch.

Payment Count. Number of payments created in this payment batch.

Payment Currency. Currency in which invoices will be paid. You can update this field only if the Use Multiple Currencies Payables option is enabled, the bank account is multiple currency, the payment document you selected uses a multiple currency payment format, and Payables has not yet selected invoices for payment. Payables will only select invoices with the payment currency as the payment currency you enter here.

Payment Date. The GL date for the payment distributions and the date you want to appear on the payment document. The date must be in an open accounting period.

Payment Total. Total amount paid in this payment batch.

Payment Method.

- **Check.** A manual payment, a Quick payment, or a check in a payment batch.
- **Electronic.** An EDI payment or an electronic funds transfer file you generate and deliver to your bank to create payments.
- **Wire.** Used to manually record a wire transfer of funds between your bank and your supplier's bank.
- **Clearing.** Used for recording invoice payments to internal suppliers within your organization.
- **Future Dated.** Used to create payments with a future date that instructs your bank when to disburse funds to your supplier's bank. For example, a Bill of Exchange.
- **Manual Future Dated**. Used to disburse funds to a supplier who sends you an invoice with a payment notice attached. You approve the supplier's payment notice, which includes a future payment date, and return it to the supplier.

Rate Type. Type of exchange rate used to convert foreign currency payments into functional currency. Spot, Corporate, and User–defined rates default from the GL Daily Rates table.

- **Spot.** A daily exchange rate which is a quoted market rate.
- **Corporate.** A standard market rate determined by senior management for use throughout your organization.
- **User.** You will enter your own exchange rate.
- **User–defined.** An exchange rate type you define in the Define Daily Conversion Rate Types window.
- **EMU Fixed.** If you use fixed–rate currencies and your Payment Currency and functional currency are different associated fixed–rate currencies, such as Euro and another EMU national currency, Payables displays EMU Fixed as the Rate Type and you cannot update this value.

Reference. If you use Oracle Cash Management for automatic account reconciliation, after the bank sends you its statement, enter the number the bank uses to refer to the EFT payment batch on the statement. Cash Management can then automatically compare the system's EFT payment file information with the bank statement file information when it reconciles your accounts.

Serial Number. Identification number for an Electronic Funds Transfer (EFT) file.

Status. Payables displays the status of the payment batch. Payables displays the status in red if there is an error, for example, if the concurrent manager goes down during a process.

Suggestion: If you are in the Payment batches window and you want to monitor the status of a payment batch that is, choose Refresh Status from the Special menu.

- **Building.** Payables is determining which invoices will be paid by each payment document.
- **Built.** Payables has determined which invoices will be paid with each payment document. You can now review the Preliminary Payment Register, Modify the Payment Batch, or Format the Payment Batch.
- **Cancelled.** You have cancelled the payment batch.
- **Cancelling.** Payables is cancelling the payment batch.
- **Confirmed.** You have confirmed the payment batch.
- **Confirming.** Payables is either confirming or partially confirming the payment batch based on the action you selected in the Confirm Payment Batch window.

- **Formatted.** Payables has completed formatting your payments and has created the output file that you can use to print checks or, if you are making electronic payments, you can deliver the output file to the EDI Gateway or your bank for processing.
- **Formatting.** Payables has created the output file that you can use to print checks or, if you are making EFT payments, you can deliver the output file to your bank for processing.
- **Modified.** Payables has modified the payment batch based on the modifications you made in the Modify Payment Batch window.
- **Modifying.** Payables is modifying the payment batch based on the modifications you made in the Modify Payment Batch window.
- **Rebuilding**. You have modified a payment batch, and Payables is rebuilding the modified payment batch.
- **Restarting.** You have confirmed a partial payment batch and have chosen Restart Payment Batch in the Confirm Payment Batch window. Payables is rebuilding and reformatting the remaining portion of the payment batch.
- **Selected.** Payables has selected invoices that match the payment batch criteria you entered.
- **Selecting.** Payables is selecting invoices that match the payment batch criteria you entered.
- **Unstarted.** The payment batch is unstarted.

Template. If this option is enabled, this payment batch can be used as a template for creating new payment batches. For example, if you regularly create payment batches with the same criteria, you can save the payment batch as a template then later copy it, change the batch name, and use it with minor changes, such as a new Payment Date and Pay Through Date.

Transfer Priority. Bank Charge users only: Indicate the priority for transfer of the electronic payment, Any, Express, or Normal. See: Bank Charges: page 2 – 141.

Voucher Number. If you enable your Sequential Numbering profile option and your system administrator assigns an automatic sequential numbering sequence to the payment method you specify for a payment batch, Payables assigns a unique sequential number as the beginning voucher number for the payment batch and does not allow you to update the number. Payables then prints a unique sequential voucher

number on each payment document and corresponding remittance advice in the payment batch, starting with the first voucher number it assigns.

Payables does not support manual entry of voucher numbers for payment batches when you enable your Sequential Numbering profile option. If your payment method for a payment batch is assigned a manual sequential numbering sequence, Payables displays a warning and does not allow you to create the payment batch.

If you do not enable your Sequential Numbering profile option, you can enter a beginning voucher number that you want Payables to use in a payment batch. Payables prints an incremental, non–validated voucher number on each payment document and corresponding remittance advice in a payment batch.

Buttons

Actions. Opens the Payment Batch Actions window which you can use to perform the next payment batch action such as Modify Payment Batch, Print Preliminary Register, or Cancel Payment Batch.

The Actions button displays the number of records you have selected, and upon which you will perform the action. This button will not appear if you are in inquiry mode.

Copy To. Opens the Copy To window which you use to initiate a new payment batch by using a template of the payment batch(es) you have selected. See: To initiate a payment batch using a template: page 5 – 17. The Copy To button displays the number of records you have selected.

Payments. Opens the Payments window and displays each of the payments in the selected payment batch.

See Also

Paying Invoices in Payment Batches: page 5 – 12

Payment Batch Restrictions: page 5 – 36

Account Currency. Payables displays the currency code for the bank account.

Address. Recipient address on the payment document.

Bank Account. Bank Account from which payment is created. Your choice of bank account and payment document determine the currency that you use to create payments.

Batch Name. If this payment was created in a payment batch, Payables displays the payment batch name.

Cleared Amount. Amount the bank disbursed for the payment on the cleared date.

Cleared Date. Date on which your bank disbursed funds for the payment. This date is assigned manually by you, or automatically by either the Automatic Clearing for Future Dated Payments program, or by Oracle Cash Management.

Cleared Functional Currency. Cleared amount expressed in your functional currency.

Cleared Rate Date. Date the bank used to calculate an exchange rate to disburse funds for a foreign currency payment.

Cleared Rate Type. Exchange rate the bank used to disburse funds for a foreign currency payment.

Country. Country in the recipient address of the payment document.

Document Category. If you use sequential numbering, document category to which this payment document is assigned. You assign document sequences to document categories.

Document Name. Payment Document, for example, check.

Document Number. Payment document number, for example, check number. When you create a payment, Payables enters the next available document number for the payment document.

Functional Amount. Amount of the payment in your functional currency.

Functional Currency. Currency assigned to your set of books.

Maturity Date. If this is a Future Dated payment, the date on which your bank disburses funds for the payment.

Paid To Name. Recipient name on the payment document.

Payment Amount. Amount of the payment in the payment currency.

Payment Curr. Currency in which payment is made. Payables enters the payment currency based on the bank account and payment document you enter.

Payment Date. The GL Date for the payment distributions and the date on the payment document. The date must be in an open accounting period.

Payment Method.

- **Check.** A manual check, a Quick payment, or a check in a payment batch.
- **Electronic.** An electronic funds transfer file you generate and deliver to your bank to create payments, or an EDI payment.
- **Wire.** Used to manually record a wire transfer of funds between your bank and your supplier's bank.
- **Clearing.** Used for recording invoice payments to internal suppliers within your organization.
- **Future Dated.** Used to create payments with a future date that instructs your bank when to disburse funds to your supplier's bank. For example, a Bill of Exchange.
- **Manual Future Dated**. Used to disburse funds to a supplier who sends you an invoice with a payment notice attached. You approve the supplier's payment notice, which includes a future payment date, and return it to the supplier.

Payment Rate. Exchange rate for a foreign currency payment.

Rate Date. Date an exchange rate is effective. Payables uses this date when selecting a date from the GL Daily Rates table.

Rate Type. Rate Type for exchange rate between Payment Currency and functional currency. Payables uses five types of exchange rates:

- **User.** Used to manually enter your own exchange rate during invoice entry or at payment time.
- **Spot.** A daily exchange rate which is a quoted market rate. When you specify a Spot rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **Corporate.** A standard market rate determined by senior management for use throughout your organization. When you specify a Corporate rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.

- **User–defined.** An exchange rate type you define in the Define Daily Conversion Rate Types window. When you specify a User–defined rate type, Payables automatically enters the invoice exchange rate for you from the GL Daily Rates table.
- **EMU Fixed.** If you use fixed–rate currencies and your Payment Currency and functional currency are different associated fixed–rate currencies, such as Euro and an EMU national currency, Payables displays EMU Fixed as the Rate Type and you cannot update this value.

Remit–to Account. The supplier bank account that will receive electronic payments. Payables defaults the value from the scheduled payment. If you enable the Allow Remit–to Account Override Payables option, you can override the defaulted bank account and select a bank account from the list of values. The list of values lists all active bank accounts for the supplier site that use the same currency as the payment.

Sequence Name. If you use sequential numbering, name of a series of sequential numbers assigned to a document category.

Statement Line Number. If the payment has been reconciled in Oracle Cash Management, Payables displays the number of the bank statement line number to which you matched the payment.

Statement Num. If the payment has been reconciled in Oracle Cash Management, Payables displays the number of the bank statement to which you matched the payment.

Status. Payables displays the status of the payment.

- **Negotiable.** The payment is printed and can be cashed by the supplier.
- **Overflow.** Complete remittance information, i.e. invoices paid, did not fit on the actual payment document, and Payables used an overflow payment document to record the additional remittance information. You send to the supplier only the remittance portion of this payment document with any other remittance stubs and the payment. Overflow payment documents are void.
- **Reconciled.** The bank has disbursed funds for the payment, and the payment has been reconciled and matched to a bank statement in Oracle Cash Management. Payables uses this status when the Allow Reconciliation Accounting Payables option is enabled.
- **Set Up.** The payment document was used in payment batch to align checks in a printer, and you have confirmed it as a Setup

check when you confirmed the payment batch. It is non–negotiable.

- **Spoiled.** The payment document was damaged during a payment batch and you have recorded it as Spoiled when you confirmed the payment batch. It is non–negotiable.
- **Stop Initiated.** You have initiated a stop payment on the check.
- **Unconfirmed Set Up.** The payment document was used as a set up check in a payment batch, and you have not yet confirmed the payment batch.
- **Voided.** You have voided the payment, and it is no longer valid for payment.
- **Reconciled But Unaccounted.** The bank has disbursed funds for the payment, and the payment has been reconciled and matched to a bank statement in Oracle Cash Management. Payables uses this status when the Allow Reconciliation Accounting Payables option is disabled.
- **Cleared.** The bank has disbursed funds for the payment, and the payment has been cleared, but not matched to a bank statement within Oracle Cash Management. Payables uses this status when either the Allow Reconciliation Accounting Payables option is enabled.
- **Cleared But Unaccounted.** The bank has disbursed funds for the payment and the payment has been cleared but not matched to a bank statement within Oracle Cash Management. Payables uses this status when the Allow Reconciliation Accounting Payables option is disabled. Payables also uses this status if you clear a future dated payment using either the Automatic Clearing for Future Dated Payments Utility or Oracle Cash Management.

Status Date. Last date on which the payment status was updated.

Supplier Site. Supplier site used as the pay site for the payment.

Supplier. Supplier to whom the payment is made.

Transfer Priority. Bank Charges users only: Indicate the priority for transfer of the electronic payment, Any, Express, or Normal. See: Bank Charges: page 2 – 141.

Type.

- **Manual.** Manual payment, which you use to record a payment you have made outside of Payables. For example, a typed check or wire transfer.

- **Quick.** Quick payment, which is a single computer–generated check.

Voucher Num. If you use voucher numbers, number you assign to a payment document to uniquely identify it. If you use automatic sequential numbering, Payables assigns a voucher number and you cannot update it.

Buttons

Actions... Opens the Payment Actions window for a selected payment(s). You can use this window to perform actions such as Formatting, Printing, and Voiding payments.

Enter/Adjust Invoices. Opens the Select Invoices window. You can use this window to select invoices for payment, and, if the payment is unposted, you can change the invoices associated with the payment.

View Invoices. Opens in the Invoices window of the Payment workbench. This window displays the invoices and prepayments associate with the payment.

Index to Volumes 1 – 2

Numbers

1099
  1096 Form: *Reports* 8 − 37
  1099 Forms Report: *Reports* 8 − 38
  1099 Invoice Exceptions Report: *Reports* 8 − 41
  1099 Payments Report: *Reports* 8 − 42
  1099 Supplier Exceptions Report: *Reports* 8 − 47
  1099 Tape Report: *Reports* 8 − 44
  adjusting amounts: *Invoices* 4 − 56
  golden parachute payments: *Reports* 8 − 39
  overview: *Reports* 8 − 34
  recording payments made outside of Payables: *Invoices* 4 − 56
  recording refunds: *Invoices* 4 − 58
  suppliers: *Supplier* 3 − 7
  Tax Identification Number Letter: *Reports* 8 − 49
  updating 1099 invoices and payments: *Invoices* 4 − 56

1099 form
  defining reporting entities: *Setup* 2 − 54
  recording 1099 information on an invoice: *Invoices* 4 − 54

1099 Tape, exceptions: *Reports* 8 − 45

1099 Tape Report, golden parachute payments: *Reports* 8 − 45

810 inbound. *See* EDI inbound invoices

820 outbound. *See* EDI outbound payments

824 outbound: *Invoices* 4 − 170
  See also Payables Open Interface Outbound Advice

A

account holds: *Appendix* K − 2
  See also holds

Account method of assigning taxes: *Invoices* 4 − 38

Account Overlay feature in Payables Open Interface Import: *Appendix* I − 38

Account Segments for Expense Reporting window: *Setup* 2 − 148

accounting, Payables options: *Setup* 2 − 77

Accounting Calendar window: *Setup* 2 − 4

accounting cycle. *See* accounting periods

accounting method
  accrual, cash, or combined: *Setup* 2 − 74
  overview: *Setup* 2 − 71
  setting up: *Setup* 2 − 74

Accounting Methods Payables option: *Setup* 2 − 79

accounting periods. *See* periods

accounts
Account Default Hierarchy Chart: *Appendix* E − 9
Account Overlay in Payables Open Interface Import: *Appendix* I − 38
defining accrual and variance accounts: *Invoices* 4 − 90
deriving tax from natural account: *Invoices* 4 − 38
invalid: *Reports* 8 − 128
suspense: *Mult Curr* 6 − 9

Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132

Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134

Accounts Payable Trial Balance Report: *Reports* 8 − 137

accrual, receipt accrual: *Invoices* 4 − 91

accrual accounts, defining: *Invoices* 4 − 90

accrual basis accounting: *Setup* 2 − 71
posting: *Posting* 7 − 19

Accrual Write−Offs window: *Invoices* 4 − 91

Actual Invoice Sweep Report: *Reports* 8 − 15

Additional Pay Through Days Payables option: *Setup* 2 − 95

addresses
changing addresses on manual payments: *Payments* 5 − 62
flexible address formats: *Setup* 2 − 7
printing labels in Japanese address format: *Reports* 8 − 27, 8 − 31

adjusting
GL Dates on invoices: *Invoices* 4 − 196
GL dates with the Unposted Invoice Sweep Program: *Reports* 8 − 15
Invoice Adjustment Chart: *Invoices* 4 − 208
invoice amounts: *Invoices* 4 − 195
invoice batches: *Invoices* 4 − 193
Invoice Distribution Adjustment Chart: *Invoices* 4 − 211
invoice distributions: *Invoices* 4 − 197, 4 − 198
invoice exchange rates: *Invoices* 4 − 196
invoices: *Invoices* 4 − 194
payments: *Payments* 5 − 62
Prepayment Adjustment Chart: *Invoices* 4 − 210
prepayments: *Invoices* 4 − 197
scheduled payments: *Invoices* 4 − 203
supplier's tax status: *Supplier* 3 − 38
suppliers: *Supplier* 3 − 36

advances. *See* prepayments

Aging Periods window: *Setup* 2 − 150

Alert. *See* Oracle Alert

alerts: *Appendix* F − 2

Allow Address Change Payables option: *Setup* 2 − 96

Allow Adjustments to Paid Invoices Payables option: *Setup* 2 − 87

Allow Calculation Level Override Payables option: *Setup* 2 − 89

Allow Distribution Level Matching Payables option: *Setup* 2 − 92

Allow Document Category Override Payables option: *Setup* 2 − 87, 2 − 95

Allow Final Matching Payables option: *Setup* 2 − 92

Allow Interest Invoices Payables option: *Setup* 2 − 85

Allow Interest Invoices supplier default: *Supplier* 3 − 22, 3 − 23

Allow Manual Withholding Payables option: *Setup* 2 − 102

Allow Matching Account Override Payables option: *Setup* 2 − 92

Allow Online Approval Payables option: *Setup* 2 − 87

Allow Override Payables option: *Setup* 2 − 91

Allow Override supplier default: *Supplier* 3 − 21

Allow Pre−Date Payables option: *Setup* 2 − 96

Allow Print Payables option: *Setup* 2 − 95

Allow Remit−to Account Override Payables option: *Setup* 2 − 96

Allow Void and Reissue Payables option: *Setup* 2 − 96

alternate address: *Appendix* B − 5

alternate fields
  banks: *Appendix* B − 4
  supplier: *Appendix* B − 4

Always Take Discount Financials option: *Setup* 2 − 68

AP Accounting Periods window: *Setup* 2 − 143

AP role, setting up: *Setup* 2 − 174

AP_WEB_SIGNING_LIMITS table: *Setup* 2 − 181

APERAK outbound: *Invoices* 4 − 170
  See also Payables Open Interface Outbound Advice

Apply Advances Payables option: *Setup* 2 − 84

Apply Prepayments window: *Invoices* 4 − 113

Apply Withholding Tax Payables option: *Setup* 2 − 102

Apply/Unapply Prepayments window: *Invoices* 4 − 110

applying holds: *Invoices* 4 − 59

approval
  automating: *Invoices* 4 − 71
  defining approval codes: *Setup* 2 − 33
  enabling online approval: *Setup* 2 − 87
  invoice batches: *Invoices* 4 − 70
  Matching Hold Detail Report: *Reports* 8 − 77
  overview: *Invoices* 4 − 68
  Payables Approval Report: *Reports* 8 − 84
  signing limits: *Setup* 2 − 53
  submitting batch: *Invoices* 4 − 71
  submitting online: *Invoices* 4 − 69

asset invoices: *Invoices* 4 − 79

Assets. *See* Oracle Assets

assets, Mass Additions Create Program: *Reports* 8 − 14

attachments: *Appendix* D − 2

attributes, setting workflow activity attributes: *Setup* 2 − 177

auditing
  Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
  AuditTrail program: *Other Topics* 10 − 2
  Invoice Audit Listing: *Reports* 8 − 69
  Invoice Audit Report: *Reports* 8 − 70
  Supplier Audit Report: *Supplier* 3 − 46
  Tax Audit Trail Report: *Reports* 8 − 97

AuditTrail
  overview: *Other Topics* 10 − 2
  profile option: *Appendix* B − 9
  Tax Audit Trail Report: *Reports* 8 − 97

AutoApproval. *See* Payables Approval program

Automatic Clearing for Future Dated Payments Utility and Report: *Payments* 5 − 56

Automatic Interest
  payments: *Other Topics* 10 − 9
  restrictions: *Other Topics* 10 − 11
  stopping payments: *Other Topics* 10 − 11
  voiding payments: *Other Topics* 10 − 11

Automatic Offset Method Payables option: *Setup* 2 − 77

Automatic Offsets
  correcting invalid distributions: *Other Topics* 10 − 20
  enabling: *Other Topics* 10 − 22
  fund accounting with: *Other Topics* 10 − 12
  future dated payments: *Payments* 5 − 55
  invoice adjustments: *Other Topics* 10 − 16
  invoice processing: *Other Topics* 10 − 14
  offsetting cash accounts: *Other Topics* 10 − 18
  offsetting discount accounts and entries: *Other Topics* 10 − 19
  offsetting liability accounts: *Other Topics* 10 − 14
  overview: *Other Topics* 10 − 12
  payment processing: *Other Topics* 10 − 17
  pooled and non−pooled bank accounts: *Other Topics* 10 − 17
  posting: *Other Topics* 10 − 20
  prepayments: *Other Topics* 10 − 15
  prorating tax, freight and miscellaneous expenses: *Other Topics* 10 − 16

restrictions: *Other Topics* 10 − 21
viewing Liability Accounting Flexfields: *Reports* 8 − 64

Automatic Payment Programs window: *Setup* 2 − 103, 2 − 104

automatic tax calculation
calculation level: *Other Topics* 10 − 33
disabling: *Other Topics* 10 − 36
enabling: *Setup* 2 − 89
Invoice Tax Payables options: *Setup* 2 − 88
overview: *Other Topics* 10 − 33
setting up: *Other Topics* 10 − 35
suppliers and supplier sites options: *Supplier* 3 − 20
using to enter tax on invoices: *Invoices* 4 − 43

automatic withholding tax. *See* withholding taxes

Automatically Create Employee as Supplier Payables option: *Setup* 2 − 84

Automatically Create Freight Distribution Payables option: *Setup* 2 − 87

AutoRate program
initiating: *Mult Curr* 6 − 11
Payment Distribution Report: *Reports* 8 − 116
undistributed payments: *Mult Curr* 6 − 11
Undistributed Payments Report: *Reports* 8 − 128

Avery brand mailing labels: *Reports* 8 − 27

AWT Certificate Types QuickCode: *Setup* 2 − 42

AWT Rate Types QuickCode: *Setup* 2 − 42

B

balances, calculating for a supplier or supplier site: *Invoices* 4 − 191

Bank Account Listing: *Reports* 8 − 164

Bank Account Payables option: *Setup* 2 − 94

bank accounts
See also banks
multi−currency: *Setup* 2 − 107
supplier remit−to bank account: *Supplier* 3 − 15

Bank Accounts window: *Setup* 2 − 126

Bank Charge Bearer Payables option: *Setup* 2 − 97

bank charges
enabling: *Setup* 2 − 96
overview: *Setup* 2 − 141
restriction on discounts if using: *Invoices* 4 − 78

Bank Transaction Codes window
defining transaction codes: *Setup* 2 − 142
navigating from Bank Accounts window: *Setup* 2 − 131

banks
assigning bank accounts to suppliers: *Supplier* 3 − 15
assigning to suppliers: *Supplier* 3 − 15
country specific validation: *Setup* 2 − 135
defining bank accounts: *Setup* 2 − 117
defining banks: *Setup* 2 − 115
defining foreign currency bank accounts: *Setup* 2 − 121
defining multiple currency bank accounts: *Setup* 2 − 120, 2 − 127
overview: *Setup* 2 − 114
payment documents: *Setup* 2 − 122
Remit−to Bank at scheduled payment: *Invoices* 4 − 76

Banks window
defining a basic bank account for disbursements: *Setup* 2 − 118
defining a basic bank account for receipts: *Setup* 2 − 117
defining a customer bank account: *Setup* 2 − 118
defining a foreign currency bank account: *Setup* 2 − 121
defining a multiple currency bank account: *Setup* 2 − 120
defining a payment document: *Setup* 2 − 122
defining a supplier bank account: *Setup* 2 − 119
entering a basic bank: *Setup* 2 − 116
inactivating a payment document: *Setup* 2 − 123

voiding a range of payment documents: *Setup* 2 − 123
window reference: *Setup* 2 − 124

basic invoices: *Invoices* 4 − 2

Batch Control Report by Batch Name: *Reports* 8 − 60

Batch Control Report by Entered By: *Reports* 8 − 60

bill of exchange: *Payments* 5 − 50

budgetary control
checking funds: *Other Topics* 10 − 39
encumbrance: *Other Topics* 10 − 42
invoice approval: *Other Topics* 10 − 40
overview: *Other Topics* 10 − 38

Budgetary Control Group profile option: *Appendix* B − 8

Budgetary Control holds: *Appendix* K − 3

Budgetary Control Transactions window: *Other Topics* 10 − 40

Business Group Financials option: *Setup* 2 − 66

buttons, disabling: *Appendix* C − 2

C

Calculate Amount button: *Setup* 2 − 182

Calculate Balance Owed window: *Invoices* 4 − 191
calculating a supplier or supplier site balance: *Invoices* 4 − 192
calculating a supplier or supplier site balance in a foreign currency: *Invoices* 4 − 192

Calculate Now button: *Other Topics* 10 − 34

Calculation Level, Automatic Tax Calculation Level: *Other Topics* 10 − 33

Calculation Level Payables option: *Setup* 2 − 89

Calculation Level supplier default: *Supplier* 3 − 20

calendars
accounting calendar: *Setup* 2 − 4
Accounting Calendar window: *Setup* 2 − 4
special calendar: *Setup* 2 − 152

cancelling
concurrent requests: *Reports* 8 − 4
invoices: *Invoices* 4 − 204
Matching Hold Detail Report: *Reports* 8 − 78
purchase order matched invoices: *Invoices* 4 − 204
reversing distributions: *Invoices* 4 − 204
withholding tax invoices: *Invoices* 4 − 204
payment batches: *Payments* 5 − 33
prepayments: *Invoices* 4 − 114

cash basis accounting
posting: *Posting* 7 − 22
setting up: *Setup* 2 − 71

cash clearing account, posting: *Posting* 7 − 31, 7 − 32

Cash Clearing Payables option: *Setup* 2 − 78

Cash Management. *See* Oracle Cash Management

cash management
Cash Requirement Report: *Reports* 8 − 104
Discounts Available Report: *Reports* 8 − 107
Discounts Taken and Lost Report: *Reports* 8 − 109

Cash Requirement Report: *Reports* 8 − 104

chart of accounts: *Setup* 2 − 4

charts
Account Default Hierarchy Chart: *Appendix* E − 9
Bank Account Validation by Country Chart: *Setup* 2 − 137
Bank Branch Validation by Country Chart: *Setup* 2 − 135
Invoice Adjustment Chart: *Invoices* 4 − 208
Invoice and Invoice Batch Hierarchy Chart: *Appendix* E − 2
Invoice Approval Codes (Holds and Releases) Chart: *Setup* 2 − 33
Invoice Distribution Adjustment Chart: *Invoices* 4 − 211
Invoice Variances Chart: *Invoices* 4 − 87
Payables Encumbrances for Purchase Order Matched Invoices: *Other Topics* 10 − 42

Payment and Payment Batch Hierarchy Chart: *Appendix* E − 6
payment batch troubleshooting chart: *Payments* 5 − 32
Prepayment Adjustment Chart: *Invoices* 4 − 210
reasons an invoice may not be paid in a payment batch: *Payments* 5 − 32
Setting Up Oracle Payables Chart: *Setup* 2 − 2
summary of approval hold codes: *Appendix* K − 2

checking funds for invoices and invoice distributions: *Other Topics* 10 − 39

checks
See also payment documents
escheating: *Payments* 5 − 69
printing: *Payments* 5 − 22

clearing payment method: *Payments* 5 − 7

Closed for Invoice purchase orders: *Invoices* 4 − 12

closing accounting periods: *Setup* 2 − 145

combined basis accounting: *Setup* 2 − 71
posting: *Posting* 7 − 25

Combined Filing Program Payables option: *Setup* 2 − 97

Concurrent Programs window
assigning printers to payment programs: *Setup* 2 − 104
customizing the Automatic Payment Program: *Setup* 2 − 236
registering payment programs: *Setup* 2 − 104
setting your payment format to ignore a country code: *Setup* 2 − 235

concurrent requests
cancelling: *Reports* 8 − 4
monitoring: *Reports* 8 − 5
submitting: *Reports* 8 − 2
viewing the status of: *Reports* 8 − 5

Concurrent Requests Summary window: *Reports* 8 − 4
printing checks: *Payments* 5 − 22

Confirm Date as Invoice Number Payables option: *Setup* 2 − 86

confirming payment batches: *Payments* 5 − 22

controlling period statuses: *Setup* 2 − 143

controls
Batch Control Report by Batch Name: *Reports* 8 − 60
Prompt Payment Act: *Other Topics* 10 − 7
tax control methods: *Invoices* 4 − 36

conversion rate types: *Setup* 2 − 4

Copy To window, initiating a payment batch using a template: *Payments* 5 − 17

Countries and Territories window: *Setup* 2 − 112

country
bank account validation by country: *Setup* 2 − 137
bank branch validation by country: *Setup* 2 − 135
Default Country profile option: *Appendix* B − 9
suppressing on supplier mailing labels: *Reports* 8 − 28, 8 − 32
Tax Registration Number validation by country: *Supplier* 3 − 44
Taxpayer ID validation by country: *Supplier* 3 − 43

country code, suppressing in payment address: *Setup* 2 − 235

Create Invoices window: *Invoices* 4 − 101

Create Withholding Invoice Payables option: *Setup* 2 − 102

Credit Card Code Sets window: *Setup* 2 − 199
defining credit card code sets: *Setup* 2 − 199
window reference: *Setup* 2 − 201

Credit Card GL Account Sets window: *Setup* 2 − 204
defining credit card GL account sets: *Setup* 2 − 204

Credit Card Invoice Interface Summary: *Reports* 8 − 12

Credit Card Profiles window: *Setup* 2 − 205
defining credit card profiles: *Setup* 2 − 205

window reference: *Setup* 2 − 207

Credit Card Programs window: *Setup* 2 − 202
setting up credit card programs: *Setup* 2 − 202
window reference: *Setup* 2 − 203

Credit Card Transaction Employee workflow: *Setup* 2 − 212; *Invoices* 4 − 93

Credit Card Transaction Interface Tables, loading with SQL*Loader: *Appendix* J − 6

Credit Card Transaction Manager workflow: *Setup* 2 − 218; *Invoices* 4 − 94

Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9

Credit Card Transactions window: *Invoices* 4 − 94
updating credit card transactions: *Invoices* 4 − 94

credit cards
adjusting credit card transaction data: *Invoices* 4 − 94
building accounts: *Setup* 2 − 207
credit card code sets: *Setup* 2 − 199
credit card GL account sets: *Setup* 2 − 204
Credit Card Invoice Interface Summary: *Reports* 8 − 12
credit card profiles: *Setup* 2 − 205
credit card programs: *Setup* 2 − 202
Credit Card Transaction Employee workflow: *Setup* 2 − 212
Credit Card Transaction Interface table: *Appendix* J − 2
Credit Card Transaction Manager Workflow: *Setup* 2 − 218
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Credit Cards window: *Setup* 2 − 210
loading the transaction data with SQL*Loader: *Appendix* J − 6
overview: *Invoices* 4 − 93
setting up (overview): *Setup* 2 − 196
transaction status: *Setup* 2 − 212

Credit Cards window: *Setup* 2 − 210
defining credit cards: *Setup* 2 − 210
window reference: *Setup* 2 − 211

Credit Memo Matching Report: *Reports* 8 − 61

credit memos
approving related invoices: *Invoices* 4 − 26
clearing unused: *Invoices* 4 − 27
Credit Memo Matching Report: *Reports* 8 − 61
matching to purchase orders and invoices: *Invoices* 4 − 23
overview: *Invoices* 4 − 22
Prepayments Status Report: *Reports* 8 − 87
price corrections: *Invoices* 4 − 14
voucher numbers. *See* voucher numbers

credits
identifying unused credits: *Payments* 5 − 20
recording for one−time 1099 suppliers: *Invoices* 4 − 58

Currencies window: *Setup* 2 − 4

currency
See also multi−currency
defining: *Setup* 2 − 4
Payables options: *Setup* 2 − 82

customizing supplier notices: *Setup* 2 − 226

D

daily rates: *Setup* 2 − 4; *Invoices* 4 − 29

debit memos
approving related invoices: *Invoices* 4 − 26
clearing unused: *Invoices* 4 − 27
matching to purchase orders and invoices: *Invoices* 4 − 23
overview: *Invoices* 4 − 22
Prepayments Status Report: *Reports* 8 − 87
price corrections: *Invoices* 4 − 14
voucher numbers. *See* voucher numbers

Default Country profile option: *Appendix* B − 9

defaults
Account Default Hierarchy Chart: *Appendix* E − 9
Invoice Hierarchy Chart: *Appendix* E − 2
Payment Hierarchy Chart: *Appendix* E − 6

descriptive flexfields: *Setup* 2 − 8

detail journal entries, creating: *Posting* 7 − 32

disabling, automatic tax calculation: *Other Topics* 10 − 36

Disbursement Type QuickCode: *Setup* 2 − 43

Disbursement types, entering in Payment Document window: *Setup* 2 − 132

Discount Distribution Method Payables option: *Setup* 2 − 94

Discount Taken GL Account Financials option: *Setup* 2 − 63

discounts
  on credit and debit memos: *Invoices* 4 − 23
  overview: *Invoices* 4 − 78
  restrictions on prepayments: *Invoices* 4 − 78

Discounts Available Report: *Reports* 8 − 107

Discounts Taken and Lost Report: *Reports* 8 − 109

Distribute Employee Credit Card Transaction Verifications workflow: *Setup* 2 − 212; *Invoices* 4 − 93; *Reports* 8 − 21

Distribute Manager Card Transaction Approvals workflow: *Setup* 2 − 218; *Invoices* 4 − 94; *Reports* 8 − 22

Distribution Amounts Include Tax Payables option: *Setup* 2 − 91

Distribution Amounts Include Tax supplier default: *Supplier* 3 − 22

Distribution Set Listing: *Reports* 8 − 166

Distribution Set supplier default: *Supplier* 3 − 14

Distribution Sets window
  creating a Full Distribution Set: *Setup* 2 − 39
  creating a project−related Distribution Set: *Setup* 2 − 40
  creating a Skeleton Distribution Set: *Setup* 2 − 40

distributions. *See* invoice distributions; payment distributions

Distributions window
  See also invoice distributions
  adding invoice distributions to an existing invoice: *Invoices* 4 − 200
  attachments: *Appendix* D − 2
  entering distributions manually: *Invoices* 4 − 5
  entering offset taxes: *Invoices* 4 − 48
  prorating tax: *Invoices* 4 − 47
  reversing invoice distributions: *Invoices* 4 − 201
  updating invoice distributions: *Invoices* 4 − 198
  window reference: *Invoices* 4 − 235

document categories: *Setup* 2 − 155

document sequences: *Setup* 2 − 156

due date: *Invoices* 4 − 75

duplicate invoices: *Invoices* 4 − 206

E

EDI (Electronic Data Interchange)
  applying holds to EDI invoices: *Supplier* 3 − 18
  supplier information: *Supplier* 3 − 19

EDI Gateway. *See* Oracle EDI Gateway

EDI Gateway Program: *Invoices* 4 − 165

EDI inbound invoices
  824/APERAK outbound notification advice: *Invoices* 4 − 165
  Payables Open Interface Import, overview: *Invoices* 4 − 163
  Payables Open Interface tables: *Appendix* I − 2

EDI Invoice Inbound Set: *Invoices* 4 − 165

EDI outbound payments
  formatting payment batches: *Payments* 5 − 20
  overview: *Payments* 5 − 47
  troubleshooting payment batches: *Payments* 5 − 49

EFT (Electronic Funds Transfer). *See* EDI inbound invoices; EDI outbound payments;

EFT payments without EDI Gateway; Payables Open Interface Outbound Advice

EFT payments without EDI Gateway
formatting payment batches: *Payments* 5 − 20
overview: *Payments* 5 − 44

EFT User Number Payables option: *Setup* 2 − 94

electronic data interchange (EDI). *See* EDI inbound invoices; EDI outbound payments; EFT payments without EDI Gateway; Payables Open Interface Outbound Advice

Electronic payments
See also EDI outbound payments; EFT payments without EDI Gateway
overview: *Payments* 5 − 44

Employee Listing: *Reports* 8 − 167

Employee Numbering Method Financials option: *Setup* 2 − 66

employees
entering employees as suppliers: *Supplier* 3 − 8
expense reports. *See* expense reports

encumbrance
accounting: *Other Topics* 10 − 42
purchase orders: *Appendix* H − 17

encumbrance accounting, final matching: *Invoices* 4 − 19

Encumbrance Financials option: *Setup* 2 − 64

Encumbrance Type Financials option: *Setup* 2 − 64

Enforce PO Tax Name Payables option: *Setup* 2 − 100

Enforce Tax From Account Payables option: *Setup* 2 − 99

Enter Person window: *Setup* 2 − 6

Enter Receipts window
Calculate Amount button: *Setup* 2 − 182
flexfields: *Setup* 2 − 182

ERS (Evaluated receipt settlement): *Supplier* 3 − 27

ERS (evaluated receipt settlement). *See* payment on receipt

escheating checks: *Payments* 5 − 69

EU (European Union)
Intra−EU VAT Audit Trail: *Reports* 8 − 94
VAT (Value Added Tax): *Invoices* 4 − 36
VAT Member State Code for EU country: *Setup* 2 − 112

Euro. *See* fixed−rate currencies

evaluated receipt settlement. *See* payment on receipt

Evergreen Check Laser Format, setting up: *Setup* 2 − 235

Excel, expense report spreadsheet: *Setup* 2 − 188

exceptions
resolving for Payables Invoice Import: *Invoices* 4 − 153
resolving for Payables Open Interface Import: *Invoices* 4 − 169

Exchange Rate Type Payables option: *Setup* 2 − 82

exchange rates
adjusting: *Invoices* 4 − 196
AutoRate: *Mult Curr* 6 − 11
AutoRate entry: *Invoices* 4 − 29
entry types: *Mult Curr* 6 − 5
fixed exchange rates: *Mult Curr* 6 − 7
GL Daily Rates Table entry: *Invoices* 4 − 29
Journals: Display Inverse Rate profile option: *Appendix* B − 8
manual entry: *Invoices* 4 − 28
overview: *Invoices* 4 − 28; *Mult Curr* 6 − 2
types: *Mult Curr* 6 − 6

Exclude Tax From Discount Calculation Payables option: *Setup* 2 − 88

Expense Check Address Financials option: *Setup* 2 − 66

Expense Distribution Detail Report: *Reports* 8 − 62
format: *Setup* 2 − 148
setting up: *Setup* 2 − 148

Expense Interest Invoice Amount Payables option: *Setup* 2 − 86

Expense Invoice Interest Account Payables option: *Setup* 2 − 86

expense report, holds: *Invoices* 4 − 124

Expense Report Template Listing: *Reports* 8 − 172

Expense Report Templates window
  deactivating an expense report template: *Setup* 2 − 47
  defining an expense report template: *Setup* 2 − 46
  window reference: *Setup* 2 − 47

expense reporting. *See* Oracle Web Employees expense reporting

Expense Reporting workflow: *Setup* 2 − 166
  activity description: *Setup* 2 − 166

expense reports
  See also Oracle Web Employees expense reporting
  adjusting: *Invoices* 4 − 127
  advances: *Invoices* 4 − 125
  applying prepayments: *Invoices* 4 − 112
  entering in Payables: *Invoices* 4 − 121
  entering taxes on expense reports: *Invoices* 4 − 49
  Expense Report Template Listing: *Reports* 8 − 172
  foreign currency: *Invoices* 4 − 124
  Oracle Web Employees, setting up templates: *Setup* 2 − 46
  overview: *Invoices* 4 − 118
  Payables Invoice Import: *Invoices* 4 − 143
  Payables Invoice Import Exceptions Report: *Invoices* 4 − 156
  Payables options: *Setup* 2 − 83
  paying: *Invoices* 4 − 131
  restrictions: *Invoices* 4 − 123
  reviewing: *Invoices* 4 − 127
  sequential numbering: *Setup* 2 − 154
  setting up spreadsheet for Web Employees: *Setup* 2 − 188
  templates
    deactivating: *Setup* 2 − 47
    defining: *Setup* 2 − 46
    overview: *Setup* 2 − 46
  Undistributed Payments Report: *Reports* 8 − 128

Expense Reports window
  applying a hold to an expense report: *Invoices* 4 − 125
  applying an advance against an expense report: *Invoices* 4 − 126
  entering a basic expense report: *Invoices* 4 − 122
  entering an expense report in a foreign currency: *Invoices* 4 − 124
  entering taxes on expense reports: *Invoices* 4 − 49
  reviewing or modifying a Payables expense report: *Invoices* 4 − 127
  reviewing or modifying an Oracle Projects expense report: *Invoices* 4 − 128
  reviewing or modifying an Oracle Web Employees expense report: *Invoices* 4 − 129
  window reference: *Invoices* 4 − 132

F

factors: *Supplier* 3 − 9

fields
  adjusting Web Employees credit card field names: *Setup* 2 − 224
  adjusting Web Employees expense report field names: *Setup* 2 − 193

final matching purchase orders: *Invoices* 4 − 18

Final Payment Register: *Payments* 5 − 34; *Reports* 8 − 110

Final Purge Statistics Report: *Resource M* 9 − 15

Final Purged Listings: *Resource M* 9 − 14

Financial Options window: *Setup* 2 − 62

Financials options
  Accounting region: *Setup* 2 − 63
  defining: *Setup* 2 − 62
  Encumbrance region: *Setup* 2 − 64

Human Resources region: *Setup* 2 − 66
overview: *Setup* 2 − 61
Supplier Entry region: *Setup* 2 − 69
Supplier−Payables region: *Setup* 2 − 67
Supplier−Purchasing region: *Setup* 2 − 68
Tax region: *Setup* 2 − 70
window reference: *Setup* 2 − 63

Find Approver method, choosing: *Setup* 2 − 175

Find Invoice Batches window: *Invoices* 4 − 184

Find Invoice Distributions window: *Invoices* 4 − 187

Find Invoices to Apply window: *Invoices* 4 − 115

Find Invoices to Match window: *Invoices* 4 − 25

Find Invoices window: *Invoices* 4 − 184, 4 − 186

Find Payments window: *Payments* 5 − 60

Find Prepayments to Apply window: *Invoices* 4 − 115

Find Purchase Orders to Match window: *Invoices* 4 − 13, 4 − 14

Find Suppliers window: *Supplier* 3 − 35

finding. *See* inquiry

fixed−rate payments
accounting for: *Mult Curr* 6 − 9
overview: *Mult Curr* 6 − 7
paying invoices in a different fixed−rate currency: *Mult Curr* 6 − 8
restrictions: *Mult Curr* 6 − 10
Rounding account: *Mult Curr* 6 − 9

flexfields
See also Oracle Applications Flexfields Guide
customizing for Web Employees Enter Receipts window: *Setup* 2 − 183
defining: *Setup* 2 − 8
defining for Enter Receipts window: *Setup* 2 − 184
Enter Receipts window: *Setup* 2 − 182
Expense Reports window: *Setup* 2 − 182
invoice payments, setting up: *Setup* 2 − 229
scheduled payments, setting up: *Setup* 2 − 229

flexible address formats: *Setup* 2 − 7
See also Oracle Receivables User's Guide

FOB (Free on Board) Financials option: *Setup* 2 − 68

FOB (Free on Board) QuickCode: *Setup* 2 − 42

folders
customizing: *WB* 1 − 2
Folders:Allow Customization profile option: *Appendix* B − 9

foreign currency
See also fixed−rate payments; multi−currency
AutoRate program: *Mult Curr* 6 − 11
bank accounts: *Setup* 2 − 121
entering invoices: *Invoices* 4 − 28
overview: *Mult Curr* 6 − 2
payments: *Payments* 5 − 38; *Mult Curr* 6 − 4
reporting: *Mult Curr* 6 − 6
setting up: *Mult Curr* 6 − 3
stopping or voiding payments: *Payments* 5 − 41

foreign currency assets, mass additions: *Reports* 8 − 14

freight
entering on invoices: *Invoices* 4 − 53
prorating freight charges: *Invoices* 4 − 7

Freight Account Payables option: *Setup* 2 − 87

Freight Terms Financials option: *Setup* 2 − 69

Freight Terms QuickCode: *Setup* 2 − 42

Freight window: *Invoices* 4 − 53

Full Distribution Set, creating: *Setup* 2 − 39

function security: *Appendix* C − 2

Fund Accounting. *See* Automatic Offsets

funds checking for invoices and invoice distributions: *Other Topics* 10 − 39

funds holds: *Appendix* K − 3
See also holds

future dated payments
Automatic Clearing: *Payments* 5 − 56
Automatic Offsets: *Payments* 5 − 55
method: *Payments* 5 − 50

paying: *Payments* 5 − 52
payment formats: *Setup* 2 − 109
posting: *Payments* 5 − 54; *Posting* 7 − 31
recurring invoices: *Payments* 5 − 54
setting up: *Payments* 5 − 51
voiding or stopping: *Payments* 5 − 53
voucher numbers. *See* voucher numbers

Future Period holds: *Appendix* K − 9

Future Period Limit Financials option: *Setup* 2 − 63

G

Gain/Loss Accounts Payables option: *Setup* 2 − 83

gains and losses: *Mult Curr* 6 − 5
during posting: *Posting* 7 − 25

General Ledger. *See* USSGL (US Standard General Ledger)

GL Accounts
building for credit card transactions: *Setup* 2 − 207
updating invalid payment distribution: *Payments* 5 − 64

GL accounts, adjusting: *Invoices* 4 − 208

GL Daily Rates table: *Invoices* 4 − 29

GL Date Basis Payables option: *Setup* 2 − 87

GL dates
adjusting on an invoice: *Invoices* 4 − 196
invoice distributions: *Invoices* 4 − 236
overview: *Posting* 7 − 4
Unposted Invoice Sweep Program: *Reports* 8 − 15

GL Set of Books Name profile option: *Appendix* B − 8

GL_INTERFACE table: *Posting* 7 − 3, 7 − 8

golden parachute payments: *Reports* 8 − 39
1099 tape report: *Reports* 8 − 45

GUI Payables: *WB* 1 − 2

H

headings, common report headings: *Reports* 8 − 7

Hold Unmatched Expense Report Invoices Payables option: *Setup* 2 − 84

Hold Unmatched Invoices Financials option: *Setup* 2 − 69

Hold Unmatched Invoices option: *Supplier* 3 − 17

Hold window of the Payment workbench: *Payments* 5 − 67

Holds, Oracle Alert notices: *Appendix* F − 2

holds
account holds: *Appendix* K − 2
applying: *Invoices* 4 − 59
applying to a scheduled payment: *Invoices* 4 − 60
applying to a supplier site: *Invoices* 4 − 61
applying to an invoice: *Invoices* 4 − 60
applying to expense reports: *Invoices* 4 − 124
approval codes: *Appendix* K − 2
Can't Close PO hold: *Invoices* 4 − 19
codes: *Setup* 2 − 33
defining: *Setup* 2 − 33
Final Matching hold: *Invoices* 4 − 19
funds holds chart: *Appendix* K − 3
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Approval Report: *Reports* 8 − 84
Invoice Cancel: *Payments* 5 − 68
invoice holds chart: *Appendix* K − 4
Invoice Holds window reference: *Invoices* 4 − 218
Invoice on Hold Report: *Reports* 8 − 73
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
matching holds chart: *Appendix* K − 5
miscellaneous holds chart: *Appendix* K − 9
overview: *Invoices* 4 − 59
Posting Hold Report: *Reports* 8 − 144
releasing holds: *Invoices* 4 − 63
releasing holds from prepayments: *Invoices* 4 − 110
releasing in the Invoice Actions window: *Invoices* 4 − 65

releasing scheduled payment holds: *Invoices* 4 − 65
releasing supplier holds: *Invoices* 4 − 66
restrictions on releasing: *Invoices* 4 − 66
summary of approval hold codes: *Appendix* K − 2
supplier holds: *Supplier* 3 − 17
system holds: *Invoices* 4 − 66
types: *Invoices* 4 − 59
variance holds chart: *Appendix* K − 8

I

icons
saving invoices on the Navigator: *Invoices* 4 − 185
saving payments on the Navigator: *Payments* 5 − 60

implementation. *See* setting up

inbound invoices. *See* EDI inbound invoices

income tax, entering on invoices: *Invoices* 4 − 54

Income Tax Region Payables option: *Setup* 2 − 98

Income Tax Regions window: *Setup* 2 − 58
window reference: *Setup* 2 − 59

income taxes
See also 1099 form; taxes; withholding taxes
defining income tax regions: *Setup* 2 − 57

inquiry
invoice batches: *Invoices* 4 − 184
invoice distributions: *Invoices* 4 − 187
invoices: *Invoices* 4 − 184
invoices to apply to prepayments: *Invoices* 4 − 114
payment batches: *Payments* 5 − 26
payments: *Payments* 5 − 60, 5 − 61
prepayments to apply to invoices: *Invoices* 4 − 114
suppliers: *Supplier* 3 − 35

integration
credit cards: *Invoices* 4 − 93
General Ledger, posting: *Posting* 7 − 15
multiple organization support: *Setup* 2 − 239; *Supplier* 3 − 4
non−Oracle general ledger systems: *Posting* 7 − 15
Oracle Alert: *Appendix* F − 2
Oracle Assets: *Invoices* 4 − 79
Oracle Cash Management: *Payments* 5 − 70
Oracle EDI Gateway, EDI outbound payments: *Payments* 5 − 47
Oracle General Ledger: *Posting* 7 − 2, 7 − 3
daily rates: *Invoices* 4 − 29
interface table: *Posting* 7 − 3, 7 − 8
statistical quantities: *Posting* 7 − 6
Oracle Inventory: *Invoices* 4 − 97
Oracle Projects: *Invoices* 4 − 81, 4 − 128, 4 − 145
Oracle Purchasing: *Invoices* 4 − 82
Oracle Web Employees: *Invoices* 4 − 129, 4 − 143
Oracle Web Employees expense reporting: *Invoices* 4 − 139
Oracle Web Employees procurement cards: *Invoices* 4 − 93
Oracle Workflow: *Setup* 2 − 51
positive pay: *Other Topics* 10 − 3

interest
defining interest rates: *Setup* 2 − 45
Payables options: *Setup* 2 − 85
Prompt Payment Act: *Other Topics* 10 − 7

interest invoices: *Setup* 2 − 85
Invoice Audit Listing: *Reports* 8 − 69
sequential numbering: *Setup* 2 − 154
voucher numbers. *See* voucher numbers

interface, GUI interface in Payables: *WB* 1 − 2

Interface tables, loading data in AP_EXPENSE_FEED_LINES: *Appendix* J − 6

interface tables
AP_EXPENSE_FEED_LINES: *Reports* 8 − 12; *Appendix* J − 3
AP_EXPENSE_REPORT_HEADERS: *Appendix* G − 5
AP_EXPENSE_REPORT_LINES: *Appendix* G − 20

AP_INVOICE_DISTRIBUTIONS: *Appendix* H – 4
AP_INVOICE_LINES_INTERFACE: *Appendix* I – 19
AP_INVOICES: *Appendix* H – 4
AP_INVOICES_INTERFACE: *Appendix* I – 4
GL_INTERFACE table: *Posting* 7 – 3
Payables Credit Card Transaction Interface: *Appendix* J – 2
Payables Invoice Import Interface
overview: *Invoices* 4 – 141
purging data from: *Invoices* 4 – 153
Payables Invoice Import tables: *Appendix* G – 2
Payables Open Interface, overview: *Appendix* I – 2
PO_DISTRIBUTIONS: *Appendix* H – 10
PO_HEADERS: *Appendix* H – 4
PO_LINE_LOCATIONS: *Appendix* H – 8
PO_LINES: *Appendix* H – 6
PO_RELEASES: *Appendix* H – 6
purchase order matching tables: *Appendix* H – 2

interfaces, Payables Transfer to General Ledger program: *Posting* 7 – 15

Interfund Accounting, setting up: *Other Topics* 10 – 49

Intra–EU VAT Audit Trail: *Reports* 8 – 94

Intrastat, recording movement statistics: *Invoices* 4 – 97

Invalid GL Accounts window: *Payments* 5 – 64

Invalid PO Supplier Notice: *Reports* 8 – 157

Inventory Organization Financials option: *Setup* 2 – 68

inventory organizations. *See* organizations

INVOIC inbound. *See* EDI inbound invoices

Invoice Actions window
Apply/Unapply Prepayment check box: *Invoices* 4 – 111
Approve check box: *Invoices* 4 – 69
Approve Related Invoices check box: *Invoices* 4 – 69
Cancel Invoices check box: *Invoices* 4 – 204
cancelling an invoice: *Invoices* 4 – 204
Pay in Full check box: *Payments* 5 – 9
Print Notice check box: *Invoices* 4 – 217
printing notices from the Invoice workbench: *Invoices* 4 – 217
Release Holds check box: *Invoices* 4 – 65 to 4 – 67
releasing holds from multiple invoices: *Invoices* 4 – 65
submitting online approval for invoices: *Invoices* 4 – 69, 4 – 70

Invoice Aging Report: *Reports* 8 – 65

Invoice and Invoice Batch Hierarchy Chart: *Appendix* E – 2

Invoice Approvals window: *Setup* 2 – 34

Invoice Audit Listing: *Reports* 8 – 68, 8 – 69
interest invoices: *Reports* 8 – 69

Invoice Audit Report: *Reports* 8 – 70

invoice batch control, enabling: *Setup* 2 – 86

invoice batches, finding: *Invoices* 4 – 184

Invoice Batches window
adjusting an invoice batch: *Invoices* 4 – 193
deleting an invoice batch: *Invoices* 4 – 193
entering an invoice batch: *Invoices* 4 – 9
reviewing invoice batches: *Invoices* 4 – 190
submitting online approval for invoice batches: *Invoices* 4 – 70
window reference: *Invoices* 4 – 223

Invoice Cancel hold: *Payments* 5 – 68

Invoice Currency Payables option: *Setup* 2 – 97

invoice distributions
See also Distributions window
adding new distributions: *Invoices* 4 – 200
adjusting: *Invoices* 4 – 197, 4 – 198
entering: *Invoices* 4 – 5
finding: *Invoices* 4 – 187
Invoice Distribution Adjustment Chart: *Invoices* 4 – 211
reversing: *Invoices* 4 – 201
reviewing: *Invoices* 4 – 187

Invoice Distributions Summary window: *Invoices* 4 − 187

Invoice Encumbrance Type Financials option: *Setup* 2 − 65

Invoice History Report: *Reports* 8 − 72

invoice holds
See also holds
chart: *Appendix* K − 4

Invoice Holds window
applying a hold to an invoice: *Invoices* 4 − 60
releasing holds from an invoice: *Invoices* 4 − 64
window reference: *Invoices* 4 − 218

Invoice Import
See also Payables Invoice Import; Payables Open Interface Import
Payables Open Interface Import: *Setup* 2 − 2

Invoice Import Exceptions Report: *Invoices* 4 − 156

Invoice Import Prepayments Applied Report: *Invoices* 4 − 161

Invoice Import Report: *Invoices* 4 − 155

invoice notices
Print Invoice Report: *Reports* 8 − 161
printing from the Invoice workbench: *Invoices* 4 − 217

Invoice on Hold Report: *Reports* 8 − 73

Invoice Overview window: *Invoices* 4 − 183

Invoice Register: *Reports* 8 − 75

Invoice Tolerances window
inactivating a tolerance: *Setup* 2 − 18
setting tolerance levels for your invoices: *Setup* 2 − 16

invoice types, QuickMatch and PO Default: *Invoices* 4 − 86

Invoice Workbench: *WB* 1 − 5

invoices
Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
actions. *See* Invoice Actions window
adjusting: *Invoices* 4 − 194, 4 − 195
See also adjusting
applying to prepayments: *Invoices* 4 − 114
approval: *Invoices* 4 − 68
approving online: *Invoices* 4 − 69
automatic interest: *Other Topics* 10 − 7
basic: *Invoices* 4 − 2
batches. *See* invoice batches
budgetary control: *Other Topics* 10 − 39
cancelled: *Reports* 8 − 78
cancelling: *Invoices* 4 − 204
checking funds: *Other Topics* 10 − 39
correcting. *See* adjusting
credit/debit memos: *Invoices* 4 − 22
See also credit memos; debit memos
discounts: *Invoices* 4 − 78
distribution. *See* invoice distributions
duplicate: *Invoices* 4 − 206
EDI inbound invoices: *Invoices* 4 − 163
entering: *Invoices* 4 − 2
entering freight: *Invoices* 4 − 53
entering taxes: *Invoices* 4 − 33
Final Purged Listings: *Resource M* 9 − 14
finding: *Invoices* 4 − 184
foreign currency: *Invoices* 4 − 28
holds overview: *Invoices* 4 − 59
importing from other systems: *Appendix* I − 2
importing from Payables Open Interface tables: *Invoices* 4 − 163
inbound. *See* EDI inbound invoices; Payables Open Interface Import
interest. *See* interest invoices
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Adjustment Chart: *Invoices* 4 − 208
Invoice Aging Report: *Reports* 8 − 65
Invoice Audit Listing: *Reports* 8 − 69
Invoice Audit Report: *Reports* 8 − 70
Invoice Import Report: *Invoices* 4 − 155
Invoice on Hold Report: *Reports* 8 − 73
Invoice Overview window: *Invoices* 4 − 183
Invoice Register: *Reports* 8 − 75
Invoice Tax Payables options: *Setup* 2 − 88
invoice variances: *Invoices* 4 − 87
matching. *See* matching
matching credit memos to invoices: *Invoices* 4 − 23
Matching Hold Agent Notice: *Reports* 8 − 158

matching to purchase orders: *Invoices* 4 − 11
mixed: *Invoices* 4 − 32
notices: *Invoices* 4 − 216
Payables options: *Setup* 2 − 86
Payment on Receipt AutoInvoice Program: *Invoices* 4 − 87
PO Default: *Invoices* 4 − 86
Posted Invoice Register: *Reports* 8 − 141
Preliminary Purged Listings: *Resource M* 9 − 12
prepayments. *See* prepayments
prorating freight: *Invoices* 4 − 7
prorating miscellaneous charges: *Invoices* 4 − 7
prorating tax: *Invoices* 4 − 47
QuickMatch: *Invoices* 4 − 13
recording 1099 information: *Invoices* 4 − 54
recording assets: *Invoices* 4 − 79
recording income tax information: *Invoices* 4 − 54
recurring: *Invoices* 4 − 98
Rejected Purged Listings: *Resource M* 9 − 15
reviewing: *Invoices* 4 − 190
scheduling payments: *Invoices* 4 − 73
status: *Invoices* 4 − 233
tolerance. *See* tolerance
variances. *See* tolerance

Invoices window
adjusting the amount of an invoice: *Invoices* 4 − 195
applying prepayments to an invoice: *Invoices* 4 − 111
approving related invoices when entering credit/debit memos: *Invoices* 4 − 26
attachments: *Appendix* D − 2
clearing a credit that will not be used: *Invoices* 4 − 27
entering a single sales or user−defined type tax for an invoice: *Invoices* 4 − 41
entering basic invoices: *Invoices* 4 − 2
entering credit/debit memos: *Invoices* 4 − 22
entering freight on an invoice: *Invoices* 4 − 53
entering mixed invoices: *Invoices* 4 − 32
entering offset taxes: *Invoices* 4 − 48
entering prepayments: *Invoices* 4 − 109
entering taxes on an invoice: *Invoices* 4 − 33
entering use taxes for an invoice: *Invoices* 4 − 49
prorating freight or miscellaneous charges: *Invoices* 4 − 7
recording a distribution as an asset: *Invoices* 4 − 79
recording a refund from a one−time 1099 supplier: *Invoices* 4 − 58
recording income tax information for an invoice: *Invoices* 4 − 54
window reference: *Invoices* 4 − 226

Item method of assigning taxes: *Invoices* 4 − 39

J

journal entries
creating detail: *Posting* 7 − 32
creating summary: *Posting* 7 − 32
detail vs. summary: *Posting* 7 − 13
Journal Entry Creation Payables options: *Setup* 2 − 80
Journals: Display Inverse Rate profile option: *Appendix* B − 8
posting. *See* posting

Journal Import
See also posting
journal entry creation method: *Posting* 7 − 32
posting: *Posting* 7 − 12

Journal with GL Details Report: *Reports* 8 − 139

Journals: Display Inverse Rate profile option: *Appendix* B − 8

K

key indicators, special calendar: *Setup* 2 − 152

Key Indicators Current Activity Report: *Reports* 8 − 150

Key Indicators Report: *Reports* 8 − 150

Key Indicators State−of−the−System Report: *Reports* 8 − 155

L

labels
  mailing: *Reports* 8 − 26
  printing in Japanese address format: *Reports* 8 − 27, 8 − 31

Liability Account, supplier default: *Supplier* 3 − 14

Liability GL Account Financials option: *Setup* 2 − 63

Liability Interest Invoice Account Payables option: *Setup* 2 − 86

Liability Invoice Interest Account Payables option: *Setup* 2 − 86

listings. *See* reports and listings

Location window: *Setup* 2 − 6

M

mailing labels: *Reports* 8 − 26

Maintain Tax and Certificates window
  defining a withholding tax certificate: *Setup* 2 − 29
  defining a withholding tax exemption: *Setup* 2 − 30

Manual Future Dated payments: *Setup* 2 − 109

manual payments: *Payments* 5 − 2
  future dated: *Payments* 5 − 52

Mass Additions: *Reports* 8 − 14
  foreign currencies: *Reports* 8 − 14

Mass Additions Create Program: *Reports* 8 − 14

Match to Invoice Distribution window: *Invoices* 4 − 19

Match to Invoices window: *Invoices* 4 − 25

Match to PO window
  See also purchase order matching
  final matching purchase orders: *Invoices* 4 − 19
  matching to a specific purchase order shipment or distribution: *Invoices* 4 − 12
  matching to all purchase order shipments (QuickMatch): *Invoices* 4 − 13
  recording price decreases: *Invoices* 4 − 15
  recording price increases: *Invoices* 4 − 14
  window reference: *Invoices* 4 − 220

matching. *See* purchase order matching

Matching Hold Agent Notice: *Reports* 8 − 158
  modifying: *Setup* 2 − 226

Matching Hold Detail Report: *Reports* 8 − 77
  cancelled invoices: *Reports* 8 − 78

matching holds: *Appendix* K − 5
  See also holds

Matching Required hold: *Supplier* 3 − 17

Maximum Outlay option: *Setup* 2 − 130; *Payments* 5 − 73
  forcing payments: *Payments* 5 − 19

Member State Financials option: *Setup* 2 − 70

menu paths: *Appendix* A − 2

messages
  See also Oracle Alert
  customizing credit card workflow messages: *Setup* 2 − 213
  customizing workflow messages: *Setup* 2 − 179

Minimum Accountable Unit: *Setup* 2 − 91

Minimum Accountable Unit Payables option: *Setup* 2 − 91

Minimum Interest Amount Payables option: *Setup* 2 − 85

minority group, defining: *Setup* 2 − 42

minority−owned suppliers: *Supplier* 3 − 16

miscellaneous payments. *See Oracle Cash Management User's Guide*

Missing Document Numbers Report: *Reports* 8 − 112

mixed invoices: *Invoices* 4 − 32

MO: Operating Unit profile option: *Appendix* B − 9

Modify Payment Batch window: *Payments* 5 − 18

multi−currency
bank accounts: *Setup* 2 − 107, 2 − 120
defining bank accounts: *Setup* 2 − 127
payment format: *Setup* 2 − 110
posting: *Posting* 7 − 25
Unrealized Gain/Loss Report: *Reports* 8 − 91

multi−organization, MO: Operating Unit profile option: *Appendix* B − 9

Multiple organizations
overview: *Setup* 2 − 239
set of books: *Setup* 2 − 10
supplier information: *Supplier* 3 − 4

multiple supplier banks, defining supplier bank accounts: *Setup* 2 − 119

N

navigation paths: *Appendix* A − 2

Navigator
adding invoices as icons: *Invoices* 4 − 185
navigation paths: *Appendix* A − 2
saving payments as icons: *Payments* 5 − 60

New Supplier/New Supplier Site Listing: *Reports* 8 − 23

New Vendor/New Vendor Site Listing. *See* New Supplier/New Supplier Site Listing

Next Automatic Employee Number Financials option: *Setup* 2 − 67

Next Automatic Supplier Number Financials option: *Setup* 2 − 70

NIF
See also Taxpayer ID
Taxpayer ID Validation by country: *Supplier* 3 − 43

No Rate holds: *Appendix* K − 9

non−Oracle systems integration, importing invoices: *Invoices* 4 − 148

notices, invoice: *Invoices* 4 − 216

numbers, suppliers: *Supplier* 3 − 5

O

Offset Tax Name supplier default: *Supplier* 3 − 20

offset taxes: *Invoices* 4 − 48

Open Interface Import. *See* Payables Open Interface Import

Open Interface Invoices window: *Invoices* 4 − 171

open interfaces. *See* interface tables

Open Items Revaluation Report: *Reports* 8 − 82

operating system, printing checks from: *Payments* 5 − 22

operating unit, MO: Operating Unit profile option: *Appendix* B − 9

Oracle Alert: *Appendix* F − 2
integration: *Appendix* F − 2

Oracle Applications for the Web. *See* Oracle Self−Service Web Applications

Oracle Applications Notifications window: *Invoices* 4 − 172

Oracle Assets: *Invoices* 4 − 79
suppliers: *Supplier* 3 − 4

Oracle Cash Management
integration: *Payments* 5 − 70
reconciling payments: *Payments* 5 − 70

Oracle EDI Gateway
See also EDI inbound invoices; EDI outbound payments; Payables Open Interface Outbound Advice
EDI inbound invoices: *Invoices* 4 − 163
EDI outbound payments, overview: *Payments* 5 − 47
Payables Open Interface Outbound Advice: *Invoices* 4 − 170

Oracle General Ledger
See also posting
posting: *Posting* 7 − 2
statistical quantity: *Posting* 7 − 6, 7 − 7

Oracle Inventory
integration: *Invoices* 4 − 97
recording movement statistics: *Invoices* 4 − 97

Oracle Projects
distribution sets: *Setup* 2 − 40
entering invoices: *Invoices* 4 − 81
importing expense reports: *Invoices* 4 − 145
reviewing Oracle Projects expense reports: *Invoices* 4 − 128

Oracle Purchasing
overview of integration: *Invoices* 4 − 82
suppliers: *Supplier* 3 − 4

Oracle Self−Service Web Applications. *See* Oracle Web Employees Expense Reporting; procurement cards

Oracle Web Application Dictionary
setting up Web Employees credit cards: *Setup* 2 − 224
setting up Web Employees expense reports: *Setup* 2 − 193

Oracle Web Employees, profile options for Web Expense: *Appendix* B − 6

Oracle Web Employees expense reporting
customizing expense reporting workflow messages: *Setup* 2 − 179
defining expense report templates: *Setup* 2 − 46
defining flexfields for Enter Receipts window: *Setup* 2 − 184
expense reporting workflow: *Setup* 2 − 166
overview: *Invoices* 4 − 139
setting up: *Setup* 2 − 160
setting up expense reporting workflow: *Setup* 2 − 173
setting up the expense report spreadsheet: *Setup* 2 − 188
setting up with Web Application Dictionary: *Setup* 2 − 193

Oracle Web Employees expense reports, reviewing and modifying expense reports: *Invoices* 4 − 129

Oracle Web Employees procurement cards
See also credit cards
customizing workflow messages: *Setup* 2 − 213
overview: *Invoices* 4 − 93
setting up with Web Application Dictionary: *Setup* 2 − 224

Oracle Workflow
applying holds to expense reports: *Setup* 2 − 51
Credit Card Transaction Employee workflow: *Setup* 2 − 212; *Invoices* 4 − 93; *Reports* 8 − 21
Credit Card Transaction Manager: *Setup* 2 − 218; *Invoices* 4 − 94; *Reports* 8 − 22
customizing messages: *Setup* 2 − 179, 2 − 213
Distribute Employee Card Transaction Verifications: *Reports* 8 − 21
Distribute Employee Credit Card Transaction Verifications: *Setup* 2 − 212; *Invoices* 4 − 93
Distribute Manager Card Transaction Approvals: *Setup* 2 − 218; *Invoices* 4 − 94
Distribute Manager Card Transactions Approvals: *Reports* 8 − 22
expense reporting activities: *Setup* 2 − 166 to 2 − 172
expense reporting overview: *Setup* 2 − 166
Payables Open Interface workflow: *Invoices* 4 − 171
setting up expense reporting workflow: *Setup* 2 − 173
setting workflow activity attributes: *Setup* 2 − 177
setting workflow timeouts: *Setup* 2 − 177, 2 − 213
submitting: *Reports* 8 − 21

Organization Parameters window: *Invoices* 4 − 90

organizations
See also Multiple organizations
defining inventory organizations: *Setup* 2 − 6

Outbound Application Advice: *Invoices* 4 − 171

outbound payments. *See* EDI outbound payments

P

Parameters window: *Reports* 8 − 4

passwords: *Setup* 2 − 4

pay alone, invoices: *Setup* 2 − 68

Pay Alone Financials option: *Setup* 2 − 68

Pay Alone supplier defaults: *Supplier* 3 − 23

Pay Date Basis Payables option: *Setup* 2 − 97

Pay Date Basis supplier defaults: *Supplier* 3 − 24

Pay Group Payables option: *Setup* 2 − 84, 2 − 97

Pay Group supplier defaults: *Supplier* 3 − 23

pay groups
  defining: *Setup* 2 − 42
  defining for electronic payments: *Payments* 5 − 48

Pay on Receipt AutoInvoice Program: *Invoices* 4 − 87

pay sites, alternate: *Supplier* 3 − 27

Payables Approval program: *Invoices* 4 − 71

Payables Approval Report: *Reports* 8 − 84

Payables Credit Card Transaction Interface table, overview: *Appendix* J − 2

Payables Invoice Import
  AP_EXPENSE_REPORT_HEADERS table: *Appendix* G − 5
  AP_EXPENSE_REPORT_LINES table: *Appendix* G − 20
  database tables: *Appendix* G − 2
  definitions: *Appendix* G − 2
  importing expense reports from Oracle Payables: *Invoices* 4 − 143
  importing expense reports from Oracle Projects: *Invoices* 4 − 145
  importing expense reports from Oracle Web Employees: *Invoices* 4 − 143
  importing from external accounting systems: *Invoices* 4 − 148
  Invoice Import Exceptions Report: *Invoices* 4 − 156
  Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
  Invoice Import Report: *Invoices* 4 − 155
  overview: *Invoices* 4 − 141
  purging information you have imported: *Invoices* 4 − 153
  resolving invoice import exceptions: *Invoices* 4 − 153
  setting up: *Appendix* G − 30
  source: *Invoices* 4 − 151

Payables Open Interface Import
  Account Overlay feature: *Appendix* I − 38
  loading interface tables with SQL*Loader: *Appendix* I − 39
  overview: *Invoices* 4 − 163
  parameters: *Invoices* 4 − 168
  Payables Open Interface Outbound Advice: *Invoices* 4 − 170
  Payables Open Interface Purge: *Invoices* 4 − 170
  Payables Open Interface Report: *Invoices* 4 − 174
  Payables Open Interface workflow: *Invoices* 4 − 171
  submitting: *Invoices* 4 − 165
  table descriptions: *Appendix* I − 2
  troubleshooting: *Invoices* 4 − 169
  updating records in interface table: *Invoices* 4 − 171

Payables Open Interface Outbound Advice: *Invoices* 4 − 170

Payables Open Interface Purge program: *Invoices* 4 − 170

Payables Open Interface Report: *Invoices* 4 − 174

Payables Open Interface tables
  AP_INVOICE_LINES_INTERFACE table: *Appendix* I − 19
  AP_INVOICES_INTERFACE table: *Appendix* I − 4
  loading credit card data: *Reports* 8 − 12
  overview: *Appendix* I − 2
  updating records in Open Interface Invoices window: *Invoices* 4 − 171

Payables options: *Setup* 2 − 76
Accounting region: *Setup* 2 − 77
Currency region: *Setup* 2 − 82
Expense Report region: *Setup* 2 − 83
Interest region: *Setup* 2 − 85
Invoice region: *Setup* 2 − 86
Invoice Tax region: *Setup* 2 − 88
Matching region: *Setup* 2 − 92
Payment region: *Setup* 2 − 94
Supplier region: *Setup* 2 − 96
tax control options: *Invoices* 4 − 34
Tax Name Defaults region: *Setup* 2 − 99
Withholding Tax region: *Setup* 2 − 102

Payables Options window
defining Payables options: *Setup* 2 − 76
enabling Automatic Offsets: *Other Topics* 10 − 22
setting up your accounting method: *Setup* 2 − 75

Payables Transfer to General Ledger program: *Posting* 7 − 15

Payment Actions window
Format check box: *Payments* 5 − 6
Initiate Stop check box: *Payments* 5 − 65
Print Now check box: *Payments* 5 − 6, 5 − 63
Reissue check box: *Payments* 5 − 68
Release Stop check box: *Payments* 5 − 65
releasing a stop on a payment: *Payments* 5 − 65
stopping a payment: *Payments* 5 − 65
Void check box: *Payments* 5 − 67
voiding a payment document: *Payments* 5 − 67
voiding and reissuing a payment: *Payments* 5 − 68

Payment and Payment Batch Hierarchy Chart: *Appendix* E − 6

Payment Audit by Voucher Number: *Reports* 8 − 113

payment batch, printer defaults: *Payments* 5 − 21

Payment Batch Actions window: *Payments* 5 − 12
Build Payments check box: *Payments* 5 − 16
Cancel Payment Batch check box: *Payments* 5 − 33
cancelling a payment batch: *Payments* 5 − 33
Confirm Payment Batch check box: *Payments* 5 − 23
Create Positive Pay File check box: *Other Topics* 10 − 4
Format check box: *Payments* 5 − 21
Format Payments check box: *Payments* 5 − 30
Print Checks check box: *Payments* 5 − 21
Print Final Register check box: *Payments* 5 − 34
Print Preliminary Register check box: *Payments* 5 − 33
Print Remittance Advice check box: *Payments* 5 − 35
restarting a failed payment batch: *Payments* 5 − 30
Select Invoices check box: *Payments* 5 − 16

Payment Batch Control Report: *Reports* 8 − 114

Payment Batch Limit Payables option: *Setup* 2 − 94

payment batches: *Payments* 5 − 12
automatic payment programs: *Setup* 2 − 103
building payments: *Payments* 5 − 17
cancelling: *Payments* 5 − 33
commonly asked questions: *Payments* 5 − 31
confirming: *Payments* 5 − 22
creating EDI outbound payments: *Payments* 5 − 47
creating EFT payments without the EDI gateway: *Payments* 5 − 44
exceeding maximum outlay: *Payments* 5 − 19
Final Payment Register: *Payments* 5 − 34
finding: *Payments* 5 − 26
formatting: *Payments* 5 − 20
future dated: *Payments* 5 − 52
initiating: *Payments* 5 − 15
limits: *Payments* 5 − 16
Maximum Outlay parameter: *Payments* 5 − 16
modifying: *Payments* 5 − 18
payment batch troubleshooting chart: *Payments* 5 − 32

Preliminary Payment Register: *Payments* 5 − 33
printing payment batch checks: *Payments* 5 − 21
reasons invoices may not be paid: *Payments* 5 − 32
restarting: *Payments* 5 − 30
troubleshooting: *Payments* 5 − 28
voucher numbers. *See* voucher numbers

Payment Batches window
cancelling a payment batch: *Payments* 5 − 33
window reference: *Payments* 5 − 72

payment currency
fixed−rate: *Mult Curr* 6 − 7
in payment batches: *Payments* 5 − 12

Payment Distribution Report: *Reports* 8 − 116

payment distributions
See also invoice distributions
Auto Offsets: *Other Topics* 10 − 14
AutoRate: *Mult Curr* 6 − 11

payment documents
damaged: *Payments* 5 − 23
defining: *Setup* 2 − 122
escheating checks: *Payments* 5 − 69
inactivating: *Setup* 2 − 123
Missing Document Numbers Report: *Reports* 8 − 112
skipped: *Payments* 5 − 23
voiding: *Setup* 2 − 123

Payment Documents window: *Setup* 2 − 122
window reference: *Setup* 2 − 132

Payment Exceptions Report: *Reports* 8 − 119

payment formats
customizing: *Setup* 2 − 234
for Clearing payment method: *Setup* 2 − 234
laser payment format: *Setup* 2 − 235
multiple currency: *Setup* 2 − 110
setting up: *Setup* 2 − 233
using: *Setup* 2 − 107

Payment Formats window: *Setup* 2 − 108
window reference: *Setup* 2 − 108

Payment Gain & Loss Report: *Reports* 8 − 121

Payment Interest Rates window: *Setup* 2 − 45

Payment Method Financials option: *Setup* 2 − 67

Payment Method supplier defaults: *Supplier* 3 − 24

payment methods
check: *Setup* 2 − 108
clearing: *Setup* 2 − 109
electronic: *Setup* 2 − 108
future dated: *Setup* 2 − 109
future dated payment: *Payments* 5 − 50
manual future dated: *Setup* 2 − 109
wire: *Setup* 2 − 109

payment on receipt: *Supplier* 3 − 27; *Invoices* 4 − 87

Payment Overview window: *Payments* 5 − 58

payment priority: *Invoices* 4 − 76

Payment Priority Payables option: *Setup* 2 − 84

payment programs
defining: *Setup* 2 − 103
predefined: *Setup* 2 − 229
setting up: *Setup* 2 − 229

Payment Register: *Reports* 8 − 122

payment schedules. *See* scheduled payments

payment terms
multiple discounts: *Setup* 2 − 11
scheduling payment for an invoice: *Invoices* 4 − 73
setting up: *Setup* 2 − 11

Payment Terms Financials option: *Setup* 2 − 67

Payment Terms Listing: *Reports* 8 − 169

Payment Terms window: *Setup* 2 − 12
window reference: *Setup* 2 − 13

Payment Workbench: *WB* 1 − 8

payments
adjusting invoices: *Payments* 5 − 62
Cash Requirement Report: *Reports* 8 − 104
changing addresses: *Payments* 5 − 62
clearing method: *Payments* 5 − 7
country code in address: *Setup* 2 − 235

creating EFT payments without EDI Gateway: *Payments* 5 − 44
discounts on invoice payments: *Invoices* 4 − 78
EDI outbound payments: *Payments* 5 − 47
Electronic, overview: *Payments* 5 − 44
escheating checks: *Payments* 5 − 69
Final Payment Register: *Reports* 8 − 110
Final Purged Listings: *Resource M* 9 − 14
finding and reviewing: *Payments* 5 − 60
foreign currency: *Payments* 5 − 38
future dated: *Payments* 5 − 50
holds overview: *Invoices* 4 − 59
invalid payment distributions: *Reports* 8 − 128
manual, overview: *Payments* 5 − 2
outbound. *See* EDI outbound payments
paying from the Invoice Workbench: *Payments* 5 − 9
paying invoices in a different fixed−rate currency: *Mult Curr* 6 − 8
Payment Batch Control Report: *Reports* 8 − 114
payment batches: *Payments* 5 − 12
See also payment batches
Payment Payables options: *Setup* 2 − 94
Payment Register: *Reports* 8 − 122
Posted Payment Register: *Reports* 8 − 142
Preliminary Payment Register: *Reports* 8 − 123
Preliminary Purged Listings: *Resource M* 9 − 12
printer defaults: *Setup* 2 − 104
printing Quick Payments: *Payments* 5 − 63
Quick Payments: *Payments* 5 − 4
reconciling with Oracle Cash Management: *Payments* 5 − 70
Recurring Invoices Report: *Reports* 8 − 90
Rejected Purged Listings: *Resource M* 9 − 15
releasing a stop on a payment: *Payments* 5 − 65
Remit−to Bank: *Invoices* 4 − 76
reviewing: *Payments* 5 − 61
saving as icons on the Navigator: *Payments* 5 − 60
single payments: *Payments* 5 − 2
stopping: *Payments* 5 − 65
Supplier Paid Invoice History: *Reports* 8 − 29
Supplier Payment History Report: *Reports* 8 − 30
Undistributed Payments Report: *Reports* 8 − 128
updating payments: *Payments* 5 − 62
Void Payment Register: *Reports* 8 − 130
voiding: *Payments* 5 − 66
voiding and reissuing: *Payments* 5 − 67
voiding unused payment documents: *Setup* 2 − 123
voucher numbers. *See* voucher numbers
wire transfers: *Payments* 5 − 2
zero−amount: *Payments* 5 − 42

Payments window
attachments: *Appendix* D − 2
creating a Quick Payment: *Payments* 5 − 5
entering a manual payment: *Payments* 5 − 3
paying invoices created from expense reports: *Invoices* 4 − 131
window reference: *Payments* 5 − 78

Payments window (of Invoice workbench): *Invoices* 4 − 188
window reference: *Invoices* 4 − 188

PAYORD outbound. *See* EDI outbound payments

performance, optimizing by purging records: *Resource M* 9 − 2

period types, defining: *Setup* 2 − 4

periods
aging: *Setup* 2 − 150
changing status of accounting periods: *Setup* 2 − 143
closing accounting periods: *Setup* 2 − 145
controlling the status of: *Setup* 2 − 143
defining accounting periods: *Setup* 2 − 4

perpetual accounting: *Invoices* 4 − 89

petty cash funds
closing: *Other Topics* 10 − 47
overview: *Other Topics* 10 − 45
reconciling: *Other Topics* 10 − 48
setting up a petty cash account: *Other Topics* 10 − 45 to 10 − 47
using: *Other Topics* 10 − 47

PO. *See* purchase order

PO Default invoices: *Invoices* 4 − 86

PO Encumbrance Type Financials option: *Setup* 2 − 65

PO_HEADERS table: *Appendix* H − 4

PO_LINES table: *Appendix* H − 6

positive pay
  creating Positive Pay Reports: *Other Topics* 10 − 3
  overview: *Other Topics* 10 − 3
  setting up: *Other Topics* 10 − 3

Positive Pay Report: *Other Topics* 10 − 4

Posted Invoice Register: *Reports* 8 − 141

Posted Payment Register: *Reports* 8 − 142

posting
  Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
  Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134
  Accounts Payable Trial Balance Report: *Reports* 8 − 137
  accrual basis accounting: *Posting* 7 − 19
  audit options: *Posting* 7 − 8
  batches: *Posting* 7 − 28
  cash accounts: *Posting* 7 − 30
  cash basis accounting: *Posting* 7 − 22
  cash clearing accounts: *Posting* 7 − 31, 7 − 32
  closing a period: *Setup* 2 − 145
  combined basis accounting: *Posting* 7 − 25
  currency gains or loss accounts: *Posting* 7 − 31
  discount taken accounts: *Posting* 7 − 30
  expense accounts: *Posting* 7 − 29
  future dated payment accounts: *Posting* 7 − 31, 7 − 32
  future dated payments: *Payments* 5 − 54
  holds overview: *Invoices* 4 − 59
  Journal Import: *Posting* 7 − 12
  liability accounts: *Posting* 7 − 30
  multiple currencies: *Posting* 7 − 25
  overview: *Posting* 7 − 2
  parameters: *Posting* 7 − 27
  Payables Transfer to General Ledger program: *Posting* 7 − 15
  payments reconciled by Oracle Cash Management: *Posting* 7 − 18
  populating the GL Interface table: *Posting* 7 − 8
  post through date: *Posting* 7 − 28
  Posted Invoice Register: *Reports* 8 − 141
  Posted Payment Register: *Reports* 8 − 142
  Posting Hold Report: *Reports* 8 − 144
  primary set of books: *Posting* 7 − 29
  reports: *Posting* 7 − 7
  set of books: *Posting* 7 − 28
  Unposted Invoice Sweep Program: *Reports* 8 − 15
  USSGL transaction codes: *Posting* 7 − 8

Posting Hold Report: *Reports* 8 − 144

Precision Payables option: *Setup* 2 − 90

Preliminary Payment Register: *Reports* 8 − 123
  printing: *Payments* 5 − 33

Preliminary Purged Listings: *Resource M* 9 − 15

Prepayment Account supplier default: *Supplier* 3 − 14

Prepayment GL Account Financials option: *Setup* 2 − 63

Prepayment Remittance Report: *Reports* 8 − 159
  modifying: *Setup* 2 − 226

prepayments
  adjusting: *Invoices* 4 − 197
  applying holds: *Invoices* 4 − 110
  applying to expense reports: *Invoices* 4 − 112
  applying to invoices: *Invoices* 4 − 110
  cancelling: *Invoices* 4 − 114
  entering: *Invoices* 4 − 109
  expense reports: *Invoices* 4 − 125
  Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
  original amount: *Invoices* 4 − 229
  overview: *Invoices* 4 − 108
  paying: *Invoices* 4 − 110
  posting: *Posting* 7 − 7
  Prepayment Adjustment Chart: *Invoices* 4 − 210

Prepayments Status Report: *Reports* 8 − 87
recording a refund of a prepayment: *Invoices* 4 − 116
restrictions: *Invoices* 4 − 115
restrictions on discounts: *Invoices* 4 − 78
same currency restriction: *Invoices* 4 − 116
unapplying: *Invoices* 4 − 112
voucher numbers. *See* voucher numbers

Prepayments Status Report: *Reports* 8 − 87
credit/debit memos: *Reports* 8 − 87

price corrections: *Invoices* 4 − 11
recording price decreases: *Invoices* 4 − 15
recording price increases: *Invoices* 4 − 14

Primary Remit−to Bank account: *Supplier* 3 − 15

print drivers: *Setup* 2 − 7
setting up for the Supplier Mailing Labels: *Setup* 2 − 240

Print Invoice Report: *Reports* 8 − 161
modifying: *Setup* 2 − 226

print styles: *Setup* 2 − 7
setting up for the Supplier Mailing Labels: *Setup* 2 − 240

printer driver files, adding: *Setup* 2 − 238

Printer profile option: *Appendix* B − 9

printers
assigning to payment programs: *Setup* 2 − 104
default: *Appendix* B − 9

printing
invoice notices: *Invoices* 4 − 217; *Reports* 8 − 161
setting up laser check formats: *Setup* 2 − 235

printing checks
from the Concurrent Requests Summary: *Payments* 5 − 22
from the operating system: *Payments* 5 − 22

procurement cards. *See* credit cards

profile options: *Appendix* B − 2
AP: Bank File Character Set: *Appendix* B − 4
AP: Enter Alternate Fields: *Appendix* B − 5
AP: Sort By Alternate Fields: *Appendix* B − 5
AuditTrail: Activate: *Appendix* B − 9
Budgetary Control Group: *Appendix* B − 8
Default Country: *Appendix* B − 9
Folders:Allow Customization: *Appendix* B − 9
GL Set of Books Name: *Appendix* B − 8
Journals: Display Inverse Rate: *Appendix* B − 8
MO: Operating Unit: *Appendix* B − 9
Oracle Web Expense profile options: *Appendix* B − 6
Payables profile options: *Appendix* B − 4
Printer: *Appendix* B − 9
Sequential Numbering: *Appendix* B − 9
Site Language: *Appendix* B − 9
WebExpenses: Overrider Required: *Appendix* B − 7
WebExpenses: Purpose Required: *Appendix* B − 8
WebExpenses:Allow Non−Base Pay: *Appendix* B − 6
WebExpenses:Allow Override Approver: *Appendix* B − 7
WebExpenses:CC Overrider Required: *Appendix* B − 7
WebExpenses:Enable DescFlex: *Appendix* B − 7
WebExpenses:Enable Tax: *Appendix* B − 7
WebExpenses:Report Number Prefix: *Appendix* B − 8

Programs, Workflow Background Process: *Setup* 2 − 173

programs
See also concurrent requests
AutoRate: *Mult Curr* 6 − 11
Credit Card Invoice Interface Summary: *Reports* 8 − 12
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Distribute Employee Card Transaction Verifications: *Reports* 8 − 21
Distribute Manager Card Transactions Approvals: *Reports* 8 − 22
EDI Gateway Program: *Invoices* 4 − 165
Mass Additions Create: *Reports* 8 − 14
Oracle Workflow: *Setup* 2 − 4
overview: *Reports* 8 − 2
Payables Approval: *Invoices* 4 − 71

Payables Invoice Import: *Invoices* 4 − 141
Payables Open Interface Import: *Invoices* 4 − 163
Payables Open Interface Purge: *Invoices* 4 − 170
Payables Open Interface Workflow: *Invoices* 4 − 172
Payables Transfer to General Ledger program: *Posting* 7 − 15
Payment on Receipt AutoInvoice: *Invoices* 4 − 87
payment programs, setting up: *Setup* 2 − 103
Purge programs: *Resource M* 9 − 2
submitting: *Reports* 8 − 4
Unposted Invoice Sweep Program: *Reports* 8 − 15
Update Income Tax Details Utility: *Reports* 8 − 16

project−related Distribution Sets: *Setup* 2 − 40

Projected Withholding Tax window: *Other Topics* 10 − 29
window reference: *Other Topics* 10 − 30

Projects. *See* Oracle Projects

Prompt Payment Act
interest invoice reporting: *Reports* 8 − 69
overview: *Other Topics* 10 − 7

Prorate button: *Invoices* 4 − 239

Prorate window
prorating freight and miscellaneous: *Invoices* 4 − 7
prorating tax: *Invoices* 4 − 47

Purchase Order Header Updates Report: *Supplier* 3 − 47

purchase order matching
See also purchase orders
2−way, 3−way, 4−way: *Invoices* 4 − 86
adjusting matched invoices: *Invoices* 4 − 194
cancelling invoices: *Invoices* 4 − 85
credit/debit memos: *Invoices* 4 − 23
entering purchase order matched invoices: *Invoices* 4 − 11
final matching: *Invoices* 4 − 18, 4 − 91
integration with Oracle Purchasing: *Invoices* 4 − 84
interface tables. *See* purchase order matching
Invoice on Hold Report: *Reports* 8 − 73
Match to PO window reference: *Invoices* 4 − 220
matching credit/memos to invoices: *Invoices* 4 − 23
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
matching holds: *Appendix* H − 16
matching invoices to purchase orders: *Invoices* 4 − 12
Matching Payables options: *Setup* 2 − 92
overview: *Invoices* 4 − 84
PO Default invoice type: *Invoices* 4 − 86
price corrections: *Invoices* 4 − 85
QuickMatch invoices: *Invoices* 4 − 86
reversing: *Invoices* 4 − 85
shipment and distribution matching: *Invoices* 4 − 85
shipments: *Invoices* 4 − 13
tax matching: *Appendix* H − 16
variances. *See* tolerance
viewing: *Invoices* 4 − 17

Purchase Order Shipments window: *Invoices* 4 − 17

purchase orders
See also purchase order matching
AP_INVOICE_DISTRIBUTIONS table: *Appendix* H − 4
AP_INVOICES table: *Appendix* H − 4
Closed for Invoice status: *Invoices* 4 − 12
closing: *Invoices* 4 − 91
encumbrance: *Setup* 2 − 65
encumbrance accounting: *Appendix* H − 17
final matching: *Invoices* 4 − 18, 4 − 91
integration with Oracle Purchasing: *Invoices* 4 − 82
interface tables: *Appendix* H − 2
matching: *Appendix* H − 13
PO_DISTRIBUTIONS table: *Appendix* H − 10
PO_HEADERS table: *Appendix* H − 4
PO_LINE_LOCATIONS: *Appendix* H − 8
PO_LINES table: *Appendix* H − 6

PO_RELEASES table: *Appendix* H − 6
purging information: *Appendix* H − 18
understanding matching tables: *Appendix* H − 2
using Approval: *Appendix* H − 15
viewing: *Invoices* 4 − 17

Purchasing, Oracle Purchasing: *Setup* 2 − 3

purges, Final Purge Statistics Report: *Resource M* 9 − 15

purging
aborting: *Resource M* 9 − 10
Final Purged Listings: *Resource M* 9 − 14
imported invoice and expense report information: *Invoices* 4 − 153
imported invoices and expense reports: *Invoices* 4 − 152
initiating: *Resource M* 9 − 7
invoice data from the Payables Open Interface Tables: *Invoices* 4 − 170
overview: *Resource M* 9 − 2
payables and purchasing information: *Invoices* 4 − 92
Preliminary Purged Listings: *Resource M* 9 − 12
records, criteria: *Resource M* 9 − 2
recreating database objects: *Resource M* 9 − 10
Rejected Purged Listings: *Resource M* 9 − 15
reports: *Resource M* 9 − 12
restarting: *Resource M* 9 − 10
submitting: *Resource M* 9 − 6
viewing status: *Resource M* 9 − 9

Q

Quick Find By Alternate Name: *Appendix* B − 4

Quick Payments
future dated: *Payments* 5 − 52
overview: *Payments* 5 − 4
printing: *Payments* 5 − 63

QuickCheck. *See* quick payments

QuickCode Listing: *Reports* 8 − 170

QuickCodes window: *Setup* 2 − 43

QuickMatch invoices: *Invoices* 4 − 86
See also See Purchase Order Matching

R

Rate Type field: *Payments* 5 − 79

rate type field: *Invoices* 4 − 230; *Mult Curr* 6 − 6

rate types: *Setup* 2 − 4

Rate Variance Gain/Loss GL Accounts Financials option: *Setup* 2 − 64

Recalculate Scheduled Payment Payables option: *Setup* 2 − 93

recalculating scheduled payments: *Setup* 2 − 93

Receipt Acceptance Days Financials option: *Setup* 2 − 68

Receipt Acceptance Method Financials option: *Setup* 2 − 67

receipt accounting: *Invoices* 4 − 89

receipt accrual: *Invoices* 4 − 91

receipts
creating invoices from: *Supplier* 3 − 27
payment on receipt: *Invoices* 4 − 87

Receiving Hold Requestor Notice: *Reports* 8 − 162
modifying: *Setup* 2 − 226

reconciliation
accounts payable liability: *Posting* 7 − 34
cash clearing account: *Posting* 7 − 18
future dated payments: *Payments* 5 − 54
payables activity to general ledger: *Posting* 7 − 35
reconciling payments with Oracle Cash Management: *Payments* 5 − 70

recurring invoices
future dated: *Payments* 5 − 54
Recurring Invoices Report: *Reports* 8 − 90
sequential numbering: *Setup* 2 − 154
voucher numbers. *See* voucher numbers

Recurring Invoices Report: *Reports* 8 − 90

Recurring Invoices window
creating recurring credit/debit memos: *Invoices* 4 − 102
creating recurring invoices: *Invoices* 4 − 101
defining a recurring invoice template: *Invoices* 4 − 99
entering: *Invoices* 4 − 98
window reference: *Invoices* 4 − 104
withholding taxes from a recurring invoice: *Invoices* 4 − 102

recurring payments. *See* recurring invoices

refunds
recording prepayment refunds: *Invoices* 4 − 116
recording to ensure 1099 compliance: *Invoices* 4 − 58

reimbursements, recording prepayment refunds: *Invoices* 4 − 116

Rejected Purged Listings: *Resource M* 9 − 15

Related Banks window: *Setup* 2 − 116

Releasing holds: *Invoices* 4 − 63

Remit−to Bank: *Invoices* 4 − 76

Remit−to Bank account: *Supplier* 3 − 15

remit−to bank account, electronic payments: *Payments* 5 − 47

remittance advice
print options: *Setup* 2 − 110
printing separate remittance advice: *Payments* 5 − 34

report parameters: *Reports* 8 − 5

Reporting Entity window: *Setup* 2 − 55

reports
automatic submission by programs: *Reports* 8 − 3
submitting: *Reports* 8 − 4

reports and listings
See also concurrent requests
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Invoice Exceptions Report: *Reports* 8 − 41
1099 Payments Report: *Reports* 8 − 42
1099 Supplier Exceptions Report: *Reports* 8 − 47
1099 Tape: *Reports* 8 − 44
Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134
Accounts Payable Trial Balance: *Reports* 8 − 137
Actual Invoice Sweep Report: *Reports* 8 − 15
Automatic Clearing for Future Dated Payments Utility and Report: *Payments* 5 − 56
Bank Account Listing: *Reports* 8 − 164
Batch Control Report by Batch Name: *Reports* 8 − 60
Batch Control Report by Entered By: *Reports* 8 − 60
Cash Requirement Report: *Reports* 8 − 104
common report headings: *Reports* 8 − 7
common report parameters: *Reports* 8 − 5
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Credit Memo Matching Report: *Reports* 8 − 61
Discounts Available Report: *Reports* 8 − 107
Discounts Taken and Lost Report: *Reports* 8 − 109
Distribution Set Listing: *Reports* 8 − 166
EDI Invoice Inbound Set: *Invoices* 4 − 165
Employee Listing: *Reports* 8 − 167
Expense Distribution Detail Report: *Reports* 8 − 62
Expense Report Template Listing: *Reports* 8 − 172
Final Payment Register: *Payments* 5 − 34; *Reports* 8 − 110
Final Purge Statistics Report: *Resource M* 9 − 15
Final Purged Listings: *Resource M* 9 − 14
Intra−EU VAT Audit Trail: *Reports* 8 − 94
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Aging Report: *Reports* 8 − 65
Invoice Audit Listing: *Reports* 8 − 68, 8 − 69

Invoice Audit Report: *Reports* 8 − 70
Invoice History Report: *Reports* 8 − 72
Invoice Import Exceptions Report: *Invoices* 4 − 156
Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
Invoice Import Report: *Invoices* 4 − 155
Invoice on Hold Report: *Reports* 8 − 73
Invoice Register: *Reports* 8 − 75
Journal with GL Details Report: *Reports* 8 − 139
Key Indicators Current Activity: *Reports* 8 − 150
Key Indicators Report: *Reports* 8 − 150
Key Indicators State−of−the−System: *Reports* 8 − 155
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
Merge Suppliers Report: *Supplier* 3 − 40
Missing Document Numbers Report: *Reports* 8 − 112
New Supplier/New Supplier Site Listing: *Reports* 8 − 23
Open Items Revaluation Report: *Reports* 8 − 82
Outbound Application Advice: *Invoices* 4 − 171
overview: *Reports* 8 − 2
Payables Approval Report: *Reports* 8 − 84
Payables Open Interface Outbound Advice: *Invoices* 4 − 170
Payables Open Interface Report: *Invoices* 4 − 174
Payment Audit by Voucher Number: *Reports* 8 − 113
Payment Batch Control Report: *Reports* 8 − 114
Payment Distribution Report: *Reports* 8 − 116
Payment Exceptions Report: *Reports* 8 − 119
Payment Gain/Loss Report: *Reports* 8 − 121
Payment Register: *Reports* 8 − 122
Payment Terms Listing: *Reports* 8 − 169
Positive Pay Report: *Other Topics* 10 − 4
Posted Invoice Register: *Reports* 8 − 141
Posted Payment Register: *Reports* 8 − 142
Posting Hold Report: *Reports* 8 − 144
Preliminary Invoice Sweep Report: *Reports* 8 − 15
Preliminary Payment Register: *Payments* 5 − 33; *Reports* 8 − 123
Preliminary Purged Listings: *Resource M* 9 − 12
Prepayment Remittance Report: *Reports* 8 − 159
Prepayments Status Report: *Reports* 8 − 87
Print Invoice Report: *Reports* 8 − 161
Purchase Order Header Updates Report: *Supplier* 3 − 47
QuickCode Listing: *Reports* 8 − 170
Receiving Hold Requestor Notice: *Reports* 8 − 162
Recurring Invoices Report: *Reports* 8 − 90
Rejected Purged Listings: *Resource M* 9 − 15
Separate Remittance Advice: *Payments* 5 − 34
sorting by alternate names: *Appendix* B − 4
Stopped Payments Report: *Reports* 8 − 127
Supplier Audit Report: *Supplier* 3 − 46
Supplier Balance Revaluation Report: *Reports* 8 − 24
Supplier Mailing Labels: *Reports* 8 − 26
Supplier Merge Report: *Supplier* 3 − 47
Supplier Paid Invoice History: *Reports* 8 − 29
Supplier Payment History Report: *Reports* 8 − 30
Suppliers Report: *Reports* 8 − 31
Tax Audit Trail: *Reports* 8 − 97
Tax Declaration Report: *Reports* 8 − 99
Tax Information Verification Letter: *Reports* 8 − 49
Tax Names Listing: *Reports* 8 − 171
Transaction Reconciliation Report: *Reports* 8 − 147
Undistributed Payments Report: *Mult Curr* 6 − 11; *Reports* 8 − 128
Unrealized Gain/Loss Report: *Reports* 8 − 91
Use Tax Liability Report: *Reports* 8 − 101
Void Payment Register: *Reports* 8 − 130
Withholding Tax By Invoice Report: *Reports* 8 − 51
Withholding Tax By Payment Report: *Reports* 8 − 52
Withholding Tax By Supplier Report: *Reports* 8 − 54

Withholding Tax By Tax Authority Report: *Reports* 8 − 56
Withholding Tax Certificate Listing: *Reports* 8 − 58

request sets: *Setup* 2 − 7; *Reports* 8 − 2

Requests window: *Reports* 8 − 5

Require Exchange Rate Entry Payables option: *Setup* 2 − 82

Require Tax Entry at Header Payables option: *Setup* 2 − 88

Reserve at Requisition Completion Financials option: *Setup* 2 − 65

restrictions
applying advances against expense reports: *Invoices* 4 − 127
applying holds: *Invoices* 4 − 62
Automatic Interest: *Other Topics* 10 − 11
Automatic Offsets: *Other Topics* 10 − 21
cancelling invoices: *Invoices* 4 − 205
expense report: *Invoices* 4 − 123
expense report holds: *Invoices* 4 − 125
fixed−rate payments: *Mult Curr* 6 − 10
invoice and invoice batch adjustments: *Invoices* 4 − 201
payment batch: *Payments* 5 − 36
prepayments: *Invoices* 4 − 115
releasing holds: *Invoices* 4 − 66
scheduled payment adjustments: *Invoices* 4 − 204
tax defaulting: *Invoices* 4 − 40

Reverse button: *Invoices* 4 − 239

reversing
invoice distributions: *Invoices* 4 − 201
purchase order matches: *Invoices* 4 − 85

reviewing
concurrent request status: *Reports* 8 − 5
invoice batches: *Invoices* 4 − 190
invoice distributions: *Invoices* 4 − 187
invoices: *Invoices* 4 − 190
payment batches: *Payments* 5 − 27
payment information from the Invoice Workbench: *Invoices* 4 − 188

reviewing suppliers: *Supplier* 3 − 36

RFQ Only Site Financials option: *Setup* 2 − 69

Rounding account: *Mult Curr* 6 − 9

Rounding Account Payables option: *Setup* 2 − 83

Rounding Rule Payables option: *Setup* 2 − 90

Rounding Rule supplier default: *Supplier* 3 − 21

S

scheduled payments
overview: *Invoices* 4 − 73
Recalculate Scheduled Payment Payables option: *Setup* 2 − 93

Scheduled Payments window
adjusting scheduled payments for an invoice: *Invoices* 4 − 203
applying a hold to a scheduled payment: *Invoices* 4 − 61
releasing scheduled payment holds: *Invoices* 4 − 65
window reference: *Invoices* 4 − 75

security: *Appendix* C − 2

Select Invoices window
creating a Quick Payment: *Payments* 5 − 5
creating clearing payments: *Payments* 5 − 8
recording a manual payment: *Payments* 5 − 3

self−billing: *Supplier* 3 − 27; *Invoices* 4 − 87

Separate Remittance Advice: *Setup* 2 − 230; *Payments* 5 − 34

sequential numbering
implementing sequential voucher numbering: *Setup* 2 − 158
voucher numbers: *Setup* 2 − 154

Sequential Numbering profile option: *Appendix* B − 9

Set of Books window
choosing your primary set of books: *Setup* 2 − 10
defining a set of books: *Setup* 2 − 4

sets of books
accounting methods: *Setup* 2 − 74

choosing: *Setup* 2 − 10
defining: *Setup* 2 − 4
multiple: *Setup* 2 − 239

setting up
accounting method: *Setup* 2 − 74
accounts: *Appendix* E − 9
aging periods: *Setup* 2 − 150
AP and System Administrator Roles: *Setup* 2 − 174
approvals: *Setup* 2 − 33
automatic payment programs: *Setup* 2 − 103
automatic tax calculation: *Other Topics* 10 − 35
cash basis accounting: *Setup* 2 − 72
choosing your find approver method: *Setup* 2 − 175
countries and territories: *Setup* 2 − 112
credit card code sets: *Setup* 2 − 199
credit card programs: *Setup* 2 − 202
credit cards (overview): *Setup* 2 − 196
custom payment formats: *Setup* 2 − 233
Expense Distribution Detail Report: *Setup* 2 − 148
expense report templates: *Setup* 2 − 46
expense reporting workflow: *Setup* 2 − 173
Financials options: *Setup* 2 − 61
flexfields: *Setup* 2 − 229
flexfields for Web Employees Enter Receipts window: *Setup* 2 − 182
future dated payments: *Payments* 5 − 51
holds: *Setup* 2 − 33
Interfund accounting: *Other Topics* 10 − 49
match tolerance: *Setup* 2 − 16
Oracle Web Employees expense reporting: *Setup* 2 − 160
overview: *Setup* 2 − 2
Payables Invoice Import: *Appendix* G − 30
Payables options: *Setup* 2 − 76
payment formats: *Setup* 2 − 107
payment programs: *Setup* 2 − 229
payment terms: *Setup* 2 − 11
petty cash accounts: *Other Topics* 10 − 45
positive pay integration: *Other Topics* 10 − 3
printer driver files: *Setup* 2 − 238
QuickCodes: *Setup* 2 − 42
reporting entities: *Setup* 2 − 54
signing limits, loading into tables: *Setup* 2 − 181
special calendars: *Setup* 2 − 152
supplier letters: *Setup* 2 − 226
suppliers: *Supplier* 3 − 10
tax names: *Setup* 2 − 19
tolerance levels: *Setup* 2 − 16
transaction codes: *Setup* 2 − 142
withholding tax: *Other Topics* 10 − 25
withholding tax groups: *Setup* 2 − 27
workflow activity timeouts: *Setup* 2 − 177, 2 − 213

Settlement Days Payables option: *Setup* 2 − 84

Ship Via Financials option: *Setup* 2 − 68

Ship−To/Bill−To Location Financials option: *Setup* 2 − 68

sign−ons: *Setup* 2 − 4

signing authority: *Setup* 2 − 53

signing limits, loading: *Setup* 2 − 181

Signing Limits window: *Setup* 2 − 53
assigning signing authority to employees: *Setup* 2 − 53

Site Language profile option: *Appendix* B − 9

Skeleton Distribution Sets: *Setup* 2 − 40

sorting, reports by alternate names: *Appendix* B − 4

source
defining QuickCodes: *Setup* 2 − 44
NonValidatedWebExpense: *Appendix* G − 12
Payables Expense Reports: *Appendix* G − 12
Payables Invoice Import: *Invoices* 4 − 151
WebExpense: *Appendix* G − 12
XpenseXpress: *Appendix* G − 12

special calendar: *Setup* 2 − 152
See also calendars; key indicators; recurring invoices; withholding taxes

Special Calendar window: *Setup* 2 − 152

spreadsheets, expense report spreadsheet: *Setup* 2 − 188

SQL*Loader
loading AP_EXPENSE_FEED_LINES: *Appendix* J − 6
loading Payables Open Interface tables: *Invoices* 4 − 166; *Appendix* I − 39

statistical quantities: *Invoices* 4 − 238
Oracle General Ledger integration: *Posting* 7 − 6

statistical units: *Invoices* 4 − 238

Stopped Payments Report: *Reports* 8 − 127

stopping payments
foreign currency: *Payments* 5 − 41
future dated: *Payments* 5 − 53
overview: *Payments* 5 − 65

Submit Purge window: *Resource M* 9 − 6

summary journal entries, creating: *Posting* 7 − 32

Supplier Audit Report: *Supplier* 3 − 46

Supplier Balance Revaluation Report: *Reports* 8 − 24

supplier defaults
Allow Interest Invoices: *Supplier* 3 − 22, 3 − 23
Allow Override: *Supplier* 3 − 21
Calculation Level: *Supplier* 3 − 20
Distribution Amounts Include Tax: *Supplier* 3 − 22
Offset Tax Name: *Supplier* 3 − 20
Pay Alone: *Supplier* 3 − 23
Pay Date Basis: *Supplier* 3 − 24
Pay Group: *Supplier* 3 − 23
Rounding Rule: *Supplier* 3 − 21
Tax Name: *Supplier* 3 − 20
Terms Date Basis: *Supplier* 3 − 25

Supplier Mailing Labels: *Reports* 8 − 26
troubleshooting: *Reports* 8 − 28

Supplier Mailing Labels Report, setting up print styles and drivers: *Setup* 2 − 240

Supplier Merge Report: *Supplier* 3 − 47

Supplier Merge window: *Supplier* 3 − 41

Supplier Number Entry Financials option: *Setup* 2 − 69

Supplier Number Type Financials option: *Setup* 2 − 70

Supplier Paid Invoice History: *Reports* 8 − 29

Supplier Payment History Report: *Reports* 8 − 30

Supplier Sites window
Accounting region: *Supplier* 3 − 14
adding a new supplier site: *Supplier* 3 − 37
applying supplier site holds: *Invoices* 4 − 61
Bank Accounts region: *Supplier* 3 − 15
Contacts region: *Supplier* 3 − 17
Control region: *Supplier* 3 − 17
Customer region: *Supplier* 3 − 18
Invoice Tax regions: *Supplier* 3 − 20
Payment region: *Supplier* 3 − 22
Purchasing region: *Supplier* 3 − 26
Site Uses and Telephone region: *Supplier* 3 − 30
Tax Reporting region: *Supplier* 3 − 33
updating supplier and supplier site defaults: *Supplier* 3 − 37
updating supplier invoice holds: *Supplier* 3 − 37
window reference: *Supplier* 3 − 13
Withholding Tax region: *Supplier* 3 − 33

Supplier Type QuickCode: *Setup* 2 − 42

suppliers
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Payments Report: *Reports* 8 − 42
1099 reportable: *Supplier* 3 − 7
1099 Tape: *Reports* 8 − 44
adding new supplier sites: *Supplier* 3 − 37
adjusting: *Supplier* 3 − 36
bank accounts: *Setup* 2 − 119
calculating a supplier or supplier site balance: *Invoices* 4 − 191
calculating balances: *Invoices* 4 − 191
controlling supplier entry: *Supplier* 3 − 5
duplicates
controlling: *Supplier* 3 − 5
identifying: *Supplier* 3 − 40
employees: *Supplier* 3 − 8

entering: *Supplier* 3 − 10
factors: *Supplier* 3 − 9
Final Purged Listings: *Resource M* 9 − 14
finding: *Supplier* 3 − 35
hierarchies: *Supplier* 3 − 8
holds: *Supplier* 3 − 17
integration with Oracle Purchasing: *Invoices* 4 − 83
merging: *Supplier* 3 − 40
New Supplier/New Supplier Site Listing: *Reports* 8 − 23
numbers: *Supplier* 3 − 5
overview: *Supplier* 3 − 2
pay alone: *Setup* 2 − 68
Preliminary Purged Listings: *Resource M* 9 − 12
Rejected Purged Listings: *Resource M* 9 − 15
Remit−to Bank account: *Supplier* 3 − 15
reviewing: *Supplier* 3 − 36
setting up supplier letters: *Setup* 2 − 226
Supplier Mailing Labels: *Reports* 8 − 26
Supplier Paid Invoice History: *Reports* 8 − 29
supplier Payables options: *Setup* 2 − 96
Supplier Payment History Report: *Reports* 8 − 30
Suppliers Report: *Reports* 8 − 31
Tax Identification Number Letter: *Reports* 8 − 49
tax information: *Supplier* 3 − 6
validation of Taxpayer ID and Tax Registration Number: *Supplier* 3 − 7
VAT (Value Added Tax): *Supplier* 3 − 6
Vendor Audit Report: *Supplier* 3 − 46
withholding tax information: *Supplier* 3 − 33
withholding taxes: *Supplier* 3 − 7
woman−owned: *Supplier* 3 − 17

Suppliers Report: *Reports* 8 − 31

Suppliers window
Accounting region: *Supplier* 3 − 14
Bank Accounts region: *Supplier* 3 − 15
Classification region: *Supplier* 3 − 16
Control region: *Supplier* 3 − 17
Electronic Payment region: *Supplier* 3 − 19
entering basic supplier information: *Supplier* 3 − 10
General region: *Supplier* 3 − 19
header information: *Supplier* 3 − 13
Invoice Tax region: *Supplier* 3 − 20
Payment region: *Supplier* 3 − 22
Purchasing region: *Supplier* 3 − 26
Receiving region: *Supplier* 3 − 28
reviewing suppliers: *Supplier* 3 − 36
Sites region: *Supplier* 3 − 30
Tax Reporting region: *Supplier* 3 − 30
updating a supplier's tax status: *Supplier* 3 − 38
updating supplier and supplier site defaults: *Supplier* 3 − 37
window reference: *Supplier* 3 − 13
Withholding Tax region: *Supplier* 3 − 33

System Administrator role, setting up: *Setup* 2 − 174

T

tables
See also interface tables
AP_CARD_CODE_SETS: *Setup* 2 − 200
AP_CARD_CODES: *Setup* 2 − 200
AP_WEB_SIGNING_LIMITS: *Setup* 2 − 181

Tax Audit Trail Report: *Reports* 8 − 97

tax authorities: *Supplier* 3 − 16
invoice currency default: *Supplier* 3 − 23
paying: *Other Topics* 10 − 28

Tax Declaration Report: *Reports* 8 − 99

Tax Default Source Payables option: *Invoices* 4 − 39

tax defaulting, restrictions: *Invoices* 4 − 40

tax entities, defining: *Setup* 2 − 55

Tax Group Payables option: *Setup* 2 − 102

Tax Information Verification Letter: *Reports* 8 − 49

Tax Name Defaults hierarchy: *Setup* 2 − 100
duplicating previous release functionality: *Invoices* 4 − 40
setting in Payables Options window: *Setup* 2 − 99

Tax Name Defaults Payables option: *Setup* 2 − 100
restrictions: *Invoices* 4 − 40

Tax Name field: *Invoices* 4 − 235

Tax Name supplier default: *Supplier* 3 − 20

tax names
defaulting: *Invoices* 4 − 39
deriving from natural account: *Invoices* 4 − 38
overview: *Invoices* 4 − 34

Tax Names Listing: *Reports* 8 − 171

Tax Names window
defining tax names for Sales, User, Offset, and User−defined invoice taxes: *Setup* 2 − 20
defining tax names for withholding taxes: *Setup* 2 − 20
defining tax names to meet French VAT reporting requirements: *Setup* 2 − 22
window reference: *Setup* 2 − 19

Tax Options window, assigning a tax name to an account: *Invoices* 4 − 38

Tax Registration Number
paying VAT and sales tax for suppliers: *Supplier* 3 − 6
Supplier and Supplier Sites field reference: *Supplier* 3 − 13
validation: *Supplier* 3 − 7, 3 − 44

Tax Types QuickCode: *Setup* 2 − 42

taxes
See also withholding taxes
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Payments Report: *Reports* 8 − 42
1099 Tape: *Reports* 8 − 44
amount verification during approval: *Invoices* 4 − 35
Automatic Tax Calculation: *Other Topics* 10 − 33
automatic withholding tax overview: *Other Topics* 10 − 24
control methods: *Invoices* 4 − 36
defaults. *See* Tax Name Defaults hierarchy
defining tax names for French VAT requirements: *Setup* 2 − 21
deriving tax from natural account: *Invoices* 4 − 38
disabling automatic tax calculation: *Other Topics* 10 − 36
entering on invoices: *Invoices* 4 − 33
European Union value added tax: *Invoices* 4 − 36
Invoice Tax Payables options: *Setup* 2 − 88
Item method: *Invoices* 4 − 38, 4 − 39
offset taxes: *Invoices* 4 − 48
Payables options: *Invoices* 4 − 34
prorating: *Invoices* 4 − 47
setting up Automatic Tax Calculation: *Other Topics* 10 − 35
setting up supplier tax information: *Supplier* 3 − 6
Tax Declaration Report: *Reports* 8 − 99
Tax Name Defaults hierarchy: *Invoices* 4 − 39
Tax Name Defaults Payables options: *Setup* 2 − 99
tax names: *Setup* 2 − 19; *Invoices* 4 − 34
Tax Registration Number: *Supplier* 3 − 13
tax types: *Invoices* 4 − 33
taxpayer ID validation: *Setup* 2 − 55
updating a supplier's tax status: *Supplier* 3 − 38
Use tax: *Invoices* 4 − 49
Use Tax Liability Report: *Reports* 8 − 101
VAT (value added tax): *Invoices* 4 − 36

Taxpayer ID
Supplier and Supplier Sites field reference: *Supplier* 3 − 13
validation: *Supplier* 3 − 7, 3 − 43

Taxpayer Identification Number. *See* Taxpayer ID

terms. *See* payment terms

terms date basis, scheduling payment for an invoice: *Invoices* 4 − 73

Terms Date Basis Payables option: *Setup* 2 − 97

Terms Date Basis supplier defaults: *Supplier* 3 − 25

Terms Payables option: *Setup* 2 − 83

timeouts, setting up for workflow activity: *Setup* 2 – 177, 2 – 213

tolerance
  Approval: *Setup* 2 – 16
  exchange rate amount: *Setup* 2 – 17
  price: *Setup* 2 – 17
  setting up: *Setup* 2 – 16
  shipment amount: *Setup* 2 – 17
  tax: *Setup* 2 – 16, 2 – 18
  tax amount range: *Setup* 2 – 18

Trace Switch parameter: *Reports* 8 – 7

Track as Asset check box: *Invoices* 4 – 79, 4 – 236

Transaction Code Payables option: *Setup* 2 – 86

transaction codes: *Posting* 7 – 8
  defining: *Setup* 2 – 142

Transaction Reconciliation Report: *Reports* 8 – 147

Transfer PO Descriptive Flexfield Information Payables option: *Setup* 2 – 93

troubleshooting
  EDI outbound payments: *Payments* 5 – 49
  Payables Open Interface Import: *Invoices* 4 – 169
  payment batch restrictions: *Payments* 5 – 36
  payment batches: *Payments* 5 – 28, 5 – 31
  see restrictions: *Setup* 2 – 6

U

Undistributed Payments Report: *Mult Curr* 6 – 11; *Reports* 8 – 128

units of measure: *Invoices* 4 – 238; *Posting* 7 – 6

Unposted Invoice Sweep Program: *Reports* 8 – 15

Unrealized Gain/Loss Report: *Reports* 8 – 91

Update Income Tax Details Utility and Report: *Reports* 8 – 16

Use Approval Hierarchies Financials option: *Setup* 2 – 66

Use Automatic Tax Calculation Payables option: *Setup* 2 – 89

Use Bank Charges Payables option: *Setup* 2 – 96

Use Batch Controls Payables option: *Setup* 2 – 86

Use Multiple Currencies Payables option: *Setup* 2 – 82

Use Pay Site's Tax Region Payables option: *Setup* 2 – 98

Use PO Encumbrance Financials option: *Setup* 2 – 65

Use Requisition Encumbrance Financials option: *Setup* 2 – 64

Use Tax Liability Report: *Reports* 8 – 101

Use taxes: *Invoices* 4 – 49

Use Withholding Tax Payables option: *Setup* 2 – 102

Users window: *Setup* 2 – 4

USSGL (US Standard General Ledger), transaction codes, posting: *Posting* 7 – 8

V

validation
  bank account: *Setup* 2 – 137
  bank branch: *Setup* 2 – 135
  Tax Registration Number: *Supplier* 3 – 7
  Tax Registration Number validation by country: *Supplier* 3 – 44
  Taxpayer ID: *Supplier* 3 – 7

variance
  See also tolerance
  accounts: *Invoices* 4 – 89, 4 – 90
  invoice: *Invoices* 4 – 87

variance holds: *Appendix* K – 8
  See also holds

VAT. *See* Tax Registration Number

VAT (Value Added Tax): *Invoices* 4 − 36
bank account validation by country: *Setup* 2 − 137
bank branch validation by country: *Setup* 2 − 135
French requirements: *Setup* 2 − 21, 2 − 44; *Reports* 8 − 100
setting up suppliers: *Supplier* 3 − 6
supplier defaults: *Supplier* 3 − 6
Tax Declaration Report: *Reports* 8 − 99
Tax Registration Number validation by country: *Supplier* 3 − 44

VAT Registration Number. *See* Tax Registration Number

VAT Registration Number Financials option: *Setup* 2 − 70

Vendor Audit Report, Supplier Audit Report: *Setup* 2 − 6

Vendor Mailing Labels. *See* Supplier Mailing Labels

Vendor Merge Report. *See* Supplier Merge Report

Vendor Paid Invoice History Report. *See* Supplier Paid Invoice History Report

Vendor Payment History Report. *See* Supplier Payment History Report

vendors. *See* suppliers

Vendors Report. *See* Suppliers Report

View Period−to−Date Withheld Amounts window: *Other Topics* 10 − 31
window reference: *Other Topics* 10 − 32

Void Payment Register: *Reports* 8 − 130

Void Unused Documents window: *Setup* 2 − 123 to 2 − 125

voiding
foreign currency payments: *Payments* 5 − 41
future dated payments: *Payments* 5 − 53
payment documents: *Payments* 5 − 67
payments: *Payments* 5 − 66
reissuing: *Payments* 5 − 67
reissuing voided payments: *Payments* 5 − 67
unused payment documents: *Setup* 2 − 123

voucher numbers
implementing sequential voucher numbering: *Setup* 2 − 158
sequential numbering: *Setup* 2 − 154

W

Web Application Dictionary. *See* Oracle Web Application Dictionary

Web Expense, Oracle Web Employees expense reporting: *Setup* 2 − 3

window reference
Account Segments for Expense Reporting: *Setup* 2 − 149
Automatic Payment Programs: *Setup* 2 − 104
Bank Accounts: *Setup* 2 − 126
Banks: *Setup* 2 − 124
Credit Card Code Sets: *Setup* 2 − 201
Credit Card Profiles: *Setup* 2 − 207
Credit Card Programs: *Setup* 2 − 203
Credit Cards: *Setup* 2 − 211
Distributions: *Invoices* 4 − 235
Expense Report Templates: *Setup* 2 − 47
Expense Reports: *Invoices* 4 − 132
Financials Options: *Setup* 2 − 63
Income Tax Regions: *Setup* 2 − 59
Invoice Approvals: *Setup* 2 − 35
Invoice Batches: *Invoices* 4 − 223
Invoice Tolerances: *Setup* 2 − 16
Invoices: *Invoices* 4 − 226
Maintain Tax & Certificates: *Setup* 2 − 31
Match to PO: *Invoices* 4 − 220
Payables Options: *Setup* 2 − 77
Payment Batches: *Payments* 5 − 72
Payment Documents: *Setup* 2 − 132
Payment Formats: *Setup* 2 − 108
Payment Terms: *Setup* 2 − 13
Payments: *Payments* 5 − 78
Payments (of Invoice Workbench): *Invoices* 4 − 188
Projected Withholding Tax: *Other Topics* 10 − 30
QuickCodes: *Setup* 2 − 43
Recurring Invoices: *Invoices* 4 − 104

Reporting Entity: *Setup* 2 − 55
Scheduled Payments: *Invoices* 4 − 75
Suppliers and Supplier Sites: *Supplier* 3 − 13
Tax Names: *Setup* 2 − 22
View Period−To−Date Withheld Amounts: *Other Topics* 10 − 32
Withholding Tax Details: *Setup* 2 − 24

windows
Account Segments for Expense Reporting: *Setup* 2 − 148
window reference: *Setup* 2 − 149
Accounting Calendar: *Setup* 2 − 4
Accrual write−offs: *Invoices* 4 − 90
Aging Periods: *Setup* 2 − 150
AP Accounting Periods: *Setup* 2 − 143
Apply Prepayments: *Invoices* 4 − 110
Apply/Unapply Prepayments: *Invoices* 4 − 110
Automatic Payment Programs: *Setup* 2 − 103
window reference: *Setup* 2 − 104
Bank Accounts: *Setup* 2 − 126
Bank Charges: *Setup* 2 − 141
Bank Transaction Codes: *Setup* 2 − 131, 2 − 142
Banks: *Setup* 2 − 114
window reference: *Setup* 2 − 124
Budgetary Control Transactions window: *Other Topics* 10 − 39
Calculate Balance Owed: *Invoices* 4 − 191
Concurrent Programs: *Setup* 2 − 235
Concurrent Programs window: *Setup* 2 − 103
Concurrent Requests Summary: *Payments* 5 − 22; *Reports* 8 − 4
Copy To: *Payments* 5 − 17
Countries and Territories: *Setup* 2 − 112
Create Invoices: *Invoices* 4 − 101
Credit Card Code Sets: *Setup* 2 − 199
window reference: *Setup* 2 − 201
Credit Card GL Account Sets: *Setup* 2 − 204
Credit Card Profiles: *Setup* 2 − 205
window reference: *Setup* 2 − 207
Credit Card Programs: *Setup* 2 − 202
window reference: *Setup* 2 − 203
Credit Card Transactions: *Invoices* 4 − 94
Credit Cards: *Setup* 2 − 210
window reference: *Setup* 2 − 211
Currencies: *Setup* 2 − 4
Distribution Sets: *Setup* 2 − 39
Distributions: *Invoices* 4 − 5
Enter Person: *Setup* 2 − 6
Expense Report Templates: *Setup* 2 − 46
window reference: *Setup* 2 − 47
Expense Reports, window reference: *Invoices* 4 − 132
Financials Options: *Setup* 2 − 61
window reference: *Setup* 2 − 63
Find Invoice Batches: *Invoices* 4 − 184
Find Invoice Distributions: *Invoices* 4 − 187
Find Invoices: *Invoices* 4 − 184
Find Invoices to Apply: *Invoices* 4 − 114
Find Invoices to Match: *Invoices* 4 − 25
Find Payments: *Payments* 5 − 58, 5 − 60
Find Prepayments to Apply: *Invoices* 4 − 114
Find Purchase Orders to Match: *Invoices* 4 − 13, 4 − 14
Find Suppliers: *Supplier* 3 − 35
Freight: *Invoices* 4 − 53
Hold window of the Payment workbench: *Payments* 5 − 67
Income Tax Regions: *Setup* 2 − 57
window reference: *Setup* 2 − 59
Invalid GL Accounts: *Payments* 5 − 64
Invoice Approvals: *Setup* 2 − 33
window reference: *Setup* 2 − 35
Invoice Batches: *Invoices* 4 − 8
Invoice Distributions Summary: *Invoices* 4 − 187
Invoice Holds: *Invoices* 4 − 60, 4 − 64, 4 − 218
window reference: *Invoices* 4 − 218
Invoice Overview: *Invoices* 4 − 183
Invoice Tolerances: *Setup* 2 − 16
Invoices: *Invoices* 4 − 5
Location: *Setup* 2 − 6
Maintain Tax & Certificates: *Setup* 2 − 29
window reference: *Setup* 2 − 31
Match to Invoice Distribution: *Invoices* 4 − 19
Match to Invoices: *Invoices* 4 − 25
Match to PO: *Invoices* 4 − 12
window reference: *Invoices* 4 − 220
Modify Payment Batch: *Payments* 5 − 18
navigation paths: *Appendix* A − 2

Open Interface Invoices: *Invoices* 4 − 171
Parameters: *Reports* 8 − 4
Payables Options: *Setup* 2 − 76
  window reference: *Setup* 2 − 77
Payment Documents: *Setup* 2 − 122
  window reference: *Setup* 2 − 132
Payment Formats: *Setup* 2 − 107
  window reference: *Setup* 2 − 108
Payment Interest Rates: *Setup* 2 − 45
Payment Terms: *Setup* 2 − 11
  window reference: *Setup* 2 − 13
Payments: *Payments* 5 − 2
  window reference: *Payments* 5 − 78
Payments window (of the Invoice Workbench): *Invoices* 4 − 188
Projected Withholding Tax: *Other Topics* 10 − 29
Prorate: *Invoices* 4 − 7, 4 − 47, 4 − 239
Purchase Order Shipments: *Invoices* 4 − 17
Quick Find By Alternate Name: *Appendix* B − 4
QuickCodes: *Setup* 2 − 42
  window reference: *Setup* 2 − 43
Recurring Invoices: *Invoices* 4 − 98
Related Banks: *Setup* 2 − 116
Reporting Entity: *Setup* 2 − 54
  window reference: *Setup* 2 − 55
Requests: *Reports* 8 − 5
Select Invoices: *Payments* 5 − 3, 5 − 5, 5 − 8
Set of Books: *Setup* 2 − 10
Signing Limits: *Setup* 2 − 53
Special Calendar: *Setup* 2 − 152
Submit Purge: *Resource M* 9 − 6
Submit Request: *Reports* 8 − 4
Supplier Merge: *Supplier* 3 − 40
Supplier Sites: *Supplier* 3 − 13
Suppliers: *Supplier* 3 − 13
Tax Names: *Setup* 2 − 19
  window reference: *Setup* 2 − 22
Tax Options: *Invoices* 4 − 38
Users: *Setup* 2 − 4
using folders to customize: *WB* 1 − 2
View Period−To−Date Withheld Amounts: *Other Topics* 10 − 31
Void Unused Documents: *Setup* 2 − 123
Withholding Tax Details: *Setup* 2 − 24
  Withholding Tax Groups: *Setup* 2 − 27
wire transfers: *Payments* 5 − 2
Withholding Amount Basis Payables option: *Setup* 2 − 102
withholding tax
  recurring invoices: *Invoices* 4 − 102
  special calendar: *Setup* 2 − 152
Withholding Tax By Invoice Report: *Reports* 8 − 51
Withholding Tax By Payment Report: *Reports* 8 − 52
Withholding Tax By Supplier Report: *Reports* 8 − 54
Withholding Tax By Tax Authority Report: *Reports* 8 − 56
Withholding Tax Certificate Listing: *Reports* 8 − 58
Withholding Tax Details window: *Setup* 2 − 24
Withholding Tax Groups window: *Setup* 2 − 28
withholding taxes
  automatically withholding taxes: *Other Topics* 10 − 26
  creating withholding tax groups: *Setup* 2 − 27
  creating withholding tax invoices: *Other Topics* 10 − 27
  customizing automatic withholding tax: *Setup* 2 − 238
  defining certificates and exceptions: *Setup* 2 − 29
  defining income tax regions: *Setup* 2 − 57
  no withholding on manual payments: *Other Topics* 10 − 28
  overview: *Other Topics* 10 − 24
  Payables options: *Setup* 2 − 102
  Projected Withholding Tax window: *Other Topics* 10 − 29
  reports: *Other Topics* 10 − 29
  reviewing withheld amounts online: *Other Topics* 10 − 29
  setting up: *Other Topics* 10 − 25
  supplier options: *Supplier* 3 − 33
  suppliers: *Supplier* 3 − 7
  tax authorities: *Supplier* 3 − 23

View Period−To−Date Withheld Amounts window: *Other Topics* 10 − 31

woman−owned suppliers: *Supplier* 3 − 17

workbenches
Invoice: *WB* 1 − 5
overview: *WB* 1 − 2
Payment: *WB* 1 − 8

workflow. *See* Oracle Workflow

Workflow Background Process: *Setup* 2 − 173

X

XpenseXpress. *See* expense reports

XpenseXpress Report Listing. *See* Expense Report Template Listing

Z

zero−amount, creating zero−amount payments: *Payments* 5 − 42

zero−amount payments, allowing in a payment batch: *Setup* 2 − 109

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User's Guide

Release 11

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VOLUME 2

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Contents

VOLUME 1

Preface ..... **i**

Chapter 1 **Payables Overview** ..... **1 – 1**
Oracle Public Sector Payables Overview ..... 1 – 2
Payables Workbenches ..... 1 – 2
The Invoice Workbench ..... 1 – 5
The Payment Workbench ..... 1 – 8

Chapter 2 **Payables Setup** ..... **2 – 1**
Setting Up Oracle Public Sector Payables ..... 2 – 2
Choosing a Set Of Books ..... 2 – 10
Payment Terms ..... 2 – 11
Payment Terms Window Reference ..... 2 – 13
Invoice Tolerances ..... 2 – 16
Tax Names ..... 2 – 19
Tax Names Window Reference ..... 2 – 22
Withholding Tax Groups ..... 2 – 27
Maintain Tax & Certificates ..... 2 – 29
Maintain Tax & Certificates Window Reference ..... 2 – 31
Invoice Approvals ..... 2 – 33

Invoice Approvals Window Reference . . . . . 2 – 35
Distribution Sets . . . . . 2 – 39
QuickCodes . . . . . 2 – 42
QuickCodes Window Reference . . . . . 2 – 43
Interest Rates . . . . . 2 – 45
Expense Report Templates . . . . . 2 – 46
Expense Report Templates Window Reference . . . . . 2 – 47
Signing Limits . . . . . 2 – 53
Reporting Entities . . . . . 2 – 54
Reporting Entity Window Reference . . . . . 2 – 55
Income Tax Regions . . . . . 2 – 57
Income Tax Regions Window Reference . . . . . 2 – 59
Financials Options . . . . . 2 – 61
Defining Financials Options . . . . . 2 – 62
Financials Options Window Reference . . . . . 2 – 63
Accounting Methods . . . . . 2 – 71
Setting up Your Accounting Method . . . . . 2 – 74
Payables Options . . . . . 2 – 76
Payables Options Window Reference . . . . . 2 – 77
Automatic Payment Programs . . . . . 2 – 103
Automatic Payment Programs Window Reference . . . . . 2 – 104
Payment Formats . . . . . 2 – 107
Payment Formats Window Reference . . . . . 2 – 108
Countries and Territories . . . . . 2 – 112
Banks . . . . . 2 – 114
Defining Banks . . . . . 2 – 115
Defining Bank Accounts . . . . . 2 – 117
Defining and Maintaining Payables Payment Documents . . 2 – 122
Banks Window Reference . . . . . 2 – 124
Bank Accounts Window Reference . . . . . 2 – 126
Payment Documents Window Reference . . . . . 2 – 132
Bank Branch Validation by Country . . . . . 2 – 135
Bank Account Validation by Country . . . . . 2 – 137
Bank Charges . . . . . 2 – 141
Bank Transaction Codes . . . . . 2 – 142
Controlling the Status of AP Accounting Periods . . . . . 2 – 143
Closing an Accounting Period . . . . . 2 – 145
Account Segments for Expense Reporting . . . . . 2 – 148
Account Segments for Expense Reporting Window Reference . . . . . 2 – 149
Aging Periods . . . . . 2 – 150

Special Calendar . . . . . 2 – 152
Voucher Numbers . . . . . 2 – 154
Implementing Sequential Voucher Numbering . . . . . 2 – 158
Setting Up Web Employees Expense Reporting . . . . . 2 – 160
Expense Reporting Workflow . . . . . 2 – 166
The Predefined Expense Reporting Workflow Definition . . 2 – 166
Setting Up The Expense Reporting Workflow . . . . . 2 – 173
Descriptive Flexfields in the Enter Receipts Window . . . . . 2 – 182
Web Employees Expense Report Spreadsheet . . . . . 2 – 188
Setting Up Web Expense Reports Using Web Application Dictionary . . . . . 2 – 193
Setting Up Credit Card Programs . . . . . 2 – 196
Credit Card Code Sets . . . . . 2 – 199
Credit Card Code Sets Window Reference . . . . . 2 – 201
Credit Card Programs . . . . . 2 – 202
Credit Card Programs Window Reference . . . . . 2 – 203
Credit Card GL Account Sets . . . . . 2 – 204
Credit Card Profiles . . . . . 2 – 205
Credit Card Profiles Window Reference . . . . . 2 – 207
Credit Cards . . . . . 2 – 210
Credit Cards Window Reference . . . . . 2 – 211
Credit Card Transaction Employee Workflow . . . . . 2 – 212
Credit Card Transaction Manager Workflow . . . . . 2 – 218
Setting Up Credit Cards Using Web Application Dictionary . . . 2 – 224
Payables Implementation Information . . . . . 2 – 226
Customizing Your Supplier Letters . . . . . 2 – 226
Implementing the Invoice Payments Descriptive Flexfield . 2 – 229
Setting Up Custom Payment Programs . . . . . 2 – 229
Setting Up Custom Payment Formats . . . . . 2 – 233
Using the Evergreen Check Laser Format . . . . . 2 – 235
Customizing Automatic Withholding Tax . . . . . 2 – 238
Using the Multiple Organization Support Feature . . . . . 2 – 239
Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report . . . . . 2 – 240

Chapter 3 **Suppliers . . . . . 3 – 1**
Suppliers . . . . . 3 – 2
Entering Suppliers . . . . . 3 – 10
Suppliers and Supplier Sites Window Reference . . . . . 3 – 13
Reviewing and Adjusting Suppliers . . . . . 3 – 35
Finding Suppliers . . . . . 3 – 35
Reviewing Suppliers . . . . . 3 – 36
Adjusting Suppliers . . . . . 3 – 36
Identifying Duplicate Suppliers . . . . . 3 – 40
Supplier Merge Program . . . . . 3 – 40
Taxpayer ID Validation . . . . . 3 – 43
Tax Registration Number Validation . . . . . 3 – 44
Supplier Audit Report . . . . . 3 – 46
Supplier Merge Report . . . . . 3 – 47
Purchase Order Header Updates Report . . . . . 3 – 47

Chapter 4 **Invoices . . . . . 4 – 1**
Entering Invoices . . . . . 4 – 2
Entering Basic Invoices . . . . . 4 – 2
Entering Invoice Distributions . . . . . 4 – 5
Entering Invoice Batches . . . . . 4 – 8
Entering Purchase Order Matched Invoices . . . . . 4 – 11
Matching to Purchase Orders . . . . . 4 – 12
Recording Price Corrections . . . . . 4 – 14
Viewing Purchase Order Information . . . . . 4 – 17
Final Matching Purchase Orders . . . . . 4 – 18
Credit and Debit Memos . . . . . 4 – 22
Entering Credit / Debit Memos . . . . . 4 – 22
Matching Credit / Debit Memos to Purchase Orders and Invoices . . . . . 4 – 23
Clearing a Credit . . . . . 4 – 27
Entering Foreign Currency Invoices . . . . . 4 – 28
Mixed Invoices . . . . . 4 – 32
Entering Taxes on Invoices . . . . . 4 – 33
Tax Control Methods . . . . . 4 – 36
Deriving Tax From a Natural Account (Account Method) . . 4 – 38
Defaulting Tax in Payables . . . . . 4 – 39
Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature . . . . . 4 – 41
Using the Automatic Tax Calculation Feature to Enter Tax . 4 – 43
Prorating Tax . . . . . 4 – 47

Entering Offset Taxes . . . . . 4 – 48
Entering Use Taxes . . . . . 4 – 49
Entering Taxes on Expense Reports . . . . . 4 – 49
Entering Freight on Invoices . . . . . 4 – 53
Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements . . . . . 4 – 54
Updating 1099 Information . . . . . 4 – 56
Holds . . . . . 4 – 59
Applying Holds . . . . . 4 – 59
Releasing Holds . . . . . 4 – 63
Approval . . . . . 4 – 68
Submitting Online Approval for Invoices . . . . . 4 – 69
Submitting Online Approval for Invoice Batches . . . . . 4 – 70
Payables Approval Program . . . . . 4 – 71
Scheduling Invoice Payments . . . . . 4 – 73
Scheduled Payments Window Reference . . . . . 4 – 75
Discounts . . . . . 4 – 78
Assets Integration . . . . . 4 – 79
Entering Project Related Invoices and Distributions . . . . . 4 – 81
Purchasing Integration . . . . . 4 – 82
Integrated Supplier and Purchasing Information . . . . . 4 – 83
Purchase Order Matching . . . . . 4 – 84
Purchase Order Shipment and Distribution Matching . . . . . 4 – 85
Two–, Three–, and Four–way Matching . . . . . 4 – 86
PO Default and QuickMatch Invoices . . . . . 4 – 86
Payment on Receipt . . . . . 4 – 87
Invoice Variances . . . . . 4 – 87
Variance Accounts . . . . . 4 – 89
Defining Accrual and Variance Accounts . . . . . 4 – 90
Closing Purchase Orders . . . . . 4 – 91
Receipt Accrual . . . . . 4 – 91
Purging Payables and Purchasing Information . . . . . 4 – 92
Procurement Card Integration . . . . . 4 – 93
Credit Card Transactions . . . . . 4 – 94
Credit Card Transactions Window Reference . . . . . 4 – 95
Oracle Inventory Integration . . . . . 4 – 97
Entering Recurring Invoices . . . . . 4 – 98
Recurring Invoices Window Reference . . . . . 4 – 104
Prepayments . . . . . 4 – 108
Entering Prepayments . . . . . 4 – 109
Applying Holds to Prepayments . . . . . 4 – 110

Releasing Holds from Prepayments . . . . . 4 – 110
Paying Prepayments . . . . . 4 – 110
Applying Prepayments to Invoices . . . . . 4 – 110
Applying Prepayments to Expense Reports . . . . . 4 – 112
Unapplying Prepayments . . . . . 4 – 112
Cancelling Prepayments . . . . . 4 – 114
Find Prepayments / Invoices to Apply Windows . . . . . 4 – 114
Recording a Refund of a Prepayment or Advance . . . . . 4 – 116
Expense Reports . . . . . 4 – 118
Entering Expense Reports . . . . . 4 – 121
Entering Foreign Currency Expense Reports in the Expense Reports Window . . . . . 4 – 124
Applying Holds to Expense Reports . . . . . 4 – 124
Applying Advances Against Expense Reports . . . . . 4 – 125
Modifying and Reviewing Existing Expense Reports . . . . . 4 – 127
Paying Expense Reports . . . . . 4 – 131
Expense Reports Window Reference . . . . . 4 – 132
Oracle Web Employees Expense Reporting . . . . . 4 – 139
Payables Invoice Import Program . . . . . 4 – 141
Invoice Import Report . . . . . 4 – 155
Invoice Import Exceptions Report . . . . . 4 – 156
Invoice Import Prepayments Applied Report . . . . . 4 – 161
Payables Open Interface Import . . . . . 4 – 163
Submitting Payables Open Interface Import . . . . . 4 – 165
Payables Open Interface Import Troubleshooting . . . . . 4 – 169
Payables Open Interface Purge Program . . . . . 4 – 170
Payables Open Interface Outbound Advice . . . . . 4 – 170
Open Interface Invoices Window . . . . . 4 – 171
Payables Open Interface Workflow . . . . . 4 – 171
Payables Open Interface Report . . . . . 4 – 174
Reviewing and Adjusting Invoices . . . . . 4 – 182
Invoice Overview . . . . . 4 – 183
Finding Invoice Batches . . . . . 4 – 184
Finding Invoices . . . . . 4 – 184
Reviewing Invoice Distributions . . . . . 4 – 187
Reviewing Payment Information in the Invoice Workbench 4 – 188
Payments Window (of the Invoice Workbench) Reference . . 4 – 188
Reviewing Invoice Batches . . . . . 4 – 190
Reviewing Invoices . . . . . 4 – 190
Calculating a Supplier or Supplier Site Balance . . . . . 4 – 191
Adjusting Invoice Batches . . . . . 4 – 193
Adjusting Invoices . . . . . 4 – 194

Adjusting Prepayments . . . . . 4 – 197
Adjusting Invoice Distributions . . . . . 4 – 197
Adjusting Scheduled Payments . . . . . 4 – 203
Cancelling Invoices . . . . . 4 – 204
Identifying Duplicate Invoices . . . . . 4 – 206
Resolving Duplicate Invoices . . . . . 4 – 207
ADJUSTMENT CHARTS . . . . . 4 – 208
Invoice Notices . . . . . 4 – 216
Printing Invoice Notices from the Invoice Workbench . . . . . 4 – 217
Invoice Holds Window Reference . . . . . 4 – 218
Match to PO Window Reference . . . . . 4 – 220
Invoice Batches Window Reference . . . . . 4 – 223
Invoices Window Reference . . . . . 4 – 226
Distributions Window Reference . . . . . 4 – 235

Chapter 5 **Payments . . . . . 5 – 1**
Creating Single Payments . . . . . 5 – 2
Recording Manual Payments and Wire Transfers . . . . . 5 – 2
Paying Invoices with Quick Payments . . . . . 5 – 4
Paying Invoices with Clearing Payments . . . . . 5 – 7
Paying Invoices From the Invoice Workbench . . . . . 5 – 9
Paying Invoices in Payment Batches . . . . . 5 – 12
Creating Foreign Currency Payments . . . . . 5 – 38
Stopping or Voiding Foreign Currency Payments . . . . . 5 – 41
Creating Zero–Amount Payments . . . . . 5 – 42
Electronic Payments . . . . . 5 – 44
Creating Electronic Funds Transfer Payments without the Oracle EDI Gateway . . . . . 5 – 44
Creating Electronic Payments with the Oracle EDI Gateway . . . . . 5 – 47
Future Dated Payment Method . . . . . 5 – 50
Setting Up Your System for Future Dated Payments . . . . . 5 – 51
Using Future Dated Payments . . . . . 5 – 52
Voiding or Stopping Future Dated Payments . . . . . 5 – 53
Defining Recurring Invoice Templates for Future Dated Payments . . . . . 5 – 54
Posting and Reconciling Future Dated Payments . . . . . 5 – 54
Automatic Offsets and Future Dated Payments . . . . . 5 – 55
Automatic Clearing for Future Dated Payments Utility and Report . . . . . 5 – 56
Reviewing and Adjusting Payments . . . . . 5 – 58

Payment Overview . . . . . 5 – 58
Finding Payments . . . . . 5 – 60
Reviewing Payments . . . . . 5 – 61
Updating Payments . . . . . 5 – 62
Updating Invalid Payment Distribution GL Accounts . . . . . 5 – 64
Stopping Payments . . . . . 5 – 65
Voiding Payments . . . . . 5 – 66
Escheating Checks . . . . . 5 – 69
Reconciling Payments with Oracle Cash Management . . . . . 5 – 70
Payment Batches Window Reference . . . . . 5 – 72
Payments Window Reference . . . . . 5 – 78

VOLUME 2

Chapter 6 **Foreign Currency . . . . . 6 – 1**
Foreign Currency Transactions . . . . . 6 – 2
Cross Currency Payments for Fixed–Rate Currencies . . . . . 6 – 7
Accounting for Fixed–Rate Payments . . . . . 6 – 9
AutoRate Program . . . . . 6 – 11

Chapter 7 **Posting . . . . . 7 – 1**
Posting . . . . . 7 – 2
Payables Transfer to General Ledger Program (Posting) . . . 7 – 15
Payables Transfer to General Ledger Parameters . . . . . 7 – 27
Reconciling Payables Activity . . . . . 7 – 34
Reconciling Payables Activity to General Ledger . . . . . 7 – 35

Chapter 8 **Reports, Programs, and Listings . . . . . 8 – 1**
Submitting Standard Reports, Programs, and Listings . . . . . 8 – 2
Request Sets . . . . . 8 – 2
Automatic Reports . . . . . 8 – 3
Submitting Requests . . . . . 8 – 4
Common Report Parameters . . . . . 8 – 5
Common Report Headings . . . . . 8 – 7
Programs . . . . . 8 – 9
Credit Card Transaction Validation and Exception Report . . 8 – 9
Credit Card Invoice Interface Summary . . . . . 8 – 12

Mass Additions Create Program . . . . . 8 – 14
Unposted Invoice Sweep Program . . . . . 8 – 15
Update Income Tax Details Utility and Report . . . . . 8 – 16
Submitting Workflow . . . . . 8 – 21
Distribute Employee Card Transaction Verifications . . . . . 8 – 21
Distribute Manager Card Transactions Approvals . . . . . 8 – 22
Supplier Reports . . . . . 8 – 23
New Supplier / New Supplier Site Listing . . . . . 8 – 23
Supplier Balance Revaluation Report . . . . . 8 – 24
Supplier Mailing Labels . . . . . 8 – 26
Supplier Paid Invoice History Report . . . . . 8 – 29
Supplier Payment History Report . . . . . 8 – 30
Suppliers Report . . . . . 8 – 31
Income Tax Forms and Reports . . . . . 8 – 34
1099 Reporting Overview . . . . . 8 – 34
1096 Form . . . . . 8 – 37
1099 Forms . . . . . 8 – 38
1099 Invoice Exceptions Report . . . . . 8 – 41
1099 Payments Report . . . . . 8 – 42
1099 Tape . . . . . 8 – 44
1099 Supplier Exceptions Report . . . . . 8 – 47
Tax Information Verification Letter . . . . . 8 – 49
Withholding Tax By Invoice Report . . . . . 8 – 51
Withholding Tax By Payment Report . . . . . 8 – 52
Withholding Tax By Supplier Report . . . . . 8 – 54
Withholding Tax By Tax Authority Report . . . . . 8 – 56
Withholding Tax Certificate Listing . . . . . 8 – 58
Invoice Reports . . . . . 8 – 59
Batch Control Reports . . . . . 8 – 60
Credit Memo Matching Report . . . . . 8 – 61
Expense Distribution Detail Report . . . . . 8 – 62
Invoice Aging Report . . . . . 8 – 65
Invoice Audit Listing by Voucher Number . . . . . 8 – 68
Invoice Audit Listing . . . . . 8 – 69
Invoice Audit Report . . . . . 8 – 70
Invoice History Report . . . . . 8 – 72
Invoice on Hold Report . . . . . 8 – 73
Invoice Register . . . . . 8 – 75
Matching Hold Detail Report . . . . . 8 – 77
Open Items Revaluation Report . . . . . 8 – 82
Payables Approval Report . . . . . 8 – 84

Prepayments Status Report . . . . . 8 – 87
Recurring Invoices Report . . . . . 8 – 90
Unrealized Gain / Loss Report . . . . . 8 – 91
Invoice Tax Reports . . . . . 8 – 94
Intra–EU VAT Audit Trail Report . . . . . 8 – 94
Tax Audit Trail Report . . . . . 8 – 97
Tax Declaration Report . . . . . 8 – 99
Use Tax Liability Report . . . . . 8 – 101
Payment Reports . . . . . 8 – 104
Cash Requirement Report . . . . . 8 – 104
Discounts Available Report . . . . . 8 – 107
Discounts Taken and Lost Report . . . . . 8 – 109
Final Payment Register . . . . . 8 – 110
Missing Document Numbers Report . . . . . 8 – 112
Payment Audit by Voucher Number Report . . . . . 8 – 113
Payment Batch Control Report . . . . . 8 – 114
Payment Distribution Report . . . . . 8 – 116
Payment Exceptions Report . . . . . 8 – 119
Payment Gain & Loss Report . . . . . 8 – 121
Payment Register . . . . . 8 – 122
Preliminary Payment Register . . . . . 8 – 123
Stopped Payments Report . . . . . 8 – 127
Undistributed Payments Report . . . . . 8 – 128
Void Payment Register . . . . . 8 – 130
Posting Reports . . . . . 8 – 132
Accounts Payable Journal Entry Audit Report . . . . . 8 – 132
Accounts Payable Journal Entry Exception Report . . . . . 8 – 134
Accounts Payable Trial Balance Report . . . . . 8 – 137
Journal with GL Details Report . . . . . 8 – 139
Posted Invoice Register . . . . . 8 – 141
Posted Payment Register . . . . . 8 – 142
Posting Hold Report . . . . . 8 – 144
Transaction Reconciliation Report . . . . . 8 – 147
Key Indicators Report . . . . . 8 – 150
Key Indicators Current Activity Report . . . . . 8 – 150
Key Indicators State–of–the–System Report . . . . . 8 – 155
Notices . . . . . 8 – 157
Invalid PO Supplier Notice . . . . . 8 – 157
Matching Hold Agent Notice . . . . . 8 – 158
Prepayment Remittance Report . . . . . 8 – 159
Print Invoice Report . . . . . 8 – 161

Receiving Hold Requestor Notice . . . . . 8 – 162
Listings . . . . . 8 – 164
Bank Account Listing . . . . . 8 – 164
Distribution Set Listing . . . . . 8 – 166
Employee Listing . . . . . 8 – 167
Payment Terms Listing . . . . . 8 – 169
QuickCode Listing . . . . . 8 – 170
Tax Names Listing . . . . . 8 – 171
Expense Report Template Listing . . . . . 8 – 172

Chapter 9 **Resource Management . . . . . 9 – 1**
Purging Records . . . . . 9 – 2
Submitting Purges . . . . . 9 – 6
Viewing the Status of a Purge . . . . . 9 – 9
Aborting a Purge . . . . . 9 – 10
Restarting a Purge . . . . . 9 – 10
Recreating Database Objects From Which You Purge . . . . . 9 – 10
Purge Reports . . . . . 9 – 12
Preliminary Purged Listings . . . . . 9 – 12
Final Purged Listings . . . . . 9 – 14
Rejected Purged Listings . . . . . 9 – 15
Final Purge Statistics Report . . . . . 9 – 15

Chapter 10 **Other Topics . . . . . 10 – 1**
AuditTrail . . . . . 10 – 2
Positive Pay Integration . . . . . 10 – 3
Positive Pay Report . . . . . 10 – 4
Prompt Payment Support . . . . . 10 – 7
Payment Batches and Quick Payments . . . . . 10 – 9
Manual Payments . . . . . 10 – 10
Void Payments and Stop Payments . . . . . 10 – 11
Fund Accounting with Automatic Offsets . . . . . 10 – 12
Fund Accounting with . . . . . 10 – 12
Automatic Offsets and Invoice Processing . . . . . 10 – 14
Automatic Offsets and Payment Processing . . . . . 10 – 17
Posting with Automatic Offsets . . . . . 10 – 20
Enabling Automatic Offsets . . . . . 10 – 22
. . . . . 10 – 22
Automatic Withholding Tax Overview . . . . . 10 – 24
Setting Up Withholding Tax . . . . . 10 – 25

Withholding Taxes . . . . . 10 – 26
Creating Withholding Tax Invoices . . . . . 10 – 27
Paying a Tax Authority . . . . . 10 – 28
Reviewing Withheld Amounts Online . . . . . 10 – 29
Withholding Tax Reports . . . . . 10 – 29
Projected Withholding Tax . . . . . 10 – 29
Projected Withholding Tax Window Reference . . . . . 10 – 30
View Period–To–Date Withheld Amounts . . . . . 10 – 31
View Period–To–Date Withheld Amounts Window Reference . . . . . 10 – 32
Automatic Tax Calculation Overview . . . . . 10 – 33
Budgetary Control in Payables . . . . . 10 – 38
Checking Funds for Invoices . . . . . 10 – 39
Approval When You Use Budgetary Control . . . . . 10 – 40
Encumbrance Entries in Payables . . . . . 10 – 42
Petty Cash Funds . . . . . 10 – 45
Interfund Accounting . . . . . 10 – 49

Appendix A **Oracle Public Sector Payables Menu Paths . . . . . A – 1**
Payables Navigator Paths . . . . . A – 2

Appendix B **Payables Profile Options . . . . . B – 1**
Profile Options in Payables . . . . . B – 2
Profile Options in Payables . . . . . B – 4
Profile Options for Oracle Web Expenses . . . . . B – 6
Profile Options in General Ledger . . . . . B – 8
Profile Options in Application Object Library . . . . . B – 8
Profile Options for Multiple Organization Support . . . . . B – 9

Appendix C **Function Security in Payables . . . . . C – 1**
Function Security in Payables . . . . . C – 2

Appendix D **Attachments in Payables . . . . . D – 1**
Attachments in Payables . . . . . D – 2

Appendix E **Invoice, Payment, and Account Default Charts ..... E – 1**
Invoice and Invoice Batch Default Hierarchy Chart ..... E – 2
Payment and Payment Batch Default Hierarchy Chart ..... E – 6
Account Default Hierarchy Chart ..... E – 9

Appendix F **Oracle Public Sector Payables Alerts ..... F – 1**
Invoices on Price Hold ..... F – 2
Invoices on Quantity Received Hold ..... F – 3
Invoices on Quantity Ordered Hold ..... F – 4
Receipt Holds ..... F – 5

Appendix G **Invoice Import Interface Tables ..... G – 1**
Invoice Import Interface Tables ..... G – 2
Payables Invoice Import Definitions ..... G – 2
Understanding the Invoice Import Interface Tables ..... G – 3
Table Descriptions ..... G – 5
Setting Up Invoice Import to Import Non–Oracle Invoices . G – 30
After Setting Up ..... G – 32

Appendix H **Purchase Order Matching Database Tables ..... H – 1**
Purchase Order Matching Database Tables ..... H – 2
Understanding the Matching Tables ..... H – 2
Table Descriptions ..... H – 4
Matching to Purchase Orders ..... H – 13
Using Approval ..... H – 15
Using Encumbrance Accounting with Purchasing ..... H – 17
Purging Purchasing Information ..... H – 18

Appendix I **Payables Open Interface Tables ..... I – 1**
Payables Open Interface Tables ..... I – 2
Understanding the Payables Open Interface Tables ..... I – 2
Payables Open Interface Table Descriptions ..... I – 4
Other Invoice Values Assigned During Payables Open Interface Import ..... I – 37
Account Overlay in Payables Open Interface Import ..... I – 38
Using SQL*Loader to Populate the Payables Open Interface Tables ..... I – 39

Appendix J **Payables Credit Card Transaction Interface Table ..... J – 1**
The Payables Credit Card Transaction Interface Table ..... J – 2
Understanding the Payables Credit Card Transaction Interface Table ..... J – 2
Payables Credit Card Transaction Interface Table ..... J – 3
Using SQL*Loader to Populate the Credit Card Transaction Interface Tables ..... J – 6

Appendix K **Oracle Public Sector Payables Holds ..... K – 1**
Account Holds ..... K – 2
Funds Holds ..... K – 3
Invoice Holds ..... K – 4
Matching Holds ..... K – 5
Variance Holds ..... K – 8
Miscellaneous Holds ..... K – 9

Glossary

Index

CHAPTER

6

Foreign Currency

This chapter provides an overview of how you can enter foreign currency information in Payables and complete foreign currency transactions. It tells you where the in User's Guide you can read about performing specific foreign currency transactions.

This chapter also includes a complete description of how to use the AutoRate program to automatically provide invoices with exchange rates from the GL Daily Rates table.

Foreign Currency Transactions

You can enter all types of invoices, including prepayments, expense reports, and recurring invoices, in a foreign currency and then pay them in that currency.

> **Note:** If the invoice currency is a fixed–rate currency such as Euro or another EMU currency, you can pay an invoice in an associated fixed–rate currency. See: Cross Currency Payments for Fixed–Rate Currencies: page 6 – 7.

When you enter an invoice, Payables uses the exchange rate you select to convert the invoice distributions into functional currency. You define your functional currency during setup for your set of books. When you create a payment for a foreign currency invoice, Payables uses the exchange rate you enter at that time to convert the payment distributions into your functional currency. Any difference in functional currency between invoice entry and invoice payment is recorded as realized Gain / Loss.

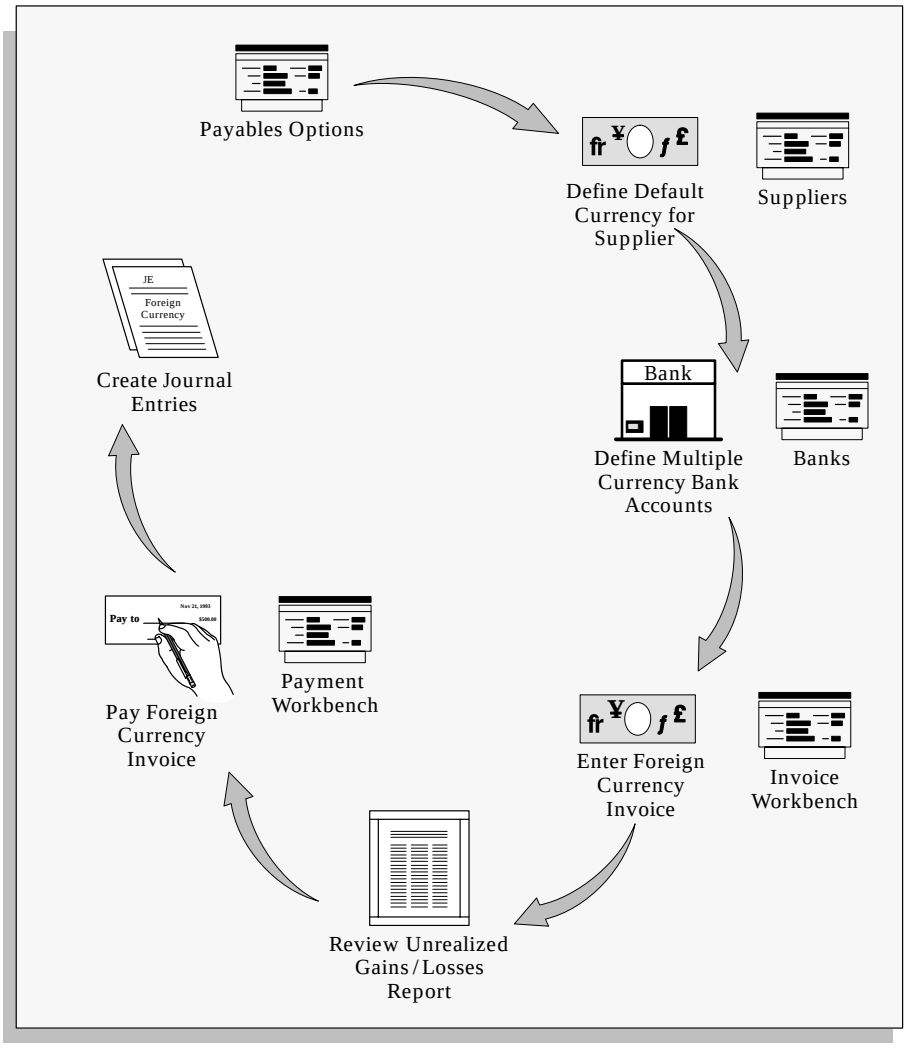
When you reconcile your payments using Oracle Cash Management, Payables also creates Gain / Loss accounting entries to record differences between the original payment amount and the cleared payment amount due to exchange rate fluctuations. See also: Reconciling Payments with Oracle Cash Management: page 5 – 70.

When you create journal entries for your invoices and payments, Payables transfers journal entries with both your functional and foreign currency to the General Ledger.

To make a foreign currency payment, use a bank account with a payment document that uses a payment format that is either multi–currency or defined for the foreign currency.

Figure 6 – 1 shows the general steps you follow to enter and pay a foreign currency invoice.

Figure 6 – 1



System Setup for Multiple Currency

- ❑ In the Currencies window, enable the foreign currencies you want to use. See: Currencies Window *(Oracle Applications System Administrator's Guide).*
- ❑ Choose your functional currency in the Set of Books window. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide).*

- ❑ Define your Payables options in the Payables Options window. See: Payables Options: page 2 – 76.
  - Enable the Allow Multiple Currency Payables option.
  - Enable the Require Exchange Rate Entry Payables option for foreign currency invoice entry. (optional)
  - Define a default exchange rate type which defaults to all foreign currency invoices. (optional)
  - Define a default invoice and payment currency which defaults to all supplier sites you enter. (optional)
- ❑ Define Rate Variance Gain / Loss Accounts when you define Financials Options or during bank setup.
- ❑ Define Conversion Rate Types. See: Defining Conversion Rate Types *(Oracle Public Sector General Ledger User's Guide).*
- ❑ Enter Daily Exchange Rates. See: Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide)* (optional)
- ❑ Define foreign currency bank accounts and payment documents. See Defining Banks: page 2 – 115.

Entering Invoice Currency

You can pay invoices only in the same currency you used to enter them. You can enter or change invoice currency defaults at five subsequent times. During each of these steps you can override the default created by the previous step.

- Payables Options, choose default invoice currency
- Supplier Entry
- Supplier Site Entry
- Invoice Batch defaults (optional)
- Invoice or Expense Report Entry

The invoice currency is the default for invoice distributions, and this invoice distribution currency default cannot be changed.

Making Foreign Currency Payments

To pay foreign currency invoices you must have bank accounts and payment documents that are defined for foreign currency payments. You must use one of the following combinations:

- A foreign currency bank account with a payment document that uses a payment format defined for the intended foreign currency.
- A multi–currency bank account with a payment document that uses multi–currency payment format. If you use a multi–currency payment format, you enter the payment currency at payment time.
- A multi–currency bank account with a payment document that uses a payment format defined for the intended foreign currency.

Gain/Loss

Payables tracks currency gains and losses in your functional currency caused by exchange rate fluctuations between the times of invoice entry, payment creation, and payment reconciliation with Cash Management. For example, a U.K. organization enters an invoice to pay a U.S. organization 100USD at a .63 exchange rate. At payment time, the exchange rate is .62. Payables records the 1UKS gain realized when the invoice payment amount, expressed in functional currency, went from an estimated 63UKS to 62UKS.

Any time after you enter invoices and before payment, you can review your unrealized gain / loss by submitting the Unrealized Gain / Loss Report.

Types of Exchange Rate Entry

You cannot pay or create journal entries for foreign currency invoices that have no exchange rate, and you cannot create journal entries for foreign currency payments that have no exchange rate. You enter exchange rates when you enter invoices and when you create payments.

You can enter the exchange rate manually, or Payables can enter the exchange rate automatically if you have defined in the GL Daily Rates table a rate that matches the invoice's currency, exchange rate type and exchange rate date. You can assign an exchange rate to a transaction in three ways:

- **Manual.** During invoice entry or payment creation you manually enter the exchange rate. See: Manual Exchange Rate Entry: page 4 – 28
- **GL Daily Rates Table Default.** During invoice entry or payment creation, Payables automatically enters the exchange rate from the GL Daily Rates table. See: GL Daily Rates Table Default *Oracle Public Sector General Ledger User's Guide***.**

- **AutoRate.** After you have entered invoices or created payments without exchange rates, ensure that the GL Daily Rates table contains the exchange rate information you need and submit the AutoRate program. Payables automatically assigns exchange rates from the GL Daily Rates table to invoices and payments requiring them. See: AutoRate Program: page 4 – 29

Types of Exchange Rates

Payables uses five types of exchange rates. Payables uses exchange rates to convert invoice and payment amounts into your functional currency.

- **User.** Used to manually enter your own exchange rate during invoice entry or at payment time.
- **Spot.** A daily exchange rate which is a quoted market rate. When you specify a Spot rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **Corporate.** A standard market rate determined by senior management for use throughout your organization. When you specify a Corporate rate type, Payables automatically enters the invoice Exchange Rate from the GL Daily Rates table.
- **User–defined.** An exchange rate type you define in the Define Daily Conversion Rate Types window. You can define as many exchange rate types as you need. When you specify a User–defined rate type, Payables automatically enters the invoice exchange rate for you from the GL Daily Rates table.
- **EMU Fixed.** If you use fixed–rate currencies and your functional currency is different from the Invoice Currency or Payment Currency, and the currencies are associated fixed–rate currencies, such as Euro and another EMU currency, Payables displays EMU Fixed as the Rate Type and you cannot update this value.

Reporting on Foreign Currency Transactions

Submit the following reports to review foreign currency information:

- **Posting Hold Report:** Lists invoices Payables is unable to post. Report includes foreign currency invoices with no exchange rates, unbalanced distributions, etc. See: Posting Hold Report: page 8 – 144.
- **Unrealized Gain / Loss Report, and Realized Gain / Loss Report:** Lists gains and losses in functional currency due to

changes in exchange rates. See: Unrealized Gain / Loss Report: page 8 – 91.

- **Cash Requirement Report**: Forecasts cash needs for payment of invoices that match parameters you enter. See: Cash Requirement Report: page 8 – 104.

Integration with Other Oracle Applications

Payables is fully integrated with all other Oracle Applications. For example, if you define currencies, exchange rate types and exchange rates information in Oracle Public Sector General Ledger, you do not need to enter the same information in Payables.

FOREIGN CURRENCY RESTRICTIONS:

EXCHANGE RATE REQUIRED: If a foreign currency invoice has no exchange rate, Payables will apply a hold to the invoice and will not pay or create journal entries for it. You can review the Posting Hold Report to see all the invoices Payables will not post. If a foreign currency payment has no exchange rate, Payables will not create journal entries for it and will list it on the Posting Exception Report and the General Ledger Audit / Exception Report. These reports print automatically after you submit the Payables Transfer to General Ledger program.

See Also

Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide)*

Entering Foreign Currency Invoices: page 4 – 28

Creating Foreign Currency Payments: page 5 – 38

Multiple Reporting Currencies in Oracle Applications manual

Cross Currency Payments for Fixed–Rate Currencies

If you enter an invoice in a fixed currency, such as Euro or another European Monetary Union (EMU) currency, you can pay the invoice in an associated fixed–rate currency. Payables will automatically default EMU Fixed as the payment exchange rate type.

In addition, if your functional currency has a predefined fixed exchange rate with the invoice currency or payment currency, Payables defaults EMU Fixed as the exchange rate and provides the fixed rate as the default exchange rate.

Paying Invoices in Associated Fixed–Rate Currencies

To pay an invoice in a different fixed–rate currency, whether the invoice originates in the Invoices window, EDI Gateway, Expense Reports window, or Recurring Invoices window, you need to specify the Payment Currency.

Prerequisites

- ❑ Assign fixed rates to currencies in the Currencies window. Currencies Window *(Oracle Applications System Administrator's Guide)*.
- ❑ Assign daily rates between your functional currency and the Euro. Entering Daily Rates
- ❑ In the Supplier Sites window enter the default Invoice Currency and Payment Currency you want to use for each supplier site. (Optional)
- ❑ In the Currency region of the Payables Options window, enter your Rounding Errors Account. In the Accounting region of the Payables Options window, select your posting option for Rounding Errors. See: Currency Payables Options: page 2 – 82.
- ❑ Define a Suspense Account for your set of books in the Suspense Accounts window in General Ledger. Enter a source of Payables. See: Defining Suspense Accounts *(Oracle Public Sector General Ledger User's Guide)*

▶ **To pay a basic invoice in a different fixed–rate currency:**

1. When you enter invoice information, enter an associated fixed rate currency as the Payment Currency. For example, you can enter Euro as the Invoice Currency, and another EMU currency as the Payment Currency. Enter the cross rate date or accept the default. Payables provides the fixed rate, the rate type of EMU Fixed, and the default rate date. You can override the rate date.
2. All scheduled payments will be created in the payment currency.

You can change the invoice payment currency at any time before paying the invoice. If you change the payment currency, Payables will automatically recalculate the scheduled payments in the new payment currency.

3. When you pay the invoice, use a bank account that uses the payment currency or use a multi–currency bank account.

Accounting for Fixed–Rate Payments

Suspense Account

During the Payables Transfer to General Ledger Program, when you transfer cross–currency payments, the resulting accounting entry consists of two currencies: the invoice currency and the payment currency. Payables ensures that the entry balances in your functional currency. The entry, however, does not balance in the entered currency.

During the Payables Transfer to General Ledger Program, General Ledger identifies cross–currency entries created in Payables. These entries have a category of 'Cross–Currency'. For each of these entries, General Ledger separates the entries by currency before balancing them. General Ledger ignores the out of balance errors. Then General Ledger creates a balancing journal entry that is charged to a clearing account. A clearing account is called a 'Suspense Account' in Oracle Public Sector General Ledger.

> **Note:** The entry to the clearing account will always be zero in your functional currency because the journal entry already balances in your functional currency.

You do not need to enable suspense accounting for your set of books to create cross–currency payments in Payables. You only need to define a suspense account for journal entries created by cross–currency payments.

When defining a Suspense Account for your set of books in the Suspense Accounts window in General Ledger, enter a source of Payables. See: Defining Suspense Accounts *(Oracle Public Sector General Ledger User's Guide)*

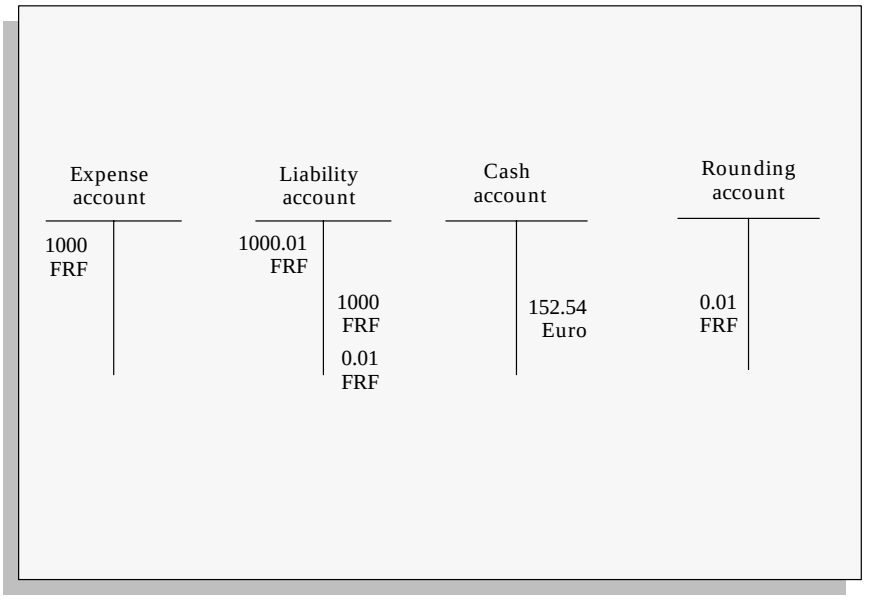
Rounding Account

Payables creates journal entries in the transaction currency and your functional currency for all invoices and payments. Payables continues

to record gains and losses in the Gain / Loss Accounts you assign. When you pay invoices in a different currency than the payment currency, Payables uses the Rounding account that you define in the Currencies region of the Payables Options window to record the rounding error.

For example, your functional currency is FRF and you enter an invoice in 1000 FRF and enter Euro as the Payment Currency. The Payment Amount converts to 152.53917 Euro, at the fixed conversion rate of 6.555693, and is rounded to 152.54 Euro. The payment, converted back to your functional currency is 1000.0054, which is rounded to 1000.01. The .01 FRF difference is recorded in the Rounding account.

Figure 6 – 2



FIXED–RATE PAYMENT RESTRICTIONS

PURCHASE ORDER MATCHING. If you match an invoice to a purchase order, the purchase order must be in the same currency.

SINGLE CURRENCY. You can pay an invoice in only one associated fixed–rate currency.

AutoRate Program

AutoRate uses exchange rate information in the GL Daily Rates table to enter exchange rates for any foreign currency invoices or payments that have no exchange rates. AutoRate cannot update exchange rates unless you have first defined exchange rates in the GL Daily Rates table that match the invoice or payment currency, rate date, and rate type. See: Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide)*.

If a foreign currency invoice has no exchange rate, Approval applies a No Rate hold to the invoice, which prevents payment and posting of the invoice. After AutoRate enters an exchange rate for the invoice, the next time you run Approval, the system will remove the No Rate hold. Payables will not post foreign currency payments that have no exchange rates. After AutoRate enters an exchange rate for a payment, AutoRate creates payment distributions. The payment distributions include credits to the Asset Accounts as well as any discount distributions.

The AutoRate program does not produce any output; however, if the AutoRate program creates invalid payment distributions for a foreign currency payment, Payables automatically prints the Undistributed Payments Report: page 8 – 128.

Program Submission

You submit the AutoRate Program in the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2. This program has no parameters.

See Also

Foreign Currency Transactions: page 6 – 2

CHAPTER

7

Posting

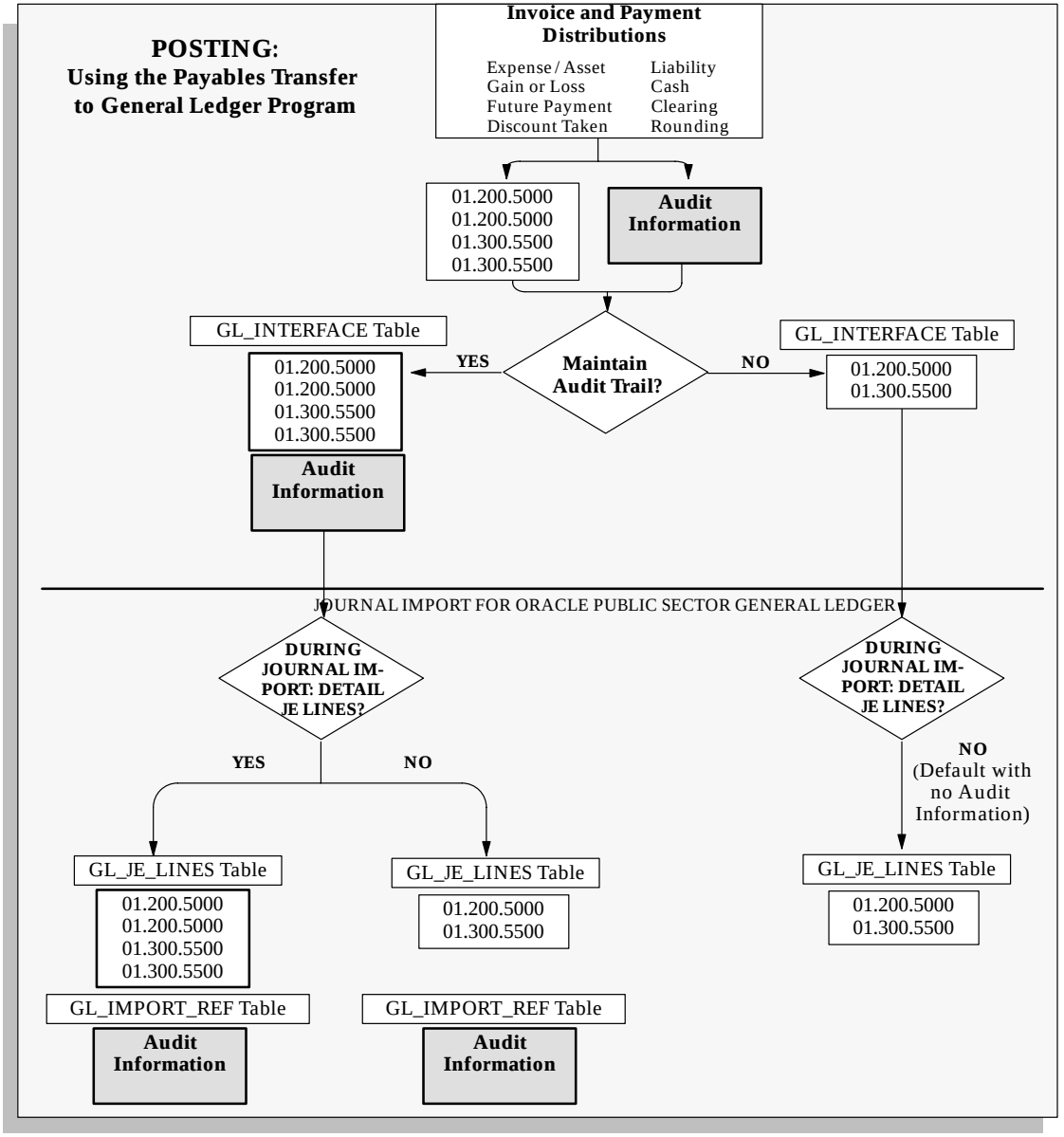
This chapter tells you how to use the Payables Transfer to General Ledger Program to transfer your invoice and payment accounting distributions and audit information you select to the general ledger interface table. You can then use your general ledger system to import this information, create journal entries, and post these journal entries.

The chapter also explains how to reconcile your Payables activity with your general ledger.

For information on posting reports, refer to the Reports chapter.

Posting

Figure 7 – 1



Initiate posting within Payables by submitting the Payables Transfer to General Ledger program. This program transfers your invoice and payment accounting distributions and audit information you select to the general ledger interface (GL_INTERFACE) table. You can then use your general ledger system to import this information, create journal entries, and post these journal entries whenever you wish.

If you use the Multiple Reporting Currencies feature, read the *Multiple Reporting Currencies in Oracle Applications* manual for information on posting when you use the Multiple Reporting Currency feature.

This document includes the following topics:

- Integration with Oracle Public Sector General Ledger: page 7 – 3
- Integration with Other General Ledger Systems: page 7 – 4
- General Ledger Effective Date: page 7 – 4
- Accounting Methods: page 7 – 5
- Invoice Distribution Statistics in Oracle Public Sector General Ledger: page 7 – 6
- Posting Prepayments: page 7 – 7
- Posting Reports: page 7 – 7
- Audit Options: page 7 – 8
- Journal Import: page 7 – 12
- Summary and Detail Journal Entries: page 7 – 13

See Also

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Integration with Oracle Public Sector General Ledger

Posting in Payables transfers accounting information to the GL_INTERFACE table, but does not update the account balances in General Ledger. To create journal batches, headers and lines in Oracle Public Sector General Ledger tables, submit Journal Import when you submit the Payables Transfer to General Ledger program.

To submit Journal Import, enter Yes for the Submit Journal Import parameter and specify whether you want Journal Import to create

detail or summary journal entries. If you choose to maintain audit information when you submit Journal Import, Payables transfers audit information to the Oracle Public Sector General Ledger GL_IMPORT_REFERENCES table. If you do not submit Journal Import when you submit the Payables Transfer to General Ledger program, you can submit Journal Import from within General Ledger. See: Importing Journals *(Oracle Public Sector General Ledger User's Guide)*. From Oracle Public Sector General Ledger you can drilldown to the Payables supporting detail for either detail or summary journal entries.

Integration with Other General Ledger Systems

If you use Payables with another general ledger system, the Payables Transfer to General Ledger program transfers your invoice and payment accounting distributions and audit information you select to the GL_INTERFACE table. If you choose to maintain audit information, Payables transfers audit information and detail accounting distributions. If you choose not to maintain audit information, Payables transfers only summary accounting distributions.

General Ledger Effective Date

Payables determines into which accounting period an invoice or payment will be included by comparing the invoice or payment GL Date to the ranges of dates you have defined for your accounting periods.

You can enter the GL Date of an invoice in the Invoices window. When you enter an invoice GL Date, Payables automatically defaults this GL Date to all the invoice distributions. You can then change the GL Date for an invoice distribution in the Distributions window. You can define your GL Date Basis Payables option so that the GL Date for each invoice defaults from either the invoice date, system date, or invoice receipt date. Payables uses the payment date as the GL Date for your payments.

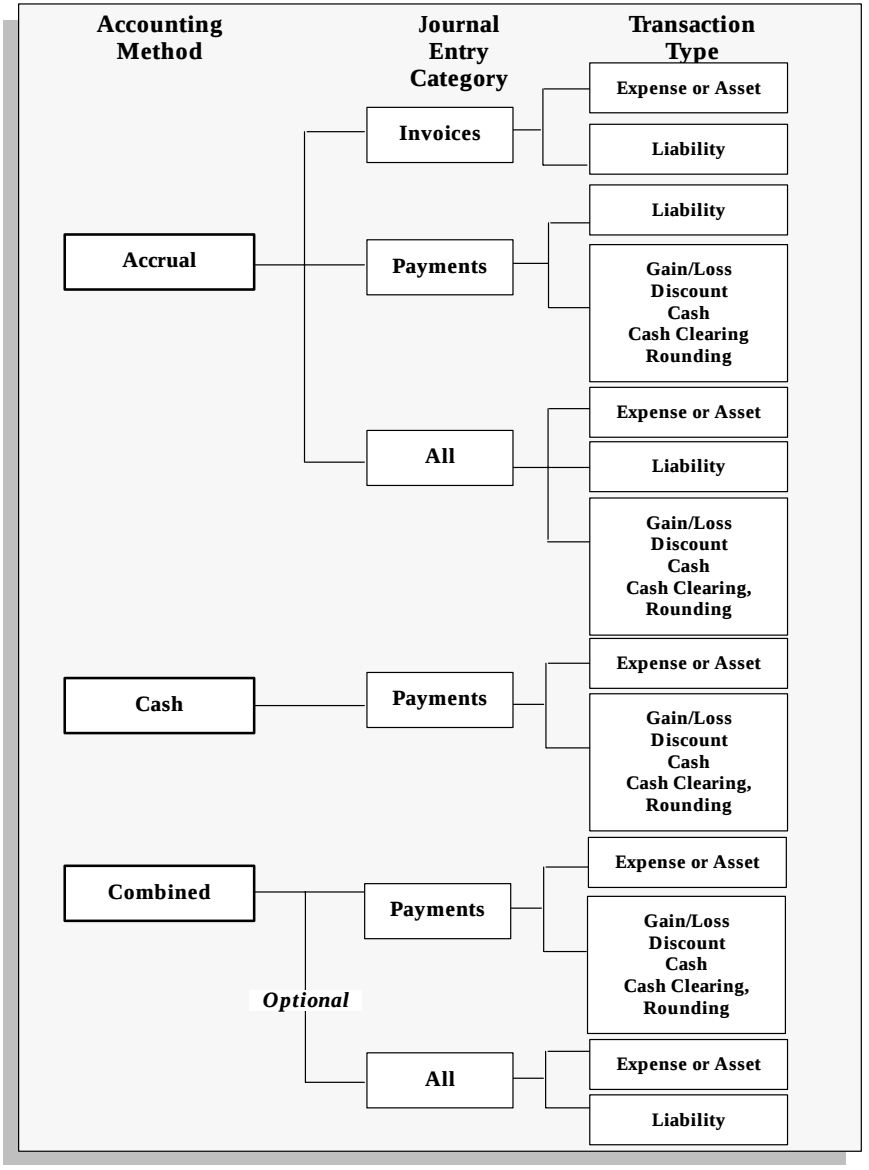
For payments, the GL is usually the date of a payment. If the payment date is in a closed period, the GL Date is the first day of the next open period. If you have enabled the Allow Reconciliation Accounting Payables option, the payment GL Date is the Clear Date you enter in Oracle Cash Management. If you have enabled the Future Payment Method Payables option, and you are using the Automatic Clearing for Future Dated Payments Utility, the payment GL Date is based on the GL Date parameter you enter when you submit the utility.

You cannot close a period unless you have posted all invoices and payments that have GL Dates within that period. If you cannot resolve posting exceptions and you need to close a period, you can change the invoice GL Dates to dates outside of the period either manually or by using the Unposted Invoice Sweep. See: Unposted Invoice Sweep Program: page 8 – 15.

Accounting Methods

Payables posts transactions according to the accounting method you selected in the Payables Options window: accrual basis, cash basis, or combined basis. You have a secondary set of books only if you are using combined basis accounting. See: Accounting Methods: page 2 – 71.

Figure 7 – 2



Invoice Distribution Statistics in Oracle Public Sector General Ledger

If you use General Ledger, you can define the units of measure, such as barrels or gross, you use to record statistics on invoice distributions. In General Ledger, you can assign a unit of measure to an account.

Payables then lets you enter a statistical quantity for each invoice distribution that has an account defined with a unit of measure.

If you use General Ledger and enter in Payables any statistical quantities for your invoice distributions, Payables transfers this statistical quantity information to the GL_INTERFACE table when you initiate posting in Payables. If you choose to create detail journal entries, Payables transfers the quantity information for each invoice distribution. If you choose to create summary journal entries, Payables transfers this quantity information in summary. You can then report on your statistics in a variety of ways, including the Financial Statement generator. For detailed information see: Defining Statistical Units of Measure:, *Oracle Public Sector General Ledger User's Guide*..

Posting Prepayments

Payables posts prepayments in when it posts other invoices. Your accounting methods will affect the way Payables posts your invoices. For more information, see Posting When You Use Accrual Basis Accounting: page 7 – 19 or Posting When You Use Cash Basis Accounting: page 7 – 22.

Posting Reports

Use the following Payables reports for reference during the posting process:

- **Accounts Payable Journal Entry Audit Report.** Payables automatically prints this report after you initiate posting in Payables. It shows the total number and amount of journal entries for each batch so that you can verify the results after you post.
- **Accounts Payable Journal Entry Exception Report.** Payables automatically prints this report after you initiate posting in Payables. This report lists any posting exception items, such as an invalid account or a missing exchange rate, so that you can resolve them. Payables does not print this report if there are no exceptions during posting.
- **Posted Invoice Register.** After you transfer your invoice journal entries, submit and review the Posted Invoice Register to verify that the total invoice amount equals the total invoice distribution amount. If there is a variance, you can compare the amount of each invoice to the total of the invoice distribution to identify its source.

- **Posted Payment Register.** Submit this report to review posted payments in a particular period. You can use the report to review payment activity for each bank account you use during a period. Payables sorts and subtotals the listing of documents by bank, bank branch, and bank account.
- **Accounts Payable Trial Balance.** Submit this report to review by supplier all unpaid and partially paid invoices for which you have transferred journal information to your general ledger. These invoices represent your agency's outstanding accounts payable liability. Use this report to verify that the total accounts payable liability in Payables equals the accounts payable liability in your general ledger.

U.S. Standard General Ledger Transaction Codes

Payables also transfers the U.S. Standard General Ledger transaction code associated with an invoice or payment distribution to the Payables general ledger interface table when you initiate posting within Payables. During Journal Import, General Ledger automatically generates any additional accounting entries that you have predefined for the transaction code associated with an invoice or payment distribution.

See Also

Overview of Transaction Codes *(Oracle Public Sector General Ledger User's Guide)*

Defining Government Transaction Codes *(Oracle Public Sector General Ledger User's Guide)*

Audit Options

You specify whether Payables transfers audit information for the accounting distributions it transfers to the GL_INTERFACE table. If you want to create detail accounting distributions you must maintain audit information.

The GL_INTERFACE table stores both accounting information and audit information. The GL_INTERFACE table is a temporary table, and is cleared after you transfer the information to your general ledger.

If you choose to maintain audit information, Payables creates one accounting distribution for each invoice and payment, and records the following audit information for the invoice and payment transactions:

- supplier name
- invoice number
- distribution line number and description
- check number
- sequential number

If you do not maintain audit information, Payables summarizes the accounting distributions by combining all distributions with the same account combination into one journal entry line.

You can set an audit default for each transaction type in the Payables Options window, and can override defaults for most transaction types when you submit the Payables Transfer to General Ledger program. However, Payables always maintains audit information for your expense and cash transaction types. Maintaining audit information is optional for liability, discount taken, gain or loss, cash clearing, and rounding transactions.

If you use General Ledger and submit Journal Import, the accounting information populates the General Ledger GL_JE_BATCHES, GL_JE_HEADERS, and the GL_JE_LINES tables. The audit information populates the General Ledger GL_IMPORT_REFERENCES table. If you choose to retain audit information, you can choose to import detail or summary journal entries. If you do not import audit information, you can import only summary journal entries.

Table 7 – 1 – Table 7 – 6 detail the audit information stored in GL_INTERFACE columns Reference21–Reference30 for expense, liability, cash, discount, realized gain / loss, future payment, cash clearing, rounding, and encumbrance lines.

Attention: General Ledger Users: These columns in GL_INTERFACE map directly to Reference1–Reference10 in GL_IMPORT_REFERENCES as accounting and audit information flows from Payables to General Ledger.

Expense (Includes Exchange Rate Variance and Invoice Price Variance Lines)									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name	invoice id	dist line number		invoice number	AP Invoices	set of books id			
*Note that if you create summary journal entries for your expense lines, Payables populates only GL_INTERFACE columns REFERENCE26 and REFERENCE27.									

Table 7 – 1 (Page 1 of 1)

Liability (Credit)									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name	invoice id	dist line number		invoice number	AP Invoices	set of books id			Liability
*Note that if you create summary journal entries for your liability lines, Payables only populates GL_INTERFACE columns REFERENCE26, REFERENCE27, and REFERENCE30. If you select the Partial Audit Option for liability lines, Payables populates the same columns as indicated above, except for REFERENCE23.									

Table 7 – 2 (Page 1 of 1)

Liability (Debit), Cash (Credit), Discount, Realized Gain/Loss, Future Payment, Rounding									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name	invoice id	check id	check number	invoice number	AP Payments	set of books id	invoice dist. line number	invoice payment id	Liability, Cash, Discount, Exchange Gain, Exchange Loss, Future Pay, Rounding
*Note that if you create summary journal entries for your liability, cash, discount, gain/loss, and future payment lines, Payables only populates GL_INTERFACE columns REFERENCE26, REFERENCE27, and REFERENCE30. If you select the Partial Audit Option for liability lines, Payables populates the same columns as indicated above, except for REFERENCE28.									

Table 7 – 3 (Page 1 of 1)

Cash Clearing (Debit/Credit)									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name		check id	check number		AP Recon–ciled Payments	set of books id			Cash, Cash Clearing, Charges, Errors, Gain
*Note that if you create summary journal entries for your cash clearing lines, Payables populates only GL_INTERFACE columns REFERENCE26, REFERENCE27, and REFERENCE30.									

Table 7 – 4 (Page 1 of 1)

Reconciliation Accounting (Debit/Credit)									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name		check id	check number		AP Pay. Just Recon–ciled	set of books id			Cash, Cash Clearing, Charges, Errors, Gain
*Note that if you create summary journal entries for your cash clearing lines, Payables populates only GL_INTERFACE columns REFERENCE26, REFERENCE27, and REFERENCE30.									

Table 7 – 5 (Page 1 of 1)

Encumbrance (Includes Exchange Rate Variance and Invoice Price Variance)									
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
supplier name	invoice id	dist line number		invoice number	AP Invoices	set of books id			
*Note that if you create summary journal entries for your encumbrance lines, Payables populates only GL_INTERFACE columns REFERENCE26, and REFERENCE27.									

Table 7 – 6 (Page 1 of 1)

Journal Import

If you use both General Ledger and Payables, you can submit Journal Import either when you submit the Payables Transfer to General Ledger program or later, from within General Ledger. Journal Import automatically creates from the accounting distributions in the Payables GL_INTERFACE table journal entries in the General Ledger GL_JE_BATCHES, GL_JE_HEADERS, and the GL_JE_LINES tables. If you transfer audit information, it populates the General Ledger GL_IMPORT_REFERENCES table.

Journal Import creates a journal entry batch for each set of books and period name on your invoice and payment records. For each currency in a batch, Journal Import creates a journal entry header. For each header in a journal entry batch, Journal Import creates one or more journal entries that correspond to the invoice and payment records in You can then post these journal entry batches, headers, and lines within General Ledger to update your account balances in General Ledger.

Summary and Detail Journal Entries

If you choose to maintain audit information when you submit Payables Transfer to General Ledger program, Payables populates the GL_INTERFACE table with a journal entry line for each transferred distribution. If you do not maintain audit information, Payables populates the GL_INTERFACE table by combining all distributions with the same account combination into one journal entry line.

If you use General Ledger, you can submit Journal Import and have Payables create summary or detail journal entries from the accounting distributions in the GL_INTERFACE table.

- **Summary Journal Entries:** If you choose to submit Journal Import to create summary journal entries, Payables populates the GL_JE_LINES table by combining all distributions with the same account combination into one journal entry line. Payables also populates the GL_IMPORT_REFERENCES table with the audit information transferred for a transaction. Payables does not create any journal entries for zero amount transactions.
- **Detail Journal Entries:** If you choose to submit Journal Import to create detail journal entries, Payables populates the GL_JE_LINES table with a journal entry line for each transferred distribution. If you want to create detail journal entries, you must select the Audit option for the transaction type when you submit the Payables Transfer to General Ledger program. If you entered No Audit for a transaction, such as Discount Taken, Payables does not have the necessary accounting details to create detailed journal entries for that transaction and will therefore summarize the accounting information for that transaction. Payables does not create any journal entries for zero–amount transactions.

If you choose to maintain audit information, during Journal Import, Payables populates the GL_IMPORT_REFERENCES table with the audit information. Payables populates only the GL_IMPORT_REFERENCES table if you enable the General Ledger Import Journal References option in the Define Journal Sources window. If you entered No Audit, Payables does not have the

necessary audit details to populate the GL_IMPORT_REFERENCES table so it will not populate this table.

Attention: If you have General Ledger installed, submit the Posted Invoice Register and the Posted Payment Register in Payables. The Import Journal References option must be Yes in the Define Journal Entry Sources window in Oracle Public Sector General Ledger.

Figure 7 – 1 illustrates the options available when the Payables Transfer to General Ledger Program.

See Also

Posting When You Use Multiple Currencies: page 7 – 25

Posting When You Use Oracle Cash Management: page 7 – 18

Posting When You Use Combined Basis Accounting: page 7 – 25

Budgetary Control In Payables: page 10 – 38

Fund Accounting: page 10 – 12

Encumbrance Entries in Payables: page 10 – 42

Journal Import: page 7 – 12

Audit Options: page 7 – 8

Accounting Methods: page 2 – 71

Reconciling Payables Activity: page 7 – 34

Reconciling Payables Activity to General Ledger: page 7 – 35

Unposted Invoice Sweep Program: page 8 – 15

Posting and Reconciling Future Dated Payments: page 5 – 54

Defining Journal Sources *(Oracle Public Sector General Ledger User's Guide)*

Posting Journal Batches *(Oracle Public Sector General Ledger User's Guide)*

Oracle Cash Management User's Guide

Payables Transfer to General Ledger Program (Posting)

Submit the Payables Transfer to General Ledger program to transfer invoice and payment accounting information to the Payables general ledger interface table. You can then use your general ledger to create and post journal entries.

See the following topics for detailed information on using this program:

Posting to Other General Ledger Systems: page 7 – 15

Posting to Oracle Public Sector General Ledger: page 7 – 17

Posting When You Use Oracle Cash Management: page 7 – 18

Posting When You Use Accrual Basis Accounting: page 7 – 19

Posting When You Use Cash Basis Accounting: page 7 – 22

Posting When You Use Multiple Currencies: page 7 – 25

Payables Transfer to General Ledger Parameters: page 7 – 27

Posting and Reconciling Future Dated Payments: page 5 – 54

Posting to Other General Ledger Systems

If you have a general ledger system other than General Ledger, you need to perform the following steps before submitting the Payables Transfer to General Ledger program. If you want assistance from Oracle Corporation to perform any of these steps or to create journal entries for your general ledger, contact Oracle Consulting Services at your local Oracle office.

Prerequisites

- ❑ Define your accounting period types and accounting calendar. You can open and close these periods independently of your general ledger. Payables references the statuses of these accounting periods to control invoice entry, payments, distributions, and posting for your set of books. See: Controlling the Status of AP Accounting Periods: page 2 – 143 and Defining Calendars *(Oracle Public Sector General Ledger User's Guide)*.
- ❑ Set up your Accounting Flexfield to match your accounting structure for your accounts payable transactions. See: Defining Accounts (*Oracle Public Sector General Ledger User's Guide*).
- ❑ Define currencies if you are going to use multiple currencies. See: Currencies Window *(Oracle System Administrator's Guide)*.

- ❑ Define a set of books to use for your organization. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*.
- ❑ Optionally review Closing an Accounting Period: page 2 – 145.
- ❑ Optionally set your defaults for accounting and journal entry audit information in the Payables Options window. See: Payables Options: page 2 – 76.
- ❑ Optionally submit and review the Posting Hold Report to identify and resolve posting holds on invoices. See: Posting Hold Report: page 8 – 144.
- ❑ Optionally submit and review the Expense Distribution Detail Report to review detail invoice distribution information and the total amount of unposted invoices, for accounts, dates, and posting statuses you specify. See: Expense Distribution Detail Report: page 8 – 62.

▶ **To create journal entries for other general ledger systems:**

1. In the Submit Request window, choose the Request Type, and select Payables Transfer to General Ledger.
2. Enter the report parameters. For more information on the parameters, see Payables Transfer to General Ledger Parameters: page 7 – 27. You cannot Submit Journal Import if you do not use Oracle Public Sector General Ledger.
3. Choose OK. In the Submit Request window choose Submit.
4. Payables automatically prints the Accounts Payable Journal Entry Audit Report, which shows the total number and amount of journal entries for each batch. If you had exceptions during Posting, Payables also prints the Accounts Payable Journal Entry Exception Report.

   If you want to review your outstanding accounts payable liability, submit the Accounts Payable Trial Balance report.

If you want to review online the posted invoice distributions, use the Find Distributions window and query by batch name or other criteria. See: Reviewing Invoice Distributions: page 4 – 187.

See Also

Defining Period Types *(Oracle Public Sector General Ledger User's Guide)*

Posting to Oracle Public Sector General Ledger

If you use General Ledger with Payables, everything is ready for you to transfer your accounts payable transaction information to the general ledger, and to create unposted journal entries. During the setup of your systems you defined your Accounting Flexfield, set of books, accounting period types, and accounting calendar in General Ledger. You also chose the accounting method you want Payables to use to create unposted journal entries for your invoices and payments. See also: Importing Journals *(Oracle Public Sector General Ledger User's Guide)*.

Prerequisites

- ❑ The period is open in Oracle Public Sector General Ledger. If you use the combined basis accounting method, the period is open in both sets of books in General Ledger.
- ❑ Optionally define your Payables options for accounting and journal entry audit information. See: Payables Options: page 2 – 76.
- ❑ Optionally submit and review the Posting Hold Report to identify and resolve posting holds on invoices.
- ❑ Optionally submit and review the Expense Distribution Detail Report to review detail invoice distribution information and the total amount of unposted invoices, for accounts, dates, and posting statuses you specify.

▶ **To create journal entries for Oracle Public Sector General Ledger:**

1. In the Submit Request window, choose the Request Type, and select Payables Transfer to General Ledger.

2. Enter the report parameters. For more information on the parameters, see Payables Transfer to General Ledger Parameters: page 7 – 27.
3. Choose OK. In the Submit Request window choose Submit.
4. Payables automatically prints the Accounts Payable Journal Entry Audit Report, which shows the total number and amount of journal entries for each batch. If you had exceptions during Posting, Payables also prints the Accounts Payable Journal Entry Exception Report.

   If you want to verify that the total invoice amount equals the total invoice distribution amount, submit the Posted Invoice Register.

   If you want to review posted payments in a particular period, submit the Posted Payment Register.

   If you want to review your outstanding accounts payable liability, submit the Accounts Payable Trial Balance report.

   If you want to review online the posted invoice distributions, use the Find Distributions window and query by batch name or other criteria. See: Reviewing Invoice Distributions: page 4 – 187.

Posting When You Use Oracle Cash Management

If you are using Oracle Cash Management to reconcile your payments and you have enabled the Allow Reconciliation Accounting Payables option, Payables creates two sets of accounting distributions for each payment. When you create a payment, Payables creates the first set of distributions which debit the AP liability account of an invoice and credit the cash clearing account of the bank account or payment document you used. After you reconcile the payment using Oracle Cash Management, Payables creates the second set of distributions which debit the cash clearing account originally credited and credit the cash account of the bank account you used to pay the invoice.

When you create a payment, Payables may also create distributions for any discount taken and foreign currency exchange gain or loss between invoice and payment time. When you reconcile the payment using Oracle Cash Management, Payables may also create distributions for a foreign currency exchange gain or loss between payment and reconciliation time, or bank errors and bank charges.

See Also

Reconciling Payments with Oracle Cash Management: page 5 – 70

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Payables Options: page 2 – 76

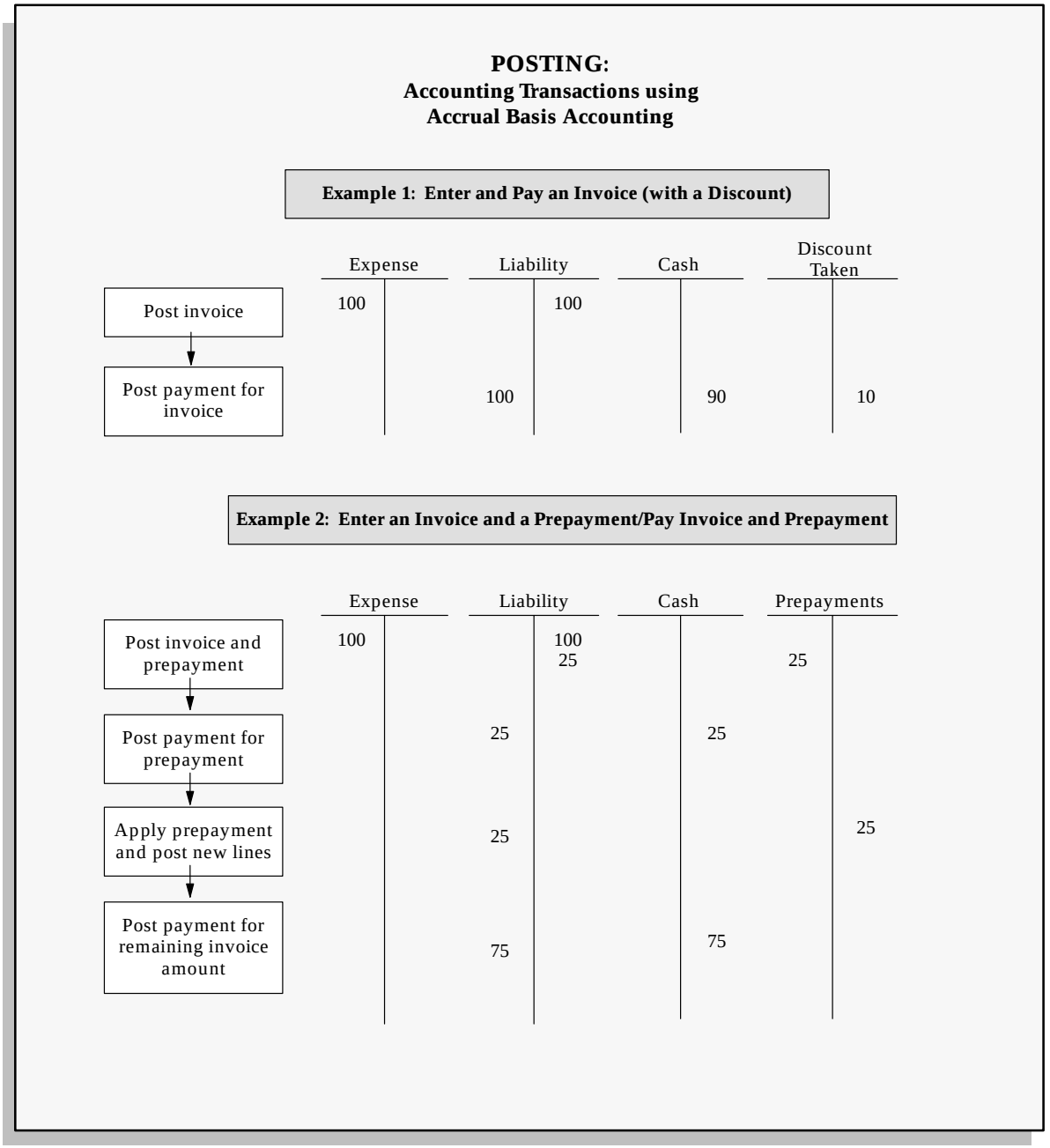
Oracle Cash Management User's Guide

Encumbrance Entries in Payables: page 10 – 42

Posting When You Use Accrual Basis Accounting

When you use accrual basis accounting and submit the Payables Transfer to General Ledger program, Payables can transfer accounting information for both your invoices and payment transactions to the Payables General Ledger Interface table. When you submit the program, you choose to transfer invoice, payment, or all (both invoice and payment) transactions. The accounting distributions for an invoice typically debit expense or asset accounts and credit the AP liability account of an invoice. The accounting distributions for a payment typically debit the liability account and credit your cash account. When you create payments, Payables may also create distributions for discount taken and foreign currency exchange gain or loss between invoice and payment time. When you reconcile payments using Oracle Cash Management, Payables may also create distributions for cash clearing, bank charges, bank errors, and foreign currency exchange gain or loss between payment and reconciliation time.

Figure 7 – 3


POSTING:
Accounting Transactions using
Accrual Basis Accounting
Example 1: Enter and Pay an Invoice (with a Discount)
Expense
Liability
Cash
Discount Taken
Post invoice
100
100
Post payment for invoice
100
90
10
Example 2: Enter an Invoice and a Prepayment/Pay Invoice and Prepayment
Expense
Liability
Cash
Prepayments
Post invoice and prepayment
100
100
25
25
Post payment for prepayment
25
25
Apply prepayment and post new lines
25
25
Post payment for remaining invoice amount
75
75

In the following examples, US Dollars is the functional currency for your set of books and you use accrual basis accounting.

Example 1 You enter and approve an invoice for $100 with payment terms that allow you to take a 10% discount on the invoice if paid within 10 days. When you post the invoice, Payables transfers accounting distributions for the invoice expense and liability transactions.

You pay the invoice five days later, taking the 10% discount. When you post the invoice payment, Payables records the liability and cash transactions along with the appropriate discount transaction.

Example 2 You enter and approve a $100 invoice for a supplier site. You then enter and approve a $25 prepayment for the same supplier site. When you post the invoice and prepayment, Payables records the expense and liability transactions for the invoice.

You then pay the prepayment and apply the prepayment to the invoice, reducing the amount due on the invoice. You pay the remaining amount of the invoice and initiate posting to transfer payment information for the prepayment and the invoice. The prepayment journal entry credits your cash account and debits the prepayment account for the amount of the prepayment. The invoice payment journal entry credits your cash account for the reduced invoice amount and debits your liability account.

See Also

Accounting Methods: page 2 – 71

Defining Financials Options: page 2 – 62

Payables Options: page 2 – 76

Reconciling Payments with Oracle Cash Management: page 5 – 70

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Budgetary Control In Payables: page 10 – 38

Posting When You Use Cash Basis Accounting

When you use the cash basis accounting method and submit the Payables Transfer to General Ledger program, Payables transfers only accounting information for paid invoices to the Payables general ledger interface table. When you use the cash basis accounting method, you do not record accounts payable liability information in your general ledger.

The accounting distributions for an invoice payment typically debit expense or asset accounts and credit your cash or cash clearing account. When you post payments, Payables may also create distributions for discount taken and foreign currency exchange gain or loss.

Payables uses the payment date as the accounting date for your expense and cash journal entries so that journal entry batches balance.

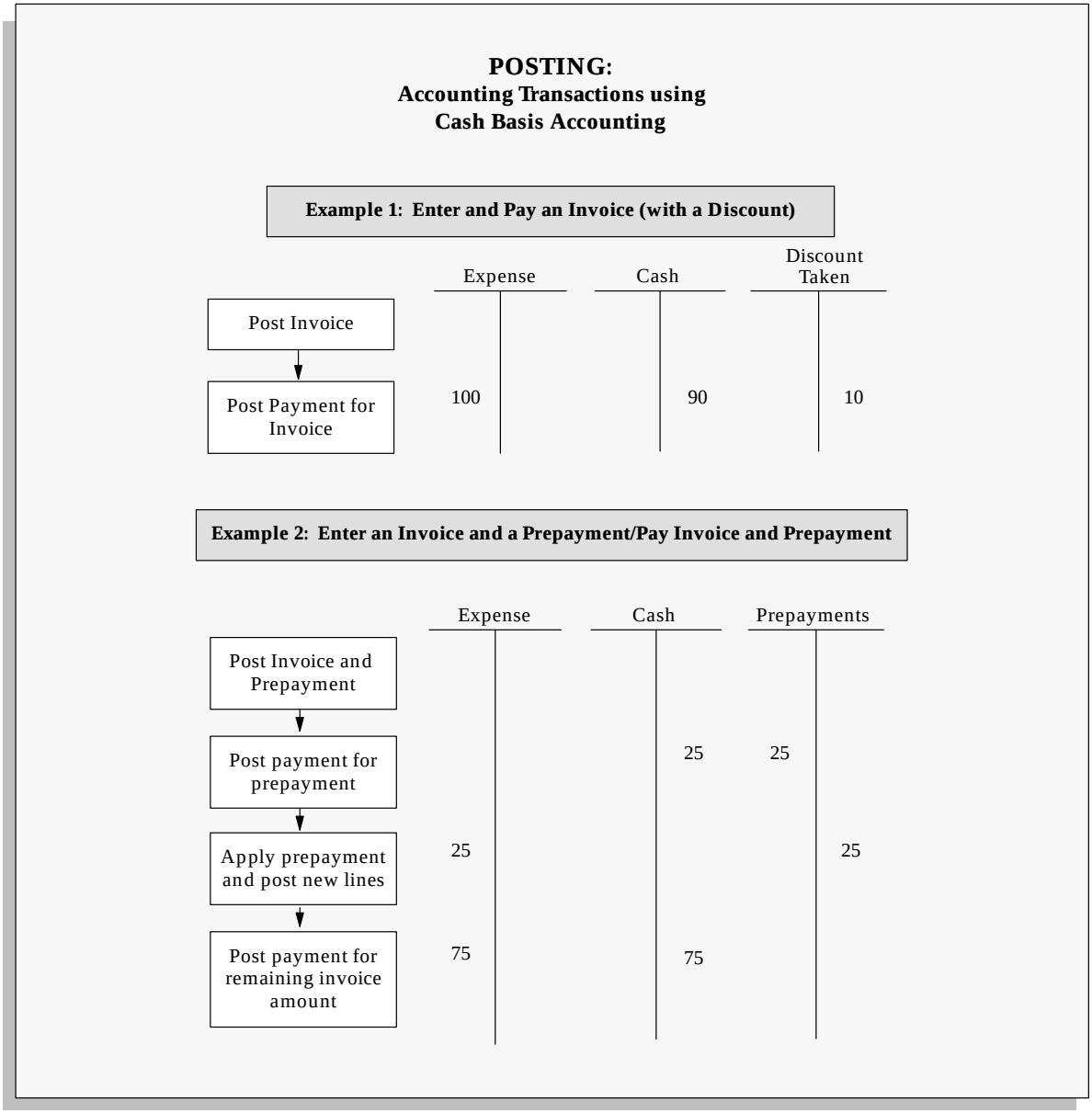
See Also

Encumbrance Entries in Payables: page 10 – 42

Partial Payments

Payables posts partial payments by prorating the paid portion among all the invoice distributions. You can, therefore, have partially posted distributions. You can transfer journal entries to your general ledger for both paid and partially paid invoices.

Figure 7 – 4



The following examples are identical to the accrual basis examples in Figure 7 – 3, except they assume you use cash basis accounting. Note

that Payables does not record any liability transactions when you use the cash basis accounting method.

Example 1 You enter and approve an invoice for $100 with payment terms that allow you to take a 10% discount on the invoice if paid within 10 days. When you post the invoice, Payables does not record any invoice transactions. If you initiate posting, Payables will not record any invoice transactions.

You pay the invoice and take the discount. When you post the payment, Payables records an expense and cash transaction along with the discount transaction.

Example 2 You enter and approve a $100 invoice and a $25 prepayment. If you initiate posting, Payables will not record any invoice or prepayment transactions.

You then pay the prepayment and apply the prepayment to the invoice, reducing the amount due on the invoice. You pay the remaining amount of the invoice and initiate posting. The resulting prepayment journal entry credits your cash account and debits the prepayment account for the amount of the prepayment. The invoice payment journal entry credits your cash account for the reduced invoice amount and debits your expense account.

CASH BASIS ACCOUNTING POSTING RESTRICTIONS:

ADJUSTING INVOICES: When you use cash basis accounting, you cannot update a paid or partially paid invoice after you post the payment. You also cannot update an invoice you paid with a void payment document until you post the void payment. You can adjust distributions for any paid or partially paid invoice that you have not posted.

See Also

Defining Financials Options: page 2 – 62

Accounting Methods: page 2 – 71

Adjusting Invoices: page 4 – 194

Posting When you Use Combined Basis Accounting

When you use combined basis accounting, you maintain a cash set of books and an accrual set of books. When you define your sets of books, you choose which set of books will be your primary or secondary set of books. Each time you create journal entries in Payables, you can choose to create journal entries for your primary, secondary, or both set of books. You must open the accounting period in your general ledger for both sets of books before Payables can create journal entries for posting.

See Also

Accounting Methods: page 2 – 71

Posting When You Use Multiple Currencies

Functional Rate

You must specify an exchange rate for each foreign currency invoice or payment so that Payables can fully distribute your transaction in both your entered (foreign) and functional currencies. When you post a foreign currency invoice or payment, Payables transfers both the entered amount and the calculated functional currency amount for the transaction.

If you do not specify an exchange rate for a foreign currency invoice, Approval places a No Rate hold on the invoice, which prevents payment or posting of the invoice. In addition, you cannot post foreign currency payments that do not have exchange rates.

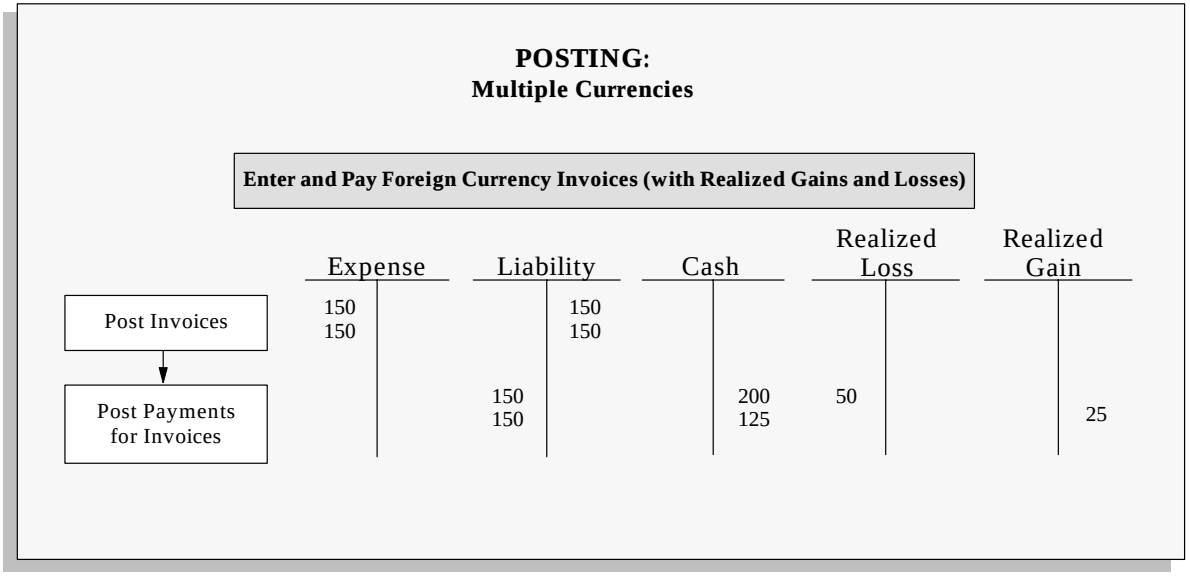
Review the Posting Hold Report to see all foreign currency invoices and payments that do not have exchange rates. You can enter exchange rates manually, or submit AutoRate to automatically enter exchange rates for invoices and payments without exchange rates.

Realized Gain or Loss

You can have as many realized gain or loss accounts as you need. You can define default Gain or Loss Accounts for Payables and override them for each bank account you use. Payables automatically calculates a realized gain or loss if a payment has a different exchange rate than the foreign currency invoice it pays. Payables assigns the amount to

the appropriate Gain or Loss Account you have defined for the bank account from which you created the payment. If you enable the Allow Cash Clearing Account Payables option, Payables automatically calculates a realized gain or loss when you post a foreign currency payment that you reconciled in Oracle Cash Management. Payables transfers accounting information for your realized gains and losses when you submit the Payables Transfer to General Ledger program.

Figure 7 – 5



Example You install General Ledger and Payables and define US Dollars as the functional currency for your set of books. You select Accrual Basis as your accounting method.

You enter two invoices, both for 300 pounds (UKS) with a Corporate exchange rate, and approve the invoices. The Corporate exchange rate on the date you enter the invoices is 2:1. When you post the invoices, Payables transfers accounting information in both your foreign currency (300 UKS) and your functional currency ($150 US) for both invoices, and Journal Import creates one journal entry in your functional currency and one in UKS.

When you pay the first invoice, the exchange rate has decreased to 1.5:1, representing a loss in your functional currency of $50 US (300 / 1.5 – 150). When you pay the second invoice, the exchange rate has improved to 2.4:1, creating a gain of $25 US. When you post the payments, Payables transfers accounting information in both the foreign currency and your functional currency for both payments.

If you submit Journal Import, Journal Import creates one journal entry in your functional currency to record the invoice payments along with the realized gain and loss and one journal entry in UKS to record the payment.

See Also

Foreign Currency Transactions: page 6 – 2

Payables Options: page 2 – 76

Defining Banks: page 2 – 115

Posting Hold Report: page 8 – 144

AutoRate Program: page 6 – 11

Posting and Reconciling Future Dated Payments: page 5 – 54

Oracle Cash Management User's Guide

If you use the Multiple Reporting Currencies feature, read the *Multiple Reporting Currencies in Oracle Applications* manual for information on posting when you use the Multiple Reporting Currency feature.

Payables Transfer to General Ledger Parameters

The parameters you enter determine how Payables transfers invoice and payment information to your primary and, if you use Combined Basis Accounting, secondary set of books in your general ledger. You also specify if you want to maintain audit information and, if you use General Ledger with Payables, you can specify your journal entry creation method.

Most of the default parameters come from the defaults you define in the Payables Options window; however, the set of books you choose (and the implied accounting method) determines which defaults Payables displays and how you can use the options in the zone. For example, if you choose to post to your Cash set of books, the only journal entry category you can choose is Payments.

Set of Books Name. The name of the set of books for which you want to transfer journal entry information. If you do not define a secondary set of books in the Payables Options window, Payables automatically enters the name of your primary set of books and you cannot change the default.

If you define both a primary and secondary set of books, Payables displays Both as the default. This indicates that Payables will create transfer journal entry information for both sets of books. You can override this default and enter either your primary or secondary set of books. See also: Accounting Methods: page 2 – 71.

Whenever you change the value in this field, Payables displays new defaults in the Journal Entry Category field, the Primary Set of Books, and the Secondary Set of Books fields.

Batch Name. Enter a name for your journal entry batch so that you can easily identify it in your general ledger. If you use General Ledger, Payables uses Journal Import to create a journal entry batch for each set of books and accounting period.

If you do not enter your own batch name when you transfer your invoice and payment information, Journal Import uses the journal entry source, the Request ID, the Actual Flag (A, B, or E for actual, budget, or encumbrance), and Group ID to automatically create a name for your journal entry batch. If you enter a batch name, Journal Import appends the automatically generated name to it.

Post Through Date. Enter the date through which to transfer invoice and payment information. Payables transfers information for invoices or payments with GL Dates on or before this date. The GL Date determines the accounting period in your general ledger.

Journal Entry Category. The category you can select depends upon the accounting method of the set of books you specify:

- **Invoices.** Payables transfers journal entry information for your invoice expenses and liabilities. You can select only Invoices if you are creating journal entries for your Accrual set of books.
- **Payments.** Payables transfers journal entry information for your payments. If you are creating journal entries for only your Cash set of books, Payables enters Payments in this field and you cannot update this value. If you are creating journal entries for your Accrual set of books, you can select Payments.
- **All.** If you are creating journal entries for your Accrual set of books, Payables transfers journal entry information for both invoices and payments. If you are creating journal entries for

both your Cash and Accrual sets of books, Payables transfers journal entry information for both sets of books.

If you enter Both as the set of books in this region, then Payables enters All in this field and you cannot update this value.

Submit Journal Import. If you use General Ledger with Payables, the default for this field is Yes. If you do not use General Ledger, the default for this field is No and you cannot update the value.

- **Yes.** Submit Journal Import during posting. Journal Import automatically creates journal entry batches, headers, and lines from the invoice and payment information you transfer to General Ledger. See: Importing Journals *(Oracle Public Sector General Ledger User's Guide)*.
- **No.** Submit Journal Import later, review the posting concurrent request log file to determine the Group ID. Use the Group ID for the posting concurrent request to submit Journal Import in General Ledger.

Primary/Secondary Set of Books Summary or Detail Posting

Use these fields to specify the audit information options and journal entry creation method for your primary and secondary set of books. You have a secondary set of books only if you are using combined basis accounting.

You can choose whether to maintain audit information for your liability, discount taken, exchange rate gain or loss, and cash clearing transactions. If you use General Ledger, you can also choose whether Journal Import creates journal entry lines in detail or summary.

Attention: If you want to create detail journal entry lines for your accounting transactions, you should maintain audit information for all your invoice and payment transactions in your primary set of books. Journal Import requires this audit information to create detail journal entries.

Payables displays default options based on the accounting method of the set of books you specify and the defaults you define in the Payables Options window. You can override the audit information options for your liability, discount taken, gain or loss, and cash clearing transactions each time you post. You cannot override the options for your expense and cash transactions, because Payables always maintains audit information for these transactions.

Expense. Payables always displays Audit for your expense transactions. Payables maintains audit information and detail accounting records for your expense transactions when you post

invoices to your Accrual set of books and when you post payments to your Cash set of books.

If you choose to post payments to your Accrual set of books, Payables leaves this field blank. Payables does not record expense transactions for payments in your Accrual set of books.

Liability. Enter the audit information option for your liability transactions.

- **Audit.** Payables maintains audit information and detail accounting records for your liability transactions, when you post to your Accrual set of books.
- **No Audit.** Payables maintains only summary records of the transactions for each unique liability Accounting Flexfield, when you post to your Accrual set of books.
- **Partial Audit.** Payables maintains audit information and invoice level accounting records for your liability transactions, when you post to your Accrual Set of books. This option groups liability lines by invoice, and does not include the distribution level detail that the Audit option includes.

If you choose to post to your Cash set of books, Payables leaves this field blank. Payables does not record liability transactions for your Cash set of books.

Cash. Payables always displays Audit for your cash transactions. Payables maintains audit information and detail accounting records for cash transactions when you post payments to your Accrual and/or Cash set of books.

If you choose to post invoices to your Accrual set of books, Payables leaves this field blank. Payables does not record cash transactions for invoices in your Accrual set of books.

Discount Taken. Enter the audit information option for your discount taken transactions.

Suggestion: If you enable the Automatic Offsets Payables option, you should maintain audit information for the invoice and payment transactions you transfer to General Ledger and instruct Journal Import to create detailed journal entry lines for your transactions. General Ledger requires non–summarized journal entries to create the detailed offsetting journal entries necessary for balancing your accounts.

Suggestion: If you enable the Automatic Offsets Payables option, you should maintain audit information for the invoice and payment transactions you transfer to General Ledger and

instruct Journal Import to create detailed journal entry lines for your transactions. General Ledger requires non–summarized journal entries to create the detailed offsetting journal entries necessary for balancing your accounts.

- **Audit.** Payables maintains audit information and detail accounting records for your invoice discount transactions, when you post payments to your Accrual and / or Cash set of books.
- **No Audit.** Payables maintains only summary records of the transactions for each unique discount taken Account, when you post payments to your Accrual and / or Cash set of books.

If you choose to post invoices to your Accrual set of books, Payables leaves this field blank. Payables does not record discount taken transactions for invoices in your Accrual set of books.

Gain or Loss. Enter the audit information option for your foreign currency gain or loss transactions.

- **Audit.** Payables maintains audit information and detail accounting records for your gain or loss transactions, when you post payments to your Accrual set of books.
- **No Audit.** Payables maintains only summary records of the transactions for each unique foreign currency gain or loss Account, when you post payments to your Accrual set of books.

If you do not use foreign currencies, Payables leaves this field blank. If you choose to post invoices to your Accrual set of books or payments to your Cash set of books, Payables leaves this field blank. Payables does not record foreign currency gain or loss transactions for invoices in your Accrual set of books or payments in your Cash set of books.

Future Payment. Enter the audit information option for your cash clearing and future payment transactions. You only need to enter a value in this field if you enable either the Allow Future Payment Method Payables option or the Allow Reconciliation Accounting Payables option. The default for this field is the option you define for your Cash Clearing transactions in the Payables Options window. You can optionally override this default option.

- **Audit.** Payables maintains audit information and detail accounting records for your future payment and cash clearing transactions, when you post payments to your Accrual and / or Cash set of books.
- **No Audit.** Payables maintains only summary records of the transactions for each unique future payment or cash clearing

Accounting Flexfield, when you post payments to your Accrual and/or Cash set of books.

If you choose to post invoices to your Accrual set of books, Payables leaves this field blank.

Create Summary Journals. Enter Yes if you want Payables to create summary journal entry lines for your invoice and payment transactions when inserting into the journal entry batches, headers, and lines tables of General Ledger. Payables combines all the invoice or payment transactions for a particular Account into a single journal entry. If you enter No, Payables creates one journal entry line for each invoice distribution line and payment distribution line.

Attention: If you want to create detail journal entry lines for your accounting transactions, you should maintain audit information for all your invoice and payment transactions in your primary set of books. Journal Import requires this audit information to create detail journal entries.

You cannot enter a value in this field if General Ledger is not installed.

Expense. Enter the audit information option for your cash clearing and future payment transactions. You only need to enter a value in this field if you enable either the Allow Future Payment Method Payables option or the Allow Reconciliation Accounting Payables option. The default for this field is the option you define for your Cash Clearing transactions in the Payables Options window. You can override this default option each time you initiate a transfer.

- **Audit.** Payables maintains audit information and detail accounting records for your future payment and cash clearing transactions, when you post payments to your Accrual and/or Cash set of books.
- **No Audit.** Payables maintains only summary records of the transactions for each unique future payment or cash clearing Accounting Flexfield, when you post payments to your Accrual and/or Cash set of books.

If you choose to post invoices to your Accrual set of books, Payables leaves this field blank.

See Also

Payables Options: page 2 – 76

Financials Options: page 2 – 61

Posting and Reconciling Future Dated Payments: page 5 – 54

Oracle Cash Management User's Guide

Suggestion: If you enable the Automatic Offsets Payables option, you should maintain audit information for the invoice and payment transactions you transfer to General Ledger and instruct Journal Import to create detailed journal entry lines for your transactions. General Ledger requires non–summarized journal entries to create the detailed offsetting journal entries necessary for balancing your accounts.

Reconciling Payables Activity

Use the following Payables reports to reconcile your posted invoices and payments to your Accounts Payable Trial Balance to ensure that your Trial Balance accurately reflects your accounts payable liability:

- Posted Invoice Register
- Posted Payment Register
- Accounts Payable Trial Balance (last period and current period)

▶ **To reconcile your Accounts Payable Trial Balance for a given period:**

- Add the current period's posted invoices (total invoice amount from the Posted Invoice Register) and subtract the current period's posted payments (total cash plus discounts taken from the Posted Payments Register) from the prior period's Accounts Payable Trial Balance. This amount should equal the balance for the current period's Accounts Payable Trial Balance.

  For example, you are closing your accounting period for April and you have just posted your final invoice and payment batches to your general ledger system. To reconcile your accounts payable activity for April, make the following calculation:

  March Accounts Payable Trial Balance
  + April Posted Invoice Register
  – April Posted Payment Register

  April Accounts Payable Trial Balance

See Also

Posted Invoice Register: page 8 – 141

Posted Payment Register: page 8 – 142

Accounts Payable Trial Balance Report: page 8 – 137

Reconciling Payables Activity to General Ledger

Use the Accounts Payable Trial Balance report to reconcile your accounts payable liability in your general ledger. Compare the Accounts Payable Trial Balance to the accounts payable balance in your general ledger system for a given period.

Because the Trial Balance presents the outstanding accounts payable liability information, it is only valid for an accrual set of books.

See Also

Accounts Payable Trial Balance Report: page 8 – 137

CHAPTER

8

Reports, Programs, and Listings

This chapter includes descriptions of all programs, reports, and listings that are not included elsewhere in this user's guide. Each report description includes a report overview and a detailed explanation of the report headings that appear on the report output. The description also describes how to submit the report, and includes explanations of report parameters and how they affect the format and content of the report.

To locate any program, report, or listing, consult the index.

Submitting Standard Reports, Programs, and Listings

Payables provides reports, programs, listings and notices (all referred to as requests) that you can use to:

- review information about your suppliers, invoices, and payments.
- analyze productivity and resolve exceptions
- create reports that comply with tax authority reporting requirements
- print notices
- print listings

From the Submit Request window, you can submit a single request, or you can submit a request set to run several reports as a group.

Request Sets

Payables predefines the following two request sets, which submit the following requests. You submit request sets from the Request Set window.

Listings

- Bank Account Listing
- Distribution Set Listing
- Employee Listing
- Payment Terms Listing
- QuickCode Listing
- Tax Names Listing
- Expense Report Template Listing

Period End

- Accounts Payable Trial Balance
- Posting Invoice Register

- Posted Payment Register

See Also

Submitting a Request Set *(Oracle Applications User's Guide)*

Automatic Reports

You can submit most requests from the Submit Request window. However, the following reports and listings will print only if you submit the following programs:

Program or Action	Report or Listing	Always Prints?
Payables Transfer to General Ledger	Accounts Payable Journal Entry Audit Report Accounts Payable Journal Entry Exceptions Report	 No
Payables Approval Program	Payables Approval Report	
Purge	Preliminary Purged Listings Final Purged Listings Rejected Purged Listings Final Purge Statistics Report	 No
Supplier Merge Program	Supplier Merge Report Purchase Order Headers Report	
Payables Invoice Import	Invoice Import Report Invoice Import Exceptions Report	 No
Payment Batch Selection or Formatting	Preliminary Payment Register	
You apply advances to imported expense reports	Undistributed Payments Report	No
Payment Batch confirmation	Final Payment Register Undistributed Payments Report	 No
AutoRate	Undistributed Payments Report Payments Distributions Report	No

Submitting Requests

▶ **To submit a standard request from the Submit Request window:**

1. Navigate to the Submit Request window.
2. Enter the name of the request that you want to submit.
3. If the request has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.

   If your request has parameters, you can see detailed information on the parameters in the Selected Report Parameters section of the request description, or in the Common Report Parameters help document. See: Common Report Parameters: page 8 – 5
4. Choose Submit to submit your request. You can review the status of your request in the Requests window.

   If your request has output, you can see detailed information on it in the Selected Report Headings section of the request description, or in the Common Report Headings help document. See: Common Report Headings: page 8 – 7.

Cancelling Requests

▶ **To cancel a concurrent request:**

- In the Requests window, query the concurrent request number for your request. Select your request. Choose Cancel Request. See also: Cancelling Requests *(Oracle Applications User's Guide).*

Monitoring Requests

▶ **To monitor status of a concurrent request**:

- You can view the status of your request in the Requests window by choosing View My Requests from the Help Menu. See Also: Monitoring Requests *(Oracle Applications User's Guide)*.

See Also

Defining Request Sets *(Oracle Applications User's Guide)*

Submitting a Request *(Oracle Applications User's Guide)*

Submitting a Request Set *(Oracle Applications User's Guide)*

Overview of Reports and Programs *(Oracle Applications User's Guide*)

Changing Request Options *(Oracle Applications User's Guide)*

Common Report Parameters

The following are report parameters common to many Payables reports:

Accounting Period. Accounting period for which you want to submit the request.

Batch. Name of invoice batch for which you want to submit the request. Payables displays N/A if you do not use invoice batches to enter invoices.

Begin/End Payment date. Enter the first and last dates in a range for which you want Payables to submit the request. Payables runs the report for payments with payment dates between and including the Begin Payment Date and the End Payment Date.

Currency. Currency of the invoice or payment.

- **Functional.** Payables lists each amount converted into the currency you use for your set of books.
- **Original.** Payables lists each amount in the currency in which you entered it.

Entered By. Username of the person who entered the data.

From/To Period. Enter the period range for which you want to submit the request.

Functional Amount. Amount of the invoice or payment in your functional currency. Your functional currency is the currency you choose for your set of books. Payables uses the exchange rate to convert the invoice or payment into your functional currency.

Income Tax Type. The income tax type for an invoice distribution. For U.S. reporting, your income tax type is also known as your 1099 type.

Invoice Amount. Original amount of the invoice.

Invoice Batch. The name of the batch in which the invoice was entered, if you have enabled the Allow Invoice Batches Payables option.

Invoice Number. Number of an invoice, assigned by you during invoice entry.

Invoice Type. Type of invoice (Standard, Prepayment, Credit Memo, Debit Memo, Interest, Mixed, and Expense Report).

Last Entered Date/First Entered Date. Range of entry dates for the document. Payables submits the request for documents that were entered on and between the dates you enter.

Minimum Invoice Amount. Enter the minimum invoice amount you want to include in the report. The report will not include invoices below the minimum invoice amount you enter here.

Order By. Select from the list of values the criteria by which you want Payables to sort report output. For example, if Supplier Name is an option and you select it, Payables will sort the report alphabetically by supplier name.

Payment Batch. Payment batch in which the payment was created.

Payment Date. Date on payment document.

Payment Number. Document number for the payment. For example, check number.

Site. Name of supplier site.

Start/End Date. Enter the date range for which you want to submit the request.

Start/End Invoice Date. Enter the first and last dates in a range for which you want Payables to submit the request. Payables submits the request for invoices with Invoice Dates and including the Start Invoice date and the End Invoice Date.

Start/End Payment date. Enter the first and last dates in a range for which you want Payables to submit the request. Payables submits the report for payments with payment dates between and including the Start Payment date and the End Payment Date.

Trace Switch. Enter Yes to have Payables record performance statistics in a trace file. The information detailed in this file can be used by either your database administrator or an Oracle customer support representative to analyze and improve processing performance.

Supplier Name From/To: Enter the range of suppliers for which you want to submit the request. Payables includes all suppliers between and including the suppliers you enter.

Supplier Name. Supplier name. For some reports you can leave this field blank to submit the request for all suppliers.

Supplier Number From/To: Enter the range of supplier numbers for which you want to submit the request. Payables includes all suppliers with numbers between and including the supplier numbers you enter.

Supplier Number. Supplier number.

Supplier Type. Type of supplier. You define supplier types in the QuickCodes window, and enter a supplier type for a supplier in the Suppliers window.

Common Report Headings

Report headings at the top of each page provide you with general information about the contents of your report or listing, such as your set of books name, report title, date and time Payables runs your report, and page number.

In addition, Payables prints the parameters you specified when you submitted the report request.

Accounting Period. Accounting period for which you submitted the request.

Batch. Name of invoice batch or payment batch. Payables displays N/A if you do not use invoice batches to enter invoices.

Entered By. Username of the person who entered the data.

Document Number. Payment document number. For example, check number.

Functional Amount. Amount of the invoice or payment expressed in your functional currency. Your functional currency is the currency you choose for your set of books. Payables uses the exchange rate to convert the invoice or payment amount into your functional currency.

Income Tax Type. The income tax type for an invoice distribution. You can default an income tax type from a supplier for each invoice distribution. For U.S. reporting, your income tax type is also known as your 1099 type.

Invoice Amount. Amount of the invoice.

Invoice Batch. If you have enabled the Allow Invoice Batches Payables option, the name of the batch in which the invoice was entered.

Invoice Currency. Currency in which the invoice was entered.

Invoice Number. Number of an invoice, assigned by you during invoice entry.

Invoice Type. Type of invoice (Standard, Prepayment, Credit Memo, Debit Memo, Interest, and Expense Reports).

Last Active Date. Last date on which a document was updated. Document entry or creation date, if it has not been updated.

Payment Batch. Payment batch in which the payment was created.

Payment Currency. Currency in which the payment was created.

Payment Date. Date on payment document.

Payment Number. Document number for the payment. For example, check number.

Site. Name of supplier site.

Site Name. Name of supplier site.

Supplier Bank Account Num. Bank account number of your supplier. Used for electronic payments to your supplier.

Supplier Name. Supplier name. For some requests you can leave this field blank to submit the request for all suppliers.

Supplier Name From/To: Enter the range of suppliers for which you want to submit the request. Payables includes all suppliers between and including the suppliers you enter.

Supplier Type. Type of supplier. You define supplier types in the QuickCodes window, and enter a supplier type for a supplier in the Suppliers window.

Programs

Payables provides the following programs:

Automatic Clearing of Future Dated Payments Utility and Report: page 5 – 56

AutoRate Program: page 6 – 11

Credit Card Transaction Validation and Exception Report: page 8 – 9.

Credit Card Invoice Interface Summary: page 8 – 12

Mass Additions Create Program: page 8 – 14

Payables Approval Program: page 4 – 71

Payables Invoice Import Program: page 4 – 141

Payables Open Interface Import Program: page 4 – 163

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Purge Payables Open Interface: page 4 – 170

Purging Records: page 9 – 2

Supplier Merge Program: page 3 – 40

Unposted Invoice Sweep Program: page 8 – 15

Update Income Tax Details Utility and Report: page 8 – 16

Credit Card Transaction Validation and Exception Report

Use this program to validate the credit card transactions you import from your card issuer. This program identifies exceptions such as undefined credit card numbers, invalid transaction or posted currency codes, and invalid credit card codes. This program also builds the default GL accounts for the transactions based on options you selected when setting up your credit card programs and credit card profiles. This program populates all foreign keys and validates foreign key values in the table. The program creates a report that lists all transactions that could not be validated, and all validated transactions. In addition, it creates default accounting distributions for all records in AP_EXPENSE_FEED_LINES for which the CREATE_DISTRIBUTION_FLAG is 'Y.'

You can also use this report to review existing accounting distributions for transactions that have already been validated.

The status of a transaction after the successful completion of the Credit Card Transaction Validation and Exception Report is contingent upon the Employee Notification Method (ENM) and Manager Notification Method (MNM) setting in the Credit Card Profiles window. If both the notification settings are set to None, then the transaction status is automatically set to Approved. If neither Employee Verification nor Notification is required, but Manager Notification or Approval is required, then the transaction status is set to Verified. For all other combinations of these settings, the transaction status is set to Validated.

	ENM = None	**ENM = Verification or Notification**
MNM = None	Approved	Validated
MNM = Approval or Notification	Verified	Validated

Program Submission

Prerequisite

- ❑ Load the credit card data into AP_EXPENSE_FEED_LINES. See: Using SQL*Loader to Populate the Credit Card Interface Tables: page J – 6

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Card Program. The name of the card program for which you want to validate credit card transactions.

Include Transactions From/To. If you want to limit validation to transactions within a particular posted date range, enter the date range. If you enter a date range, the report selects all transactions where the value for AP_EXPENSE_FEED_LINES.POSTED_DATE is within the date range.

Selected Report Headings

Rejection Reason. For each transaction, the program checks for the following rejections in the following order. For each record, the program stops searching when it finds a rejection, and it prints that rejection on the report.

- **INVALID CARD NUM.** Invalid Card Number. The Credit Card Number does not match a defined credit card.
- **DUPLICATE REFERENCE.** Duplicate Reference Number. Another transaction exists with this reference number.
- **INVALID POST CURR.** Invalid Posted Currency. The Posted Currency does not match any currency defined in the Currencies window.
- **INVALID TRX CURR.** Invalid Currency. The transaction currency does not match any currency defined in the Currencies window.
- **INVALID CARD CODE**. The card code does not match any card code defined in the credit card code set for this credit card program.
- **DIST REQUIRED.** Distribution Required. A distribution must be created because employee verification or manager approval is required at the credit card profile level for this transaction.
- **INVALID ACCOUNT.** Cannot determine account. An account cannot be determined.

Card Number. Credit card number to which the transaction was charged.

Employee. Employee in your organization who is the credit card holder.

Card Profile. Card profile assigned to the credit card.

Post Date. Date the merchant posted the transaction.

Date. Date of the transaction.

Reference Number. Unique number for the transaction, assigned by the card issuer.

Merchant Name. Merchant that recorded the transaction.

Account. Default GL account to which you will charge the transaction. For details on how Payables builds the GL account, see: Default Account Template: page 2 – 207.

Currency. Currency of the credit card program. The posted currency of all transactions you load for a card program should match the credit card program currency.

Amount. Transaction amount, in the credit card program currency.

Card Transaction Count. Total number of transactions recorded for the credit card during the date range you specified when you submitted the report.

Card Transaction Total. Total amount of transactions recorded for the credit card during the date range you specified when you submitted the report.

Credit Card Invoice Interface Summary

This program creates invoices for your credit card issuers in the Payables Open Interface tables. This program selects all records for a given date range in AP_EXPENSE_FEED_DISTS with a status of at least Validated. The program will not select any statuses that you have specifically excluded from payment in the Credit Card Programs window. Also, the program will not select any records that have been previously selected by the program. If you choose to summarize the transactions, the system will create a single invoice for each unique CCID and Tax Name combination. In addition, if you summarize the transactions, the report will display only the Line, Account, and Amount.

After this program creates invoices in the Payables Open Interface tables, they can be imported into Payables for approval and payment.

Program Submission

Prerequisite

- ❑ Submit the Credit Card Transaction Validation and Exception Report: page 8 – 9.
- ❑ Employees and managers have completed any verification or approval of the transactions that your organization requires. See: Credit Card Transaction Employee Workflow: page 2 – 212 and Credit Card Transaction Manager Workflow: page 2 – 218.
- ❑ Card program administrators or profile administrators make any necessary adjustments to credit card transaction distributions in the

Credit Card Transactions window. See: Credit Card Transactions: page 4 – 94.

You submit the Credit Card Invoice Interface Summary from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Card Program. If you want to limit the import to a single card program, enter the card program name.

Include Transactions From/To. If you want to limit transfer to transactions within a particular posted date range, enter the date range.

Summarize Transactions by Account. Enter Y if you want to create one record in AP_INVOICE_LINES_INTERFACE for each for each code combination ID. Enter N if you want to create one record in AP_INVOICE_LINES_INTERFACE for each record in AP_EXPENSE_FEED_DISTS. If you summarize the records, the report will not display the following Headings: Transaction Date, Employee, Card Number, and Merchant Name.

Selected Program Headings

Invoice Number. Payables concatenates the unique identifier with the invoice date.

Invoice Amount. Total invoice amount.

Invoice Currency. Currency of the invoice.

Card Issuer. Name of supplier that issued the credit card. The invoice is created for this supplier.

Payment Site. Supplier payment site.

Line. Transaction line number.

Employee. Employee in your organization who is the credit card holder for the transaction.

Card Number. Credit card number to which the transaction was charged.

Merchant Name. Merchant that recorded the transaction.

Account. GL account to which you will charge the transaction amount. This account was built by the Credit Card Transaction Validation and Exception Report.

Amount. Amount of the transaction.

Invoice Line Count. Total number of transaction lines for the invoice.

Mass Additions Create Program

Run the Mass Additions Create program to create mass additions for Oracle Assets from invoice line distributions in Payables.

For foreign currency assets, Payables sends the invoice line distribution amount in the converted functional currency. The mass addition line appears in Oracle Assets with the functional currency amount. Oracle Assets creates journal entries for the functional currency amount, so you must clear the foreign currency amount in your general ledger manually.

After you create mass additions, you can review them in the Prepare Mass Additions window in Oracle Assets.

Prerequisites

- ❑ Set up your corporate book in Oracle Assets. See: Defining Depreciation Books (*Oracle Assets User's Guide).*
- ❑ Set up your asset categories in Oracle Assets for the corporate book you want to use with mass additions. See: Setting Up Asset Categories (*Oracle Assets User's Guide).*
- ❑ Enter invoices in Oracle Public Sector Payables. See: Entering Basic Invoices: page 4 – 2.
- ❑ Ensure your invoice line distributions meet the necessary criteria to be imported from Payables to Oracle Assets. See: Create Mass Additions from Invoice Line Distributions in Oracle Public Sector Payables (*Oracle Assets User's Guide).*

▶ **To create mass additions for Oracle Assets:**

1. Navigate to the Submit Request window.
2. Choose Mass Additions Create from the request Name list of values.
3. In the Parameters window, enter a GL Date and Book.

GL Date: Payables creates mass additions from invoice lines with GL dates that are on or before the date you enter in this field. You must enter a date on or before the current date.

Book: Enter the name of the Oracle Assets corporate book for which you want to create mass additions.

4. Choose Submit to submit the concurrent request.

   Payables automatically runs the Mass Additions Create report so you can review a list of the mass additions created.

5. Review the log files and report after the request completes.

See Also

Mass Additions Create Report (*Oracle Assets User's Guide)*

Unposted Invoice Sweep Program

Use the Unposted Invoice Sweep Program to transfer all unposted invoices and payments from one accounting period to another. You can submit this program when you need to close a period that has unposted invoices or payments in it, since Payables does not allow you to close a period having unposted invoices and payments.

The program transfers unposted invoice distributions and payments to the period you specify by updating its GL dates to the first day of the new period. You can then close the accounting period from which Payables moved the invoices and payments.

> **Note:** If you adjust the GL Date of a foreign currency invoice or payment, Payables automatically recalculates the exchange Rate Date and Rate unless you have manually entered a different Rate Date.

Program Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

From Period. The accounting period in Payables from which you want to transfer all unposted invoice distributions or payments.

To Period. The accounting period in Payables to which you want to transfer all unposted invoice distributions or payments.

Detail. Level of detail in the Invoice Sweep report.

- **Yes.** Include individual distributions and payments.
- **No**. Include only a summary of distributions and payments.

Sweep Now.

- **Yes.** Submit the sweep program now and print the Actual Invoice Sweep report.
- **No.** Defer submission of the sweep program but print the Preliminary Invoice Sweep report.

See Also

General Ledger Effective Date: page 7 – 4

Posting: page 7 – 2

Update Income Tax Details Utility and Report

Submit this utility to report on or update the Income Tax Type and/or Income Tax Region fields on invoice distributions. These fields are required for all invoice distributions of United States Federally Reportable suppliers because the fields are necessary for 1099 reporting.

You can correct inaccurate or missing Income Tax Type or Income Tax Region fields for 1099 suppliers. First, ensure that the supplier site has accurate 1099 information (Income Tax Type and Income Tax Region), then submit the utility.

You can also use this utility to correct invoice distributions of non–1099 suppliers that have Income Tax Types assigned. If the supplier is a non–1099 supplier but you have inadvertently assigned Income Tax Types, first, ensure that the supplier is not federally reportable in the

Suppliers window, and that the site Income Tax Type field is blank. Then submit the Update Income Tax Details utility. If the supplier should be a 1099 supplier, update the supplier as Federally reportable in the Suppliers window. In this case, the invoice distributions are accurate, so you do not need to submit the Update Income Tax Utility. Payables will then include the invoices for the supplier in 1099 reports.

For more information about how this utility works, please refer to the Selected Report Parameters section for this utility and report.

The report is divided into two sections and ordered by supplier within each section:

- Income Tax Type

  The Income Tax Type section lists the supplier name and number of invoice distributions that do not have income tax types for your 1099 suppliers. It also lists the invoice distributions that have income tax types for non–1099 suppliers.

- Income Tax Region

  The Income Tax Region section lists the supplier name and number of invoice distributions with incorrect or missing income tax regions.

You can choose to run this utility in one of two modes. If you submit the utility in *report mode*, for each section, the report lists the number of distributions that will be updated when you submit the utility in update mode. If you run the utility in *update mode*, the report lists the number of distributions updated by the utility.

Prerequisites

- ❑ Submit the 1099 Invoice Exceptions Report to review invoice distributions with inaccurate or missing income tax information for 1099 suppliers. (Optional) See: 1099 Invoice Exceptions Report: page 8 – 41.
- ❑ Correct the Income Tax Type in the Tax region of the Supplier Sites window.
- ❑ Update the Income Tax Region. Either correct the State field for the address of the supplier site you designate as the Reporting Site, or specify the correct value for this field in the Update Income Tax Region to parameter when you submit the utility.
- ❑ Correct the Federally reportable status of a supplier in the Suppliers window, if applicable.

Suggestion: To ensure correct Income Tax Region fields for the supplier site's future distributions, correct either the Payables Options Income Tax Region default value, if you have one, or correct the State field for the address of the supplier site you designate as the Reporting Site.

Utility and Report Submission

You submit this utility from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Supplier Name. Supplier name, if you want to submit this program for a particular 1099 supplier's invoices. Leave the field blank if you want to submit the program for all 1099 suppliers. In this case, Payables either reports on or updates the 1099 information for all 1099 supplier invoices.

Start/End date. Range of invoices with 1099 invoice distribution exceptions that you want to update. Payables includes all invoices with invoice dates on or between the Start Date and End Date.

Income Tax Type action. The action you want to perform on the income tax type for the invoice distributions for the suppliers you specify.

- **No Action**. Payables does not update invoice distributions with incorrect or missing income tax types or print the Update Income Tax Details Report.
- **Report**. Payables does not update invoice distributions, but prints the Update Income Tax Details Report, listing the number of invoice distributions with incorrect or missing income tax types for the suppliers you specify.
- **Update**. Payables updates the income tax type for invoice distributions with incorrect or missing income tax types and prints the Update Income Tax Details Report.

  The program updates the income tax type for each invoice distribution to the default income tax type for the supplier site.

Income Tax Region action. The action you want to perform on the income tax region for the invoice distributions for the suppliers you specify. You can choose to take no action or you can choose to submit the utility in report or update mode.

- **No Action.** Payables does not update invoice distributions with incorrect or missing income tax regions or print the Update Income Tax Details Report.
- **Report.** Payables does not update invoice distributions, but prints the Update Income Tax Details Report, listing the number of invoice distributions with incorrect or missing income tax regions for the suppliers you specify.
- **Update.** Payables updates the income tax region for invoice distributions with incorrect or missing income tax regions and prints the Update Income Tax Details Report. This report lists the number of invoice distributions updated by the program.

  The program updates the income tax region for each invoice distribution depending upon your choice for the next parameter.

Update Income Tax Region to. The income tax region that you want to use to update 1099 invoice distributions that have incorrect or missing income tax regions.

- **No change.** Choose this option if you select No Action or Report for the Income Tax Region action parameter.
- **Supplier Site Tax Region**. Income tax region (state) in the address of the supplier site for the invoice.

  Choose any tax region defined in the Income Tax Regions window. This option is available only if you have selected Update as the Income Tax Region action parameter.

Selected Report Headings (Income Tax Types and Income Tax Regions)

Supplier Income Tax Type. For invoice distributions with incorrect income tax regions, Payables prints the default income tax type for the supplier site. You define a default income tax type for a 1099 supplier in the Supplier Sites window.

Distributions Eligible for Update. Total number of invoice distributions for a supplier site that are eligible for update. Payables only prints this information if you choose to submit the utility in report mode.

Number of Updated Distributions. Total number of updated invoice distributions for a supplier. Payables prints this information only if you choose to submit the utility in update mode.

See Also

1099 Reporting Overview: page 8 – 34

Entering Suppliers: page 3 – 10

1099 Invoice Exceptions Report: page 8 – 41

Setting Up Supplier Tax Information: page 3 – 6

Income Tax Regions: page 2 – 57

Submitting Workflow

You can submit the following workflow processes in Oracle Public Sector Payables:

- Distribute Employee Card Transaction Verifications: page 8 – 21
- Distribute Manager Card Transactions Approvals: page 8 – 22
- Expense Reporting Workflow: page 2 – 166.
- Payables Open Interface Workflow: page 4 – 171

Distribute Employee Card Transaction Verifications

The Credit Card Transaction Employee Workflow is a predefined workflow that Payables initiates after you submit the Credit Card Transaction Validation and Exception Report. You can initiate it by submitting the Distribute Employee Card Transaction Verifications from the Submit Request window. The Credit Card Transaction Employee Workflow determines if workflow will notify a card holder of transactions created with her credit card, and it determines if the card holder is required to verify the transactions.

Prerequisite

- ❑ Install and configure Oracle Workflow. See: *Oracle Workflow Guide.*
- ❑ Set up the Credit Card Transaction Employee Workflow. See: Credit Card Transaction Employee Workflow: page 2 – 212.

Program Submission

You initiate submit the Credit Card Transaction Employee Workflow from the Submit Request window by submitting the Distribute Manager Card Transactions Approvals program. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Program Parameters

Card Program. If you want to limit the workflow to a single card program, enter the name of the card program. Leave blank to submit the workflow for all card programs.

Employee Name. If you want to submit the workflow for a single card holder, enter the employee name. To submit the workflow for all card holders, leave blank.

Feed Distribution Status. To limit the workflow to transactions with a particular status, enter the status. Leave blank to submit the workflow for transactions regardless of their status.

Distribute Manager Card Transactions Approvals

The Credit Card Transaction Manager Workflow is a predefined workflow that you can initiate to notify managers of transactions incurred by their direct reports. You can initiate it by submitting the Distribute Manager Card Transactions Approvals program from the Submit Request window. The Credit Card Transaction Manager Workflow determines if workflow will notify a manager of transactions created by a direct report's credit card, and it determines if the manager must approve the transactions.

Prerequisite

- ❑ Install and configure Oracle Workflow. See: *Oracle Workflow Guide.*
- ❑ Set up the Credit Card Transaction Manager Workflow. See: Credit Card Transaction Manager Workflow: page 2 – 218.

Report Submission

You initiate submit the Credit Card Transaction Manager Workflow from the Submit Request window by submitting Distribute Manager Card Transactions Approvals program. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Program Parameters

Manager Name. To limit the workflow to a single manager, enter the manager's name. Leave blank to submit the workflow for all managers.

Supplier Reports

Payables provides the following supplier reports:

New Supplier / New Supplier Site Listing: page 8 – 23

Purchase Order Header Updates Report: page 3 – 47

Supplier Balance Revaluation Report: page 8 – 24

Supplier Audit Report: page 3 – 46

Supplier Mailing Labels: page 8 – 26

Supplier Merge Report: page 3 – 47

Supplier Paid Invoice History Report: page 8 – 29

Supplier Payment History Report: page 8 – 30

Suppliers Report: page 8 – 31

New Supplier/New Supplier Site Listing

Use the New Supplier / New Supplier Site Listing to review your new suppliers or new supplier sites. Payables provides detail information for each supplier or supplier site including who entered it, the pay group, terms, creation date, and whether a site is a pay site.

Report Submission

You submit this listing from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Start Date. Payables includes suppliers or supplier sites created on or after the Start Date.

List Suppliers or Sites?

- **New Supplier Sites.** List all new supplier sites created on or after the Start Date you specify.
- **New Suppliers.** List all new suppliers created on or after the Start Date you specify.

Selected Report Headings

Creation/Last Update Date. The date that you entered/last updated a new supplier or supplier site.

Created/Last Update By. The username of the person who entered/last updated a new supplier or supplier site.

See Also

Entering Suppliers: page 3 – 10

Suppliers and Supplier Sites Window Reference: page 3 – 13

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Supplier Balance Revaluation Report

Use this report to identify suppliers with credit (negative) balances. In many countries you are required to enter a manual journal entry to adjust the general ledger balance for such suppliers.

This report provides you with two results:

- Independent from the accounting entries for your liabilities account, this report gives you the balance of your supplier and the open items that make up the balance. It takes into account paid prepayments, unpaid prepayments are not included.
- A report listing only suppliers with a negative balance, only suppliers with a positive balance or both kind of suppliers at once. This is needed in some countries, where you need a separate entry on the balance sheet for suppliers with a negative balance.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your liabilities with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, or to include suppliers with a negative balance, suppliers with a positive balance, or suppliers with a positive and negative balance. Make sure the you have entered an End–Of–Period (EOP) rate for each currency used. If any EOP is missing, the report will notify you that the results calculated may be wrong.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Revaluation Period. Select the period for which you want to revaluate.

Include Up To Due Date. If you want to differentiate short–term, mid–term and long–term liabilities, you can enter a date.

Supplier Balance.

- **Positive.** The report lists only suppliers with a positive balance
- **Negative.** The report lists only suppliers with a negative balance
- **Positive and Negative.** The reports lists all suppliers.

Selected Report Headings

A warning is printed at the end of the report, if an End Of Period rate was not entered for at least one currency.

Column Headings (Report Name, if needed for different report parameters)

Supplier Name/Number. Supplier name, supplier number, and supplier site that have open items.

Transaction Number. Number for the transaction.

Due Date. Due date of the transaction.

Cur. Currency used to enter the transaction.

Open Orig. Amount. Balance of the transaction in its original currency.

Exchange Rate. Exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

Open Func. Amount. Balance of the transaction valuated at the exchange rate used when the transactions were approved.

EOP Rate. End–Of–Period rate, which the report uses to revaluate the balance of the transaction.

EOP Amount. Balance of the transaction, revaluated using the EOP rate.

Open Revaluated Amount. Payables uses the higher of the Open Func. Amount and the EOP Open Amount to determine the market value of the open item.

Credit/Debit. Sum of the positive open items (Debit) and the sum of the negative open items (credit). These figures help you determine the amount of the adjustments to your general ledger balances.

Supplier Mailing Labels

Use this report to create mailing labels for supplier sites. You can order your labels by supplier or by postal code. You can print mailing labels for any of your supplier's active sites.

Payables prints "Attn: Accounts Receivable" on the label if you have enabled the Attention AR option for the supplier site.

When you submit the report you choose either Formatted or Unformatted for the output style parameter. If you choose Formatted, Payables creates output for Avery brand 1 1/3" x 4" labels. If you choose Unformatted, Payables creates a flat file with the report output. You can then use a custom program to format the file and print it on labels of another size.

Unformatted

If you use the Unformatted output style, the flat file lists the following information for each supplier site that matches the parameters you enter.

Attention	:	Attn: Accounts Receivable
Supplier:	:	supplier name
Address 1	:	address line 1
Address 2	:	address line 2
Address 3	:	address line 3

City	:	city
State / Province	:	state. Payables prints the province if state is null
Zip	:	zip code
Country	:	country name

Each address segment is preceded by a descriptive tag. There is no top or left margin. Each descriptive tag has a length of 17 (including spaces before and after a colon mark) followed by the corresponding address segment value with a length of 63. There is one blank line between supplier sites.

Formatted

If you choose Formatted, Payables prints a label for each supplier site that matches the parameters you enter. The report generates output specifically for Avery 1 1/3" x 4" laser labels, part number 5162. On each page, Payables prints 2 labels across and 7 labels down. Payables can print 6 lines on each label, and Payables can print 34 characters on each line.

Payables uses the same 9 address segments listed above, and formats each address to fit as much information on the label as possible. Payables uses the same address order for all countries except Japan. If you select the Japanese address style in the Countries and Territories window, Payables prints labels in the Japanese address style.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Supplier Type. If you want to print labels for one type of supplier, enter the supplier type. Leave blank to print labels for all suppliers.

Order Labels By. Enter the order in which you want Payables to sort the labels.

- **Name.** Supplier name.
- **Zip.** Zip code

Which Sites? Indicate for which sites you want to create labels:

- **Pay.** Create labels for pay sites only.
- **Non–pay.** Create labels only for supplier sites that are not pay sites.
- **All/Null.** Create labels for supplier sites regardless of the site type.

Print Home Country? If you want Payables to suppress the country name in the address for suppliers that are in your home country, enter No. You define your home country when you enter the Default Country profile option. If you do not enter a Default Country profile option, your default home country is the United States.

Output Style. Choose the format in which you want Payables to create the output.

- **Formatted.** Create output for 1 1/3" x 4" labels, 2 labels across and 7 labels down per page.
- **Unformatted.** Create a flat file that you will process with a custom program.

Troubleshooting this report

If you are having problems running the Supplier Mailing Labels report, and you are using Oracle Public Sector Payables Production 16 or later, your system administrator may not have performed the required installation steps. See: Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report: page 2 – 240

See Also

Common Report Parameters: page 8 – 5

Countries and Territories: page 2 – 112

Supplier Paid Invoice History Report

You can submit the Supplier Paid Invoice History Report by supplier or supplier type to review payment history, discounts taken, and frequency of partial payments.

The report lists supplier payments alphabetically by supplier and site. Payables separates invoice amounts paid in foreign currencies from invoice amounts paid in your functional currency by printing a subtotal of the paid invoices by currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Summarize Invoices by Site? Enter Yes to summarize all paid or partially paid invoices by supplier site.

Minimum Invoice Amount. The minimum invoice amount you want to include in the report.

Invoice Order.

- **Ascending.** List invoices by increasing value.
- **Descending.** List invoices by decreasing value.

Selected Report Headings

Amount Paid. The amount of an invoice that you have paid.

Discount Taken. Total amount of discount you have taken on the invoice.

Amount Remaining. Amount you have remaining to pay on an invoice.

Description. Invoice description.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Supplier Payment History Report

Use the Supplier Payment History Report to review the payment history for a supplier, or a group of suppliers with the same supplier type. You can submit this report by supplier or supplier type to review the payments you made during a time range you specify.

This report provides totals for the payments made to each supplier site, each supplier, and all suppliers included in the report. If you choose to include the invoice details, Payables displays the paid invoice's invoice number, date, invoice amount, and amount paid by the payment. This report also displays the void payments for a supplier site, but does not include the amount of the void payment in the payment total for that supplier site.

The report lists supplier payments alphabetically by supplier and site. You can additionally order the report by Payment Amount, Payment Date, or Payment Number. All amounts are displayed in the payment currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Invoice Detail. Enter Yes to include invoice details for each payment.

Selected Report Headings

Address. Address to which payment was sent.

Account Name. Bank Account used for the payment.

Gross Amount. Invoice amount, displayed in the payment currency.

Payment Number. Payment document number. For example, check number.

Payment Currency. Payment Currency.

Payment Amount. Payment amount in the currency in which it was paid.

Functional Amount. Payment amount in functional currency. If you void a payment, Payables displays 0.00 in the Functional Amount column and does not include the payment in the payment total.

Void Date. Void date if you void a payment. If you void a payment, Payables displays 0.00 in the Functional Amount column and does not include the payment in the payment total. You enter a void date when you void a payment.

Amount Paid. Amount of an invoice that you have paid, displayed in your functional currency. Payables displays this only if you choose the Invoice Detail option.

Suppliers Report

Use the Suppliers Report to review detailed information you entered for a supplier in the Suppliers and Supplier Sites windows. This report also shows if a supplier is on PO Hold.

You have the option to include supplier site address and contact information. Payables lists your suppliers in alphabetical order, and you can additionally order the report by supplier number.

Payables uses the same address order for all countries except Japan. If you select the Japanese address style in the Countries and Territories window, Payables prints labels in the Japanese address style.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Include All/Active Suppliers?

- **Active.** Enter Active to submit this report only for active suppliers.
- **All.** Enter All to submit this report for active and inactive suppliers.

Order By.

- **Supplier Name.** Sort report alphabetically by supplier name.
- **Supplier Number.** Sort report numerically by supplier number.

Include Site Information?

- **Yes.** List supplier site address information for all sites for a supplier.
- **No.** Do not print any supplier site address information.

Include All/Active Sites? (if the Include Site Information parameter is Yes)

- **Active.** Submit report only for active supplier sites
- **All.** Submit report for active and inactive supplier sites.

Include Contact Information?

- **Yes.** List all supplier site contact information.
- **No**. Do not print any supplier site contact information.

Include All/Active Contacts? (If Include Contact Information parameter is Yes)

- **Active.** Submit report for all active site contacts.
- **All.** Submit report for active and inactive supplier contacts.

Print Home Country? If you want Payables to suppress the country name in the address for suppliers that are in your home country, enter No. You define your home country when you enter the Default Country profile option. If you do not enter a Default Country profile option, your default home country is the United States.

Selected Report Headings

The Suppliers report summarizes information you have entered for your supplier in the Suppliers window. See also: Suppliers and Supplier Sites Window Reference: page 3 – 13.

On PO Hold. Payables prints Yes if you have placed this supplier on hold in Oracle Public Sector Purchasing.

Income Tax Reportable. This supplier has the Federal Income Tax Reportable option enabled in the Tax region of the Suppliers window.

Status (supplier). Active if the Supplier's inactive date is after the Suppliers Report submission date.

Status (site). Active if the site's inactive date is after the Suppliers Report submission date.

Status (contact). Active if the contact's inactive date is after the Suppliers Report submission date.

State Reportable. Yes if you have enabled the State Income Tax Reportable option in the Tax region of the Suppliers window.

See Also

Entering Suppliers: page 3 – 10

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Income Tax Forms and Reports

Payables provides the following income tax forms and reports:

1096 Form: page 8 – 37

1099 Forms: page 8 – 38

1099 Invoice Exceptions Report: page 8 – 41

1099 Payments Report: page 8 – 42

1099 Tape: page 8 – 44

1099 Supplier Exceptions Report: page 8 – 47

Tax Information Verification Letter: page 8 – 49

Withholding Tax By Invoice Report: page 8 – 51

Withholding Tax By Payment Report: page 8 – 52

Withholding Tax By Tax Authority Report: page 8 – 56

Withholding Tax By Supplier Report: page 8 – 54

Withholding Tax Certificate Listing: page 8 – 58

1099 Reporting Overview

In the United States, you must report to the Internal Revenue Service certain types of payments you make to 1099 reportable suppliers. In the supplier window, you can designate suppliers as federally reportable. When you enter invoices for the supplier, you classify invoice distributions by 1099 MISC type using the Income Tax Type field. At year end, you can then report, in standard formats, your accumulated 1099 payment information to the Internal Revenue Service, other tax agencies, and your suppliers.

For each reporting entity, you assign one or more balancing segment values. When you submit 1099 reports for a tax entity, Payables sums up the paid invoice distributions that have these agency balancing segment values in their accounts.

▶ **To create and report on 1099 supplier payments:**

1. **Set up Payables for 1099 reporting:**

   - If you want to use combined federal and state 1099 filing, and want to produce K–Records and B–Records, enable the

Combined Filing Program Payables option. See: Supplier Payables Options: page 2 – 96.

- If you use combined federal and state filing, define your tax regions. See: Income Tax Regions: page 2 – 57.
- Define your tax reporting entities. See: Reporting Entities: page 2 – 54.

2. **Enter 1099 details for suppliers:**
   - See: Setting Up Supplier Tax Information: page 3 – 6
3. **Enter and pay 1099 invoices:**
   - When you enter invoices for 1099 suppliers, enter an Income Tax Type and Income Tax Region for appropriate invoice distributions, or accept the default from the supplier. See: Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54.
   - Pay invoices.
4. **Identify and resolve 1099 exceptions:**
   - Submit for each reporting entity the 1099 Invoice Exceptions Report: page 8 – 41 to identify the following exceptions:
     - 1099 invoice distributions with no Income Tax Type
     - 1099 invoice distributions with invalid or missing income tax regions
     - non–1099 invoice distributions with an Income Tax Type

     Resolve exceptions for each invoice distribution. See Adjusting Invoice Distributions: page 4 – 197 or Update Income Tax Details Utility and Report: page 8 – 16.
   - Submit the 1099 Supplier Exceptions Report: page 8 – 47 to identify and resolve the following exceptions:
     - suppliers with null or invalid state abbreviations
     - suppliers that will be flagged as foreign in the 1099 Tape
     - suppliers with missing or non–standard Tax Identification Numbers

     Resolve any exceptions in the Suppliers window.
   - Print a Tax Information Verification Letter for each supplier who has not yet furnished or confirmed its tax identification number or tax reporting region. See: Tax Information Verification Letter: page 8 – 49. After a supplier provides this information, update

the Supplier Verification Date in the Tax Region of the Suppliers window.

5. **Optionally withhold tax from suppliers if they have a missing or invalid Tax Identification Number (TIN) and if you have not met the legal requirements of requesting a valid TIN from them.** See: Automatic Withholding Tax Overview: page 10 – 24.

6. **Update 1099 Payment Information.**

   - Adjust Invoice Distributions manually in the Invoice Workbench, or use the Update Income Tax Details Utility. See: Adjusting Invoice Distributions: page 4 – 197, or Update Income Tax Details Utility and Report: page 8 – 16.

7. **Generate 1099 Reports.**

   - 1099 Forms. Submit to the Internal Revenue Service for each 1099 supplier, and send a copy to the supplier. See: 1099 Forms: page 8 – 38.
   - 1096 Form. Submit to the Internal Revenue Service for each 1099 MISC type paid during the calendar year. See: 1096 Form: page 8 – 37.
   - 1099 Tape. If you submit 250 or more 1099 forms, the Internal Revenue Service requires you to file your 1099 payment information on magnetic media. See: 1099 Tape: page 8 – 44.
   - Form 941. Send this form to the Internal Revenue Service to report total supplier withholding for a quarter. Your Accounts Payable department should create a manual payment for the total amount withheld, and you should remit this amount and the 1096 Form to the Internal Revenue Service. In a future version of Payables, you can generate the 941 Form as a standard report.
   - 1099 Payments Report. Run this report for your reference to review 1099 payments by supplier or MISC type. See: 1099 Payments Report: page 8 – 42.

See Also

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 54

Updating a Supplier's Tax Status: page 3 – 38

Suppliers Subject to Income Tax Reporting Requirements: page 3 – 7

Automatic Withholding Tax Overview: page 10 – 24

1096 Form

Submit the 1096 Form report to print an annual summary of total 1099 payments for a particular 1099 MISC type, for all 1099 suppliers. The United States Internal Revenue Service requires that you send them one 1096 form for each type of 1099 payment you use. Payables prints the report on preformatted forms from the Internal Revenue Service.

Payables summarizes all payments of 1099 MISC reportable invoice distributions you made to 1099 suppliers, and prints a 1096 Form. You can submit the 1096 Form for each of your tax reporting entities.

Prerequisite

❑ Insert and align the 1096 forms in your printer.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Tax Reporting Entity. The name of the reporting entity for which you want to submit the 1096 Form report.

Payer Name Source. The source from which Payables obtains the payer name for the report.

- **Address.** Address line 1 for the address entered in the Location window.
- **Location.** Location Name entered in the Location window.
- **Tax Entity.** Entity Name entered in the Reporting Entity window.

Selected Form Headings

FILER'S name, street address, city, state, and ZIP code. The name and address of your tax reporting entity. You can define the name and location of your tax reporting entity in the Location form. You then assign the location to your tax reporting entity in the Reporting Entity window. Payables prints the name according to the Payer Name Source parameter you choose.

1 Employer identification number. The tax identification number of the tax reporting entity. You enter this tax identification number when you define your tax reporting entities.

2 Social security number. Not used.

3 Total number of documents. The total number of 1099 MISC forms that you created for 1099 suppliers.

4 Federal income tax withheld. In a future release of Payables, you will be able to report on the amount of federal income tax withheld for a 1099 supplier.

5 Total amount reported with this Form 1096. Total amount of 1099 MISC payments.

Check only one box below. Payables prints an X in the 1099–MISC box since Payables reports only for 1099 MISC types.

See Also

Site Locations *(Oracle Human Resources User's Guide)*

1099 Reporting Overview: page 8 – 34

Reporting Entities: page 2 – 54

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

1099 Forms

Use the 1099 Forms report to print on preformatted forms from the Internal Revenue Service the total 1099 MISC payments for a particular

1099 supplier. Submit the 1099 Forms report for each tax reporting entity in your organization.

In accordance with the Internal Revenue Service rules, Payables does not print a 1099 Form for a supplier unless you paid the supplier at least $600 for the calendar year. However, Payables prints a 1099 form for the supplier if you pay a 1099 supplier at least $10 in Royalties (Box 2) or Substitute Payments in lieu of dividends or interest (Box 8), or if you pay any Fishing Boat proceeds (Box 5).

Payables does not identify a 1099 payment by any criterion other than income tax type. Payables supports 1099 MISC types 1–10, except MISC4. For Golden Parachute payments (MISC9), Payables provides a separate total, appended with EPP, in Box 7.

Payables prints the 1099 Forms in order by state code, and then alphabetically by supplier name.

Prerequisite

❑ Insert and align the 1099 forms in your printer.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Tax Reporting Entity. The name of the tax reporting entity for which you want to submit the 1099 Forms report.

Payer Name Source. The source from which Payables obtains the payer name for the report.

- **Address.** Address line 1 for the address entered in the Location window.
- **Location.** Location Name entered in the Location window.
- **Tax Entity.** Entity Name entered in the Reporting Entity window.

Selected Form Headings

PAYER'S name, street address, city, state and ZIP code. The name and address of your tax reporting entity. You can define the name and

location of your tax reporting entity in the Locations window. You then assign the location to your tax reporting entity in the Reporting Entity window. Payables prints the name according to the Payer Name Source parameter you choose.

PAYER'S Federal identification number. The tax identification number of the tax reporting entity. You enter this tax identification number when you define your tax reporting entities.

RECIPIENT's identification number. The tax identification number of the 1099 supplier.

RECIPIENT's name. The 1099 supplier's name.

Street address. Payables prints the supplier's street address.

You can enter up to three address lines when you enter a supplier but the 1099 Form only provides space for one address line. Payables uses the first supplier address line from the Suppliers window and adds as much of the second and third address lines if there is available space in the 1099 Form. Payables prints a maximum of thirty characters in the address field of the 1099 Form.

City, state, and ZIP code. Payables prints the supplier's city, state, and postal code.

Account number (optional). Not implemented.

2nd TIN Not. If the Internal Revenue Service (IRS) has notified you twice in 3 years that a 1099 supplier has provided you with incorrect tax information, you can manually enter an X in this box to fulfill your reporting obligations to the IRS.

4 Federal income tax withheld. In a future release, Payables prints the total amount withheld as income tax from a 1099 supplier during a calendar year.

7 Nonemployee compensation. Payables prints the total amount of nonemployee compensation payments to a 1099 supplier during a calendar year.

If you made any MISC9 (Golden Parachute) payments to a 1099 supplier, Payables provides a separate total of the payments, appended with EPP, in this box.

9 Payer made direct revenue of $5,000 or more of consumer products to a buyer (recipient) for resale. (Implemented in a future Payables release)

11 State Income Tax Withheld. (Implemented in a future Payables release). The total amount withheld as state income tax from a 1099

supplier during a calendar year. This field need not be completed for the IRS and is for your convenience only.

12 State/Payer's State Number. (Implemented in a future Payables release). The abbreviated name of the state and the payer's state identification number, assigned by the state. The IRS does not require this field, it is for your reference only.

See Also

Site Locations *(Oracle Human Resources User's Guide)*

1099 Reporting Overview: page 8 – 34

Reporting Entities: page 2 – 54

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

1099 Invoice Exceptions Report

Use the 1099 Invoice Exceptions Report to review paid invoice distributions with inaccurate or missing 1099 income tax information. Before you run your 1099 reports, you should run the 1099 Invoice Exceptions Report for each tax entity to identify any invoice distributions that Payables will treat as exceptions in your 1099 reports.

You can use the Update Income Tax Details Utility to correct incorrect or missing Income Tax Type or Income Tax Regions. If the supplier's 1099 status is incorrect, you can correct it in the Tax region of the Suppliers window.

The 1099 Invoice Exceptions Report is divided into three sections:

- **Invoice Distribution Lines for 1099 suppliers with no Income Tax Type**
- **Invoice Distribution Lines for non–1099 suppliers with an Income Tax Type**
- **Invoice Distribution Lines with null or invalid Income Tax Regions**

For each exception, the report lists invoice and distribution information. This report is sorted by supplier, then invoice, and invoice distribution number.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Report Parameters

Reporting Entity. The name of the reporting entity for which you want to list 1099 invoice exceptions.

See Also

1099 Reporting Overview: page 8 – 34

Adjusting Invoice Distributions: page 4 – 197

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

1099 Payments Report

Submit the 1099 Payments Report to create a listing of payments made to 1099 suppliers. Submit the 1099 Payments Report for each tax reporting entity in your organization.

If you need detailed information about your 1099 payments such as invoice numbers, invoice amounts, and payment dates, you can run the 1099 Payments report in detail. However, if you only need basic information such as the number of suppliers to whom you have made qualifying payments, you can submit the 1099 Payments Report in summary.

Payables allows you to sort your 1099 payment information by supplier or by income tax type.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Group By

- **Type.** The report sorts by income tax type and displays the total amount paid for all income tax types.
- **Supplier.** The report sorts by 1099 supplier and displays the total amount paid to all suppliers.

Reporting Option

- **Detail.** The report displays the invoices that make up a tax region's total. It is important to note that your 1099 Payments report can be very large if you submit the 1099 Payments report in detail since the report will generate information for each 1099 payment you made.
- **Summary.** The report displays the sum of the payments made to your 1099 suppliers by tax region.

Income Tax Region. The income tax region for which you want to submit the 1099 Payments report. Leave blank to include all regions.

Tax Reporting Entity. The tax reporting entity for which you want to submit the report.

Federal Reportable Only. Include suppliers only if you have designated them as Federal Reportable in the Suppliers Summary or detail window.

Meeting minimum levels only:

- **Yes.** Include suppliers only if their payments meet the federal reportable requirements, typically $600 for a calendar year, and the state requirements as defined in the Income Tax Regions window.
- **No.** Include all suppliers to whom you made 1099 payments.

Payer Name Source. The source from which Payables obtains the payer name for the report.

- **Address.** Address line 1 for the address entered in the Location window.
- **Location.** Location Name entered in the Location window.

- **Tax Entity.** Entity Name entered in the Reporting Entity window.

Selected Report Headings

TIN. Tax identification number of the tax reporting entity for which you submit this report.

Region. Income tax region.

Region Code. Income tax region code.

Income Tax Type. The 1099 type of the payments made to a supplier. A 1099 supplier may receive payments of more than one type.

Tax ID Number. The supplier's tax identification number.

Tax Reporting Site. Supplier site defined as tax reporting site in the Suppliers window.

Related Payment Document Number/Payment Date. Document number / date for the payment used to pay a 1099 invoice.

See Also

1099 Reporting Overview: page 8 – 34

Site Locations *(Oracle Human Resources User's Guide)*

Reporting Entities: page 2 – 54

Income Tax Regions: page 2 – 57

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

1099 Tape

Submit the 1099 Tape report to generate your summarized 1099 and 1096 information on a magnetic media file, in the format required by the Internal Revenue Service. You can store this file on a tape or diskette and send it to the Internal Revenue Service. The IRS requires

that you send them a tape of your 1099 information if you need to submit 250 or more 1099 forms for your suppliers.

If you define more than one tax reporting entity for your organization, and each tax reporting entity submits 250 or more 1099 forms, the IRS requires you to submit the 1099 Tape for each of your tax reporting entities.

If you enable the Combined Filing Payables option, Payables produces K records for all tax regions (or states) participating in the Combined Filing Program that have qualifying payments. Payables also produces B records for suppliers with 1099 payment amounts which equal or exceed the tax region's reporting limit in qualifying states. Payables produces these records when you submit the 1099 Tape.

Refer to federal or state tax publications to obtain information regarding the 1099 reporting requirements for each participating tax region. For example, you may need to enter the reporting limits for each income tax region of the Income Tax Regions window.

If you submit a tape to the Internal Revenue Service which includes MISC9 (Golden Parachute) payments to 1099 suppliers, Payables provides a total for the payments in the B record for each payee. In addition, Payables prints an indicator (Last Filing Indicator) in the A record for the tape which notifies the Internal Revenue Service that you will not be filing for this supplier next year.

If there are any exceptions for your 1099 suppliers included in this 1099 Tape, Payables will not create the tape. The 1099 Tape will exit with an error status. You can see this status in the Requests window.

Prerequisite

- ❑ The Tax Reporting Entity must have a nine digit TIN or the program will fail. You assign a TIN to a tax entity in the Reporting Entities window. See: Reporting Entities: page 2 – 54.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Control Name. Enter your Payer Name Control. You can obtain the 4–character Payer Name Control from the mail label on the Package

1099 that is mailed to most payers on record each December. It is typically the first 4 characters of your tax reporting entity name.

Control Code. Enter your 5–digit Transmitter Control Code (TCC). You can file form 4419 to receive a control code from the Internal Revenue Service.

Tax Reporting Entity. The name of the tax reporting entity for which you want to submit the 1099 Tape.

Media Type.

- **5 1/4" and 3 1/2" Diskette.** Payables formats your 1099 data so that you can record it on a floppy diskette.
- **Magnetic Tape.** Payables formats your 1099 data so that you can record it on a magnetic tape.

Test Submission. Enter Yes if you are submitting a test 1099 tape to the Internal Revenue Service.

Foreign Corporation. Enter Yes if your organization is a foreign tax reporting entity as recognized by the Internal Revenue Service.

Payer Name Source. The source from which Payables obtains the payer name for 1099 payments displayed on this report.

- **Address.** Address line 1 for the address entered in the Location window.
- **Location.** Location Name entered in the Location window.
- **Tax Entity.** Entity Name entered in the Reporting Entity window.

See Also

Site Locations *(Oracle Human Resources User's Guide)*

1099 Reporting Overview: page 8 – 34

Reporting Entities: page 2 – 54

Special Calendar: page 2 – 152

Common Report Parameters: page 8 – 5

1099 Supplier Exceptions Report

Use the 1099 Supplier Exceptions Report to review 1099 suppliers with inaccurate or outdated 1099 income tax information. A 1099 supplier is a supplier that you have defined as Federally Reportable in the Suppliers window. You should run the 1099 Supplier Exceptions Report before you submit your 1099 reports to identify suppliers that Payables will treat as exceptions in your 1099 reports. You can correct these supplier exceptions in the Suppliers window. You should submit the 1099 Supplier Exceptions Report for each of your tax reporting entities.

For each exception, Payables lists the Supplier Name, Supplier Number, Tax Identification Number, Tax Reporting Site, State, and Exception Condition. The report includes a brief description of each exception type condition it finds. Payables sorts this report by exception condition and supplier name. A supplier is listed once for each exception condition it meets.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters:

Reporting Entity. The name of your reporting entity for which you want to list 1099 supplier exceptions.

Reportable Suppliers Only.

- **Yes.** Payables includes only those 1099 suppliers with payments for the current tax year that exceed the minimum federal or state reporting requirements. You specify state minimum reporting requirements in the Income Tax Regions window. See: Income Tax Regions: page 2 – 57.
- **No.** Payables includes all 1099 suppliers whether or not you have made any payments to them. If you use this option, you can identify all suppliers with duplicate Tax Identification Numbers.

Selected Report Headings

Tax ID Number. A person's Social Security number or a corporation's Federal Identification Number.

Tax Reporting Site. The name of the supplier site that you define in the Supplier Sites window as the tax reporting site for a 1099 supplier. If you do not specify a tax reporting site for a 1099 supplier, then when you submit the 1099 reports,Payables automatically assigns the first active pay site in alphabetical order to be the tax reporting site for the supplier.

State. Payables prints the state where the tax reporting site for a supplier is located.

Exception Condition. The reason why this supplier was included in this report. A supplier may have the following exceptions:

- **Null Foreign Address.** This 1099 foreign supplier has a tax reporting site that does not have an address or country defined. You define a supplier as a foreign supplier in the Organization Type field in the Tax region of the Suppliers window.
- **Null Address, City Or Zip.** This 1099 supplier has a tax reporting site that does not have an address, city or postal code defined.
- **No Tax Reporting Site.** This 1099 supplier does not have a tax reporting site defined.
- **Non–Standard State.** This 1099 supplier has a non–standard state abbreviation for one or more of its sites.
- **Null State.** This 1099 supplier does not have a state abbreviation for one or more of its sites.
- **Non–Standard TIN.** This 1099 supplier has a Tax Identification Number that is longer or shorter than 9 digits and/or contains non–standard separator characters.
- **Null TIN.** This 1099 supplier does not have a Tax Identification Number.
- **Duplicate TIN.** This 1099 supplier has a duplicate Tax Identification Number.
- **Foreign Addressed Supplier.** Payables will designate this 1099 supplier as Foreign on the 1099 Tape. You define a supplier as a foreign supplier in the Organization Type field in the Tax region of the Suppliers window.

Payables prints a legend at the end of this report that describes each exception condition.

See Also

Income Tax Regions: page 2 – 57

Entering Suppliers: page 3 – 10

1099 Reporting Overview: page 8 – 34

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Tax Information Verification Letter

This report prints the Tax Information Verification Letter, which requests a supplier to furnish or confirm tax information. Payables prints this standard letter for each supplier that meets the criteria you select and that has a 1099 payment in the current calendar year. Payables does not print this letter for suppliers with Type Employee.

- Your agency name and address that you defined in the Location window.
- The person or department to whom the supplier should return the information. You specify this when you submit the program.
- The signature block name and title that you specify when you submit the program.
- Any available tax information you have entered for the supplier in the Suppliers window.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Exclude Corporation Suppliers. Enter Yes if you do not want to print this letter for suppliers that have an organization type of Corporation in the Tax region of the Suppliers window.

Exclude Inactive Suppliers. Enter Yes if you do not want to print this letter for suppliers with an Inactive Date before the beginning of the 1099 reporting year.

Include Only 1099 Suppliers. Enter Yes if you want to print this letter only for suppliers for whom you have specified an Income Tax Type in the Suppliers window and for whom you have created a 1099 payment in the current calendar year.

Exclude Suppliers with TINs. Enter Yes if you want to print this letter only for suppliers that do not have tax identification numbers (TINs).

Tax Reporting Entity. Your tax reporting entity for which you want to submit the Tax Information Verification Letter. You need to submit the Tax Information Verification Letter report for each tax reporting entity you define for your organization.

Suppliers Verified Prior To. Payables prints a letter only for suppliers with a verification date before the date you enter in this field. You can use this parameter to generate letters for suppliers to confirm that the information you have for them is current.

Form Should Be Returned By. The letter requests that the form be returned by this date.

Name Of Letter Sender. Name in the signature block of the letter.

Title Of Letter Sender. Title in the signature block of the letter.

Return To Whose Attention. The department to whom you want the supplier to return the form. This department appears with your organization's return address on each letter.

Payer Name Source. The source from which Payables obtains the payer name for your agency displayed on this report.

- **Address.** Address line 1 in the Location form.
- **Location.** Location Name entered in the Location form.
- **Tax Entity.** Entity Name entered in the Reporting Entity form.

See Also

Reporting Entities: page 2 – 54

1099 Reporting Overview: page 8 – 34

Suppliers and Supplier Sites Window Reference: page 3 – 13

Site Locations *(Oracle Human Resources User's Guide)*

Withholding Tax By Invoice Report

Use the Withholding Tax By Invoice Report to review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and tax amounts withheld. Submit this report if your Apply Withholding Tax Payables option is At Invoice Approval Time. This report lists withholding tax information only for invoices that have amounts withheld.

Use the information in this report to satisfy management, supplier, and tax authority reporting requirements.

Payables sorts this report first by supplier, then by currency (if you select the Original currency as a report parameter).

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Begin/End Date. Payables lists all invoices that have Withholding Tax type invoice distributions with GL Dates on or between the Begin Date and the End Date.

Currency

- **Functional.** Payables lists invoices in the functional currency.
- **Original.** Payables lists invoices in the entered currency.

Selected Report Headings

Tax File Number. Taxpayer ID for the supplier.

Amount Exempt. The amount of the invoice that is not subject to withholding tax for the displayed Withholding Tax type tax name and invoice. An invoice distribution is subject to withholding tax if it is assigned a Withholding Tax Group.

Cert. Num. The Withholding Tax Certificate number that applies to a Withholding Tax type tax name for a supplier.

Tax Code. The Withholding Tax type tax name for which an amount is withheld for the displayed invoice. Payables displays one line for each Withholding Tax type tax name and amount range that is in effect for the displayed invoice.

Tax Rate. The tax rate that is in effect for the displayed Withholding Tax type tax name and invoice. Payables displays the exception or certificate rate, if it applies.

Gross Amount. The amount subject to withholding tax for the displayed Withholding Tax type tax name and invoice. An invoice distribution is subject to withholding tax if it is assigned a Withholding Tax Group.

W'Tax Amount. The amount withheld for the displayed Withholding Tax type tax name and invoice. The withheld amount might be less than the rate times the amount subject to withholding due to amount limits you define for a Withholding Tax type tax name.

Date Paid. If the displayed withheld amount was created during payment batch processing, Payables displays the payment date for the payment batch. If the displayed withheld amount was created during, Approval, Payables displays the last payment date for the displayed invoice.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Update Income Tax Details Utility and Report: page 8 – 16

Withholding Tax By Payment Report

Use the Withholding Tax By Payment Report to review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and tax amounts withheld. Submit this

report if your Apply Withholding Tax Payables option is At Payment Time. This report lists withholding tax information only for invoices that have amounts withheld.

Use the information in this report to satisfy management, supplier and tax authority reporting requirements.

Payables sorts this report by supplier. It then sorts by currency if you select Original Currency as a report parameter. Payables displays one line for each Withholding Tax type tax name and amount range that is in effect for the displayed invoice.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Begin/End Date. Payables lists all invoices that have Withholding Tax type invoice distributions with GL Dates on or between the Begin Date and the End Date.

Currency.

- **Functional.** Payables lists invoices in the functional currency.
- **Original.** Payables lists invoices in the entered currency.

Selected Report Headings

Tax File Number. Taxpayer ID for the supplier.

Discount Amount. The total amount of all discounts taken for the displayed invoice payment amount and invoice. Displayed in the payment currency. If your Include Discount Amount Payables option is enabled, and your Apply Withholding Tax Payables option is At Payment Time, Payables withholds taxes during payment processing, and includes all invoice discount taken amounts when it calculates withholding tax amounts for the displayed invoice.

Date Paid. Invoice payment date.

Tax Code. The Withholding Tax type tax name for which an amount is withheld for the displayed invoice. Payables displays one line for each Withholding Tax type tax name and amount range that is in effect for the displayed invoice.

Tax Rate. The tax rate that is in effect for the displayed Withholding Tax type tax name and invoice. Payables displays the exception or certificate rate, if it applies.

Gross Amount. The amount subject to withholding tax for the displayed Withholding Tax type tax name and invoice. An invoice distribution is subject to withholding tax if it is assigned a Withholding Tax Group.

W'Tax Amount. The amount withheld for the displayed Withholding Tax type tax name and invoice. The withheld amount might be less than the rate times the amount subject to withholding due to amount limits you define for a Withholding Tax type tax name.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Withholding Tax By Supplier Report

Use the Withholding Tax By Supplier Report to review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and tax amounts withheld. Submit this report for a range of supplier names or supplier numbers. This report only lists withholding tax information for invoices that have amounts withheld.

Use the information in this report to satisfy management, supplier and tax authority reporting requirements.

Payables sorts this report first by supplier, then by currency (if you select the Original currency as a report parameter). Payables displays one line for each Withholding Tax type tax name and amount range that is in effect for the displayed invoice.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Begin/End Date. Payables lists all invoices that have Withholding Tax type invoice distributions with GL Dates on and between the Begin Date and the End Date.

Supplier Name Range: From/To. Payables lists all invoices that have Withholding Tax type invoice distributions with supplier names including and between the From: supplier name and the To: supplier name.

Supplier Number Range: From/To Payables lists all invoices that have Withholding Tax type invoice distributions with supplier numbers including and between the From: supplier number and the To: supplier numbers.

Currency. Enter the currency for which you want to review:

- **Functional.** Payables lists invoices in your functional currency.
- **Original.** Payables lists invoices in the entered currency.

Selected Report Headings

Tax File Number. Supplier Taxpayer ID number

Discount Amount. Payables displays in the payment currency the total amount of all discounts taken for the displayed invoice payment amount and invoice. If your Include Discount Amount Payables option is enabled, and your Apply Withholding Tax option is At Payment Time, Payables withholds taxes during payment processing and includes all invoice discount taken amounts when it calculates withholding tax amounts for the displayed invoice.

Payment Amount. The invoice payment amount.

Date Paid. Invoice payment date.

Doc. #. The payment document number.

Tax Code. Withholding Tax type tax name applied to the displayed invoice.

Tax Rate. The tax rate that is in effect for the displayed Withholding Tax type tax name and invoice. Payables displays the exception or certificate rate, if it applies.

Gross Amount. The amount subject to withholding for the displayed Withholding Tax type tax name and invoice. An invoice distribution is subject to withholding tax if it is assigned a Withholding Tax Group.

W'Tax Amount. The amount withheld for the displayed Withholding Tax type tax name and invoice. The withheld amount might be less than the rate times the amount subject to withholding due to amount limits you defined for a Withholding Tax type tax name.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Withholding Tax By Tax Authority Report

Use the Withholding Tax By Tax Authority Report to review detailed withholding tax information for Withholding Tax type tax names assigned to a Tax Authority type supplier. This report only lists withholding tax information for Withholding Tax type tax names that have amounts withheld.

Use the information in this report to satisfy management, supplier, and tax authority reporting requirements.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Withholding Tax Name. The Withholding Tax type tax name. Leave this field blank to review withholding tax information for all

Withholding Tax type tax names assigned to the specified Tax Authority type supplier and site.

Begin/End Date. Payables lists all withheld amounts for invoices that have Withholding Tax type invoice distributions with GL Dates on and between the Begin Date and the End Date.

Selected Report Headings

Address. Supplier site address of the Tax Authority type supplier.

Tax File Number. Taxpayer ID number for the specified Tax Authority type supplier.

Certificates: Type/Number/Tax Rate/Start date/End Date/Priority. Withholding tax certificate information for applicable certificates for the displayed supplier and Withholding Tax type tax name.

Tax Code. Withholding Tax type tax name.

Description. Withholding Tax type tax name description.

Payment Amount. Total amount of invoice payments made for invoices that have withheld amounts.

Amount Subject. Total amount subject to withholding for the displayed Withholding Tax type tax name.

W'Tax Amount. Amount withheld for the displayed Withholding Tax type tax name. The withheld amount might be less than the rate times the amount subject to withholding due to amount limits you defined for a Withholding Tax type tax name.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Withholding Tax Certificate Listing

Use the Withholding Tax Certificate Listing to review withholding tax certificates for a supplier or all suppliers. Payables lists only withholding tax certificates that have been used to calculate tax amounts withheld for invoices.

Use the information in this report to satisfy management, supplier and tax authority reporting requirements.

Listing Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Begin/End Date. Range for which Payables lists all withholding tax certificates that have effective dates on and between the Begin Date and the End Date.

Selected Report Headings

Number. Supplier number.

Tax File Number. Taxpayer ID number.

Site. Supplier Site.

Certificate Type. Withholding tax certificate type.

Certificates: Type/Number/Start Date/End Date/Rate/Priority. Withholding tax certificate information.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Invoice Reports

Payables provides the following invoice reports:

Accrual Reconciliation Report *(Oracle Public Sector Purchasing User's Guide)*

Actual Invoice Sweep Report See: Unposted Invoice Sweep Program: page 8 – 15

Batch Control Report by Batch Name See: Batch Control Reports: page 8 – 60

Batch Control Report by Entered By See: Batch Control Reports: page 8 – 60

Credit Memo Matching Report: page 8 – 61

Expense Distribution Detail Report: page 8 – 62

Invoice Aging Report: page 8 – 65

Invoice Audit Listing by Voucher Number: page 8 – 68

Invoice Audit Listing: page 8 – 69

Invoice Audit Report: page 8 – 70

Invoice History Report: page 8 – 72

Invoice Import Exceptions Report: page 4 – 156

Invoice Import Prepayments Applied Report: page 4 – 161

Invoice Import Report: page 4 – 155

Invoice on Hold Report: page 8 – 73

Invoice Register: page 8 – 75

Matching Hold Detail Report: page 8 – 77

Open Items Revaluation Report: page 8 – 82

Payables Approval Report: page 8 – 84

Payables Open Interface Report: page 4 – 174

Preliminary Invoice Sweep Report See: Unposted Invoice Sweep Program: page 8 – 15

Prepayments Status Report: page 8 – 87

Recurring Payments Report: page 8 – 90

Unrealized Gain/Loss Report: page 8 – 91

Batch Control Reports

Use the Batch Control reports to review invoice batches. You can run either report to review invoice entry and identify and resolve batch variances.

The report you choose determines the order in which the invoice batches are listed:

- **Batch Control Report by Batch Name.** Lists invoice batches in order of batch name and batch date. Also sorts by entry name.
- **Batch Control Report by Batch Entered By.** Lists invoice batches in order of entry person. Also sorts by batch name.

Each report displays the userid of the person who entered a batch for easier research, or to review employee performance. Each report also prints the control count and the control total of invoices for all batches. Each report prints the difference between the total control count and the actual control count, as well as the difference between the total control amount and the total of actual invoice amounts.

Report Submission

You submit each report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

First/Last Entered Date. Payables lists the invoice batches entered between the First Entered Date and the Last Entered Date.

Selected Report Headings

Batch Name/Date. Name/entry date of an invoice batch.

Control Invoice Count. The number of invoices the batch should contain. Entered by a a user during invoice batch entry.

Actual Invoice Count. The actual number of invoices in the batch.

Control Invoice Total. Total dollar amount of invoices the batch should contain. Entered by a user during invoice batch entry.

Actual Invoice Total. Actual total dollar amount of invoices in the batch.

Variance Invoice Count /Total. Difference between the Control Invoice Count / Total and the Actual Invoice Count / Total.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Entering Invoice Batches: page 4 – 8

Credit Memo Matching Report

This report lists credit memos and debit memos that match the supplier and date parameters you specify. The report lists the following for each credit memo's distribution lines: the distribution line amount in functional currency, the distribution line GL Date, the invoice to which it is matched, and any exchange rate information.

The report also lists the total of the distribution line amounts of each credit memo in your entered currency and your functional currency. It also lists total credit memo amounts for each supplier, and a total amount for the report.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Report Parameters

Supplier Name From/To. Choose beginning and ending supplier names for the range of suppliers for whom you want to submit the report. Leave the parameters blank to submit the report for all suppliers.

Begin/End Credit Memo Date. Choose begin and end credit memo invoice dates for the range of credit memo dates for which you want to submit the report. Leave these parameters blank to submit the report for all credit memo dates.

Selected Report Headings

Number. Supplier number.

Credit Memo Number. Invoice number of the credit memo.

Credit Memo Date. Invoice date of the credit memo.

Line. Credit memo distribution line number.

Invoice Number. Invoice number of the invoice to which the credit memo distribution line is matched. If the credit memo distribution line is not yet matched, Payables prints "not matched" in this column.

Inv Date. Invoice date of the invoice to which the credit memo is matched. If the credit memo distribution line is not matched to an invoice, Payables leaves this column blank.

GL Date. GL Date of the credit memo distribution line.

Cur. Currency of the credit memo.

Original Amount. Amount of the credit memo distribution, in the currency in which it was entered.

Rate. If you entered the credit memo in a foreign currency Payables prints the exchange rate for the credit memo.

Rate Date. If you entered the credit memo in a foreign currency Payables prints the exchange rate date for the credit memo. If the credit memo was entered in your functional currency, Payables leaves this field blank.

Functional Amount. Amount of the credit memo distribution line in your functional currency. If you did not enter the credit memo in a foreign currency, the Functional Amount is the same as the Invoice Amount.

Expense Distribution Detail Report

Use the Expense Distribution Detail Report to review detail invoice distribution information for expense distributions that include three segments of your account that you specify. For example, organization, cost center, and account.

In the Account Segments for Expense Reporting window, you define the following options, which Payables uses to generate this report:

- Three account segments on which Payables reports

- Default segment value ranges
- Sort sequence
- Page breaks

The report lists all posted and unposted invoice distributions that match report parameters and definitions in the Accounting Segments for Expense Reporting window. To change the report format, update the Account Segments for Expense Reporting window.

If you enable the Automatic Offsets Payables option, you can also use this report to see the offsetting AP liability accounts for each of your invoice distributions.

The report orders the report by the Report Sequence values you assigned in the Account Segments for Expense Reporting window.

Prerequisite

❑ Define the report format in the Account Segments for Expense Reporting window. See: Account Segments for Expense Reporting: page 2 – 148.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Start/End Date. The report includes invoices with GL Dates on or between the Start Date and the End Date.

Posted Option. The report includes distributions with the posted status you select:

- **Posted.**
- **Not Posted.**
- **All.** Posted and not posted.

Asset Option. Enter the option to review either expense or asset type invoice distributions for your posted invoice distributions. If you are reviewing only unposted invoice distributions, you cannot enter this parameter.

- **Assets.** Review only asset type invoice distributions.

- **Not Assets.** Review only non–asset type invoice distributions.
- **Unchecked.** Review only invoice distributions that Oracle Assets has not already checked to identify whether they are asset type invoice distributions. When Oracle Assets transfers assets from Payables, it marks each distribution as an asset. Using the Unchecked option lets you see which assets Oracle Assets has not already marked.
- **All.** Review all invoice distributions, assets, non–assets, and unchecked distributions.

Display Liab Acct. Enter Yes if you want Payables to display the Liability account for each invoice distribution. If you leave this field blank, Payables does not print the Liability account for an invoice distribution on this report.

If you enable the Automatic Offsets Payables option, Approval builds an offsetting Liability account for each invoice distribution when you approve an invoice. Approval builds the offsetting Liability account from the Expense account for the distribution and the Liability account for the supplier site. If you do not enable the Automatic Offsets Payables option, the Liability account for each distribution on an invoice is the same.

Segment 1–3 Low/High. For each reporting segment (1–3), optionally adjust the default inclusive range of values that you want to report on. To report on one value, for example, one organization, use the same value for the low and high range.

Selected Report Headings

Batch. Name of an invoice batch for a distribution if you use invoice batch entry.

Distribution Amount. The amount of an invoice distribution. If you are using multiple currencies, Payables prints the amount in your functional currency.

Post. Payables prints Yes or No to indicate whether it has transferred the invoice distribution to your general ledger.

Account Use. Payables prints the type of the account on an invoice distribution. The account use can be:

- **Exchange Rate Variance.** Exchange rate variance between the invoice and its matched purchase order.
- **Expense.** Expense or asset account.

- **Invoice Price Variance.** Price variance between the invoice and its matched purchase order.

Liability Account. Payables prints the liability account for an invoice distribution if you enter Yes in the Display Liability Account report parameter.

Description. Partial description of an invoice distribution.

See Also

Defining Your Chart of Accounts *(Oracle Public Sector General Ledger User's Guide)*

Account Segments for Expense Reporting: page 2 – 148

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Fund Accounting with Automatic Offsets: page 10 – 12

Invoice Aging Report

Use this report to analyze the cash flow of your unpaid invoices. This report provides information about invoice payments due within four time periods you specify in the Aging Periods window.

The report does not include cancelled invoices.

Prerequisite

❑ Create Invoice Aging periods in the Aging Periods window. See: Aging Periods: page 2 – 150.

Report Submission from Payables

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sort Invoices by. Enter the sort option for this report.

- **Invoice Type.** Sort the Invoice Aging Report by invoice type. Payables displays each invoice type in a separate supplier grouping.
- **Supplier Name.** Sort the Invoice Aging Report alphabetically by supplier name. Payables displays different invoice types in the same supplier grouping.

Summary Type. Enter the summary option for this report:

- **Invoice.** Payables displays each invoice number when calculating the total invoice payments due to a supplier.
- **Supplier.** Payables displays the total invoice payments due to a supplier without displaying each invoice.

Report Format. Enter the format for this report:

- **Brief.** Payables displays the name of each supplier without displaying a supplier's city and state.
- **Detailed.** Payables displays the city and state for each supplier in addition to the supplier name.

Minimum Amount Due. Payables includes invoice information for invoices that have invoice amounts greater than this Minimum Amount Due and that fall within the aging period you specify.

Maximum Amount Due. Payables includes invoice information for invoices that have invoice amounts less than this Maximum Amount Due and that fall within the aging period you specify.

Invoice Type. Enter the type (Credit Memo, Debit Memo, Expense Report, Interest, Mixed, Prepayment, or Standard) for the invoices you want to review, or leave this field blank to print this report for invoices with all invoice types.

Supplier Name. If you want to submit this report for only one supplier, enter the supplier name.

Aging Period Type. Enter the aging period you want to use for your Invoice Aging Report. The report displays invoice payment information for the first four periods that you defined for this Aging Period in the Aging Periods window.

Selected Report Headings

Due Date. Date an invoice is due, assuming no discounts are taken.

Payment Number. Scheduled payment number of an invoice.

Days Due. Number of days until an invoice is due. For example, 30 Days Due describes an invoice that was due 30 days ago, and –30 Days Due describes an invoice that will be due 30 days after today.

% Unpaid. Percent of an invoice that remains unpaid. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid.

Amount Remaining. Amount remaining for payment. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid.

If you are using multiple currencies, Payables converts invoice amounts into your functional currency for this report.

[Aging Period 1–4] In each of the four aging period columns, Payables prints the amount of invoices due within the invoice aging period. Payables also displays the total amount of invoices due to each supplier within this period.

If you are using multiple currencies, Payables converts invoice amounts into your functional currency for this report.

See Also

Prompt Payment Support: page 10 – 7

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Invoice Audit Listing by Voucher Number

Use this report to review your invoices with assigned sequential voucher numbers. Either you or Payables can assign a unique, sequential number to an invoice during invoice entry, if you enable the Sequential Numbering profile option.

Payables sorts this report by voucher number.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sequence Name. Enter the name of the sequence for which you want to review invoices and their voucher numbers.

Voucher Number From/To. Payables includes all invoices with voucher numbers including and between the Voucher Number From and Voucher Number To that you enter.

Selected Report Headings

Voucher Number. Voucher number for each invoice that uses the sequence name you specified and with a voucher number within the range you specified.

Creation Date. Date on which a voucher number was assigned to an invoice. Payables uses the invoice date when automatically assigning sequential voucher numbers to invoices.

Status. Status of each voucher number: Entered, Not Entered, or Deleted.

Category. Document category for the invoice to which a voucher number is assigned.

Paid. Payment status for each invoice:

- **Yes.** Invoice paid in full.
- **No.** Invoice has no payments.
- **Part.** Invoice partially paid.

See Also

Voucher Numbers: page 2 – 154

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Invoice Audit Listing

Use the Invoice Audit Listing to audit invoices for duplicates. You should audit invoices periodically to ensure control of invoice payments. You can sort this listing in six different ways. For example, you may want to only audit invoices over $1000. You can specify a minimum invoice amount, and sort invoices by amount, then supplier name and date.

You can also use this report to obtain a listing of your invoices by invoice type. For example, you can submit the report to obtain a listing of just your expense report invoices or your prepayments.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Minimum Invoice Amount. Payables lists invoices which are greater than or equal to the minimum invoice amount you specify.

Begin Invoice Date. Payables lists invoices with invoice dates on or after the Begin Invoice Date you specify.

Invoice Sort Option. Enter the order of the following criteria in which you want Payables to list invoices: Amount, Date, Supplier.

Invoice Type. Enter the invoice type (Standard, Expense Report, Interest, Credit Memo, Debit Memo, or Mixed) for the invoices you want to audit, or leave this field blank to print this report for invoices with all invoice types.

In accordance with the Prompt Payment Act, Payables automatically creates an interest invoice and pays the invoice when you enable the

Automatic Interest Calculation Payables option and pay an overdue invoice in a payment batch or with a Quick payment.

Selected Report Headings

Curr. Invoice currency.

Description. Partial description of an invoice. If the invoice is an interest invoice, Payables prints the following standard description:

Interest: Overdue Inv. [Overdue Invoice Number]

See Also

Payables Options: page 2 – 76

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Prompt Payment Support: page 10 – 7

Invoice Audit Report

Use the Invoice Audit Report to audit invoices for duplicates.

The report lists invoices that appear as potential duplicates according to several criteria. One criterion you specify is the number of characters in the invoice number which two or more invoices have in common. The report lists invoices which meet this criterion and have the same invoice amount, the same invoice date, and the same supplier. You can limit the search by checking for duplicate invoices within a time period you specify.

Payables sorts the report alphabetically by supplier name, and lists possible duplicates together on consecutive lines.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Matching Invoice Number Length. Enter the number of invoice number characters that you want to compare to identify duplicate invoices by the invoice number. Payables starts at the beginning of each invoice number and compares each character up to the number you specify.

Audit Begin/End Invoice Date. Payables includes invoices with an invoice date including and between the Audit Begin Invoice Date and the Audit End Invoice Date.

Comparison Begin/End Invoice Date. Payables searches for invoices with an invoice date between the Audit Begin and End Invoice Dates you specify above. Payables identifies possible duplicate invoices by comparing invoice numbers that have invoice dates between the Comparison Begin and End Dates you specify.

Enter Yes in the Compare Invoice Dates report parameter if you want Payables to check for duplicate invoices by comparing both invoice numbers and their invoice dates. Payables will identify invoices as duplicates only if their invoice numbers match and their invoice dates fall within the Comparison Begin and End Invoice Dates you specify.

Compare Invoice Dates.

- **Yes.** Payables checks that the invoice numbers match and the invoice dates fall within the Comparison Begin and End Invoice Dates you specify to identify possible duplicates.
- **No.** Payables checks only the invoice numbers to identify possible duplicates.

Selected Report Headings

Amount Remaining. Amount remaining for payment on an invoice.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Invoice History Report

The Invoice History Report is needed to justify the balance for a given range of invoices. It helps you to quickly identify and review a detailed list of all activities pertaining to a specific invoice including all payments, gain/loss, credit/debit memos, and discounts.

In addition, this report can help you to identify activities on prepayments and credit/debit memos.

The balance of the invoices is then summed for each supplier site, for each supplier, and for the entire report.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Supplier Name. If you want to submit the report for one supplier, enter the supplier. Leave this parameter blank to submit the report for all suppliers.

Supplier Site. If you want to submit the report for one supplier site, enter the supplier site. Leave this parameter blank to submit the report for all supplier sites.

Prepayments Only

- **No.** Submit this report for all Invoices, excluding Prepayment type invoices.
- **Yes.** Submit this report for invoices including Prepayment type invoices.

Invoice Number From/To. If you want to limit the report to one invoice or to a range of invoices, enter the invoice or invoice range. Leave this parameter blank to submit the report for all invoices.

Sequence Name. If you want to limit the report to a sequence of voucher numbers, enter the name of the sequence. Leave this parameter blank to submit the report for invoices regardless of their sequences.

Voucher Number From/To. If you want to limit the report to a single voucher number or a range of voucher numbers, enter the voucher number or voucher number range. Leave this parameter blank to submit the report for invoices regardless of voucher number.

Begin/End Invoice Date. If you want to limit the report to one invoice date or to a range of invoice dates, enter the date or date range. Leave this parameter blank to submit the report for all invoice dates.

Selected Report Headings

Invoice Number. Invoice number of the invoice or prepayment.

Payment Number. Number of the payment document that paid for the invoice. If the invoice has not yet been paid, Payables leaves this blank.

Sequence Name. If you use voucher numbers, Payables prints the sequence name of the transaction.

Voucher Number. If you use voucher numbers, Payables prints the voucher number of the transaction.

Transaction Date. Date of the transaction.

Transaction Type. Name of the transaction type.

Payment Currency. Payment currency used for this transaction.

Transaction Amount. Transaction amount of the transaction, in the payment currency. If this amount is zero, then the transaction has been cancelled.

Open Balance Amount. Payables prints the resulting transaction amount as of the reporting date. This value is in the payment currency.

Invoice on Hold Report

Use the Invoice on Hold Report to review detailed information about invoices on hold. You can submit the Approval process before submitting this report to obtain the most up–to–date hold information. To obtain additional detail for invoices on matching hold, you can submit the Matching Hold Detail Report.

The Invoice on Hold Report is divided into three sections. The first section gives you supplier, invoice, purchase order, amount, and hold information for each invoice on hold. Payables subtotals the invoices on hold by supplier or by hold code. The subtotal information includes the number of invoices, total original amount, and total amount remaining for the invoices on hold. The report does not include cancelled invoices.

The second section, Invoice Hold Code Descriptions, lists all predefined and user–defined hold codes that are in the first section of

the report, descriptions of each code, and whether the hold allows posting. The third section of the report, Invoices With No Exchange Rates, lists foreign currency invoices without exchange rates.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Hold Name. If you want to review invoices with a specific hold applied, enter the hold name.

Order By.

- **Hold Name.** Payables sorts and subtotals the invoices by the hold applied to them.
- **Supplier Name.** Payables sorts and subtotals the invoices by supplier name.

On Hold by Period Option? Enter Yes to subtotal the invoices by the period of their invoice date.

First/Last Entered Date. Payables displays invoices with holds that were applied on and between the First Entered Date and the Last Entered Date.

Include Due or Discount Date. You can include invoices that have a due date or discount date within a range you specify with the Range Begin Date and the Range End Date.

- **Due.** Payables only lists invoices that have a due date within the range you specify.
- **Discount.** Payables only lists invoices that have a due date within the range you specify.

Range Begin/End Date. Enter the date range for the Include Due or Discount Due Date parameter.

Selected Report Headings

Hold/Supplier. If you ordered the report by hold, Payables displays the name of each hold. If you ordered the report by supplier, Payables displays the name of each supplier.

PO Number. Number of the purchase order matched to an invoice. Payables leaves this column blank if an invoice is not purchase order matched.

Functional Currency Original Amount. Invoice amount expressed in your functional currency. Payables does not print this column in the Invoices With No Exchange Rate section.

Functional Currency Amount Remaining. Remaining amount due for payment on an invoice, expressed in your functional currency. The amount remaining is equal to the original invoice amount unless you partially paid an invoice. Payables does not print this column in the Invoices With No Exchange Rate section.

Hold Code. Hold name. Payables prints this column only if you select Supplier Name in the Order By report parameter.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Approval: page 4 – 68

Matching Hold Detail Report: page 8 – 77

Invoice Register

Use the Invoice Register to review detailed information about invoices.

You can also use this report to view the offsetting liability accounts that Payables creates for each invoice distribution when you approve an invoice.

Payables orders the report by invoice currency and invoice batch name. Within the currency and batch name, the report orders by the supplier name and invoice number.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Accounting Period. The accounting period for which you want invoice information. Payables lists the invoices between the First Entered Date and the Last Entered Date in the Accounting Period you select.

Cancelled Invoices Only? Enter Yes if you want Payables to print this report only for cancelled invoices.

Unapproved Invoices Only? Enter Yes if you want Payables to print this report only for invoices for which you have not yet submitted Approval.

Selected Report Headings

Batch. Payables prints the name of the invoice batch, if you specified one.

Original Amount. The original amount of the invoice.

Amount Remaining. The amount remaining for payment on an invoice.

Description. Partial description of an invoice.

Type. Distribution type.

Line. Invoice distribution line number.

Expense Accounting Flex. Expense account for the distribution.

Liability Accounting Flex. Liability account for the distribution. If you enable the Automatic Offsets Payables option, Payables creates an offsetting accounts payable liability line for each of your invoice distributions using the Automatic Offset Method you choose. If you not use Automatic Offsets, Payables uses the liability account specified on the invoice.

Amount. Invoice distribution amount.

Description. Partial description of the distribution.

Accounting Date. GL Date.

Tax. Tax name on distribution.

Post. Payables prints Yes if it has transferred the distribution to the general ledger. Payables prints no if you have not yet submitted the Payables Transfer to General Ledger Program for an invoice.

See Also

Reporting Entities: page 2 – 54

1099 Reporting Overview: page 8 – 34

Supplier Merge Program: page 3 – 40

Suppliers and Supplier Sites Window Reference: page 3 – 13

Matching Hold Detail Report

Use the Matching Hold Detail Report to review detailed accounts payable and purchasing information for invoices with matching holds and matching hold releases. You can print this report before initiating a payment batch to determine whether to manually release any invoices for payment. You can print this report for all invoices with matching holds and releases during a time period you specify, or you can print this report to review only invoices with matching holds applied or released since the last time you submitted Approval.

This report can assist you in identifying suppliers that frequently have invoices on matching hold. This report can also help you to respond to supplier questions on delayed payments.

Attention: You must install and implement Purchasing before you can submit this report. In addition, we suggest you enter purchase orders in Purchasing, match invoices to the purchase orders, and approve the invoices before you submit the report, because the report lists only invoices with matching holds and/or releases. To review invoices with matching and other types of holds, you can use the Invoice on Hold Report: page 8 – 73.

The report may display more than one match status for an invoice because more than one match rule can be violated. Each invoice can be matched to more than one purchase order line, and each matching hold can have a release reason.

Payables displays the match status and detail invoice information. For example, a matching status of Qty Ord means that the quantity billed exceeds the quantity ordered. Payables displays both these quantity amounts so you can identify the variance. If a hold exists on one or more purchase order lines, the invoice status is HELD. If all holds have been released, the invoice status is RELEASED.

The Matching Hold Detail Report also provides you with a listing of matching status and matching release codes with descriptions.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Matching Hold Status. Enter the Matching Hold Status for the invoices you want to review in this report.

- **Hold.** Print this report only for invoices on matching hold.
- **Release.** Print this report only for invoices released from matching hold.
- Null. Print this report for all invoices, regardless of whether they are held or released.

If you select Release or leave this field blank, the report includes matched invoices that you have cancelled. Cancelled invoices have a Matching Hold Status of Released. Payables displays zero for the invoice amount of a cancelled invoice.

Supplier Name. If you want to limit the report to one supplier's invoices, enter the supplier name.

Active Period Start/End Date. Payables lists the invoices with matching holds and releases created or updated on or between the Active Period Start Date and Active Period End Date.

Matching Hold Detail Report

- **All Approvals.** Payables prints all invoices with matching holds and releases with invoice dates in the range between the Active Period Start Date and the Active Period End Date.

Selected Report Headings

Description. Partial description of an invoice.

Batch Name. If you use the Batch Control Payables option, Payables prints the name of the invoice batch for an invoice.

Invoice Amount. Amount of invoice. If it is a foreign currency invoice, Payables prints the invoice amount in the foreign currency.

Invoice Status. The status is Held for an invoice on matching hold. The status is Released for an invoice released from all matching holds.

Line. Purchase order line number.

Release. Release number if a line is a blanket purchase order line. A release is a subset of a blanket purchase order. It is a set of shipments for specific goods or services that you request from a supplier. You enter the release number when you enter a blanket purchase order.

Location. Ship–to location of a purchase order shipment.

Item Number. Item number from a purchase order line. You can use this information to compare items ordered with items billed.

Description. Description of the item from the purchase order line. You can use this information to compare items ordered with items billed.

Tax Code – P.O./Invoice. Tax name of the purchase order / invoice. Payables compares the tax name of the purchase order with the tax name of the matched invoice. If they are not the same, Payables applies a Tax Diff matching hold to the invoice.

Currency – P.O./Inv. The currency of a purchase order. Payables compares the currency of the purchase order with the currency of the matched invoice. If they are not the same, Payables applies a Currency matching hold to the invoice.

Attention: Payables only allows matching an invoice to a purchase order of the same currency. So, you should never have a currency matching hold.

Unit. Unit of measure in which the item on a purchase order line was ordered.

Unit Price – P.O./Invoice. Unit price of the item from the purchase order line / invoice. Payables compares the unit prices for a purchase order and matched invoice and applies a Price hold to an invoice distribution if the invoice unit price exceeds the purchase order unit price by more than the tolerance level you allow.

Quantity – Ordered/Received/Billed/Accepted. Quantity details for a purchase order detail line. You can compare the quantity ordered with the quantity received, quantity billed, and quantity accepted.

Payables uses the quantity received for 3–way matching only if you require receipt for a purchase order shipment. Payables uses the quantity accepted for 4–way matching only if you require inspection for a purchase order shipment.

Match Status. Status of the match:

Held Status:

If the invoice status is Held and the invoice line is on matching hold, the match status may be one of the following:

- **Can't Close PO.** Cannot close the purchase order before the shipment is fully delivered. Approval applies this hold if you enable the Final Matching Payables option.
- **Currency Difference.** Invoice currency differs from the purchase order currency.
- **Final Matching.** You are trying to match to a purchase order that was permanently closed by final matching.
- **Matching Required.** The invoice is not matched to a purchase order, although the supplier site on the invoice requires matching.
- **Max Qty Ord.** Quantity billed exceeds quantity ordered by tolerance amount.
- **Max Qty Rec.** Quantity billed exceeds quantity received by tolerance amount.
- **Max Rate Amount.** Exchange rate variance between purchase order and invoice exceeds tolerance amount limit.
- **Max Ship Amount.** Variance between invoice and shipment amount exceeds tolerance amount limit.
- **Max Total Amount.** Sum of invoice and exchange rate variances exceeds tolerance amount limit.
- **PO Not Approved.** The purchase order is not approved. This could occur if someone updates a purchase order after an invoice is matched to a purchase order.
- **Price.** Invoice price exceeds purchase order price.

- **Qty Ord.** Quantity billed exceeds quantity ordered by tolerance percentage.
- **Qty Rec.** Quantity billed exceeds quantity received by tolerance percentage.
- **Quality.** Quantity billed exceeds quantity accepted.
- **Rec Exception.** Purchasing enables a receipt exception flag on a purchase order shipment you match to.
- **Tax Difference.** Invoice tax name differs from the purchase order tax name. If the purchase order shipment is non–taxable and is matched to an invoice distribution that has a tax, Payables also applies this hold.

RELEASED Status:

If the invoice status is Released, the match status may be:

- **Matched.** Passed matching condition during Approval.

You can optionally define your own release reasons using the Invoice Approvals window. You can also manually release any matching hold using the Invoice Holds window or the Invoice Actions window. If you manually release a matching hold, the match status may be:

- **Match Override.** You manually release any matching hold.
- **Invoice Quick Released.** You released all holds from one or more invoices using a QuickRelease reason.
- **Holds Quick Release.** You released all holds from a particular invoice by using a QuickRelease reason.

Match Date. Date on which an invoice was matched to a purchase order.

See Also

Invoice Approvals: page 2 – 33

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

Approval: page 4 – 68

Final Matching Purchase Orders: page 4 – 18

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Open Items Revaluation Report

Use this report to revaluate your open items, for example, invoices, prepayments, and credit and debit memos that are not fully paid. This report takes into account the changes of the value due to changes in the foreign currency rates. The report provides you with three important figures:

- The report gives evidence of completeness by listing the value of your open items before the revaluation. This result is reconcilable to the General Ledger Balances. In addition, this report provides a complete list of all items and thus explains the balance of your liabilities account.
- The report calculates the value for each open item revalued with the End–of–Period rate. The total of these itemized values is needed in countries like the United States.
- On an item by item basis, the report determines the higher of the two values, the open item before and after the revaluation. Then the report totals the higher of these values and calculates the difference between the two. This total is used in countries like Germany, where the higher market value of open items needs to be determined.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. This difference is calculated by the report for each liability Accounting Flexfield and summed for each balancing segment value. You would then reverse this entry at the beginning of the following periods to resynchronize your liabilities with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, or for a range of balance segment values. Make sure that you have entered an End–Of–Period rate (EOP) for each currency used. If any EOP is missing, the report will notify you that the results calculated may be wrong. The due date parameter allows you to split your liabilities into shots term, mid–term, and long–term liabilities.

A warning is printed at the end of the report, if an End Of Period rate was not entered for at least one currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Revaluation Period. Period for which you want to revaluate.

Include Up To Due Date. If you want to differentiate short–term, mid–term and long–term liabilities, you can set a date. Otherwise leave this field empty.

Balancing Segment Low/High. Range of the balancing segment values you want to report on.

Selected Report Headings

Balancing Segment From/To. Range of balancing segment values you selected when you submitted the report.

Balancing Segment. Value of the balancing segment in the range you selected.

Accounting Flexfield. Accounting Flexfield of each of your liabilities account in the balancing segment.

Transaction Number. Number of the transaction

Due Date. Due date of the transaction.

Cur. Currency used to enter the transaction.

Open Orig. Amount. Balance of the transaction in the currency in which it was entered.

Exchange Rate. Exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

Open Func. Amount. Balance of the transaction valuated at the exchange rate used when the transaction was approved.

EOP Rate. End–Of–Period rate, the report uses to revaluate the balance of the transaction.

EOP Amount. Balance of the transaction, revaluated using the End–Of–Period rate.

Open Revaluated Amount. Payables uses the higher of the Open Functional Amount and the Open EOP Amount to determine the market value of the open item.

Difference. Payables calculates the difference between the Open Functional Amount and the EOP Open Amount for each liability Accounting Flexfield. The difference is then summed for each balancing segment value and for the report.

Difference. Payables calculates the difference between the Open Functional Amount and the Open Revaluated Amount for each liability Accounting Flexfield. This difference is then summed for each balancing segment value and for the report.

Payables Approval Report

Use the Invoice Approval Report to review the total number of matching and variance holds that Payables applies and releases after you submit Approval. If you use budgetary control, Payables also lists any funds control holds.

The same invoice may be counted in more than one category or even twice in the same category because each invoice can be matched to more than one purchase order line and more than one match rule can be violated. The same invoice can also have one or more matching holds, a tax and distribution variance hold, and a funds control hold.

Report Submission

Payables automatically prints this report after Approval completes. You can initiate approval from the Invoice Actions window, or submit the Payables Approval process in the Submit Request window. See: Approval: page 4 – 68. Payables automatically initiates Approval when you cancel an invoice. See: Cancelling Invoices: page 4 – 204.

Selected Report Headings

Hold Name. The hold name can be any of the following:

- **Amount.** Invoice amount greater than the control amount you specify for the supplier site.
- **Can't Close PO.** Invoice final–matched to purchase order and purchase order cannot be closed in Purchasing.

- **Can't Funds Check.** You use Budgetary Control and Payables cannot perform funds checking.
- **Can't Try PO Close.** Invoice final–matched to purchase order, but invoice has a hold, which prevents Payables from closing purchase order.
- **Currency.** Invoice currency differs from the purchase order currency.
- **Dist Acct.** Invalid account for invoice distribution.
- **Dist Variance.** Distribution amount differs from invoice amount.
- **ERV Acct.** Invalid exchange rate variance account for invoice distribution.
- **Final Matching.** Invoice matched to permanently–closed purchase order.
- **Future Period.** Invoice distribution has GL Date in future period.
- **Insufficient Funds.** You use Budgetary Control and insufficient funds exist for an invoice distribution.
- **Invalid PO.** Invoice matched to unapproved or invalid purchase order.
- **Liab Acct.** Invalid liability account for invoice distribution.
- **Matching Required.** Invoice not matched to purchase order and Require Matching enabled for supplier site.
- **Max Qty Ord.** Quantity billed exceeds quantity ordered by more than the amount tolerance.
- **Max Qty Rec.** Quantity billed exceeds quantity received by more than the amount tolerance.
- **Max Rate Amount.** Exchange rate variance exceeds amount tolerance.
- **Max Ship Amount.** Invoice Amount in functional currency varies from the purchase order shipment line amount in functional currency by more than the amount tolerance.
- **Max Total Amount.** Sum of exchange rate variance and maximum shipment amount variance exceeds amount tolerance.
- **No Rate.** Foreign currency invoice has no exchange rate.

- **PO Not Approved.** Invoice matched to unapproved purchase order.
- **Price.** Invoice price exceeds purchase order price.
- **Qty Ord.** Quantity billed exceeds quantity ordered by more than the percentage tolerance.
- **Qty Rec.** Quantity billed exceeds quantity received by more than the percentage tolerance.
- **Quality.** Quantity billed exceeds quantity accepted by more than the percentage tolerance.
- **Rec Exception.** Exception exists for purchase order receipt.
- **Tax Amount Range.** Tax amount differs from calculated tax amount by more than the amount tolerance you define.
- **Tax Difference.** Invoice tax name differs from the purchase order tax name.
- **Tax Variance.** Tax amount for an invoice is incorrect according to the tax rate you have predefined for the tax name.

See Also

Approval: page 4 – 68

Tax Names: page 2 – 19

Invoice Tolerances: page 2 – 16

Adjusting Invoice Distributions: page 4 – 197

Adjusting Scheduled Payments: page 4 – 203

Entering Prepayments: page 4 – 109

Budgetary Control In Oracle Public Sector Payables: page 10 – 38

Matching Hold Detail Report: page 8 – 77

Summary of Approval Hold Codes: page K – 2

Suppliers: page 3 – 2

Prepayments Status Report

Use the Prepayments Status Report to review the unapplied prepayments and unpaid or partially paid invoices for a supplier. You can compare the invoices and prepayments for a supplier to determine if there are outstanding prepayments which you can apply against unpaid invoices.

You can also use the report to review unpaid or partially paid credit and debit memos. You can determine whether a supplier has unpaid invoices that may be reduced when you pay the outstanding credit or debit memos together with the unpaid invoices for the supplier.

You can submit the report for prepayments only, credit / debit memos only, or any combination of prepayments, credit / debit memos, and invoices. (If you submit the report for invoices only, Payables does not print any data in the report.)

Payables orders the report by supplier and currency. The report provides subtotals for the prepayments, credit / debit memos, and invoices in each currency for a supplier. The subtotal for prepayments is displayed as a negative amount. Although the report displays all prepayments, the subtotal for prepayments only includes approved and paid prepayments since you can apply a paid prepayment only to an invoice.

The report also provides a total of the prepayments, credit / debit memos, and invoices, which is the sum of the three subtotals, in each currency for the supplier. A positive total indicates the invoice amount outstanding for a supplier if all available prepayments are applied and all outstanding credit / debit memos are paid. A negative total indicates the prepayment or credit / debit memo amount still available, if all existing invoices are fully paid by applying available prepayments and credit / debit memos.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Include Prepayments? Enter a value to determine if Payables includes prepayments in the report.

- **Yes.** Submit this report for prepayments. Payables includes all unapplied or partially applied prepayments for the supplier(s) you specify.
- **No.** Do not include prepayments in this report.

Include Credit/Debit Memos? Enter a value to determine if Payables includes credit and debit memos in the report.

- **Yes.** Submit this report for credit/debit memos. Payables includes all unpaid or partially paid credit and debit memos for the supplier(s) you specify.
- **No.** Do not include credit/debit memos in this report.

Include Invoices? Enter a value to determine if Payables includes standard invoices in the report.

- **Yes.** Include all unpaid or partially paid invoices for the supplier(s) you specify.
- **No.** Do not include invoices in this report.

Invoice Start/End Date. Payables prints all the invoices and/or prepayments that have an invoice date on or after the Invoice Start Date you specify.

Description or Approval/Holds. Choose which you want to display:

- **Description.** The report displays the description of the prepayment, credit memo, or invoice.
- **Approval/Holds columns.** The report displays the approval status and number of holds of the prepayment, credit memo, or invoice.

Selected Report Headings

Settlement Date. If a prepayment is a temporary prepayment, Payables prints the date you can begin applying invoices against the prepayment.

Payables prints Permanent in this column for a permanent prepayment. A permanent prepayment does not have a settlement date, because you cannot apply a permanent prepayment to an invoice.

Payables leaves this column blank for credit / debit memos and invoices.

Original Amount. The original amount of a prepayment, credit / debit memo, or invoice. As you apply a prepayment to one or more invoices, Payables reduces the prepayment amount but maintains the Original Amount for audit purposes. When the prepayment is 0, the prepayment is fully applied and no longer appears on this report.

Amount Remaining. The amount of a prepayment not yet applied to an invoice. If the item is a credit / debit memo or invoice, Payables prints the amount you have not yet paid on the item. Payables adds the Amount Remaining for each prepayment, credit / debit memo, or invoice with the same currency to obtain the subtotal for the currency for each supplier.

If you have not paid a prepayment, Payables prints Unpaid in this column and does not include the prepayment in the subtotal for the supplier. You cannot apply a prepayment to an invoice until you pay the prepayment in full.

Approval Status. The approval status of a prepayment, credit / debit memo, or invoice:

- **Approved.** You have submitted Approval for the item and it is available for payment.
- **Never Approved.** You have never submitted Approval for the item.
- **Needs Reapproval.** You have submitted Approval for the item and Approval has placed a hold on the item.

Number of Holds. The number of active holds on a prepayment, credit / debit memo, or invoice. A hold prevents Payables from paying any items.

See Also

Invoice Approvals: page 2 – 33

Prepayments: page 4 – 108

Approval: page 4 – 68

Releasing Holds: page 4 – 63

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Recurring Invoices Report

Use this report to review recurring invoice templates you defined during a specific time period. You can review this report to determine the amount you have authorized for a recurring invoice template, how much you have released, and the next amount you have scheduled. The report also lists the number of periods remaining for a recurring invoice and the next period you have scheduled.

The report lists recurring invoice templates by supplier and site.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Report on Open Items Only?

- **Yes.** Include only active recurring invoice templates.
- **No.** Include all recurring invoice templates, including those that are inactive or for which there are no invoices remaining.

Order by.

- **Recurring Payment Number.** Order the report alphanumerically by recurring invoice template number.
- **Create Date.** Order the report by the date on which you created each recurring invoice template.

Selected Report Headings

Payment Number. Recurring invoice template number.

Date. Creation date of a recurring invoice template.

Control Amount. Total amount available for invoice creation.

Released Amount. Sum of invoices amounts you have created to date.

Next Amount. Next invoice amount.

Remaining Periods. Number of periods remaining to create invoices.

Next Period. Next period you have a payment scheduled.

Hold Code. Hold code for a recurring invoice template.

Description. Recurring invoice template description.

See Also

Entering Recurring Invoices: page 4 – 98

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Unrealized Gain/Loss Report

Use this report to review unrealized gains and losses on foreign currency invoices. An unrealized gain or loss occurs on an unpaid foreign currency invoice when the exchange rate changes.

You usually calculate unrealized gains and losses at the end of an accounting period. You may also want to submit this report whenever there is a large movement in the value of a foreign currency as compared with your functional currency.

Payables orders this report by currency and supplier. The report provides you with a total for each currency and a total for all the currencies. Payables prints suppliers names alphabetically within each currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Exchange Rate Type. Enter the type of exchange rate for which you want to calculate unrealized gains and losses.

- **Spot**
- **Corporate**
- **User**
- **User–defined type**

Exchange Date. The date for the Exchange Rate Type you specify.

Summary Option.

- **No.** Submit the Unrealized Gain/Loss Report in detail. The report prints detail supplier information.
- **Yes.** Submit the Unrealized Gain/Loss Summary Report.

Supplier Name. If you want to submit the report for only one supplier, enter the supplier name. Otherwise, leave this field blank.

Selected Report Headings

Unrealized gain/loss as of. Exchange date you specify when you submit the report. Payables uses the exchange rate for this date to calculate the unrealized gain or loss on foreign currency invoices for a supplier.

Invoice Amount Remaining. Total amount remaining on foreign currency invoices for a supplier, as expressed in your functional currency.

If exchange rate information is not available for the exchange rate type on the exchange date you specify, Payables prints <–NO RATE INFORMATION–> in this column. You can enter an exchange rate in the daily rate table for the exchange date you specify and resubmit the report.

Unrealized Gain/Loss. Total unrealized gain or loss for a supplier's foreign currency invoices. The unrealized gain or loss is the difference between the invoice amount as of the GL date of the invoice and the invoice amount as of the exchange date you specify, in your functional currency.

Number of Invoices Excluded. Number of invoices with missing exchange rates. If an invoice is missing an exchange rate, Payables does not include it in the total amount or the unrealized gain and loss amount. You can submit the Posting Hold Report to identify specific invoices with missing exchange rates.

See Also

Foreign Currency Transactions: page 6 – 2

Entering Daily Rates *(Oracle Public Sector General Ledger User's Guide)*

Posting Hold Report: page 8 – 144

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Invoice Tax Reports

Payables provides the following invoice tax reports:

Intra–EU VAT Audit Trail Report: page 8 – 94

Tax Audit Trail Report (By Tax Code or Invoice): page 8 – 97

Tax Declaration Report: page 8 – 99

Use Tax Liability Report: page 8 – 101

Intra–EU VAT Audit Trail Report

Use the Intra–EU VAT Audit Trail Report to review invoice and tax information for your intra–EU invoices. Intra–EU invoices are invoices that you receive from suppliers located in European Union member states other than the member state in which your organization is located. You are not required to pay Value–Added Tax (VAT) for intra–EU invoices, but you are required to maintain records and report on the VAT amounts for these invoices. Payables allows you to record these tax liabilities by creating offsetting tax amounts for each tax amount on an invoice.

This report includes invoices for any supplier site that is a VAT member of the EU. A supplier site is a VAT member of the EU if the country for the supplier site address is a VAT member of the EU. You can designate whether a country is a VAT member of the EU in the Countries and Territories window.

This report lists the invoice amounts, sales tax amounts, and offset tax amounts for all the intra–EU invoices you specify. Payables sorts the report by supplier, supplier site, and VAT registration number. You can choose to also order the report by country. You can choose to submit the report in summary or detail.

If you are using multiple currencies, Payables displays invoice amounts and totals converted to your functional currency. If you enter a foreign currency invoice without an exchange rate, Payables displays 0 (zero) in the invoice amount and tax amount columns and does not include the invoice in the report total.

Suggestion: Submit AutoRate before submitting this report to ensure that all your foreign currency invoices have exchange rates. See: AutoRate Program: page 6 – 11.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sort By Country.

- **Yes.** Order report output by country, supplier name, supplier site, and VAT number and subtotal invoice and tax amounts for each country. Insert a page break after each country and include the country name in the report header.
- **No.** Sort the report only by supplier name, supplier site, and VAT number.

Summarize Report. Enter a summary option for this report:

- **Yes.** Summarize invoice information for each supplier, including the supplier name, number, site(s), and VAT number. Include totals for the invoice amount, sales tax amount, and offsetting tax amount for each supplier site.
- **No.** Print detailed invoice information for each supplier and sub–total for each unique VAT number for a supplier site.

Selected Report Headings

VAT Number [report header]. Your VAT registration number, defined for your set of books.

Country: [Country Name]. If you chose to order the report by country, Payables provides a page break after each country and includes the country name in the report header.

VAT Number. VAT registration number for each supplier site. Supplier sites for the same supplier may have different VAT registration numbers. You can enter a VAT registration number for a supplier site in the Tax region of the Supplier Sites window.

Supplier Site. Supplier site for the intra–EU invoices included in this report.

Invoice Number/Date. Number and invoice date. Payables only includes the number for an invoice in this report if you submit the report in detail.

Invoice Currency. You can enter and pay an invoice in a foreign currency, but the report provides invoice information only in your functional currency. Payables prints the currency for an invoice in this report only if you submit the report in detail.

Conversion Rate. If you enter an intra–EU invoice in a foreign currency, Payables prints the exchange rate used to convert the foreign currency into your functional currency. If you enter a foreign currency intra–EU invoice without an exchange rate, Payables displays 0 (zero) in the invoice amount and tax amount columns and does not include the invoice in the report total.

Payables prints the conversion rate for an invoice in this report only if you submit the report in detail.

Invoice Amount. If you submit this report in detail, Payables prints the invoice amount (in your functional currency) for an intra–EU invoice. If you submit this report in summary, Payables prints the invoice amount total for the intra–EU invoices for a supplier site.

Sales Tax Amount. If you submit this report in detail, Payables prints the sales tax amount (in your functional currency). If you submit this report in summary, Payables prints the sales tax amount total for the intra–EU invoices for a supplier site.

Offset Tax Amount. If you submit this report in detail, Payables prints the offset tax amount (in your functional currency). If you submit this report in summary, Payables prints the offset tax amount total for the intra–EU invoices for a supplier site.

Created By. If you submit this report in detail, Payables prints the userid of the person who created the intra–EU invoice.

See Also

Foreign Currency Transactions: page 6 – 2

Countries and Territories: page 2 – 112

Entering Taxes on Invoices: page 4 – 33

Setting Up Supplier Tax Information: page 3 – 6

VAT Reconciliation Report *(Oracle Receivables Tax Manual)*

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Tax Audit Trail Report

Use this report to review tax information for posted or partially posted invoices you select. You can order this report either by Tax Name or Invoice.

Payables provides detail tax and invoice information and the total amounts for each tax name, invoice currency, and functional currency in addition to the total amount for each tax name. For each tax name you specify, Payables lists all posted or partially posted invoices for which you have entered tax information. For each invoice, Payables specifies the tax amount as well as the invoice amount subject to tax.

Attention: If you choose to prorate any payment discounts across your tax distributions, the tax amounts included in this report are the gross tax amounts, not the prorated tax amounts. You define your discount distribution method in the Payables Options window.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Start/End Accounting Period. The beginning and ending accounting periods for which you want tax information. You may instead choose to enter a Begin and End Invoice Date for which you want tax information.

Begin/End Invoice Date. Payables lists tax information for invoices that you create or update on or after this date.

If you enter an Accounting period, you do not need to enter a Begin and End Invoice Date unless you wish to select a time period within an Accounting Period. Payables then lists the invoices between the Begin and End Invoice Date in the Accounting Period you choose.

Tax Name. Enter the tax name for which you want to review tax information. Payables lists invoices using this tax name. Leave this field blank to review tax information for invoices with any tax name.

Report Ordered By. Sort report output by:

- **Invoice.**
- **Tax Name.**

Selected Report Headings

Period Dates. If you entered a Start and End Accounting Period for your report parameters, Payables displays the dates associated with these accounting periods.

Tax Name. Tax name for which Payables lists invoice and tax information. Payables does not display this report heading if you select the Invoice ordering method.

Tax Account. Account for your tax name. Payables uses this tax account when it creates an invoice distribution for the amount of sales tax. Payables does not display this report heading if you select the Invoice ordering method.

Currency Code. Payables groups the invoices by their invoice currency. Payables does not display this report heading if you select the Invoice ordering method.

Functional Currency. Payables displays the functional currency of your set of books. Payables does not display this report heading if you select the Invoice ordering method.

Column Headings (Tax Audit Trail By Invoice)

Inv Curr. Payables prints the invoice currency of an invoice.

Conversion Rate. Payables prints the exchange rate for an invoice if the invoice currency differs from the functional currency.

Tax Name. Tax name for an invoice.

Transaction Amount. Sum of all non–tax invoice distributions for a particular tax name.

Tax Amount. Sum of all the tax distributions for a particular tax name.

Invoice Amount. Payables prints the sum of the transaction amount and the tax amount for a particular tax name. This amount may not equal the gross invoice amount.

Hold. Payables prints Yes to indicate the invoice is on hold.

Column Headings (Tax Audit Trail By Tax Code)

Conversion Rate. Payables prints the exchange rate for an invoice if the invoice currency differs from the functional currency.

Transaction Amount. Payables prints the sum of all non–tax invoice distributions for a particular tax name.

Tax Amount. Payables prints the sum of all the tax distributions for a particular tax name.

Invoice Amount. Payables prints the sum of the transaction amount and the tax amount for a particular tax name on an invoice. This amount may not equal the gross invoice amount.

Match. Payables prints No if the account on the tax distribution of an invoice is different from the default account of the tax name for the tax distribution. You define the default account of a tax name when you define your tax names. Payables leaves this column blank when the accounts are the same.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Tax Names: page 2 – 19

Entering Taxes on Invoices: page 4 – 33

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

VAT Reconciliation Report *(Oracle Public Sector Receivables Tax Manual)*

Tax Declaration Report

Use the Tax Declaration Report to produce a preparatory listing of your Value–Added Tax (VAT) declaration.

Prerequisite

- ❑ If you need to meet French tax reporting requirements, you must define the following Tax Types in the QuickCodes window: DEB/M, DEB/M–1, CRE/M, and CRE/M–1. You must then create tax names using these tax types in the Tax Names window. See: Defining Tax Names to Meet French VAT Requirements: page 2 – 21.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Date of Declaration. Declaration date for your tax.

Balancing Segment. Balancing segment of your account.

Selected Report Headings

As of Date. The final date to which you want declarations reported.

Currency. Your reporting currency.

Fund. Balancing segment of your account for payment transactions.

Tax Type. Tax type for payment transactions.

Tax Rate. Tax rate applied to payment transactions.

Accounting Flexfield. Account for the tax name.

Invoice Amount. Total amount of the invoice. This amount includes any tax and freight.

Payment Amount. Payment amount for the reporting period.

Taxable Amount. Amount on which tax will be applied.

Accounting Date. GL Date for payment transactions. The payment date is the GL Date for a payment.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

VAT Reconciliation Report *(Oracle Receivables Tax Manual)*

Use Tax Liability Report

Use this report to determine the amount of use tax you owe to each tax authority for invoices you enter during a period. Payables defines Use Tax as the amount of tax a supplier should have, but did not, charge you for an invoice. You must enter a Use tax name(s) on invoice distributions for Payables to select the invoice in this report.

Payables determines the use tax liability for each use tax name by taking the tax rate you defined for each tax name and applying it to the sum of each invoice distribution with a particular tax name. Payables ignores Sales tax names in this report.

The report lists in summary or detail the total amount of tax you owe for each tax name on invoices you enter between two dates you specify when you submit the report. Payables displays the amount of use tax you owe in the currency in which you entered an invoice.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Currency Code. The currency of the invoices you want to select for the report.

Report Date Basis. Enter the date basis you want to use for selection of invoices for the report. You specify a range of dates using the Start Date and End Date report parameters. You choose from the following invoice dates:

- **Entered.** Invoices entered between the Start Date and the End Date.

- **Invoice.** Invoices with invoice dates between the Start Date and the End Date.
- **GL.** Invoice distributions that have a GL Date between the Start Date and the End Date.

Invoice Status. Invoice status of the invoices you want to include in this report. Payables lists use tax for invoices with the status you enter here:

- **All.** Payables lists use tax you owe for all invoices.
- **Approved.** Payables only lists use tax you owe for invoices which you have approved and are not on hold.
- **Paid.** Payables only lists use tax you owe for invoices that you have already paid.
- **Posted.** Payables only lists use tax you owe for invoices that you have already transferred to general ledger.

Report Ordered By. Enter your choice for ordering this report. Payables sorts the use tax information in the report first by tax name and then by one of the following methods:

- **Invoice.** Payables sorts the report by tax name and invoice date. If you order your report by invoice, you do not have the option to summarize the selected invoices.
- **Supplier.** Payables sorts the report by tax name, supplier, supplier site, and invoice date. If you order your report by supplier, you have the option to summarize the selected invoices.

Start/End Date. Payables lists the use tax you owe on all invoices with dates including and between the Start Date and the End Date.

Tax Name. If you want to submit the report for a single tax name, enter it here. To report on all tax names, leave this field blank.

Summarize. Enter Yes or No to indicate whether you want to summarize the information in the report. Payables summarizes the report only if you are ordering by supplier. If you summarize, Payables lists subtotals for each supplier site with no invoice details. If you do not summarize, Payables lists the amount of use tax you owe for every invoice, by invoice.

Selected Report Headings

Tax Name. Use tax name.

Tax Rate%. Rate of a use tax name. Payables validates the tax amount you enter on an invoice distribution against your invoice amount by comparing it with this rate. Payables validates the tax amount when you submit Approval.

Taxable Amount. Amount of an invoice subject to taxation. Payables lists the sum of all the distributions with a particular tax name.

Tax Liability. Amount of use tax you owe for an invoice. The tax liability is the amount that Payables calculates by applying the tax rate for the tax name to the sum of the invoice distributions with the tax name.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Tax Names: page 2 – 19

Entering Taxes on Invoices: page 4 – 33

Payment Reports

Payables provides the following payment reports:

Automatic Clearing of Future Dated Payments Utility and Report: page 5 – 56

Cash Requirement Report: page 8 – 104

Discounts Available Report: page 8 – 107

Discounts Taken and Lost Report: page 8 – 109

Final Payment Register: page 8 – 110

Missing Document Numbers Report: page 8 – 112

Payment Audit by Voucher Number: page 8 – 113

Payment Batch Control Report: page 8 – 114

Payment Distribution Report: page 8 – 116

Payment Exceptions Report: page 8 – 119

Payment Register: page 8 – 122

Positive Pay Report: page 10 – 4

Preliminary Payment Register: page 8 – 123

Separate Remittance Advice: page 5 – 34

Stopped Payments Report: page 8 – 127

Undistributed Payments Report: page 8 – 128

Void Payment Register: page 8 – 130

Cash Requirement Report

Use the Cash Requirement Report to forecast your cash needs for invoice payments. You can submit this report before every payment batch to determine your cash requirements for the batch. You can also submit this report for the next two or three payment batches to forecast your cash requirements for the future and improve your cash management.

You can submit this report for a single currency or for all currencies. The report is ordered by currency and lists cumulative invoice totals in the invoice currency. The report provides in your functional currency a sum of all invoices of each currency, and a sum of all invoices on the

report. The report alerts you if any invoices in the currency are missing exchange rates.

This report lists unpaid or partially paid invoices that match parameters you enter. The report does not include cancelled or fully paid invoices.

If you submit the Cash Requirement Report with No for the Summary Option parameter, the report lists all unpaid or partially paid invoices for a currency, by payment date and supplier name, starting with those invoices with the earliest due or discount date. Payables subtotals the amount due for each supplier and then for each payment date.

If you submit the Cash Requirement Report with Yes for the Summary Option parameter, the report lists the cash requirements by supplier for each currency and each payment date without displaying each invoice.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Pay Only When Due. The value you enter determines which invoices are selected for the report and how the invoice totals for the report are calculated.

- **No.** Include invoices with a discount date on or before the Pay Through Date you specify.
- **Yes**. Include invoices with a payment due date on or before the Pay through Date you specify. This option disregards discounts available.

Pay Through Date. Payables includes invoices that have either a due or discount date that falls on or before the Pay Through Date you enter.

Payment Date. Enter the payment date that you want Payables to use for this report. If you choose No for the Pay Only When Due report parameter, and the discount falls on or before the payment date, Payables reports the discounted amount, rather than the full invoice amount.

Include Unapproved Invoices. Enter Yes to include all unpaid invoices in the report, regardless of their hold status. Enter No to exclude invoices on hold.

Suggestion: If you use the Cash Requirement Report to predict cash needs for a future payment batch, it is best to exclude invoices on hold, since Payables also excludes invoices on hold during payment batches.

Pay Group. Enter the Pay Group for which you want to run the report or leave the field blank to submit the report for all Pay Groups.

Summary Option. Enter Yes to submit the Cash Requirement Report in summary. The summary Cash Requirement Report displays the payment amount due to the suppliers included in the report, but does not display individual invoice information. Enter No to submit the Cash Requirement Report in detail.

Payment Method. Payables includes invoices with the payment method you enter. Leave the field blank to submit the report for all payment methods.

Currency. Enter the currency for the invoices you want to include in the report or leave the field blank to submit the report for all currencies. Payables orders the report by currency and prints the currency code at the top of each page of the report.

High Priority (1)/Low Priority (99). Payables includes all invoices with a payment priority between the high and low priority values you enter (1 is the highest priority, 99 is the lowest).

Selected Report Headings

Amount. Amount due for an invoice in the invoice currency. If you choose Yes for the Pay Only When Due report parameter, Payables prints the total amount remaining for payment of an invoice. If you choose No, Payables prints the total amount remaining for payment on an invoice, less available discounts.

Payables includes the discounted amount, rather than the full invoice amount, if the discount date is on or before the Payment you enter.

Approved. Payables prints Yes if the invoice is Approved, No is the invoice is not approved, or, if the invoice has holds applied to it, Payables prints the number of holds. If you choose No for the Include Unapproved Invoices report parameter, Payables does not include any invoices on hold in the report.

Cumulative Total in [Functional Currency]. At the end of the report, Payables prints in your functional currency the sum of all invoice amounts in the report.

Cumulative Total. Cumulative total of invoice amounts, printed in the invoice currency. Payables prints a cumulative total after each Total for [Supplier].

Currency Total for [Foreign Currency]. After each complete list of foreign currency invoices, Payables prints in the invoice currency the sum of the foreign currency invoice amounts.

Date. If you choose Yes for the Pay Only When Due report parameter, Payables prints the payment due date for an invoice. If you choose No, Payables prints the discount date for an invoice.

Description. Invoice description.

Total for [Supplier]. Payables prints in the invoice currency the sum of invoice amounts for each supplier for each Date (Discount Date or Payment Date depending on your Pay Only When Due report parameter).

Total in [Functional Currency]. Currency Total for [Foreign Currency] printed in your functional currency.

See Also

Paying Invoices in Payment Batches: page 5 – 12

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Discounts Available Report

Use the Discounts Available Report to identify payments where you can take advantageous discounts. If you find that you are losing discounts, you can change your system and supplier defaults and modify your payment batch selection criteria to make sure that you take all valid discounts.

Suggestion: You can submit the Discounts Available Report before a payment batch to identify payments where you can take advantageous discounts.

All amounts on the report are displayed in the invoice currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Pay Group. Enter the pay group for which you want to review discounts available, or leave the field blank to submit the report for all pay groups.

Minimum Discount Amount. Enter the minimum discount amount that you want Payables to include in this report. Payables does not display any invoices that offer less than the minimum discount amount you enter here.

Minimum Invoice Amount. Enter the minimum invoice amount that you want Payables to include in this report. Payables does not display any invoice for an amount less than the minimum invoice amount you enter here.

Ending Discount Date. Payables includes invoices in this report that have a discount date on or before the discount date you enter here.

Selected Report Headings

Invoice Currency. Payables prints the currency for a group of invoices. Payables displays each currency on a new page and provides the total invoice amount and discount amount available for each currency.

Description. Partial description of an invoice.

Discount Date. The date you must pay a supplier to qualify for the discount terms.

Due Date. The date when payment is due to a supplier.

Discount Available. Discount amount available for an invoice.

See Also

Discounts: page 4 – 78

Payment Terms: page 2 – 11

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Discounts Taken and Lost Report

Use the Discounts Taken and Lost report to identify payments for which you could have taken a discount, but did not. If you find that you are losing discounts, you can change your system and supplier defaults and modify your payment batch selection criteria to make sure that you take all valid discounts.

The report groups the invoice amounts by currency and prints a separate page for each currency. For each supplier and currency, Payables also provides the totals of your invoice amounts and discounts taken or lost in your functional currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Start/End Payment Date. Enter the first and last dates of a range for which you want to review discounts taken and lost.

Supplier Type. Enter the supplier type for which you want to review discounts taken and lost or leave the field blank to submit the report for all supplier types.

Supplier Name. Enter the name of a supplier for which you want to review discounts taken and lost, or leave the field blank to submit the report for all suppliers.

Summarize Invoices by Site?

- **Yes.** Summarize all invoice payments by supplier site.
- **No.** List each invoice payment.

Selected Report Headings

Currency. Invoice currency for your discounts taken and lost.

Last Pay Date. Date on which you last paid an invoice.

Invoice Amount. Original invoice amount.

Discount Taken. Amount of discount you have taken on an invoice.

Discount Lost. Amount of a discount which you could have taken on an invoice but did not.

See Also

Discounts: page 4 – 78

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Oracle Cash Management User's Guide

Final Payment Register

Use the Final Payment Register to list each payment you create for a payment batch. Payables lists each payment in a payment batch, including setup and overflow payment documents, in ascending order by payment number.

Payables sorts the report using the document order you specify for the payment batch. Payables prints this document order on the first page of the report, along with the other criteria you specify for the payment batch. Payables also prints the total outlay required for the payment batch on this page. On the first page of the report, Payables prints the number of set up documents, overflow documents, and the number of negotiable documents.

Report Submission

Payables automatically prints this report when you confirm a payment batch. See: Confirming Payment Batches: page 5 – 22.

You can also submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

You can enter this parameter only if you submit the report from the Submit Request window.

Payment Batch. Name of the payment batch for which you want to review payments. You can select only confirmed payment batches.

Selected Report Headings

Voucher Number. If you enable Sequential Numbering, Payables prints the voucher number it automatically assigned to a payment document in the payment batch. The voucher number for the first payment in the payment batch is the voucher number you specified in the Voucher Number field when you initiated the payment batch.

Status. Payables prints the status of the payment document for a payment in the payment batch:

- **Set Up.** Payables used this document to set up your printer alignment. Payables automatically voids these documents.
- **Negotiable.** Payables used this document to pay one or more invoices for a supplier site.
- **Skipped.** You used these documents during the payment batch, but did not print anything on them because the printer skipped over them. You can reuse these documents for manual payments.
- **Spoiled.** The printer malfunctioned and ruined these documents, so that you cannot use them again. Payables automatically voids these documents.
- **Overflow.** Payables used this document as an overflow document for the next payment document in the payment batch. Payables uses overflow documents when a payment for a supplier site pays more invoices than will fit on the remittance advice for the payment document. Payables voids all but the last payment document when there is an overflow situation. The last

payment document is pays the total amount of all invoices for the supplier site.

Document Amount. Payables prints the amount of a payment. Payment documents which have a status of Set Up, Skipped, Spoiled, or Overflow have payment amounts of 0.00.

See Also

Paying Invoices in Payment Batches: page 5 – 12

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Missing Document Numbers Report

Use the Missing Documents Report to identify any payment documents that you have not accounted for in Payables. The report lists any payment document numbers within a range you specify that are not recorded in Payables as paid, stopped, void, or spoiled.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Bank Account/Payment Document Name. Enter the bank account / payment document for which you want to run this report.

Begin/End Document Number. Enter the range of document numbers between which you want to identify missing numbers.

Payment Audit by Voucher Number Report

Use the Payment Audit by Voucher Number Report to review payments with assigned sequential voucher numbers. If you enable the Sequential Numbering profile option, either you or Payables can assign a unique, sequential number to each payment you create. You can also use this report to review assigned and available voucher numbers for the sequence name you specify, as well as sequential numbers that have been deleted. See also: Voucher Numbers: page 2 – 154.

Payables sorts this report by voucher number.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sequence Name. Enter the name of the sequence for which you want to review payments and their voucher numbers.

Voucher Number From/To. Enter the beginning voucher number for the sequence name you specify. Payables includes all payments with voucher numbers between the Voucher Number From and Voucher Number To that you enter.

Selected Report Headings

Creation Date. Date on which a voucher number was assigned to a payment. If you enable the Sequential Numbering profile option, a voucher number is assigned to an automatic payment when you confirm the payment batch.

Status.

- **Entered.** The voucher number is assigned to a payment.
- **Not Entered.** The voucher number is not assigned to a payment.
- **Deleted.** The voucher number is assigned to a void payment. You cannot reassign sequential numbers, they can be used only once.

Category. Document category for the payment to which a voucher number is assigned.

Payment Document. Document type for a payment.

Payment Document Number. Payment document number, for example, check number.

Curr/Amount. Payment currency and amount of payment.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Payment Batch Control Report

Use the Payment Batch Control report to review detailed information about the payments printed in one or more payment batches. You can submit this report after every payment batch to compare it with actual payment information. You can also use this report to provide the check signer with comprehensive information about each payment document, eliminating the need to review paper invoices. The report displays payment, supplier, invoice, and expense distribution information for all payment documents in a payment batch.

The report includes the total number of payments and the total batch outlay. Payables sorts the Payment Batch Control report by payment document number.

All amounts on the report are displayed in the payment currency, except the Invoice Amount, which is displayed in the invoice currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Payment Date. The date that you performed a payment batch. You can submit the report for one or all payment batches performed on this date.

Selected Report Headings

Bank Account Name. Bank account the payment batch uses. If you submit the report for all payment batches, Payables displays each bank account on a separate page.

Payment Document Name. Payment document you used to print the payments.

Payment Batch Name: Name of a payment batch or All if you submit the report for all payment batches.

Document Number. Number of a payment. For example, check number. You can use this number to compare the actual payment with the detailed payment information in this report. Payables sorts the Payment Batch Control Report by document number.

Void. Payables displays Yes if you have voided a payment document.

Gross Amount. The original scheduled payment amount of an invoice. This amount equals the sum of the distributions of an invoice.

Discount Amount. Discount amount taken on an invoice.

Payment Amount. Amount of a payment. Gross Amount less the Discount Amount.

Accounting Flexfield. Account for an invoice distribution.

Amount. Amount of an invoice distributed to an account.

Distribution Line Description. Partial description of an invoice distribution.

Number of Documents. Number of documents that are not void and the number of void documents in a payment batch. Payables will automatically void overflow payment documents if you use the Void Except Last Payables Check Overflow option. Payables does not include the voided overflow payment documents on this report.

Sum Payment Amounts. Sum of the payment amounts for not void and void payments printed in a payment batch.

See Also

Discounts: page 4 – 78

Paying Invoices in Payment Batches: page 5 – 12

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Payment Distribution Report

You can submit this report after you create a payment batch, manual payment, or Quick payment to verify the payment distributions created by Payables when you pay an invoice. If Payables cannot create a payment distribution because of an invalid account, the report lists this payment as an exception. You cannot post a payment until you manually correct the distribution's account in the Invalid GL Accounts window.

The report displays payment, supplier, invoice, payment distribution, and liability accounting information for a bank account you select. The report also displays the total number of payment documents and the total payment amount. The report orders the information by bank account, payment document name, and document number.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

In addition, if you submit AutoRate, Payables automatically prints this report. See: AutoRate Program: page 6 – 11.

Selected Report Parameters

Bank Account Name. Enter the name of a bank account for the payment distributions you want to review in this report, or leave the field blank to submit the report for the payment distributions for all bank accounts.

Payment Document Name. Enter the name of the payment document for the payment distributions you want to include in this report, or

leave the field blank to submit the report for all payment documents. If you entered a name in the Bank Account Name parameter and you leave this field blank, Payables includes the payment distributions for all payment documents for the bank account you specified.

Begin/End Document Number. The report includes payment documents with document numbers including and between the Begin Document Number and the End Document Number.

Selected Report Headings

Payment Document. Name of the payment document for your bank account. If you define more than one payment document for a bank account, Payables displays each payment document of the bank account on a separate page.

Payment Currency. Payment currency for your payment document. The payment currency could differ from the bank account currency only if the bank account is a multiple currency bank account.

Document Number. Number of a payment. For example, check number.

Void. The report displays Yes if a payment is void and leaves the column blank if a payment is not void.

Gross Amount. Original scheduled payment amount of an invoice. This amount equals the sum of the distributions of an invoice. The invoice Gross Amount minus the invoice Discount Amount equals the Payment Amount.

Discount Amount. Discount amount taken on an invoice. Payables calculates the discount amount using the Payment Terms you entered during invoice entry.

Payment Amount. Amount of a payment. Payables calculates the Payment Amount for the payment by subtracting the Discount Amount from the Gross Amount.

Line. Line number of a payment distribution.

Line Type. Line type of a payment distribution. The payment distribution type indicates the type of Asset account credited for the payment distribution. The possible line types are:

- **Cash.** Payables credits a Cash account for the amount of the payment distribution.
- **Discount.** Payables credits a Discount account for the amount of the payment discount distribution. You can use the Discount

Distribution Payables option to determine how you want to distribute discounts you take.

- **Gain.** Payables credits a Realized Gain account if you realized an exchange rate gain on this payment. Payables debits a Realized Loss account if you realized an exchange rate loss on this payment. Payables uses the Realized Gain or Loss account from the bank account used to make the payment.

Distribution Account. If you enable the Automatic Offsets Payables option and pay an invoice from a pooled bank account, Payables creates a corresponding payment distribution for each liability distribution using the Automatic Offset Method you choose in the Payables Options window. If you enable Automatic Offsets and pay an invoice from an unpooled bank account or if you do not enable Automatic Offsets, Payables creates a payment distribution for each liability distribution, using the Asset account of the bank account.

Liability Account. Liability account used to create a payment distribution. If you enable Fund Accounting and pay an invoice from a pooled bank account, Payables creates a liability distribution for each invoice distribution using the Automatic Offsets Method you choose in the Payables Options window. If you do not enable Fund Accounting, Payables creates a liability distribution for each invoice distribution using the AP Liability account of the invoice.

Amount. Amount of a payment distribution distributed to a Cash, Discount, Realized Gain, or Realized Loss account.

See Also

Fund Accounting: page 10 – 12

AutoRate Program: page 6 – 11

Payables Options: page 2 – 76

Account Default Hierarchy Chart: page E – 9

Updating Invalid Payment Distribution GL Accounts: page 5 – 64

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Payment Exceptions Report

Use this report to review exception payments in Payables. This report provides you with a state–of–the–system listing of the exception payments in Payables at any time. Exception payments are payments that your bank has:

- Not yet cleared
- Cleared for an amount different from the payment amount
- Cleared before the payment date
- Cleared, but the payment is void in Payables

The report lists exception payments by bank, branch, account and payment document, and includes issued amount, issued date, cleared amount and cleared date, as well as the variance of cleared amount to issued amount. Payables also prints a total of the variance at the end of the report in the payment currency. You can resolve payment exceptions using Oracle Cash Management.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Bank Name. Bank for which you want to review exception payments. Leave this field blank to review payment exceptions for all your banks.

Bank Branch. Bank branch for which you want to review exception payments. Leave this field blank to review payment exceptions for all your bank branches.

Bank Account. Bank account for which you want to review exception payments. Leave this field blank to review payment exceptions for all your bank accounts.

Payment Document. Payment document for which you want to review exception payments. Leave this field blank to review payment exceptions for all your payment documents.

Begin/End Document Number. Enter the first/last number of a range of documents you want to review.

Begin/End Date. Enter the first/last date for which you want to review exception payments.

Payment Exception.

- **All.** Payables selects any payment exception for this report. You can also leave this field blank to submit this report for all payment exceptions.
- **Outstanding Payments.** Payables selects only outstanding payments for this report.

Report Headings

Document Number. Document number of the exception payment.

Supplier. Supplier paid on the exception payment.

Amount /Payment Date. The amount/payment date of the exception payment.

Cleared Amount/Date. The amount/date for which your bank has cleared an exception payment. Payables updates this amount when you use Cash Management to reconcile a bank account.

Exception Condition.

- **Payment Not Cleared.** You have not recorded this payment as cleared by the bank.
- **Amount Difference.** You have recorded the payment as cleared by the bank for an amount different from the payment amount as recorded in Payables.
- **Voided and Cleared.** You have recorded this payment as cleared by the bank, but Payables records show this as a voided payment.
- **Cleared Before Issued.** This item has a cleared date which comes before the payment date in Payables.

Variance. The difference between the payment amount and the cleared amount.

Payment Gain & Loss Report

Payables lists each currency exchange rate gain and loss included in the payment. Use this report if you need to know the exact gain or loss for an invoice in a payment, or how the total gain and loss of the payment is distributed across a payment's invoices.

The report totals the gain and loss for each payment and calculates the amount you can adjust your general ledger balance for each combination of gain/loss accounts. In some accounting practices, you are required to make this adjustment to avoid inflating your gain/loss accounts.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Report Parameters

Begin/End GL Date. If you want to submit the report for a range of GL dates, enter Begin/End GL Dates. Leave blank to submit the report for all GL Dates.

Report Headings

Gain Accounting Flexfield. Gain account you use for the bank that disbursed funds.

Loss Accounting Flexfield. Loss account you use for the bank that disbursed funds.

GL Date. GL Date of the payment.

Payment Number. Payment number for the payment. For example, check number.

Currency. Payment currency.

Transaction Number. Invoice number of the invoice, prepayment, or credit/debit memo paid by this payment.

Transferred Gain. Amount of currency gain due to the difference between the invoice exchange rate and the payment exchange rate.

Transferred Loss. Amount of currency loss due to the difference between the invoice exchange rate and the payment exchange rate.

Payment Register

Use the Payment Register to review payments created for each bank account you use during a time period you specify.

The report lists each payment, as well as the total payment amount and cleared amount of all payments. It sorts and subtotals by bank, bank branch, and bank account. The report also displays the payment document and disbursement type for each set of payments, and provides a subtotals for each payment document.

Payables does not include voided payments in the totals.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Print Supplier Address?

- **Yes.** Print the supplier address to which you sent a payment.
- **No.** Do not print the supplier address.

Payment Type. Enter the payment type for which you want to submit the Payment Register. Leave the field blank if you want to submit the report for all payment types.

- **Batch.** Payments created in a payment batch.
- **Manual.** Manual payments you record in the Payments window.
- **Quick.** Payments created individually in the Payments window.

Selected Report Headings

Bank. Name of the bank.

Branch. Bank branch.

Account. Bank account.

Payment Document. Payment document you used for a payment.

Disbursement Type. Disbursement type of the payment document you used for a payment.

Document Number. Document number of a printed payment.

Date. Payment date.

Payment Amount. Amount of a payment. Payables prints an asterisk next to any payment amount associated with a voided payment.

Cleared Date. Date a payment cleared the bank.

Cleared Amount. Amount of a payment that cleared the bank.

Void. Payables prints Yes if a payment is void and No if a payment is not void.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Voiding Payments: page 5 – 66

Preliminary Payment Register

Use the Preliminary Payment Register to review the payments Payables will create when you format payments for the invoices in a payment batch.

Payables sorts the report using the document order you specify for the payment batch. Payables prints this document order on the first page of the report, along with the other criteria you specify for the payment batch. On the first page of the report, Payables prints the number of set up documents, non–payment documents (those documents which exceed the maximum payment amount or are below the minimum payment amount, zero payments allowed, zero invoices allowed, or payment documents that you deselected while making modifications to the payment batch), overflow documents, and the number of negotiable documents. Payables also prints the total outlay required for the payment batch on this page.

Payables groups the invoices by supplier site and prints the total for each payment for a site.

If Payables selects invoices for payment in the payment batch, but the invoices do not meet payment requirements, Payables prints asterisks and a non–payment reason for the invoices. Payables does not create

payments for a supplier site's invoices if the total of the selected invoice(s) exceeds the maximum payment amount or is less than the minimum payment amount that you specify for a payment batch, or if the total payment amount for a supplier site is less than or equal to 0.

If the total payment amount for a supplier site is less than or equal to zero, this may indicate that you had unused credits for that supplier site. The Preliminary Payment Register shows a zero or negative balance in the Gross Amount column and a zero balance in the Document Amount column if you allow zero amount payments. If you do not allow zero amount payments, and you have a positive and negative invoice for the same amount, Payables prints Zero Amounts Excluded in the Status field, and does not create a payment document for these invoices. Payables waits until the payment amount for this supplier site is a positive amount before creating a payment for this site.

After you modify individual supplier site and invoice payments in the Modify Payment Batches window, you can print an updated Preliminary Payment Register. If you deselect invoices from a payment batch, Payables prints No in the Pay column for the invoice and does not include the invoice amount in the payment document total for the supplier site.

Report Submission

You can print a Preliminary Payment Register for a payment batch when initiate, format, or modify the batch. See: Paying Invoices in Payment Batches: page 5 – 12.

You also submit this report for any unconfirmed payment batch from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

You can enter this parameter only if you submit the report from the Submit Request window.

Payment Batch. Enter the name of the payment batch for which you want to review preliminary payments. You can select any payment batch that you have not yet confirmed or cancelled.

Selected Report Headings

Document Number. Number of the payment document. For example, check number. If the invoices do not meet the payment requirements for the batch, Payables prints asterisks in this column.

Voucher Number. If you enable Sequential Numbering, Payables prints the voucher number that it will automatically assign to the payment. The voucher number for the first payment in the payment batch is the voucher number you specified in the Voucher Number field when you initiated the payment batch. If the invoices do not meet the payment requirements for the batch, Payables prints asterisks in this column.

Status. The non–payment status of a payment document for an invoice or group of invoices:

- **All Invoices Deselected.** You deselected all the selected invoices for this supplier in the Modify Payment Batches window.
- **Maximum Outlay Exceeded.** Payables will not pay the invoices for this supplier because the total outlay for the payment batch exceeds the maximum outlay you specified for the payment batch.
- **Overflow Document.** Payables will use this document as an overflow document for the next payment document in the payment batch. Payables uses overflow documents when a payment for a supplier site pays more invoices than will fit on the remittance advice for the payment document. Payables voids all but the last payment document when there is an overflow situation. The last payment document pays the total amount of all invoices for the supplier site.
- **Over Maximum Payment.** The payment on this document exceed the maximum payment amount you specified for the payment batch.
- **Unapproved Supplier.** You entered the Unapproved Supplier non–payment reason in the Modify Payment Batches window.
- **Under Minimum Payment.** The payment on this document is less than the minimum payment amount you specified for the payment batch in the Payment Batches window.
- **User–defined.** You entered a non–payment reason in the Modify Payment Batches window.
- **Zero Amounts Excluded.** The payment amount is zero, and you specified this payment batch to exclude zero payments.

Document Amount. Total amount that will be paid on the payment document for the invoice(s) of a supplier site. Review the next column, the Pay column, to see if Payables will create a payment document for this amount.

Pay. Payables prints Yes if it will create a payment document for the invoice payment. Payables prints No if the invoice payment has a non–payment status, indicating that Payables will not create a payment document for it.

Seq Num. Payables displays the sequence number which determines the order in which Payables has selected a supplier site's invoices for payment. Payables assigns these sequence numbers to individual invoice payments for a supplier site during invoice selection.

You can use the Modify Payment Batches window to change the sequence number of an invoice payment to reorder the sequence of the invoice payments on a payment document.

Pay Num. Payables displays the number of the scheduled payment for an invoice selected in a payment batch.

Gross Amount. Gross amount due on an invoice selected in a payment batch. Payables subtracts the discount amount from the gross amount to calculate the payment amount.

Discount Amount. Discount amount you are taking on an invoice payment. Payables subtracts the discount amount from the gross amount to calculate the payment amount.

Payment Amount. Payment amount for an invoice selected in a payment batch. Payables calculates the payment by subtracting the discount amount from the gross amount. Payables prints a subtotal of invoice payments for each supplier site. Payables also displays the total of all invoice payment amounts, which is the total outlay for a payment batch.

Pay. Payables prints No if there is any non–payment status associated with an invoice. You can see the reason an invoice will not be paid by reviewing the Status column on this report. Payables subtracts the payment amount for the deselected invoice from the document amount for the payment document.

See Also

Paying Invoices in Payment Batches: page 5 – 12

Modifying Payment Batches: page 5 – 18

Discounts: page 4 – 78

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Stopped Payments Report

Use the Stopped Payments Report to review all current stop payments. Payables does not list any stop payments which were initiated, but then released, or voided at a later time. Payables sorts the report by bank, bank account, payment document, and document number. Payables subtotals the amount for each payment document and displays the cumulative total for each bank account.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Bank Branch. Enter the name of a bank branch for which to run the report. Leave this field blank to submit the report for all bank branches.

Bank Account. Enter the name of a bank account for which to run the report. Leave the field blank to submit this report for all bank branches.

Selected Report Headings

Document Number. Payment number of a stop payment.

Payment Amount. Sum of the invoice payment amounts for a payment. Displayed in the payment currency.

Stopped Date/By. Date on which a user initiated a stop payment, and their userid.

Exception. Payables prints Cleared if a payment has cleared the bank. If a payment on this report has cleared, you may want to release the stop payment.

Gross Amount. Invoice amount displayed in the payment currency.

Invoice Payment Amount. Amount paid on an invoice, displayed in the payment currency.

See Also

Stopping Payments: page 5 – 65

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Undistributed Payments Report

Use the Undistributed Payments Report to review any undistributed payments that Payables creates when you apply a prepayment to an imported expense report, confirm a payment batch, or use AutoRate to assign exchange rates to foreign currency payments. An undistributed payment is a payment that has one or more payment distributions with an invalid account. Payables creates payment distributions when it creates payments.

Payables may create a distribution with an invalid account if you enable Fund Accounting and pay an invoice or prepayment from a pooled bank account. You can correct invalid accounts on payment distributions in the invalid GL Accounts window.

Payables does not include in this report any invalid payment distributions that it creates when you apply a prepayment to an invoice or create a manual payment. You can correct any invalid accounts on these distributions in the invalid GL Accounts window.

The title of the report changes depending on the action that produces the report. For example, when Invoice Import creates a payment distribution for an expense report with applied prepayments, the title

appears as follows: Invoice Import Prepayment Application Undistributed Payments Report.

Report Submission

Payables automatically prints this report when you perform one of the following actions:

- Apply advances to imported expense reports
- Confirm a payment batch
- Use AutoRate to assign exchange rates to foreign payments

Selected Report Headings

Document Number. Number of the payment document associated with an undistributed payment.

For an imported expense report with an applied prepayment, the number is the number of the payment document used to pay the prepayment.

Line Type. Line type (Cash, Discount, or Gain) of the invalid payment distribution on the undistributed payment.

Problem Accounting Flex. Invalid account for the payment distribution.

Reason. Partial description of the reason why the payment distribution account is invalid.

See Also

AutoRate Program: page 6 – 11

Payables Invoice Import Program: page 4 – 141

Fund Accounting: page 10 – 12

Common Report Headings: page 8 – 7

Updating Invalid Payment Distribution GL Accounts: page 5 – 64

Void Payment Register

Use the Void Payment Register to obtain a listing of void payments. The Void Payment Register provides you with payment and supplier information for each void payment. Payables sorts the report by bank, bank branch, bank account, payment document, and payment number, and prints a subtotal for each. Payables also provides a report count and total at the end of the report.

You can submit this report before you reconcile your bank account to verify that void payments did not clear your bank. Payables does not clear void payments when you use Oracle Cash Management to reconcile your bank account; Payables lists these void payments as exceptions.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Period. Enter the period for which you want to submit the Void Payment Register.

Include Zero Amount Payments? Enter Yes to include void payments with zero amounts. Enter No to exclude void payments with zero amounts.

Print Supplier Address? Enter Yes to print the supplier address to which each payment was sent. Enter No to exclude the supplier address from the report.

Date. Enter the date that you want Payables to use for this report.

- **Payment Date.** Payables includes all payments with a payment date in the period you select for this report.
- **Void Date.** Payables includes all payments with a void date in the period you select for this report.

Selected Report Headings

Payment Document. Payables prints the payment document you used for a void payment.

Disbursement Type. Payables prints the disbursement type (Computer–Generated, Combined, or user–defined) of the payment document you used for a void payment.

Document Number. Number of a void payment.

Date. Payment date for a void payment.

Site. Site to which a void payment was to be paid.

Address. Address to which a void payment was to be paid. If you did not enter Yes to the Print Supplier Address report parameter, Payables does not print this address information.

Payment Amount. Amount of a void payment.

Void Date. Date on which a payment is void.

See Also

Voiding Payments: page 5 – 66

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Posting Reports

Payables provides the following posting reports:

- Accounts Payable Journal Entry Audit Report: page 8 – 132
- Accounts Payable Journal Entry Exception Report: page 8 – 134
- Accounts Payable Trial Balance Report: page 8 – 137
- Journal With GL Details Report: page 8 – 139
- Posted Invoice Register: page 8 – 141
- Posted Payment Register: page 8 – 142
- Posting Hold Report: page 8 – 144
- Transaction Reconciliation Report: page 8 – 147

Accounts Payable Journal Entry Audit Report

Use the Accounts Payable Journal Entry Audit Report to review invoices and payments that you transferred to your general ledger. When you submit the Payables Transfer to General Ledger Program, Payables also provides an Accounts Payable Journal Entry Exception Report, which lists any exception items that Payables did not transfer and provides a detail explanation of the exception.

For each posted invoice or payment distribution, Payables lists the accounts (expense, liability, or asset) affected by the transaction and the amount of the transaction in the entered currency. Payables also lists the transaction amount in your functional currency. If you use Oracle Cash Management to reconcile your payments, Payables also lists this information for each posted reconciliation distribution.

Payables divides the report into three sections:

- Posted Invoices
- Posted Payments
- Posted Reconciliation Distributions (generated only if you have enabled integration with Oracle Cash Management)

The Posted Invoices section is ordered by currency, supplier, invoice, and invoice account and includes a subtotal for each currency and a cumulative total for the section. The Posted Payments and Posted Payment Reconciliations sections are both ordered by bank account, payment document, supplier, document number, and payment account

and includes a subtotal for each bank account and a grand total for the section.

Report Submission

Payables automatically prints the Accounts Payable Journal Entry Audit report when you submit the Payables Transfer to General Ledger program. See: Payables Transfer to General Ledger Program (Posting): page 7 – 15

Selected Report Headings

Invoice/Document Num. Payables prints the invoice / payment number for the invoices / payments transferred to your general ledger.

GL/Pay Date. Payables prints the GL / Pay Date for the invoices / payments transferred to your general ledger. The GL Date for an invoice or payment determines the accounting period in which the transaction affects your general ledger account. Payables determines the period by comparing the GL Date to the ranges of dates you have defined for your accounting periods.

Payables uses the payment date of a payment as its GL Date.

Accounting Flex. Payables prints the accounts affected by the invoices / payments transferred to your general ledger.

For each transferred invoice distribution, Payables prints the expense and liability accounts charged.

For each transferred payment, Payables prints the liability and cash (asset) accounts charged.

Entered Debit. For an invoice distribution, Payables prints the debit amount, in the invoice currency, that is charged to the expense account.

For a payment, Payables prints the debit amount, in the payment currency, that is charged to the liability account.

Entered Credit. For an invoice distribution, Payables prints the credit amount, in the invoice currency, that is charged to the liability account.

For a payment, Payables prints the credit amount, in the payment currency, that is charged to the cash (asset) account.

Accounted Debit. For an invoice distribution, Payables prints the debit amount, in your functional currency, that is charged to the expense account.

For a payment, Payables prints the debit amount, in your functional currency, that is charged to the liability account for the payment.

This amount represents the actual amount used to update your account balances when you post the journal entries in your general ledger.

Accounted Credit. For an invoice distribution, Payables prints the credit amount, in your functional currency, that is charged to the liability account.

For a payment, Payables prints the credit amount, in your functional currency, that is charged to the cash (asset) account.

This amount represents the actual amount used to update your account balances when you post the journal entries in your general ledger.

See Also

Posting: page 7 – 2

Reconciling Payments with Oracle Cash Management: page 5 – 2

Common Report Headings: page 8 – 7

Accounts Payable Journal Entry Exception Report

Use the Accounts Payable Journal Entry Exception Report to identify and resolve all exceptions that occurred when you initiated the transfer of invoices or payments to your general ledger. Payables does not transfer an invoice or payment if one or more lines have exceptions. When you submit the Payables Transfer to General Ledger Program, Payables also provides an Accounts Payable Journal Entry Audit report, which lists detail information for the journal entries Payables successfully created.

The report provides a detailed explanation of exceptions and displays the total number of invoice distributions and invoice payments which contain exceptions. If you use Oracle Cash Management to reconcile your payments, Payables also displays reconciliation distributions which contain exceptions.

Payables divides the report into three sections:

- Invoice Distributions with Exceptions

- Invoice Payments with Exceptions
- Reconciliation Payment Distributions with Exceptions (generated only if you use Oracle Cash Management)

The Invoice Distributions section is ordered by supplier, invoice number, currency, and amount. The Invoice Payments and Reconciliation Payment Distributions sections are ordered by supplier, payment document number, currency, and amount.

Report Submission

Payables automatically prints the Accounts Payable Journal Entry Exception Report when you submit the Payables Transfer to General Ledger Program. See: Payables Transfer to General Ledger Program (Posting): page 7 – 15.

Selected Report Headings

Distribution Num/Amount/Description/GL Date

Payables prints the line number / amount / description / GL Date for an invoice distribution with an exception.

The GL Date determines the accounting period in which the transaction affects your general ledger account. Payables determines the accounting period by comparing the GL Date to the ranges of dates you have defined for your accounting periods.

Exception Code (Invoice Distributions with Exceptions)

- **Disabled.** The account for this distribution is disabled.
- **Inactive.** The account for this distribution is not active.
- **Invalid.** This distribution contains an invalid account.
- **Period.** The accounting date of the distribution or payment is in a general ledger period which is not open or future.
- **Post.** Posting is not permitted to the account specified in this distribution.
- **Rate.** This distribution is in a foreign currency and has no exchange rate information.

Exception Code (Invoice Payments with Exceptions)

- **Period.** The accounting date for this payment is in a general ledger period which is not open or future.

- **Undist.** You have enabled Automatic Offsets and a distribution on this payment was not built correctly by Payables. You can correct incorrectly built payment distributions in the GL Accounts window.
- **Rate.** This payment is in a foreign currency and has no exchange rate information.

Exception Code. (Reconciliation Payment Distributions with Exceptions)

- **Disabled.** The account for this distribution is disabled.
- **Inactive.** The account for this distribution is not active.
- **Invalid.** This distribution contains an invalid account.
- **Period.** The accounting date of the distribution is in a general ledger period which is not open or future.
- **Post.** Posting is not permitted to the account specified in this distribution.
- **Rate.** This distribution is in a foreign currency and has no exchange rate information.

See Also

Posting: page 7 – 2

Reconciling Payments with Oracle Cash Management: page 5 – 2

Adjusting Invoice Distributions: page 4 – 197

Updating Payments: page 5 – 62

Defining Calendars *(Oracle Public Sector General Ledger User's Guide)*

Common Report Headings: page 8 – 7

Accounts Payable Trial Balance Report

Use the Accounts Payable Trial Balance Report to verify that total accounts payable liabilities in Payables equal those in the general ledger. Before closing a period, you can compare the cumulative total liability provided by this report with the total liability provided by your general ledger to reconcile these balances.

The Trial Balance Report lists and subtotals by supplier all unpaid and partially paid invoices for which Payables created journal entries. Payables lists and subtotals the invoices by the Accounts Payable Liability account. These invoices represent your organization's outstanding accounts payable liability. Therefore, to obtain the most up–to–date trial balance, you should create journal entries for your payment and invoice activity before submitting this report.

Since this report presents your outstanding accounts payable liability information, it is only valid for an accrual set of books.

If you use multiple currencies, Payables displays a Rounding Adjustments for Liability Account field for each liability account that has a rounding error situation. You may have a very small rounding adjustment if you make several partial payments on a foreign currency invoice. The sum of the functional currency equivalents for those partial payments may not sum to the functional currency invoice amount. For example, you may have a $100.00 functional amount invoice versus $99.99 if you make 3 partial payments. This fully paid invoice does not show up on the trial balance but Payables does keep track of this small rounding difference so you can identify why the accounts payable balances may differ between your general ledger and Payables.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

As of Date. Payables lists all unpaid or partially paid invoices with invoice dates on or before the As of Date you enter.

Selected Report Headings

Line. Invoice distribution line.

[Functional Currency] Amount. Payables prints the current invoice amount as expressed in your functional currency. Payables displays the invoice amount based on the current date, not the invoice amount based on the As of Date. You enter an As of Date as one of your report parameters.

When you submit the Payables Transfer to General Ledger program, Payables creates an accounting entry that credits this amount to your accounts payable liability account.

Remaining [Functional Currency] Amount. Payables prints the difference between the sum of an invoice's distributions and the sum of the posted payments for each invoice distribution, as expressed in your functional currency.

A positive amount indicates an outstanding accounts payable liability in the general ledger if you have posted the invoice. This can result from nonpayment, partial payment, or not creating a journal entry for the payment.

A negative amount can result from transferring a payment to your general ledger without transferring the invoice, or from transferring both the invoice and an overpayment.

Description. Partial description of an invoice.

See Also

Accounting Methods: page 2 – 71

Reconciling Payables Activity: page 7 – 34

Payables Options: page 2 – 76

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Journal with GL Details Report

Use this report to identify the General Ledger journal entries imported from particular transactions in Payables. Transactions that have not been transferred to General Ledger are marked with an indicator. You can list your transactions either sorted and grouped by Document Sequence Number or the GL Date of the Transactions.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Trx GL Date From/To. Beginning and end date for the transaction GL dates to include in this report.

Supplier Name From/To. Supplier or a range of suppliers for which you want to submit the report. Leave this field blank to submit this report for all suppliers.

Sequence Name. If you use sequential voucher numbers and you want to limit the report to one sequence name, enter the sequence name.

Voucher Number From/To. If you use sequential voucher numbers and you want to submit the report for a range of voucher numbers, enter the voucher number range.

Sort Order. Select the order in which you want the report data printed.

- **Doc Seq Name and Number.** This option groups your transactions by the unique identifier Sequence Name and Voucher Number. A total is calculated for each Sequence Name/Number.
- **Trx GL Date.** This option groups your transactions by the output by the GL Date of the transactions. Payables prints a total for each GL Date.

Selected Report Headings

Trx GL Date. GL Date of the invoice or payment distribution.

Trx Doc Seq Name. Name of the document sequence if you assigned a sequential voucher number to the invoice or payment.

Trx Doc Seq No. Payables prints the voucher number if you use sequential voucher numbers.

Associated Trx. Invoice or payment number of any associated transactions. For example, for a payment distribution, Payables prints the number of the invoice that it paid.

Trx Date. Invoice date of the invoice distribution, or payment date of the payment distribution.

Transaction. Transaction type.

Trx Number. Invoice number for an invoice distribution, or payment document number for a payment distribution.

LN. If this is an invoice distribution, Payables prints the distribution line number.

Account. Account to which this distribution was charged.

Rate. Exchange rate used for the transaction.

Cur. Currency used for the transaction.

Entered Dr/Cr. Invoice or payment distribution amount in the currency in which it was entered.

Accounted Dr/Cr. Invoice or payment distribution amount in your functional currency.

Column Headings (Oracle Public Sector General Ledger Information)

GL Batch Name. Name of the general ledger journal batch to which this transaction was transferred.

Header Name. Name of the general ledger journal entry to which this transaction was transferred.

LN. Line number of the general ledger journal entry line to which this transaction was transferred.

GL Date. General ledger date of the journal entry line.

Description. Description of the Journal Entry line.

GL Doc Seq. Payables prints the sequence name of the journal entry, if you use sequential voucher numbers.

Doc Seq No. Payables prints the document voucher number of the journal entry, if you use sequential voucher numbers.

Entered Dr/Cr. Credit / debit amount of the journal entry line in the functional currency.

Accounted Dr/Cr. **D**ebit/credit amount of the journal entry line in the functional currency.

Posted Invoice Register

Use the Posted Invoice Register to review invoices posted in a particular period. You post invoices by submitting the Payables Transfer to General Ledger program. The Posted Invoice Register lists each Accounts Payable Liability account and the invoices posted to the account, along with the supplier and amount information for each invoice listed.

Payables displays the invoice amount and posted distribution amount in the invoice currency. Payables also displays the posted distribution amount in your functional currency for easier reconciliation with your general ledger. You can also use this report to reconcile variances between an invoice amount and its distribution amount. Variances can result from reversing distributions or correcting entries.

Payables sorts the report by journal entry batch, invoice currency, account, supplier, and invoice, according to the option you specify in the Sort Posted Invoices By parameter. The report includes a report total and subtotals for each currency and liability account.

Prerequisite

- ❑ To provide the necessary data for this report, select Yes for the Import Journal References option in the Journal Sources window. See: Defining Journal Sources *(Oracle Public Sector General Ledger User's Guide)*.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Period. Enter the period for which you want to submit the Posted Invoice Register.

Set of Books Name. Enter the set of books that you want Payables to use for this report.

Journal Entry Batch. Enter the name of a invoice journal entry batch for which you want to submit this report. Leave the field blank to submit this report for all invoice journal entry batches.

Selected Report Headings

Invoice Amount. Total invoice amount. This amount includes posted and unposted distributions.

Posted Distribution Amount – Invoice Currency. Payables prints the total of the posted invoice distributions in the invoice currency.

Posted Distribution Amount – Functional Currency. Payables prints the total of the posted invoice distributions in your functional currency.

See Also

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Reconciling Payables Activity: page 7 – 34

Foreign Currency Transactions: page 6 – 2

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Posted Payment Register

Use the Posted Payment Register to review payments posted in a particular period. You post payments by submitting the Payables Transfer to General Ledger Program.

Payables excludes zero amount payments in this report. For all other payments that you post in a journal entry batch, Payables displays the cash amount and the discount taken amount in the currency you used for payment. Payables also displays the payment amount and the realized gain or loss on the payment as expressed in your functional currency for easier reconciliation with your general ledger. The payment amount is the sum of the cash and discount taken amounts. You can use this report, the Posted Invoice Register, the Accounts

Payable Trial Balance Report, and your general ledger reports to reconcile balances between your general ledger and Payables.

This report sorts the report by bank, bank branch, bank account, journal entry batch and payment currency according to the option you specify in the Sort Posted Payments By parameter. The report also displays the payment document and disbursement type for each set of payments. The report provides a report total and subtotals for each payment document and bank account. You can submit the Posted Payment Register for one journal entry batch of posted payments or all journal entry batches.

Prerequisite

- ❑ To provide the necessary data for this report, select Yes for the Import Journal References option in the Journal Sources window. See: Defining Journal Sources *(Oracle Public Sector General Ledger User's Guide*).

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Period. Enter the period for which to submit the Posted Payment Register.

Set of Books Name. Enter the name of the set of books that you want Payables to use for this report. Payables lists only the payments you posted to this set of books.

Payment Journal Entry Batch. Enter the journal entry batch name for which you want to submit this report. Leave the field blank to submit this report for all payment journal entry batches.

Selected Report Headings

Document Number. Payment document number.

Date. Payment Date of a payment.

Payment Currency – Cash. Amount of the payment in the currency used for payment. Payables sorts this report by bank account and only

multiple currency bank accounts can have more than one payment currency.

Payment Currency – Discount Taken. Amount of discount taken on a payment in the currency used for payment.

Functional Currency – Payment. Amount of the payment as expressed in your functional currency. If you do not use multiple currencies, the Functional Currency Payment equals the sum of the Payment Currency Cash and Discount taken.

Functional Currency – Realized Gain or Loss. Amount of the realized gain or loss on a payment, as expressed in your functional currency. If you do not use multiple currencies, your realized gain or loss equals 0.

Void. Payables prints Yes if a document is void.

See Also

Reconciling Payables Activity: page 7 – 34

Foreign Currency Transactions: page 6 – 2

Voiding Payments: page 5 – 66

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Payables Transfer to General Ledger Program (Posting): page 7 – 15

Posting Hold Report

Use the Posting Hold Report to identify unposted invoices. The report lists all invoices Payables cannot transfer to your general ledger during posting. Payables cannot post if an invoice has a posting hold, a distribution variance, a budgetary control hold, or if you have not yet submitted Approval for the invoice. You can print this report before you submit the Payables Transfer to General Ledger Program to identify invoices which Payables will not post.

Payables sorts the report by supplier name and invoice number. Payables displays the total number of invoices, total invoice amount, and total distribution amount for each data entry person.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Updated By. If you want to submit the report for invoices last updated by a specific user, enter that person's userid.

Entered/Updated Date. The report lists the invoices last updated on or before the Entered / Updated Date.

Include Undistributed Invoices.

- **Yes.** Include undistributed invoices in the report; display all invoices, regardless of whether they have invoice distributions.
- **No.** Do not include invoices without invoice distributions.

Selected Report Headings

Batch Name. Invoice batch name.

Invoice Amount In [Functional Currency]. Invoice amount as expressed in your functional currency.

Distribution In [Functional Currency]. Total distribution amount of an invoice as expressed in your functional currency.

Exception. The report displays one or more of the following exception conditions:

- **Can't Funds Check.** You are using budgetary control and Payables cannot check funds for an invoice.
- **Disabled.** You are trying to post an invoice distribution with an account that you have disabled.
- **Dist Variance.** The distribution amount for an invoice is not equal to the invoice amount.
- **Future Period.** You are trying to post an invoice with a GL Date in a future enterable period in Payables.

- **Inactive.** You are trying to post an invoice distribution with an account that you have inactivated.
- **Insufficient Funds.** You are using budgetary control and you have insufficient funds available in your budget for an invoice.
- **No Rate.** You are trying to post a foreign currency invoice for which you have not entered an exchange rate.
- **Other Hold Names.** This invoice has an hold applied to it which is not postable. You define holds using the Invoice Approvals window.
- **Period.** You are trying to post an invoice distribution with an account that has a GL Date in a closed period in General Ledger.
- **Post.** You are trying to post an invoice distribution with an account to which General Ledger does not allow detail posting.
- **Summary.** You are trying to post an invoice distribution with an account which is a summary account.
- **Template.** You are trying to post an invoice distribution with an account which is a template account.
- **Unapproved.** You have not submitted Approval for an invoice.
- **Withholding Tax.** You are trying to post an invoice distribution that has a withholding tax group assigned to it. Payables could not withhold tax and placed a Withholding Tax hold on this invoice. Several conditions cause this hold including: the withholding tax group is inactive, a Withholding Tax type tax name within a withholding tax group is inactive, an account segment assigned to a Withholding Tax type tax name is invalid, a rate has not been defined for a Withholding Tax type tax name, a period has not been defined for a Withholding Tax type tax name, or a tax rate for a Withholding Tax type tax name has been defined using an invalid date range.

Need Rate. Payables prints Yes or No to indicate whether you need an exchange rate for an invoice. You cannot post a foreign currency invoice without an exchange rate.

See Also

Posting: page 7 – 2

Approval: page 4 – 68

Summary of Approval Hold Codes: page K – 2

Adjusting Invoice Distributions: page 4 – 197

Invoice Approvals: page 2 – 33

Budgetary Control In Payables: page 10 – 38

Foreign Currency Transactions: page 6 – 2

AutoRate Program: page 6 – 11

Automatic Withholding Tax Overview: page 10 – 24

Defining Key Flexfields *(Oracle Applications Flexfields Guide)*

Defining Segment Values *(Oracle Applications Flexfields Guide)*

Common Report Headings: page 8 – 7

Transaction Reconciliation Report

Use this report to identify the General Ledger journal entry lines imported from particular transactions in Payables. Transactions that have not been transferred to General Ledger are marked with an indicator.

This report is sorted by supplier, supplier site, and transaction number.

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Trx GL Date From/To. Enter a beginning and end dates for the invoice and payment GL dates to include in this report.

Supplier Name From/To. Enter a supplier or a range of suppliers for which you want to submit the report. Leave this field blank to submit this report for all suppliers.

Trx Number From/To. Enter the transaction number (invoice number or payment number), or range of transaction numbers for which you want to submit the report. Leave the field blank to submit this report for all transactions.

Trx Date From/To. Enter a transaction date (invoice date or payment date), or range of transaction dates for which you want to submit the report. Leave the field blank to submit this report for all transaction dates.

Report Headings (Payables Information)

Trx GL Date. GL Date of the invoice or payment distribution.

Trx Doc Seq Name. Name of the document sequence if you assigned a sequential voucher number to the invoice or payment.

Trx Doc Seq No. Payables prints the voucher number if you use sequential voucher numbers.

Associated Trx. Invoice or payment number of any associated transactions. For example, for a payment distribution, Payables prints the number of the invoice that it paid.

Trx Date. Invoice date of the invoice distribution, or payment date of the payment distribution.

Transaction. Transaction type.

Trx Number. Invoice number for an invoice distribution, or payment document number for a payment distribution.

LN. If this is an invoice distribution, Payables prints the distribution line number.

Accounting Flexfield. Account to which this distribution was charged.

Rate. Exchange rate used for the transaction.

Cur. Currency used for the transaction.

Entered Dr/Cr. Invoice or payment distribution amount in the currency in which it was entered.

Accounted Dr/Cr. Invoice or payment distribution amount in your functional currency.

Report Headings (Oracle Public Sector General Ledger Information)

GL Batch Name. Name of the general ledger journal batch to which this transaction was transferred.

Header Name. Name of the general ledger journal entry to which this transaction was transferred.

LN. Line number of the general ledger journal entry line to which this transaction was transferred.

GL Date. General ledger date of the journal entry line.

Description. Description of the Journal Entry line.

GL Doc Seq. Payables prints the sequence name of the journal entry, if you use sequential voucher numbers.

Doc Seq No. Payables prints the document voucher number of the journal entry, if you use sequential voucher numbers.

Entered Dr/Cr. Credit / debit amount of the journal entry line in the functional currency.

Accounted Dr/Cr. Debit / credit amount of the journal entry line in the functional currency.

Key Indicators Report

When you submit the Key Indicators Report, Payables prints two reports that allow you to review Payables transaction activity, and review the current number of suppliers, invoices, payments and matching holds in your Payables system:

- **Key Indicators Current Activity Report**. Report that compares Payables activity during the period you specify, and the previous period.

  You might want to report on Key Indicators weekly and monthly, to review short–term productivity, and quarterly to review longer–term productivity.

- **Key Indicators State–of–the–System Report:**. Snapshot of Payables at the end of the Key Indicator period for which you are reporting.

Prerequisite

- ❑ Define Key Indicator calendars. See: Special Calendar: page 2 – 152.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Period Name. Enter the name of the period for which you want to submit the report.

Key Indicators Current Activity Report

Use the Key Indicators Report to review your accounts payable department's productivity. The Key Indicators Report provides current activity indicators that compare current period activity with prior period activity in three major areas: suppliers, invoices, and payments. Payables further breaks down each category into basic items, exception items, and updates. The report provides the number of transactions for each indicator (such as number of automatic payments printed during

a period) and amount values where applicable to the Key Indicator (such as total value of automatic payments written during a period).

Attention: This report does not sort by currency, nor does it convert foreign currency invoices to your functional currency.

Prerequisite

- ❑ Run the report for the previous period to generate comparison data. You can look at the Report Run check box in the Special Calendar window to confirm that you have run the report. See: Special Calendar: page 2 – 152.

Report Submission

Payables automatically prints the Key Indicators Current Activity Report when you submit the Key Indicators Report. You submit the Key Indicators Report from the Submit Request window. See: Key Indicators Report: page 8 – 150.

Selected Report Headings

Prior. Payables prints the name of the prior period for which it is reporting Key Indicators, and the dates covered by the period.

Current Period Number. Payables prints the number of each indicator type which occurred during the reporting period. For example, current period number of sites is the number of new sites you entered during the current reporting period.

Prior Period Number. Number of transactions occurring in the prior period. For example, prior period number of sites is the total number of sites you entered during the last Key Indicators period before the current reporting period. Prior period data will appear only if you have submitted a Key Indicators Report for that prior period.

Percent Change Number. Percent change of the current period number compared with the prior period number. For example, if you entered 5 suppliers into Payables during the current period, and 10 suppliers into Payables during the prior period, the percent change would be –50.00.

If you did not submit this report for the prior period, Payables displays N/A (Not Applicable) in this column.

All Periods Number. Payables prints the number of transactions that you entered in Payables during all periods.

Current Period Amount. Amount of the transactions you entered Payables during the current period. For example, the current period amount for invoices is the total value of invoices you entered during the current reporting period. If an amount is not applicable, such as with suppliers, Payables leaves this column blank.

Prior Period Amount. Amount of the transactions you entered Payables during the period before the reporting period. For example, the prior period amount for invoices is the total value of invoices you entered during the last reporting period. If an amount is not applicable, Payables leaves this column blank.

Percent Change Amount. Percent change of the current period amount over the prior period amount. For example, if you entered $500,000 of invoices into Payables during the current period, and $1,000,000 of invoices into Payables during the prior period, the percent change is –50.00. Payables does not convert foreign currency invoices to your functional amount, so this value may not provide accurate information if you use multiple currencies.

All Periods Amount. Payables prints the total dollar amount of items in Payables. If an amount is not applicable, Payables leaves this column blank. If you enter invoices in foreign currencies, Payables displays this amount as the entered value. This report does not convert your foreign currency invoices to your functional currency amount.

Row Headings

Suppliers:

- **Suppliers.** Number of new suppliers you enter.
- **Sites.** Number of new sites you enter for your new suppliers.
- **Additional sites.** Number of new sites you enter for existing suppliers.

Supplier Exceptions:

- **One time suppliers.** Number of new suppliers you designate as one–time suppliers.
- **1099 suppliers.** Number of new suppliers which are 1099–type suppliers. A 1099 supplier is one which you defined as Federal Reportable in the Suppliers window.
- **Supplier sites on hold.** Number of new supplier sites you have placed on hold. You can hold all payments or hold future invoices for a supplier site in the Suppliers window.

- **Inactive suppliers.** Number of new suppliers for which you enter an inactive date.

Supplier Updates.

- **Suppliers updated.** Number of existing suppliers for which you have added or changed supplier information.
- **Sites updated.** Number of existing supplier sites for which you have added or changed site information.

Invoices.

- **Invoices.** Number and amount of invoices.
- **Matched to PO's.** Number and amount of invoices matched to purchase orders.
- **Distribution lines.** Number of invoice distributions.
- **Scheduled payments.** Number of scheduled payments based on payment terms and manual adjustments in the Scheduled Payments window of the Invoice Workbench.
- **Batches.** Number of invoice batches.

Invoice Exceptions:

- **Invoice variances.** Number and amount of invoices where, at the end of the reporting period, the invoice amount does not match the invoice distribution amount.
- **Invoice holds.** Number and amount of invoices that are on invoice hold (not including matching holds) at the end of the reporting period.
- **Invoice matching holds.** Number and amount of invoices that are on matching hold at the end of the reporting period.
- **Total invoice exceptions.** Payables prints the sum of invoice exceptions and invoice exception amounts.

Checks:

- **Manual checks.** Number and amount of manual payments.
- **Automatic checks.** Number and amount of payment batch payments and Quick payments that Payables prints during the reporting period.
- **Total checks.** Payables prints the sum of number and amount of automatic and manual payments.

Payments:

- **Invoices paid.** Number of invoices paid.
- **Discounts taken.** Number of discounts taken on paid invoices.

Payment Exceptions:

- **Payments voided.** Number of payments voided.
- **Payments stopped.** Number of stop payments initiated.
- **Spoiled payments.** Number of payments you recorded as spoiled during a payment batch.

Bank reconciliation:

- **Payments cleared.** Number and amount of payments cleared.
- **Payments outstanding.** Number and amount of payments which have not been reconciled to your bank account.

See Also

Entering Suppliers: page 3 – 10

Payment Terms: page 2 – 11

Approval: page 4 – 68

Entering Basic Invoices: page 4 – 2

Creating Single Payments: page 5 – 2

Paying Invoices in Payment Batches: page 5 – 12

Reconciling Payments with Oracle Cash Management: page 5 – 2

Entering Purchase Order Matched Invoices: page 4 – 11

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Key Indicators State–of–the–System Report

The Key Indicators State–of–the–System Report provides a period–end view of Payables, as well as average values. For example, the Key Indicators State–of–the–System Report includes the total number of suppliers, supplier sites, and average number of sites per supplier.

Report Submission

Payables automatically prints the Key Indicators State–of–the–System Report when you submit the Key Indicators Report. You submit the Key Indicators Report from the Submit Request window. See: Key Indicators Report: page 8 – 150.

Selected Report Headings

[Number]. Payables prints the number of each indicator type which is in Payables at the end of the reporting period. For example, number of suppliers is the number of suppliers in Payables at the end of the reporting period.

Row Headings

Suppliers:

- **Suppliers.** Number of suppliers.
- **Sites.** Number of supplier sites.
- **Average sites per supplier.** Payables divides the number of sites by the number of suppliers.

Invoices:

- **Invoices.** Number of invoices.
- **Distribution lines.** Number of invoice distributions.
- **Average lines per invoice.** Payables divides the number of invoices by the number of distributions.
- **Scheduled payments.** Number of scheduled payments based on payment terms and manual adjustments in the Scheduled Payments window of the Invoice Workbench.
- **Average payments per invoice.** Payables divides the number of invoices by the number of scheduled payments.

Payments:

- **Checks.** Number of payments (both manual and computer generated) created and recorded in Payables.
- **Invoice payments.** Number of invoice payments made by Payables. A payment document can pay multiple invoices.
- **Average invoices per payment.** Payables divides the number of payment documents by the number of invoice payments.

Matching Holds:

- **Matching holds.** The number of matching holds in Payables.
- **Average matching holds per invoice on matching hold.** Payables divides the number of matching holds by the number of invoices on matching hold.

See Also

Payment Terms: page 2 – 11

Key Indicators Current Activity Report: page 8 – 150

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 7

Notices

Payables provides the following notices:

Invalid PO Supplier Notice: page 8 – 157

Matching Hold Agent Notice: page 8 – 158

Prepayment Remittance Report: page 8 – 159

Print Invoice Report: page 8 – 161

Receiving Hold Requestor Notice: page 8 – 162

Invalid PO Supplier Notice

Use the Invalid PO Supplier Notice to print a notice informing a supplier that you placed an invoice on hold because the supplier did not provide a purchase order number for matching or you could not use the purchase order number provided by the supplier. Payables prints a notice for each supplier with invoices to which you have applied PO holds.

This notice lists the invoice number, date, and amount and asks the supplier to supply a valid purchase order number. Payables also provides a summary listing displaying the supplier name, site name, invoice number, invoice date, and invoice amount of all the notices that Payables printed. You can use this summary for reference purposes and to keep track of how many replies you receive.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Report Parameters

Attention to: Enter the department to which you want to address the notice. Payables prints this department at the beginning of each notice beneath the supplier name and address.

Name of Organization. Payables prints the organization name you enter here in the return address included in the main body of each notice.

Location of Organization. Enter the location for your organization. Payables uses the address for this location as the return address included in the main body of each notice. You define locations and location address for your organization in the Location window.

Name/Title/Phone of Sender. Enter sender information for the signature block.

See Also

Applying Holds: page 4 – 59

Releasing Holds: page 4 – 63

Approval: page 4 – 68

Customizing Your Supplier Letters: page 2 – 226

Site Locations *(Oracle Human Resources User's Guide)*

Matching Hold Agent Notice

Use the Matching Hold Agent Notice to print a notice informing a purchasing agent of any matching holds due to a variance between an invoice and the agent's purchase order. When you submit this report, Payables prints a notice to each purchasing agent who has issued a purchase order that has a variance with its matched invoice.

This notice lists the invoice(s), supplier name, description, and the matched purchase order number. You can use this report to help resolve any invoices with matching holds to ensure that the invoices receive prompt attention by the purchasing agent responsible for the purchase order.

You can use the Matching Hold Agent Notice to inform your purchasing agents of any matching holds if you use Purchasing or if you load the purchasing tables from your own purchasing system, including the agent details.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Name/Title/Phone of letter sender. Enter sender information for the signature block of the notice.

Name of organization. Payables prints the organization name you enter here in the header of each notice.

See Also

Matching to Purchase Orders: page 4 – 12

Releasing Holds: page 4 – 63

Customizing Your Supplier Letters: page 2 – 226

Prepayment Remittance Report

Use the Prepayment Remittance Report to print a notice to a supplier with information regarding the prepayments you have applied to invoices for the supplier. The notice lets you inform a supplier that the supplier will not receive a payment or will receive a reduced payment as a result of a prepayment application.

The notice lists the prepayment number, application date, amount applied, invoice number to which the prepayment was applied, and the remaining invoice amount. This amount will be zero if you applied a prepayment amount equal to the invoice amount. In this way, you can inform a supplier that the supplier should not expect any payment on this invoice.

Report Submission

Payables prints the Prepayment Remittance Report for a supplier if you select one of the print options while applying prepayments to invoices for the supplier.

You can also submit the Prepayment Remittance Report for a range of suppliers or prepayment from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Payables provides these parameters only when you submit the report from the Submit Request window.

You should enter a value in one or more of these report parameters to limit the number of prepayment remittances that Payables prints. If you do not enter any report parameters, Payables prints a remittance for each prepayment you have entered in Payables.

Supplier Name.

Invoice Num.

Prepayment Num.

Start/End Date. Payables prints a prepayment notice for all invoices with invoice dates on and between the Start Date and End Date you specify.

Enter the following information for the letter signature block:

Name of Sender.

Title of Sender.

Phone of Sender.

See Also

Prepayments: page 4 – 108

Customizing Your Supplier Letters: page 2 – 226

Print Invoice Report

Payables prints invoice notices for each invoice that matches the selection criteria you specify in the Print Invoice Report parameters. For detailed information on invoice notices, see: Invoice Notices: page 4 – 216

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Enter any of the following parameters to limit the number of invoice notices Payables creates. If you enter no parameters, Payables will create invoice notices for each invoice you have entered in Payables:

Supplier Type.

Supplier Name.

Pay Group.

Invoice Type.

Invoice Number.

Start Date. Start date for a range of invoice dates.

End Date. End date for a range of invoice dates.

Enter the following information to customize the signature block on the invoice notice:

Name of Sender.

Title of Sender.

Phone of Sender.

See Also

Customizing Your Supplier Letters: page 2 – 226

Receiving Hold Requestor Notice

Use the Receiving Hold Requestor Notice to print a notice informing a requestor of an invoice hold because the requestor has not acknowledged the receipt of invoiced items. When you submit this report, Payables prints a notice to each requestor who has ordered goods or services from a supplier who has sent you an invoice, but the requestor has not yet acknowledged receipt of all items so the invoice remains unpaid.

This notice lists the supplier name, invoice number, description, quantity ordered, and the purchase order number. The notice asks that the requestor inform the accounts payable department whether the requestor has received the items. Payables also provides a summary listing displaying the requestor name, supplier name, invoice number, description, and purchase order number of all the notices that Payables printed. You can use this summary for reference purposes and keep track of how many replies you receive.

You can use the Receiving Hold Requestor Notice to inform your requestors of invoice holds if you use Purchasing or if you load the purchasing tables from your own purchasing system, including the requestor details.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Name of organization. Payables prints the organization name you enter here in the return address included in the main body of each notice.

Location of organization. Enter the location for your organization. Payables uses the address for this location as the return address included in the main body of each notice. You define locations and location address for your organization in the Location window.

Enter the following information for the signature block of the letter:

Name of sender

Title of sender

Phone of sender

See Also

Customizing Your Supplier Letters: page 2 – 226

Site Locations *(Oracle Human Resources User's Guide)*

Listings

Payables provides the following listings:

Bank Account Listing: page 8 – 164

Distribution Set Listing: page 8 – 166

Employee Listing: page 8 – 167

Payment Terms Listing: page 8 – 169

QuickCode Listing: page 8 – 170

Tax Names Listing: page 8 – 171

Expense Report Template Listing: page 8 – 172

Bank Account Listing

Use this report to review payment information for each bank account you use. Payables provides detail information about each bank, bank branch, bank account, and payment document that you have defined.

Report Submission

You submit this listing from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sort Accounts by:

- **Bank Account Name.** Payables sorts the Bank Account Listing alphabetically by bank account name.
- **Bank, Branch, Account Name.** Payables sorts the Bank Account Listing alphabetically by bank, bank branch, and then by bank account name.

Include Active/Inactive Accounts?

- **Active.** Includes all active bank accounts in the listing. Payables verifies that a bank account is active before allowing you to use it for payments.
- **Both.** Submit the listing for both active and inactive bank accounts.

- **Inactive.** Submit the listing for inactive bank accounts only. You cannot use inactive bank accounts for invoice payments.

Effective Date. Enter the date you want Payables to use when identifying active or inactive bank accounts.

Selected Report Headings

Bank Account Name/Number. Name/number you use to refer to a bank account.

Inactive Date. Date when a bank account becomes invalid for automatic payment processing. Payables prevents use of bank accounts whose inactive date is less than the system date and does not display these bank accounts in lists of values.

Currency. Currency of a bank account.

Maximum Payment Amount. Highest amount that a payment can be created for during an payment batch.

Minimum Payment Amount. Lowest amount that a payment can be created for during an payment batch.

Cash Accounting Flexfield. Account used for payment accounting entries.

Description. Description of a bank account.

Check Stock Name. Name of each payment document.

Disbursement Type. Disbursement for each payment document. The disbursement type can be either Combined, Computer Generated, or Recorded.

Number of Setup Checks. Number of checks you want Payables to print at the beginning of each payment batch that uses the payment document.

Last Document Used. Last document number used for this payment document. Payables automatically updates this number when you create payments.

Last Available Document. Last document number you have available for your payment document. Payables uses the last document used and the last available document to determine if enough documents exist to print a payment batch.

Inactive Date. Date when a payment document becomes invalid for any disbursements. Payables prevents use of payment documents with

inactive dates less than the system date, and Payables does not display inactive payment documents on lists of values.

See Also

Banks: page 2 – 114

Defining Banks: page 2 – 115

Banks Window Reference: page 2 – 124

Distribution Set Listing

Use the Distribution Set Listing to review a complete list of all the Distribution Sets you have defined. Distribution Sets simplify and speed invoice entry by automatically generating invoice distributions for invoices which have assigned Distribution Sets.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Include Active/Inactive Sets?

- **Active.** Submit the listing for active Distribution Sets only.
- **Both.** Submit the listing for both active and inactive Distribution Sets.
- **Inactive.** Submit the listing for inactive Distribution Sets only. You cannot use inactive Distribution Sets when entering invoices.

Effective Date. Enter the date you want Payables to use when identifying active or inactive Distribution Sets.

Selected Report Headings

Set Name/Description. Name and description of each Distribution Set.

Inactive Date. Date when a Distribution Set can no longer be used for invoice entry.

Line Num. Number of the invoice distribution.

Account Description. Description for each distribution set line.

Accounting Flexfield. Account segments for each distribution set line in the Distribution Set.

%. Percent of the invoice amount allocated to a distribution set line.

Income Tax Type. Income tax type for each distribution set line used for federally reportable 1099 distributions.

Tax. Tax name for each distribution set line.

See Also

Distribution Sets: page 2 – 39

Entering Invoice Distributions: page 4 – 5

1099 Reporting Overview: page 8 – 34

Employee Listing

Use this report to create a list of employees that meet criteria you specify. You can sort this report in four different ways.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sort Employees by. Select the order in which you want the listing sorted:

- **Last Name, First Name**
- **Number, Name**
- **Location, Name**
- **Supervisor, Name**

Include Active/Inactive?

- **Active.** Submit the report for active employees only.
- **Inactive.** Submit the report for inactive employees only.
- **Both.** Submit the report for both active and inactive employees.

Supervisor Name. If you want to submit the listing for employees assigned to a particular supervisor, select the supervisor's name from the list of values.

Location. If you want to submit the listing for employees assigned to a particular location or department, select the location or department from the list of values.

Selected Report Headings

Expense Account. Account that you use to record an employee's expenses. Payables uses this account as the default account for expense items you enter in the Payables Expense Reports window.

Inactive Date. Date after which an employee is no longer active and you cannot enter expense reports for this employee.

See Also

Expense Reports: page 4 – 118

Enter Person *(Oracle Human Resources User's Guide)*

Site Locations *(Oracle Human Resources User's Guide)*

Common Report Headings: page 8 – 7

Payment Terms Listing

Use the Payment Terms Listing to review a complete list of the payment terms you have defined in the Payment Terms window. Payables does not include the predefined payment term, Prepayment Immediate, on this listing.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Include Active/Inactive Terms?

- **Active.** Submit this report for payment terms with an inactive date before the Effective Date you select.
- **Inactive.** Submit this report for payment terms with an inactive date on or after the Effective Date you select.
- **Both.** Submit the report for all payment terms.

Effective Date. Enter the date that you want Payables to use when identifying active or inactive payment terms.

Selected Report Headings

The Payment Terms Listing lists all information you used to define a payment term. For detailed information on any field, see: Payment Terms Window Reference: page 2 – 13.

See Also

Payment Terms: page 2 – 11

QuickCode Listing

Use this report to obtain a listing of all predefined QuickCodes, and all QuickCodes you defined in the QuickCodes windows.

The listing is divided into two sections. In the Payables section of the listing, Payables includes the QuickCodes you use for invoice and payment processing. In the Purchasing section, Payables includes the QuickCodes you use for supplier processing. Payables also includes all the predefined and user–defined QuickCodes you use in Purchasing for requisition and purchase order processing.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Sort QuickCodes by:

- **QuickCode.** Sort this listing alphabetically by the QuickCode name.
- **Type, QuickCode.** Sort this listing alphabetically by the QuickCode type and then by the QuickCode name.

Include Active/Inactive QuickCodes?

- **Active.** Submit the listing for QuickCodes that are active as of the Effective Date you enter.
- **Both.** Produce the listing for all QuickCodes.
- **Inactive.** Produce the listing for QuickCodes that are inactive as of the Effective Date you enter.

Effective Date. Enter the date you want Payables to use when identifying active or inactive QuickCodes.

Selected Report Headings

Type. Type of QuickCode. The type helps you identify where a QuickCode is used. For example, if the type is Don't Pay Reason, the QuickCodes associated with that type appear on the Modify Payment Batch window.

The Payables section of the listing includes the QuickCodes for the following invoice and payment QuickCode types:

- Date Mask
- Disbursement Type
- Don't Pay Reason
- Source
- Tax Type

The purchasing section includes the QuickCodes for the following supplier QuickCode types:

- FOB
- Freight Terms
- Minority Group
- Pay Group
- Supplier Type

Displayed Field. The QuickCode name Payables displays when the QuickCode is included on a list of values.

Inactive Date. Date when a QuickCode is no longer active and does not appear on any lists of values.

See Also

QuickCodes: page 2 – 42

Tax Names Listing

Use the Tax Names Listing to review rate and account information for tax names you defined in the Tax Names window.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

This report has no parameters.

Selected Report Headings

Tax Name. Name you use to record tax on an invoice, expense report, or Distribution Set.

Type. Type of tax that your tax name represents:

- Offset
- Sales
- Use
- Withholding Tax

% Rate. Percent rate of tax you define for an authority.

Date Inactive. Date after which you cannot use a tax name.

See Also

Tax Names: page 2 – 19

Entering Taxes on Invoices: page 4 – 33

Expense Report Template Listing

Use this report to review a listing of all expense report templates you define in the Expense Report Templates window.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Include Active/Inactive:

- **Active.** Submit this report for Expense Report Templates that are active as of the Effective Date you enter.
- **Inactive.** Submit this report for Expense Report Templates that are inactive as of the Effective Date you enter.
- **Both.** Submit this report for all Expense Report Templates.

Effective Date. Enter the date you want Payables to use when identifying active or inactive expense report templates.

Selected Report Headings

Inactive Date. Date after which an expense report template can no longer be used when entering expense reports.

Expense Item. Expense item for your expense report template.

Accounting Flexfield. Account associated with an expense item.

Flexfield Description. Account description.

See Also

Expense Report Templates: page 2 – 46

Expense Reports: page 4 – 118

CHAPTER

9 Resource Management

This chapter tells you how to use the Purge feature to delete records that you no longer need to access online. It explains how to submit purges, and contains complete descriptions of the purge reports.

Purging Records

You can delete Oracle Public Sector Payables, Oracle Public Sector Purchasing, and Oracle Supplier Scheduling records that you no longer need to access online to free up space in your database. You can purge invoices, purchase orders, suppliers, and related records such as invoice payments, supplier schedules, and purchase receipts.

After a record is purged, it is no longer queryable, and the record will no longer appear on standard reports. However, the system maintains summary information of deleted records to prevent you from entering duplicate invoices or purchase orders.

> **Suggestion:** You should create a special responsibility for purging information from Oracle Public Sector Payables and Oracle Public Sector Purchasing and assign this responsibility only to the person responsible for purging information from your database.

See Also

Criteria for Purging Records: page 9 – 2

Submitting Purges: page 9 – 6

Purge Reports: page 9 – 12

Criteria for Purging Records

In addition to meeting the Record Category and Last Activity Date criteria that you select, records must meet other system criteria before the Purge program will delete them. This ensures that you do not inadvertently purge active records or records you need to keep for other reasons.

Invoice Purge Criteria: page 9 – 3

Payment Purge Criteria: page 9 – 3

Supplier Purge Criteria: page 9 – 4

Requisition Purge Criteria: page 9 – 4

Purchase Order Purge Criteria: page 9 – 5

Supplier Schedule Purge Criteria: page 9 – 5

Invoice Purge Criteria

If you are purging invoices, the Purge program purges related invoice distributions, invoice approvals, and invoice batches. You can purge invoices that meet the following criteria:

- Last Update Dates of the invoice and its distributions, and the Invoice Date, is less than or equal to the Last Activity Date
- Invoice is fully paid or is a zero–amount invoice
- Invoice is fully posted
- Invoice does not have any 1099 distributions, and is not for a 1099 supplier
- Invoice was not generated by a recurring invoice template
- Invoice is not a prepayment, and no prepayments have been applied to the invoice
- All of the invoice's payments meet the Payment Purge Criteria
- No open encumbrances are associated with the invoice
- Invoice is not Oracle Projects related
- All purchase orders referencing the invoice meet the Purchase Order Purge Criteria (this condition applies only when you choose Matched Invoices and POs for the purge category)
- If Oracle Assets is installed, all of the invoice's distributions were tested by Mass Additions

Payment Purge Criteria

If you are purging payments, the Purge program deletes related invoice scheduled payments. You can purge payments that meet the following criteria:

- Unvoid payments have a Cleared Date that is less than or equal to the Last Activity Date
- Payment is posted
- All of the invoices paid by the payment meet the Invoice Purge Criteria
- Payments are not reconciled and referenced by Oracle Cash Management

Supplier Purge Criteria

You can purge suppliers that meet the following criteria:

- Supplier is not an employee
- Supplier is inactive, and supplier's inactive date is less than or equal to the Last Activity Date you specify
- Supplier is not a parent organization or subsidiary of another supplier
- Supplier is not referred to by records in Oracle Public Sector Payables, Oracle Public Sector Purchasing, or Oracle Assets tables
- All invoices and payments for the supplier meet the Invoice and Payment Purge Criteria
- If Oracle EDI Gateway is installed, the Last Update Date of any EDI Gateway control table row associated with the supplier must be on or before the Last Activity Date. Also, no EDI transactions can exist in any EDI Gateway interface table for any of the supplier's sites.
- Supplier is not present on any active sourcing rule
- Supplier is not referenced on any planning or shipping schedule
- The RCV Open Interface tables can contain no rows referencing the supplier (intransit shipments through ASNs or barcoded receipts awaiting processing)

Requisition Purge Criteria

You can purge requisitions that meet the following criteria:

- Requisition is cancelled
- Requisition is not Oracle Projects related
- Requisition has no lines, all lines are cancelled, or all uncancelled lines are referenced on purchase orders that meet the Purchase Order Purge Criteria (this condition applies only when you choose Matched Invoices and POs or Simple Purchase Orders for the purge category)
- Requisition must be supplier (rather than internally) sourced
- If Oracle Supplier Scheduling is installed, the requisition cannot be referenced on a supplier schedule, nor can the approved supplier list or planning sourcing rules be impacted

Purchase Order Purge Criteria

If you are purging purchase orders, the Purge program deletes related purchase requisitions, and receipts. You can purge purchase orders that meet the following criteria:

- You have not updated the header, line, shipment, or distribution after the Last Activity Date. Note that Oracle Public Sector Purchasing automatically updates some of your purchase order information even of you are not in a purchase order window. For example, when you receive items against a purchase order, Purchasing automatically updates your purchase order shipment to reflect the quantity received.
- You have not updated any releases for a blanket agreement that meets the purge criteria after the Last Activity Date
- Purchase order is approved
- Purchase order is cancelled or closed
- Purchase order is billed and received
- Any contract referenced on a standard purchase order meets the purge criteria
- All online requisitions and all receipts referencing the purchase order meet the purge criteria
- All invoices referencing the purchase order meet the Invoice Purge Criteria (this condition applies only when you choose Matched Invoices and POs for the purge category)
- No invoices match the purchase order (this condition must apply only when you choose Simple Purchase Orders for the purge category)
- Purchase order is not referenced in Oracle Inventory or Oracle MRP
- Purchase order is not Oracle Projects related
- If Oracle Supplier Scheduling is installed, the blanket release is not referenced on a supplier schedule
- Purchase order is not referenced on an ASL

Supplier Schedules Criteria

If Oracle Supplier Scheduling is installed, you can purge supplier schedules that meet the following criteria:

- The schedule must be for the organization specified in the Submit Purge window. For multi–org schedules, we purge the schedule line that meets the purge criteria. Once all lines associated with a schedule are purged, the whole schedule is purged.
- The schedule header Last Update Date must be on or before the Last Activity Date
- All releases of blanket purchase orders referenced on the schedule must be either closed or eligible for purging
- For organizations in which CUM Management is enabled, schedules must have a horizon start date before the current defined CUM Period
- The EDI Gateway interface table does not contain the schedule

CUM Period Criteria

If Oracle Supplier Scheduling is installed, you can purge CUM Periods that meet the following criteria:

- CUM Management is enabled for the organization specified in the Submit Purge window. For multi–org schedules, we purge the schedule line that meets the purge criteria. Once all lines associated with a schedule are purged, the whole schedule is purged.
- The Last Activity Date must be after the CUM Period end date for the purge organization. All previous CUM Periods are purged.
- The system date cannot be within the CUM Period
- When a CUM Period is purged, all CUM Period items, all data for supplier planning and shipping schedules, CUM Period high authorizations, and CUM Period adjustments are also purged

Submitting Purges

Use the Submit Purge window to delete records you no longer need to access online.

Suggestions for Purging Efficiently

- To purge the most complete set of records, choose the Matched Invoices and POs category first, then initiate a second purge for the Suppliers category.
- Submit a purge when users are least likely to update records in the database.
- The purge process can take several hours to complete, depending on the number of records in the purge and the resource capacity of your system. You can more efficiently purge a large number of records by submitting several smaller purges. On your first purge, set a Last Activity Date that is far in the past, and gradually increase the date with each purge.
- Make sure that the database rollback segments you create are large enough so that you have sufficient memory to perform the purge. See your database administrator for assistance. See: *Oracle8 Server Utilities Guide, Oracle8 Server Administrator's Guide.*

Prerequisites

- ❑ Back up and archive the database. See: Backing up the Database *(Oracle7 Server Utilities Guide).*
- ❑ Confirm the integrity of the database backup.
- ❑ Create rollback segments to prepare the database.
- ❑ Log in as the Purge Administrator.

▶ **To complete the purge process:**

1. In the Submit Purge Window, enter your purge parameters:

   Name. Unique name for the purge.

   Category. The category of documents you want to delete.

   - **Matched Invoices and POs.** Invoices matched to purchase orders, and purchase orders.
   - **Schedules by CUM Period.** CUM Periods and associated planning and shipping schedules.
   - **Schedules by Organization.** Planning and shipping schedules for the specified organization.
   - **Simple Invoices.** Invoices that are not matched to purchase orders.

- **Simple Purchase Orders.** Purchase orders that are not matched to invoices.
- **Simple Requisitions.** Cancelled purchase requisitions.
- **Suppliers.** Suppliers that are inactive and have no active records associated with them.

Last Activity Date. The purge program will delete records that have not been updated since the Last Activity Date you enter.

Organization Code. For document categories Schedules by CUM Period and Schedules by Organization, you must select the organization.

2. Choose Initiate. The purge program identifies all records that match your criteria and system criteria. The purge program automatically prints the Preliminary Purged Listings Report, which lists all purge candidates.
3. Review the Preliminary Purged Listings report and identify any purge candidates that you do not want to purge.

   Update each purge candidate you do not want to purge by slightly modifying the record. For example, if you add a period at the end of an Invoice Description in the Invoices window, when you save the record, you will update the record's Last Update Date to today's date, thereby disqualifying it from the purge candidate list.
4. Confirm the Purge by querying the purge in the Submit Purge window and choosing Confirm. The Purge program revalidates the list of purge candidates and omits from the list any records that no longer meet your criteria or system criteria. The Purge program deletes all remaining, valid purge candidates and their related records. The Purge program then automatically submits a concurrent request to print the following reports:
   - Final Purged Listings Report. Lists all purged records.
   - Rejected Purged Listings Report. Lists any records that were listed as purge candidates on the Preliminary Purge Report, but that were not purged. For example, records you updated.
   - Final Purge Statistics Report. Lists summary statistics on the number of records you purge from each table in Oracle Public Sector Payables and Oracle Public Sector Purchasing.
5. Give your database administrator the Purge Statistics Report, and ask your database administrator to export and import the database

tables and indexes from which you purged data. See: Recreating Database Objects From Which You Purge: page 9 – 10.

See Also

Criteria for Purging Records: page 9 – 2

Viewing the Status of a Purge

The Purge program uses a set of purge concurrent requests that run in a predefined order to complete a purge.

▶ **To view the status of a purge:**

Query the purge in the Submit Purge window by using the Purge Name or other identifying information. The Submit Purge window displays one of the following purge statuses:

Initiate	Purge process is about to begin
Initiating	Purge candidate selection is in process
Initiated	Purge candidate selection completed
Printed	Preliminary Purge Report printed
Revalidating	Revalidation of candidate purge eligibility
Confirmed	Revalidation complete
Printing Confirmed	Running Final Purged Listings Report
Printed Confirmed	Final Purged Listings Report printed
Printing Rejected	Running Rejected Purged Listings Report
Printed Rejected	Rejected Purged Listings Report printed
Summarizing	Summarizing purge candidates
Summarized	Summarization process complete
Deleting	Deleting records
Completed–Purged	Purge successfully completed and confirmed

Aborting	User–initiated abort in progress
Completed–Aborted	Purge aborted

Aborting a Purge

You can abort a purge after you initiate the purge and before the Purge program begins deleting records. If the Purge has one of the following statuses, you cannot abort until the phase is completed: Initiating, Revalidating, Summarizing.

▶ **To abort a purge:**

- In the Submit Purge window, query the purge. Choose Abort.

Restarting a Purge

If your computer system fails or the purge process ends in an error, you can restart the last active action of the purge process.

▶ **To restart a purge:**

1. In the Submit Purge window, query the purge.
2. Choose Restart. The Purge program will restart the last action you chose: Initiate, Confirm, or Abort.

Recreating Database Objects From Which You Purge

After you purge records from your database, ask your database administrator to export and import the tables and indexes from which you purged data by performing the following steps. By recreating these objects, you reduce the memory each object occupies in the tablespace thus increasing system performance.

Contact Oracle Worldwide Customer Support Services for further details.

▶ **To recreate database objects from which you purged:**

1. Prevent users from accessing the database.
2. Analyze the size required for each table and index that should be recreated. Refer to the following:
   - Purge Statistics Report. Provides summary information on which tables you purged from and how many records you purged from each table
   - *Oracle Public Sector Payables Applications Technical Reference Manual.* Provides information on which indexes Payables requires for each database table
3. Export the unpurged data from the tables you are going to drop and recreate.
4. Drop the indexes and tables from the database.
5. Recreate each table and index. Ideally, the initial extent of each object will provide enough space to store all data in that object, and the next extent should be somewhat smaller. Do not use a percentage increase for next extents. Depending on your database configuration, you may want to create certain objects on different tablespaces to maximize the input/output efficiency of your storage devices. For example, you may want to separate large, heavily–used tables and indexes into separate tablespaces.
6. Import the unpurged data back into the database and verify the results.
7. Bring users back online.

See Also

Purge Reports: page 9 – 12

Reports *(Oracle Public Sector Payables Applications Technical Reference Manual)*

Purge Reports

When you purge records, Payables automatically prints the following reports. You cannot submit any purge report from the Submit Request window.

- Preliminary Purged Listings: page 9 – 12
- Final Purged Listings: page 9 – 14
- Rejected Purged Listings: page 9 – 15
- Final Purge Statistics Report: page 9 – 15

Preliminary Purged Listings

Use the Preliminary Purged Listings to review the items (invoices, payments, purchase orders, receipts, requisitions, and suppliers) that Payables selects to purge based on the criteria you specify when you submit the Payables Purge Program.

Payables divides the report into eight sections (one section for each type of item it purges):

- Preliminary Invoice Listing
- Preliminary Payments Listing
- Preliminary Requisitions Listing
- Preliminary Purchase Order Listing
- Preliminary Receipts Listing
- Preliminary Supplier Listing
- Preliminary Supplier Schedules Listing
- Preliminary CUM Periods Listing

If Payables does not select any items to purge for a certain type, Payables does not print the section.

Report Submission

Payables automatically prints this report when you initiate a purge. See: Submitting Purges: page 9 – 6.

Selected Report Headings for Purge Reports

The Preliminary, Final, and Rejected Purged Listings reports use the same format, column structure, and report headings.

Invoice Listing

Last Paid Date. Payables prints the last paid date of each invoice purge candidate. Payables does not purge any invoice unless you fully pay the invoice or update the amount remaining for payment to 0.

Payments Listing

Void. If a payment is void, Payables prints Yes.

Requisitions Listing

Requisition Number/Type. Number/type for each requisition purge candidate.

Preparer. Name of the person who prepared each requisition purge candidate.

Creation Date. Date a requisition was created.

Purchase Orders Listing

Release. Release number.

Printed Date. Date the purchase order was printed.

Receipts Listing

Line. Line number of the purchase order for which the receipt was recorded.

Receipt Date/Receiver. Date a receipt was recorded for a purchase order and the name of the person who recorded the purchase order receipt.

Suppliers Listing

Inactive Date. Payables prints the inactive date of a supplier. You cannot select a supplier to purge unless it is inactive.

Supplier Schedules Listing

Organization. The organization for which the schedule was issued.

CUM Periods Listing

Organization. The organization for which CUM Period information is being purged.

Final Purged Listings

Use the Final Purged Listings to review the items (invoices, payments, requisitions, purchase orders, receipts, suppliers, supplier schedules, and CUM Periods) that Payables purges from your database. You can review the Final Purge Statistics report for summary information on the number of records Payables purges from each table in your database.

Payables divides the report into eight sections (one section for each type of item it purges):

- Invoice
- Payments
- Requisitions
- Purchase Orders
- Receipts
- Suppliers
- CUM Periods
- Supplier Schedules

If Payables does not purge any items for a certain type, Payables does not print the section.

Report Submission

Payables automatically prints this report when you confirm a purge.
See: Submitting Purges: page 9 – 6.

Report Headings

The Final Purged Listings Report uses the same format, column structure, and headings as the Preliminary Purge Listings. See: Selected Report Headings for Purge Reports: page 9 – 13.

Rejected Purged Listings

Use the Rejected Purge Listings to review the invoice and payment records which Payables originally selects to purge, but does not purge because you update the record between initiating and confirming the purge.

Payables divides the report into eight sections (one section for each type of item it rejects for purge): Invoice, Payments, Requisitions, Purchase Orders, Receipts, Suppliers, Supplier Schedules, and CUM Periods.

If Payables does not select reject any items to purge for a certain type, Payables does not print the section.

Report Submission

Payables automatically prints this report when you initiate a purge. See: Submitting Purges: page 9 – 6.

Report Headings

The Rejected Purged Listings uses the same format, column structure, and headings as the Preliminary Purge Listings. See: Selected Report Headings for Purge Reports: page 9 – 13.

Final Purge Statistics Report

Use the Final Purge Statistics Report to review the number of records Payables deletes during a purge from each table in your database.

Report Submission

Payables automatically prints this report when you confirm a purge. See: Submitting Purges: page 9 – 6.

Selected Report Headings

Table Name. Payables prints the name of each table in your database from which it deletes records.

Rows Deleted. Payables prints the number of records that it deleted from each table in your database. Payables calculates this number by taking the difference in the number of records in each table before and after it deletes from the database. If you update the database during the purge process, these numbers can differ from the records Payables actually purges because of records you add or delete outside the purge process.

CHAPTER

10 Other Topics

This chapter describes the following specialized features in Payables:

- AuditTrail
- Positive Pay Integration
- Prompt Payment Support
- Automatic Offsets
- Automatic Withholding Tax
- Automatic Tax Calculation
- Budgetary Control and Encumbrance
- Petty Cash funds
- Interfund Accounting

AuditTrail

You can choose to store a history of all changes users make to Payables database columns you specify. For example, you can audit the Invoice Amount column in the AP_INVOICES table so you can report on invoice amount adjustments, including the date and time of the change and the user who made the change. AuditTrail stores change information in a ”shadow table” of the audited table. The shadow table stores audit data in an uncompressed but ”sparse” format. You can then create reports for data in the shadow table.

For detailed information on auditing users and data, see the Audit chapter in the *Oracle Applications System Administrator’s Guide.*

See Also

Reporting on Audit Trail Data *(Oracle Applications System Administrator’s Guide)*

Positive Pay Integration

If you use a third party or custom positive pay program to notify your bank of negotiable and non–negotiable checks, you can submit the Positive Pay Report in Payables to create a flat file that contains information for checks you specify. You can then use your positive pay program to format the payment data in the format required by your bank and transmit the data electronically to your bank. You set up your positive pay program to periodically dial up your bank and download a list of exceptions. An exception is a check that is listed on the file you submitted to your bank that is presented to the bank for cashing twice, or is not on the list, or has an amount different from the amount listed. If you do not approve or reject an exception, the bank will pay the check as presented.

Setting Up Your System for Positive Pay

▶ **To set up Payables for integration with Positive Pay:**

1. In your positive pay program, specify the path for the output of Payables flat file. The file will be in your ap_out directory.
2. Optionally prevent certain users from creating positive pay files from the Payment Batches Actions window by hiding the Create Positive Pay check box for their responsibility. See: Function Security in Payables: page C – 2.
3. Set your third party or custom positive pay program to automatically dial the bank at regular intervals and download exceptions.
4. For each bank account you will include on positive pay files, confirm that the Bank Account number and Branch number in the Banks window is correct. The positive pay file must contain accurate bank information. For U.S. based banks, enter the 9–digit ABA transit routing code in the Bank Branch Number field.

Creating Positive Pay Reports in Payables

You can create a Positive Pay Report in the Payment Batches Action window for all checks in a single payment batch. Alternatively, you can create a positive pay file in the Submit Request window for payment batch checks, Quick checks, Manual checks, and void payments, based on parameters you specify. Payables puts the output file in your apout directory and names it as it would any other concurrent request;

Payables concatenates your userid and the concurrent request number. You can, of course, rename the file.

Prerequisite

- ❑ In the Banks window, enter the Branch Number and Bank Account Number for the bank you are using for the payment batch. The positive pay file must contain accurate bank information. For U.S. based banks, enter the 9–digit ABA transit routing code in the Bank Branch Number field.

▶ **To create a positive pay report from the Payment Batches window.**

1. Create a payment batch.
2. Confirm the payment batch.
3. In the Payment Batch Actions window, enable the Create Positive Pay File check box. Choose OK. Payables creates a file that includes all checks in the payment batch, including negotiable, and non–negotiable (setup, overflow, and spoiled).

▶ **To create a Positive Pay Report from the Submit Request window:**

- ■ In the Submit Request window, submit the Positive Pay Report. See: Positive Pay Report: page 10 – 4.

Positive Pay Report

You can create a flat file that contains information on your current negotiable and voided payments. Your positive pay program formats and electronically transmits this file to your bank. For more information, see: Positive Pay Integration: page 10 – 3.

Prerequisites

- ❑ In the Banks window, enter the Branch Number and Bank Account Number for all bank accounts you want to include in the Positive Pay file.
- ❑ Create checks in a payment batch, or by using Quick payments, or Manual checks.

- ❑ If you want to include payment batch checks in the positive pay file, confirm the payment batch.
- ❑ If you want to include voided payments in the Positive Pay file, void the payments.

Program Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Payment Status. If you want to limit the report to only Negotiable or only voided checks, enter Negotiable or Voided in this field. Leave this parameter blank to include both Negotiable and Voided checks on the report.

- **Negotiable.** Checks with the status of Negotiable, Cleared, Cleared but Unaccounted, Reconciled, and Reconciled Unaccounted.
- **Voided.** Checks with the status of Voided, Spoiled, Setup, or Overflow.

Payment Type. If you want to limit the report to batch or single checks, enter batch or Single. Otherwise, leave this parameter blank.

- **Batch.** If you want to limit the report to checks created in a payment batch, enter Batch.
- **Single.** If you want to limit the report to only Quick payments and Manual checks, enter Single.

Batch Name. If you entered Batch for Payment Type, and you want to limit the report to one payment batch, select the name of the payment batch. You can select only Confirmed payment batches.

Bank Account Name. If you want to limit the report to checks paid by a single bank account, enter the bank account name.

Start/End Document Number. If you have entered a Bank Account and you want to limit the report to certain document numbers, enter the document number range.

Start/End Payment Date. If you want to want to limit the report to checks with a particular payment dates, enter the date range.

Reselect. Enter Yes if you want to include checks that have been included on previous positive pay reports, for example, if you ran a report with incorrect parameters and want to replace it. If you enter No, Payables will include only negotiable payments that have not been included on previous reports, and voided checks that have not yet been reported as voided on a previous report.

Prompt Payment Support

Payables automatically creates invoices to pay interest for overdue invoices if you enable automatic interest calculation for a supplier, and you pay an overdue invoice for the supplier in a payment batch or with a Quick payment. The new interest invoices are ready for Approval and payment. The new invoices are in the amount of the interest owed, and the interest invoice number is the same number as the overdue invoice number, but with the prefix, "INV". The payment terms are Immediate. If you do not have Immediate terms defined, the interest invoice payment terms are the same as the overdue invoice. The interest invoices have the same invoice currency and payment currency as the overdue invoices.

Payables does not create interest invoices when you pay overdue invoices using a Manual payment.

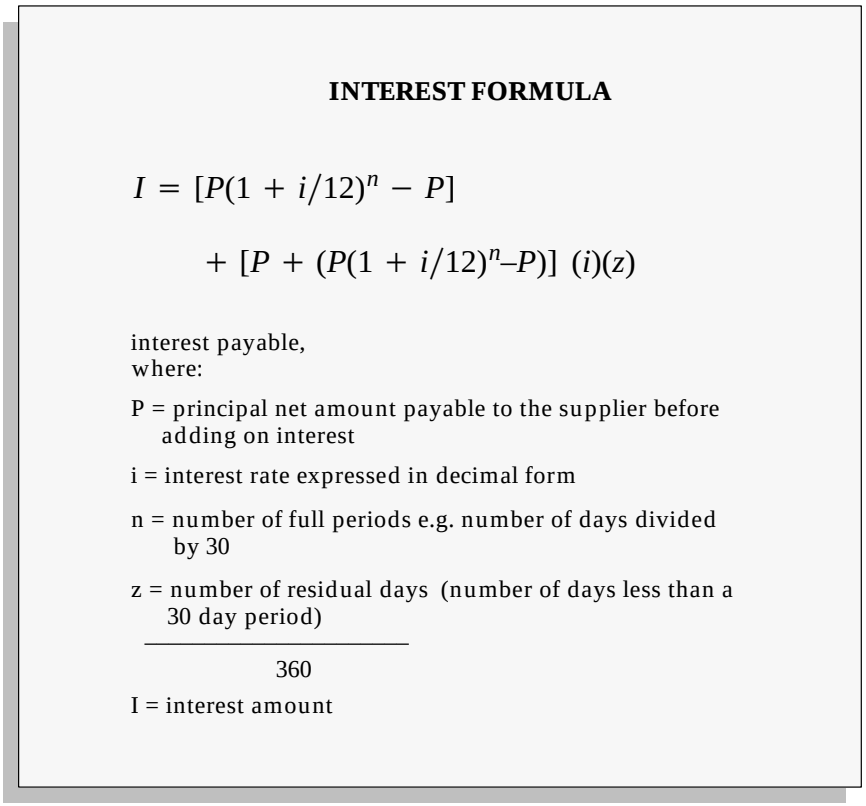
Invoice Due Date Calculation

During Approval, if the Recalculate Scheduled Payment Payables option is enabled for the supplier site, Payables automatically recalculates scheduled payments. During recalculation, Payables uses the most recent of the available start date options and the most favorable of the available payment terms options to calculate the latest possible due date. For detailed information on how Payables recalculates scheduled payments, see: Recalculate Scheduled Payment: page 2 – 93.

Interest Amount Calculation

In the Interest Rates window you specify what interest rate is effective during different date ranges you specify. For U.S. government agencies, the Department of Treasury generally supplies these rates. Payables uses the following formula to calculate interest on your invoices. The interest rate Payables uses is the rate effective on the day after the due date of the invoice. Note that this calculation is in accordance with the U.S. Prompt Payment Act, and is not an effective yearly rate. For example, the interest rate on a $100 invoice is 7%. After a year, you would owe $7.23 in interest.

Figure 10 – 1



Accounting for Interest Invoices

Payables creates invoice liability and expense distributions for the new invoices using the accounts you specify in Payables options. You can balance your interest payments by fund. If you have specified a transaction code for your interest invoices, Payables creates the additional accounting entries when you transfer your payment batches to your general ledger.

See Also

Interest Rates: page 2 – 45

Interest Payables Options: page 2 – 85

Payment Region of the Suppliers and Supplier Sites windows: page 3 – 22

Scheduling Invoice Payments: page 4 – 73

Setting Up Payables for Prompt Payment Support

▶ **To set up Payables to automatically create interest invoices for a supplier site:**

1. In the Interest region of the Payables Options window, enable the Allow Interest Invoices check box, enter the Minimum Amount Interest, and enter the Interest Invoice Accounts. See: Invoice Payables Options: page 2 – 85.
2. In the Interest region of the Payables Options window, if you have enabled the OGF: Enable Transaction Code option, you can assign a transaction code for all of your interest invoices. Payables automatically copies the Payables level transaction code to each interest invoice when the interest invoice is created during automatic payment processing. Overview of Transaction Codes (*Oracle Public Sector General Ledger*).
3. In the Payables Options window enable the Recalculate Scheduled Payment option if you want Payables to automatically recalculate scheduled payment due dates, discount dates, and discount amounts during Approval. See: Matching Payables Options: page 2 – 92.
4. Ensure that appropriate suppliers have the Allow Interest Invoices check box enabled. See: Payment Region of the Suppliers and Supplier Sites windows: page 3 – 22.
5. Set up the interest rates that Payables will use to calculate interest on overdue invoices. See: Interest Rates: page 2 – 45.
6. Optionally create a remittance advice format you want to when you pay interest invoices, and assign it to a payment program. See: Setting Up Custom Payment Formats: page 2 – 233.

Payment Batches and Quick Payments

When an invoice for an automatic interest supplier site is paid in a payment batch or with a Quick payment, Payables determines whether the scheduled invoice payment is overdue. If an invoice is overdue,

Payables calculates the interest due and compares the interest amount with the minimum interest amount. If the calculated interest amount is greater than the minimum interest amount, Payables creates an interest invoice for the amount of interest accrued. Payables creates one interest invoice for each invoice payment that is past due.

Payables automatically creates an invoice distribution for the amount of each interest invoice, using the Interest Expense and Interest Liability accounts.

The interest invoices are ready for approval and payment. When you pay them, you can use a remittance advice format if you have defined one for interest invoices.

Additional Payment Batch Information

When you pay an overdue invoice in a payment batch, Payables automatically prints a Preliminary Payment Register after completing invoice selection. Payables lists the invoices you are selecting for payment, together with the interest invoices it creates. The Preliminary Payment Register also shows you how late your invoice payment is, and the interest rate it uses to calculate interest amounts. If you modify a payment batch, Payables automatically recalculates your interest expense for each past due invoice payment. See: Modifying Payment Batches: page 5 – 18.

If you print your remittance advice separately after you successfully confirm your payment batch, your remittance advice shows both the invoices you paid and the interest invoices and amounts associated with your overdue invoices. See: Confirming Payment Batches: page 5 – 22.

If you have specified a transaction code for your interest invoices, Payables creates the additional accounting entries when you transfer your payment batches to General Ledger. See: Payables Transfer to General Ledger Program (Posting): page 7 – 15, and Overview of Transaction Codes (*Oracle Public Sector General Ledger*).

Manual Payments

When you record a manual payment for an automatic interest enabled supplier site, Payables notifies you if an invoice for which you are recording payment is overdue, but it does not automatically create an interest invoice for the invoice. Payables also notifies you when you adjust a manual payment if the associate invoice is overdue.

If you choose to record payment of the overdue invoice using a manual payment, you can calculate the interest amount and enter a separate invoice to pay the interest amount due. You determine the number of days the invoice is overdue from the Due Date of the Scheduled Payments window, and you determine the effective interest rate by looking in the Interest Rates window. Use the Interest Formula in Figure 10 – 2 to calculate interest. See also: Recording Manual Payments and Wire Transfers: page 5 – 2.

Void Payments and Stop Payments

When you void a payment, or confirm a stop payment, Payables automatically reverses the payment status and accounting records for the invoices that you paid. Payables automatically reverses and voids interest invoices associated with a void payment or stop payment.

If you void a payment and select the associated invoice(s) for payment on another payment, Payables recalculates your interest and creates new interest invoice(s). See also: Voiding Payments: page 5 – 66, and Stopping Payments: page 5 – 65.

AUTOMATIC INTEREST RESTRICTIONS

INTEREST INVOICE DISTRIBUTIONS: You cannot adjust amounts or interest invoice distributions of interest invoices Payables automatically creates.

365 DAY LIMIT. Payables does not continue to calculate additional interest after an invoice is 365 days overdue.

Fund Accounting with Automatic Offsets

If you enter invoices for expenses or asset purchases for more than one balancing segment, you may want to use Automatic Offsets to keep your Payables transaction entries balanced at the balancing segment level.

For an invoice, Payables creates offsetting liability distributions; for a payment, Payables creates offsetting cash and discount taken distributions. This helps to ensure that each set of accounts remains balanced by fund. Otherwise, Payables records offsetting entries using the liability account from the supplier site, the cash account associated with the bank account used for payment, and the discount account specified in the Payables Options window.

Government, education and non–profit organizations often use funds, which are sets of self balancing accounts including assets, liabilities, equity, revenues and expenditures as appropriate, to account for activity that needs to be segregated for the purpose of conducting specific activities or objectives.

Organizations that operate in this manner often create transactions that cross funds. If you enable the Automatic Offsets feature, Payables will automatically create liability, cash, discount, and tax and freight entries by appropriate fund to maintain balanced funds for invoices paid from more than one fund.

When bank accounts are pooled, that is, shared by multiple funds, and an invoice is paid by more than one fund, Payables creates the appropriate entries to update the cash balance of each fund.

When bank accounts are non–pooled, that is, specific to a single fund, then an invoice cash payment is made from one fund's bank account. In this case, the Automatic Offsets feature alone cannot maintain balanced funds. You can, however, set up detailed interfund account accounting capabilities in General Ledger to handle this situation. When a payment is posted, General Ledger creates a receivable for each non–paying fund in the fund making the cash payment, and a corresponding liability in each of the non–paying funds. These liability and receivable accounts identify which funds owe and which fund is owed. This ensures the possibility of maintaining balanced funds. See: Interfund Accounting: page 10 – 49.

This document includes the following topics:

Fund Accounting and Invoice Processing: page 10 – 14

- Overview of Fund Accounting and Invoice Processing: page 10 – 14

- How Payables Builds the Offsetting Liability Accounts: page 10 – 14
- Prepayments and Automatic Offsets: page 10 – 15
- Invoice Adjustments and Fund Accounting: page 10 – 16
- Prorating Tax, Freight and Miscellaneous Expenses with Fund Accounting: page 10 – 16

Automatic Offsets and Payment Processing: page 10 – 17

- Overview of Automatic Offsets and Payment Processing: page 10 – 17
- Pooled and Non–Pooled Bank Accounts with Automatic Offsets: page 10 – 17
- How Payables Builds the Offsetting Cash Accounts: page 10 – 18
- How Payables Generates Offsetting Discount Accounts and Entries: page 10 – 19
- Correcting Invalid Distributions Created by Automatic Offsets: page 10 – 20
- Posting with Automatic Offsets: page 10 – 20
- Automatic Offsets Restrictions: page 10 – 21

See Also

Account Default Hierarchy Chart: page E – 9

Enabling Automatic Offsets: page 10 – 22

Interfund Accounting: page 10 – 49

Prompt Payment Support: page 10 – 7

Automatic Offsets and Invoice Processing

Overview of Automatic Offsets and Invoice Processing

If you enable Automatic Offsets under accrual basis accounting, Payables automatically allocates an invoice's liability amount across multiple funds according to the balancing segments on the invoice distributions. This ensures that invoices always balance by fund.

Payables creates the liability distributions when you submit Approval for an invoice. You cannot overwrite the accounts, since Payables does not display online the offsetting account for each invoice distribution. However, you can review the liability distributions on the Expense Distribution Detail Report; see: Expense Distribution Detail Report: page 8 – 62.

If you do not enable Automatic Offsets, Payables records the invoice liability using the liability account on the invoice, which defaults from the supplier site. When you distribute invoice distributions across multiple funds, the invoice will not balance by fund. However, General Ledger can automatically create basic interfund balancing entries when you post the invoice if you have enabled the Balance Interfund Journals option for your set of books, and detailed interfund due from / due to and net entries if you have enabled the GL:Create Interfund Entries option. See: Interfund Accounting: page 10 – 49.

How Payables Builds the Offsetting Liability Accounts

When you use Automatic Offsets and submit Approval for an invoice, Payables automatically builds the offsetting liability account for each invoice distribution on the basis of the default liability account for the invoice. The liability account for an invoice defaults from the supplier site; however, you can override it during invoice entry. See: Accounting Region of the Suppliers and Supplier Sites windows: page 3 – 14; Invoices Window Reference: page 4 – 226.

When you enable Automatic Offsets, Payables gives you a choice of two different methods for building your offsetting accounts on the basis of this default, Account or Balancing. See: Accounting Financials Options: page 2 – 63.

If you select Balancing as your Automatic Offset Method, Payables takes the default liability account for the invoice, substitutes the fund segment from the invoice distribution and uses that as the distribution's offsetting liability account.

If you select Account as your Automatic Offset Method, Payables takes the account used for the invoice distribution and substitutes the account segment from the default liability account for the invoice, preserving all other segment values.

Suggestion: Use this option if you want to carry all the detail from your invoice distributions on your offsetting accounts. For example, if you are a research university and you use a project segment to record grant information, you may want to capture project segment values in your expense account, your liability account and your cash account.

Example. You enable Automatic Offsets using the Balancing method, and your Accounting Flexfield structure is Fund–Department–Account. Your default liability account for supplier site ABC is 101–000–2300. You enter an invoice for supplier site ABC and distribute it as follows:

DR 101–100–4500 $60

DR 200–201–4610 $40

Payables records the following liability account offsets automatically when you approve the invoice:

CR 101–000–2300 $60

CR 200–000–2300 $40

Example. You enable Automatic Offsets using the Account method, and your Accounting Flexfield structure is Fund–Department–Account. Your default liability account for supplier site ABC is 101–000–2300. You enter an invoice for supplier site ABC and distribute it as follows:

DR 101–100–4500 $60

DR 200–201–4610 $40

Payables records the following liability account offsets automatically when you approve the invoice:

CR 101–100–2300 $60

CR 200–201–2300 $40

Prepayments and Automatic Offsets

When you enter a prepayment, you can create only one item distribution and one tax distribution for your prepayment; see Prepayment Restrictions: page 4 – 115. If you have a multifund prepayment, you must split it up into the appropriate number of prepayments, since Payables does not distribute multifund prepayments.

If you use Automatic Offsets, Payables automatically creates liability distributions based on your chosen Automatic Offset Method, just as it does for any other invoice.

Invoice Adjustments and Automatic Offsets

If you adjust an invoice distribution account or the liability account for an unpaid invoice, you must submit Approval again to pay or post the invoice. When you resubmit Approval, Payables automatically adjusts the balancing liability distributions created by Automatic Offsets. See: Adjusting Invoice Distributions: page 4 – 197.

Attention: When an invoice is paid or partially paid, you cannot adjust any accounting information on the invoice. Payables prevents you from updating or reversing any of the invoice distributions for paid or partially paid invoices because Payables has already created the payment distributions based on the current invoice accounting lines.

Prorating Tax, Freight and Miscellaneous Expenses with Automatic Offsets

When you enter invoices with tax, freight or miscellaneous charges, you may want to prorate these expenses in the Distributions window of the Invoice Workbench to ensure that the expenses are distributed across the other invoice distributions. See: Prorating Freight and Miscellaneous Charges: page 4 – 7; Prorating Tax: page 4 – 47.

The Sales Tax and Freight Proration Report can help you identify invoices that you have forgotten to prorate.

See Also

Accounting Methods: page 2 – 71

Adjusting Invoice Distributions: page 4 – 197

Approval: page 4 – 68

Enabling Automatic Offsets: page 10 – 22

Entering Prepayments: page 4 – 109

Expense Distribution Detail Report: page 8 – 62

Financials Options: page 2 – 61

Fund Accounting with Automatic Offsets: page 10 – 12

Interfund Accounting: page 10 – 49

Payables Options: page 2 – 76

Prorating Freight and Miscellaneous Charges: page 4 – 7

Prorating Tax: page 4 – 47

Automatic Offsets and Payment Processing

Overview of Automatic Offsets and Payment Processing

If you enable Automatic Offsets, Payables automatically creates cash, discount and gain / loss distributions for each fund when you create a payment using a pooled bank account. This ensures that invoices always balance by fund when paid from a pooled account.

You can use Automatic Offsets in both cash and accrual basis accounting. In cash basis books, the offsetting journal entries created during payment processing balance invoice distributions directly; in accrual basis books, they balance the offsetting liability entries created when you submit Approval for your invoices. See: Automatic Offsets and Invoice Processing: page 10 – 14; Accounting Methods: page 2 – 71.

If you do not enable Automatic Offsets or create a payment using a non–pooled bank account, Payables creates payment distributions using a single account of each type. When you distribute an invoice across multiple funds, the invoice will not balance by fund. However, General Ledger can automatically create basic interfund receivable / payable entries for transactions that do not balance by balancing segment if you have enabled the Balance Intercompany Journals option for your set of books, and detailed interfund due from / due to and net entries if you have enabled the GL:Create Interfund Entries option. See: Interfund Accounting: page 10 – 49.

Pooled and Non–Pooled Bank Accounts with Automatic Offsets

If you enable Automatic Offsets, you can choose to pool any or all of your bank accounts. The cash in a pooled bank account is shared by

multiple funds; the cash in a non–pooled bank account is associated with a single fund. If you do not enable Automatic Offsets, you can only have non–pooled bank accounts. See: Defining Banks: page 2 – 115.

As mentioned above, Automatic Offsets functions only when you make payments out of pooled bank accounts.

How Payables Builds the Offsetting Cash Accounts

When you create a payment from a pooled bank account using Automatic Offsets, Payables automatically builds the cash account for each payment distribution on the basis of the bank account's associated cash account. Payables uses the Automatic Offset Method you specified when you enabled this feature in building these cash accounts. See: Accounting Financials Options: page 2 – 63.

If you selected Balancing as your Automatic Offset Method, Payables takes the cash account associated with your pooled bank account, substitutes the fund segment from the invoice distribution and uses that as the distribution's offsetting cash account.

If you selected Account as your Automatic Offset Method, Payables takes the account used for the invoice distribution and substitutes the account segment from the cash account associated with your pooled bank account, preserving all other segment values.

Example. You enable Automatic Offsets using the Balancing method, and your Accounting Flexfield structure is Fund–Department–Account. Your default liability account for supplier site ABC is 101–000–2300. The default cash account for your General Operations bank account, in which you have pooled funds for investment, is 101–000–1100. You enter an invoice for supplier site ABC and distribute it as follows:

DR 101–100–4500 $60

DR 200–201–4610 $40

Payables records the following liability account offsets automatically when you approve the invoice:

CR 101–000–2300 $60

CR 200–000–2300 $40

You post the invoice and pay it out of your General Operations bank account. When you create the payment, Payables automatically creates the following entries:

DR 101–000–2300 $60

DR 200–000–2300 $40

CR 101–000–1100 $60

CR 200–000–1100 $40

Example. You enable Automatic Offsets using the Account method, and your Accounting Flexfield structure is Fund–Department–Account. Your default liability account for supplier site ABC is 101–000–2300. The default cash account for your General Operations bank account, in which you have pooled funds for investment, is 101–000–1100. You enter an invoice for supplier site ABC and distribute it as follows:

DR 101–100–4500 $60

DR 200–201–4610 $40

Payables records the following liability account offsets automatically when you approve the invoice:

CR 101–100–2300 $60

CR 200–201–2300 $40

You post the invoice and pay it out of your General Operations bank account. When you create the payment, Payables automatically creates the following entries:

DR 101–100–2300 $60

DR 200–201–2300 $40

CR 101–100–1100 $60

CR 200–201–1100 $40

How Payables Generates Offsetting Discount Accounts and Entries

If you use Automatic Offsets and have chosen System Account as your Discount Distribution Method in the Payables Options window, Payables prorates the entire discount amount across your invoice distributions when you pay an invoice that crosses multiple funds. The fund segment from the offsetting invoice distribution replaces the fund segment of your system Discount Taken account when Payables builds the accounts for these entries. See: Payment Payables Options: page 2 – 94; Accounting Financials Options: page 2 – 63.

Correcting Invalid Distributions Created by Automatic Offsets

When you enable Automatic Offsets, Payables creates payment distributions for your cash and discount entries based on the Automatic Offset Method you choose in the Payables Options window.

If Payables builds an invalid account, it places the "Liab Acct Invalid" hold on the invoice with the invalid payment distribution. You must correct the invalid payment distribution before you can post the payment. You can use the Payment Distributions Report to identify invalid payment distributions, and the Invalid GL Accounts window to review the exception and assign a correct account. See: Payment Distribution Report: page 8 – 116; Updating Invalid Payment Distribution GL Accounts: page 5 – 64.

See Also

Accounting Methods: page 2 – 71

Defining Banks: page 2 – 115

Enabling Automatic Offsets: page 10 – 22

Financials Options: page 2 – 61

Fund Accounting with Automatic Offsets: page 10 – 12

Interfund Accounting: page 10 – 49

Payables Options: page 2 – 76

Payment Distribution Report: page 8 – 116

Updating Invalid Payment Distribution GL Accounts: page 5 – 64

Posting with Automatic Offsets

If you enable Automatic Offsets, we recommend that you post invoices and payments in detail by not enabling the Create Summarized Journal Entries option when you submit the Transfer to General Ledger program. Payables will then create journal entries with your invoice

and cash distributions in detail. You can easily drill down from a general ledger account balance to specific transactions in Payables.

See Also

Accounting Payables Options: page 2 – 77

Fund Accounting with Automatic Offsets: page 10 – 12

Posting: page 7 – 2

AUTOMATIC OFFSETS RESTRICTIONS

ADJUSTMENTS TO INVOICES. When an invoice is paid or partially paid, you cannot adjust any accounting information on the invoice. Payables prevents you from updating or reversing any of the invoice distributions for paid or partially paid invoices because Payables has already created the payment distributions based on the current invoice accounting lines.

RECONCILIATION ACCOUNTING. If you enable Automatic Offsets within Payables, you cannot enable the Allow Reconciliation Accounting Payables option or enter the reconciliation accounts in the Banks window. You can still clear payments using Oracle Cash Management. However, Payables creates no reconciliation accounting entries.

AUTOMATIC WITHHOLDING TAX. You cannot use Automatic Withholding Tax if you have enabled Automatic Offsets in Payables.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Fund Accounting with Automatic Offsets: page 10 – 12

Reconciling Payments with Oracle Cash Management: page 5 – 2

Enabling Automatic Offsets

If you enable Automatic Offsets, Payables automatically balances invoice and payment distributions that cross funds by creating offsetting entries for each fund.

Automatic Offsets is a powerful feature that greatly affects processing throughout Payables. For a full account of its impact, see: Fund Accounting with Automatic Offsets: page 10 – 12.

▶ **To enable Automatic Offsets:**

1. In the Accounting region of the Payables Options window, choose Account or Balancing as your Automatic Offset Method. See: Accounting Payables Options: page 2 – 77.

   - **Account.** Payables retains all segments but the distribution's account segment when it builds an offsetting account. Use this option if you want all of your accounts to preserve the same level of distribution detail.
   - **Balancing.** Payables retains only the distribution's fund segment when it builds an offsetting account. Organizations typically find this level of detail sufficient.

2. Select Audit as the Journal Entry Creation default for your Liability, Discount Taken, Gain or Loss, and Cash Clearing transactions. This allows Payables to supply General Ledger with the information needed to create detail balancing journal entries when you run Journal Import. See: Audit Options: page 7 – 8.

   We also recommend that you leave the Create Summarized Journal Entries box unchecked. Payables can then create journal entries with your invoice and cash distributions in detail.

3. In the Payment region of the Payables Options window, choose System Account as your Discount Distribution Method if you want Payables to prorate discounts across your invoice distributions when you pay an invoice that crosses multiple funds. The fund segment from the offsetting invoice distribution replaces the fund segment of your system Discount Taken account when Payables builds the accounts for these entries. See: Payment Payables Options: page 2 – 94; Accounting Financials Options: page 2 – 63.

4. When you set up your bank accounts, check the Pooled Account box in the Payables Options region of the Bank Accounts window if you want to create a pooled account. See: Defining Banks: page 2 – 115.

The cash in a pooled bank account is shared by multiple funds; the cash in a non–pooled bank account is associated with a single fund.

When you create a payment from a pooled bank account using Automatic Offsets, Payables automatically builds the cash account for each payment distribution on the basis of the bank account's associated cash account using your chosen Automatic Offset method.

Attention: When you make a payment using a non–pooled bank account, Payables generates only a single cash offset even if Automatic Offsets is enabled. For payment distributions that cross funds, you can either enter balancing entries manually, or set General Ledger up to create them automatically on posting. For details, see: Interfund Accounting: page 10 – 49.

See Also

Fund Accounting with Automatic Offsets: page 10 – 12

Interfund Accounting: page 10 – 49

Payables Options: page 2 – 76

Automatic Withholding Tax Overview

You may be required to withhold taxes from your employee expense reports and supplier invoices. Once you set up Payables to automatically withhold tax, you can withhold tax either during Approval or during payment processing. You can control all withholding tax options in the Withholding Tax region of the Payables Options window.

To perform automatic withholding, assign a withholding tax group to an invoice or invoice distribution. Accept the default withholding tax group from the supplier site or select another from a list of values. To withhold tax, Payables creates one Withholding Tax type invoice distribution per Withholding Tax type tax name per withholding tax group. For each invoice, Payables automatically updates the invoice amount and scheduled payments to reflect the withholding. For example, for a Standard type invoice with an amount of 100 and a withholding tax amount of 20, Payables creates Withholding Tax type invoice distributions that total –20. Payables reduces the original invoice amount to 80 and updates the scheduled payments.

Review withheld amounts online or submit standard reports.

You can also automatically create withholding tax invoices to remit withheld taxes to the appropriate tax authorities. When you define Withholding Tax type tax names, you assign a Tax Authority type supplier to the tax name. When Payables withholds tax from an invoice, it uses the Withholding Tax type invoice distributions on the original invoice to create the invoice for the tax authority. Payables creates an invoice number for the withholding tax by appending the original invoice_id to 'Withholding Tax' (i.e. Withholding Tax – 10239).

Attention: Automatic Withholding Tax cannot be used if Automatic Offsets is enabled in Payables.

Attention: You cannot withhold taxes on prepayments.

This discussion includes the following topics:

- Setting Up Withholding Tax: page 10 – 25
- Withholding Taxes: page 10 – 26
- Creating Withholding Tax Invoices: page 10 – 27
- Reviewing Withheld Amounts Online: page 10 – 29
- Withholding Tax Reports: page 10 – 29
- Projected Withholding Tax: page 10 – 29

- View Period–To–Date Withheld Amounts: page 10 – 31

See Also

Payables Options: page 2 – 76

1099 Reporting Overview: page 8 – 34

Setting Up Withholding Tax

Prerequisite

❑ (Optional). You may want to customize Automatic Withholding Tax to perform special behavior based on your local requirements. For example, you may want to use a Penalty AWT Rate Type for a specific supplier. Or, you may want to round all calculated withholding tax amounts up to the nearest dollar. If you want Automatic Withholding Tax to perform any special behavior, customize your AP_CUSTOM_WITHHOLDING_PKG. See: Customizing Automatic Withholding Tax: page 2 – 238.

▶ **To set up Payables for automatic withholding tax:**

1. To allow Automatic Withholding Tax for your employee expense reports and supplier invoices, enable the Use Withholding Tax Payables option. Choose your other withholding tax Payables options. See: Withholding Tax Payables Options: page 2 – 102.

Attention: Automatic Withholding Tax cannot be used if Automatic Offsets is enabled.

2. Create a unique Pay Group for each tax authority. See: QuickCodes: page 2 – 42.
3. Enter each tax authority as a supplier, with supplier Type Tax Authority. Assign the appropriate unique Pay Group to the supplier. See: Entering Suppliers: page 3 – 10.
4. Create a Payment Format that uses the Tax Authority Remittance Advice as its Separate Remittance. See: Payment Formats: page 2 – 107.

5. For the appropriate bank(s), in the Payment Documents window, create a payment document that uses a Computer Generated or Combined Disbursement type, and uses the Payment Format with a Tax Authority Remittance Advice. See: Defining and Maintaining Payables Payment Documents: page 2 – 122.
6. Define your Withholding Tax type tax names and tax rates. Assign tax authority suppliers to the tax names. See: Tax Names: page 2 – 19.
7. To allow automatic withholding of multiple taxes per expense report or invoice, define your withholding tax groups. See: Withholding Tax Groups: page 2 – 27.
8. Enter withholding tax details for suppliers: See: Withholding Tax Region of the Suppliers and Supplier Sites windows: page 3 – 33.
9. Define withholding tax exemptions and rate exceptions for all of a supplier site's invoices or for specific invoices of a supplier site. See: Maintain Tax & Certificates: page 2 – 29.

Withholding Taxes

Prerequisite

❑ Set up Payables for Automatic Withholding Tax. See: Setting Up Withholding Tax: page 10 – 25.

▶ **To automatically withhold taxes:**

1. **Enter invoices:**
   - For invoices, Payables defaults the withholding tax group from the supplier site to the invoice and then to the invoice distribution. Accept this default or enter a different withholding tax group for an invoice or invoice distribution. See: Entering Taxes on Invoices: page 4 – 33.
   - For recurring invoices, enter a withholding tax group for a recurring invoice template. When you create invoices, Payables automatically assigns the withholding tax group from the recurring invoice template to all invoice distributions created for each invoice. See: Entering Recurring Invoices: page 4 – 98.
   - For expense reports, assign a withholding tax group to an expense report header. Payables defaults the withholding tax

group to all new expense items created for the expense report. Accept or modify the default withholding tax group for each expense item. When you import the expense report using Invoice Import, Payables automatically assigns the withholding tax group assigned to each expense item to the invoice distribution created from the expense item. See: Entering Expense Reports: page 4 – 121, and Payables Invoice Import Program: page 4 – 141.

2. **Apply withholding tax to invoices:**

Payables can automatically apply withholding tax, or you can perform these tasks manually. If you choose to do this manually, you must first enable the Allow Manual Withholding Payables option. If you choose to apply withholding tax automatically, you must choose whether to do this during Approval or during payment processing.

Payables will perform the following for you if you apply automatic withholding tax automatically:

- For each group of invoice distributions assigned with the same withholding tax group, create a negative (positive for Credit/Debit Memos) Withholding Tax type invoice distribution for each Withholding Tax type tax name in the withholding tax group assigned to the invoice distribution.
- Reduce (increase for Credit/Debit memos) the amount of the invoice to reflect the amount of the withheld tax.
- Reduce (increase for Credit/Debit memos) the amount of the scheduled payments for the invoice to reflect the amount of the withheld tax.

Creating Withholding Tax Invoices

After you apply withholding tax to an invoice, you can optionally create invoices to remit withheld tax to the tax authority.

Prerequisite

- ❑ Apply withholding tax to invoices. See: Withholding Taxes: page 10 – 26.
- ❑ If you are paying the tax authority with an electronic payment, assign a primary bank account to the tax authority's supplier site

record. Payables will use this bank account for payment. See: Defining Supplier Bank Accounts: page 2 – 119.

▶ **To create withholding tax invoices:**

Payables can automatically create withholding tax invoices, or you can perform this task manually. If you choose to automatically create withholding tax invoices, you must choose whether to do this during Approval or during payment processing. Indicate this choice in the Withholding Tax region of the Payables Options window. See: Withholding Tax Payables Options: page 2 – 102.

If you choose to create withholding tax invoices manually, create an invoice for each Withholding Tax type invoice distribution on an invoice. Create the invoice for the tax authority supplier and site assigned to the Withholding Tax type tax name and for the amount of the Withholding Tax type invoice distribution. See: Entering Basic Invoices: page 4 – 2.

If you specify that you want to create withholding tax invoices during Approval, Payables creates unapproved withholding tax invoices for tax authority suppliers assigned to tax names. If you specify that you want to create withholding tax invoices during payment processing, Payables creates unapproved withholding tax invoices (for those invoices where you have applied withholding tax) during the Confirm program of payment batch processing, or during processing of a Quick payment.

Attention: Payables does not automatically withhold taxes if you pay with a manual payment.

Paying a Tax Authority

Prerequisite

❑ Create withholding tax invoices. See: Withholding Taxes: page 10 – 26.

▶ **To pay a tax authority:**

- Create a payment batch and enter the unique Pay Group for the tax authority. Choose a payment document that uses a Payment Format with a Tax Authority Remittance Advice. The Tax Authority Remittance Advice lists original invoices on which tax

was withheld, and the withheld tax amounts. See: Paying Invoices in Payment Batches: page 5 – 12.

Reviewing Withheld Amounts Online

Use the following two windows to review withheld amounts online:

- Review online the projected withheld amount for an invoice in the Projected Withholding Tax window. See: Projected Withholding Tax: page 10 – 29.
- Review online actual withheld amounts for a Withholding Tax type tax name and supplier in the View Period–To–Date Withheld Amounts window. See: View Period–To–Date Withheld Amounts: page 10 – 31.

Withholding Tax Reports

Submit the following standard reports to satisfy tax authority, supplier, and management reporting requirements.

- Withholding Tax By Invoice Report: page 8 – 51
- Withholding Tax By Payment Report: page 8 – 52
- Withholding Tax By Supplier Report: page 8 – 54
- Withholding Tax By Tax Authority Report: page 8 – 56
- Withholding Tax Certificate Listing: page 8 – 58

See Also

Adjusting Invoices: page 4 – 194

Projected Withholding Tax

Use the Projected Withholding Tax window to review projected withholding tax invoice distributions for an invoice. Payables creates one Withholding Tax type invoice distribution for each Withholding

Tax type tax name per withholding tax group assigned to an invoice distribution.

Information in this window is display only.

Using the Projected Withholding Tax Window

Prerequisites

- ❑ The Use Withholding Tax Payables option is enabled.
- ❑ The Apply Withholding Tax Payables option is set to At Payment Time.
- ❑ The invoice is approved and completely unpaid.
- ❑ The invoice has not been selected for payment.
- ❑ The invoice has at least one Withholding Tax group assigned.

▶ **To use the Projected Withholding Tax window:**

1. Select an invoice in the Invoices window.
2. Choose View Projected Withholding from the Special menu. Payables displays projected withholding tax invoice distributions for the selected invoice.

Projected Withholding Tax Window Reference

Date. The system date of the current projected Withholding Tax type invoice distribution.

Group. The originating withholding tax group for the current Withholding Tax type invoice distribution.

Name. The originating Withholding Tax type tax name for the current Withholding Tax type invoice distribution.

Rate. The tax rate defined for the originating Withholding Tax type tax name for the current Withholding Tax type invoice distribution.

Attention: A Withholding Tax type tax name may have multiple rates due to different rates that apply to different effective date ranges or amount ranges. Note that this rate could be an exception or certificate rate.

Gross Amount. The sum of all the invoice distributions with the same withholding tax group, tax name, and tax rate for the current invoice.

Withheld Amount. The total amount of projected tax withheld for this tax group, tax name and tax rate for the current invoice.

Account. The GL account associated with the originating Withholding Tax type tax name for the current Withholding Tax type invoice distribution.

Description. The description for the GL account associated with the originating Withholding Tax type tax name for the current Withholding Tax type invoice distribution.

See Also

Automatic Withholding Tax Overview: page 10 – 24

View Period–To–Date Withheld Amounts

Use this window to review period–to–date withheld amounts for a Withholding Tax type tax name for a supplier. You can review the amount subject to withholding and the period–to–date withheld amount.

Viewing Period–to–Date Withheld Amounts

Prerequisite

- ❑ Set up Withholding Tax type special calendar and associate it to a withholding type tax name. See: Special Calendar: page 2 – 152, and Tax Names: page 2 – 19.

▶ **To view period–to–date withheld amounts:**

1. Open the Period–To–Date Withheld Amounts window.
2. Enter query criteria directly into the window.

   Execute the query by choosing Run from the Query menu.
3. Payables displays the period–to–date withheld amounts.

The information in this window is display only.

View Period–To–Date Withheld Amounts Window Reference

Tax Name. The withholding tax type tax name from the special calendar.

Period Name. The withholding tax type period name.

Supplier Name/Number. The supplier name / number for which you are viewing period–to–date withheld amounts.

Currency Code. Payables displays the invoice currency of the withholding tax invoices.

Amount Subject to Withholding. The total amount of the invoice distributions that have the selected Withholding Tax type tax name assigned to it for the selected period and supplier.

Payables displays the amount subject to withholding so that you can explain any variance between the amount subject to withholding and the amount withheld. If the amount subject to withholding is larger than the amount withheld, you may have reached a period limit for this Withholding Tax type tax name.

Amount Withheld. The amount–to–date withheld for the selected Withholding Tax type tax name.

Automatic Tax Calculation Overview

If you enable the Automatic Tax Calculation feature, Payables will automatically calculate invoice sales tax and create Tax type distributions for you. Payables automatically calculates tax for manually entered invoices and recurring invoices. During Payables Invoice Import, Payables also automatically calculates tax for invoices it creates from expense reports. You enable the Automatic Tax Calculation feature by enabling the Use Automatic Tax Calculation Payables option.

If you do not enable Automatic Tax Calculation, Payables does no tax calculation, but it will automatically create a tax distribution during invoice entry if you enter values for Tax Name and Tax Amount in the Invoices window. Payables copies the invoice tax name and tax amount values you enter when it creates the tax distribution but it does no tax calculation. However, it will validate the tax amount during Approval.

Automatic Tax Calculation Level

If you use automatic tax calculation, Payables calculates tax for your invoices at the level you specify, Header or Line. The Calculation Level option you select determines whether Payables calculates tax based on the invoice information (Header), or based on individual invoice distribution information (Line). The value of the Calculation Level option defaults in the following order: Payables Options window –> Suppliers window –> Supplier Sites window –> invoice entry. You can override the Calculation Level at any level (supplier, supplier site, invoice entry) if the Allow Calculation Level Override check box is checked at the previous level. If you override the calculation level you can change the calculation level to Header or Line or you can disable tax calculation by choosing None.

You choose the automatic tax calculation level in the Calculation Level fields of the Invoice Tax regions of the Payables Options, Suppliers, and Suppliers Sites windows. If you have enabled the Allow Calculation Level Override option at the suppliers site, when you are entering an invoice for the supplier site, after you enter a Tax Name, Payables opens the Tax Calculation window. In this window you have one last opportunity to change the tax calculation level for the invoice.

Header

If you automatically calculate tax at the Header Level, then during invoice entry, when you enter a Sales type Tax Name in the Invoices window Payables automatically calculates and enters the Tax Amount. Payables calculates the tax amount based on the gross invoice amount and the tax rate of the tax name you enter. In the Tax Names window you assign a tax rate to each tax name.

When you navigate to the Distributions window, Payables automatically creates a tax distribution with the Tax Amount and Tax Name from the Invoices window. See: Header Level Automatic Tax Calculation: page 4 – 43.

Payables does not calculate tax amounts for Use type tax names.

Line

If you automatically calculate tax at the Line level, after you enter non–Tax (Item, Miscellaneous, or Freight type) distributions in the Distributions window, Payables creates Tax type distributions. When you enter distributions, you use the Includes Tax check box to indicate if a distribution line amount is inclusive or exclusive of tax.

Payables calculates the tax amount for distributions with Sales type Tax Names based on the distribution Amount, the Includes Tax check box for the distribution, and the tax rate of the distribution Tax Name. In the Tax Names window you assign a tax rate to each tax name. Payables creates a tax distribution for the appropriate amount, and assigns the same Tax Name to the distribution. When Payables calculates tax for distributions that include tax, it also reduces the amount of the distribution by the calculated tax amount and unchecks the Includes Tax check box. Payables creates tax distributions automatically either when you choose the Calculate Tax button in the Distributions window, or when you submit Approval for the invoice. See: Distribution Line Level Automatic Tax Calculation: page 4 – 44.

None

If you choose None as the calculation level, Payables disables automatic tax calculation for associated invoices. In the Suppliers window, the Supplier Sites window, and during invoice entry, you can choose None as your Calculation Level if you have enabled the Allow Override option at the previous level. When automatic tax calculation is disabled, you can create tax distributions by matching to purchase orders, by prorating, by using Distribution Sets, or by entering tax

distributions manually. See: Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature: page 4 – 41.

If you enter a Tax Name and Tax Amount in the Invoices window and automatic tax calculation is not enabled for an invoice, Payables will automatically create a tax distribution, but it will not calculate the tax. It will not verify the tax amount until Approval. See: Tax Amount Verification During Approval: page 4 – 35.

Overriding Tax Calculation Level

The automatic tax Calculation Level value defaults in the following order: Payables Options –> Suppliers –> Supplier Site –> Invoices. You can adjust the default calculation level in the Suppliers, Supplier Sites, and Invoices windows only if the Allow Calculation Level Override option is currently enabled in the preceding window. You cannot enable the Allow Calculation Level Override check box in the Suppliers or Supplier Sites window if the Allow Calculation Level Override check box is not currently enabled in the previous window. If you adjust an Allow Calculation Level Override check box, it immediately affects your ability to change the Calculation Level and the Allow Calculation Level Override check box in the succeeding window for existing and new records.

The value of the Allow Calculation Level Override check box does not default. The Allow Calculation Level Override check box is always disabled for all new suppliers and supplier sites.

Setting Up Automatic Tax Calculation

You control invoice tax calculation in the Payables Options window, the Suppliers window, the Supplier Sites window, the Invoices window, and the Distributions window. Most tax calculation options default or cascade from the Payables Options window to suppliers, from suppliers to supplier sites, and from supplier sites to invoices. You can control tax options and defaults at any level, including invoice entry. This allows you to set up individual tax calculation methods for each supplier site. If you allow override options, you can select individual tax calculation methods for each invoice you enter.

Invoice tax options you select also determine the exact calculated tax amount. At the Payables option level you select the last decimal place in the tax amount or the smallest monetary unit to which the tax is calculated. You also choose for each supplier site whether Payables rounds up, down, or nearest. You can agree on these rules with each of

your suppliers so that your accounts will match each of your supplier's accounts.

Prerequisites

- ❑ Discuss with your supplier what rounding rule you will both use to calculate tax so that your accounts will match.
- ❑ Define tax names in the Tax Names window. See: Tax Names: page 2 – 19.

▶ **To set up Automatic Tax Calculation:**

1. Enable the Use Automatic Tax Calculation option in the Invoice Tax region of the Payables Options window.

   Select any remaining Automatic Tax Calculation options in the Invoice Tax region of the Payables Options window. See: Invoice Tax Payables Options: page 2 – 88.
2. For each supplier, adjust tax options in the Invoice Tax region of the Suppliers window. See: Invoice Tax region of the Suppliers and Supplier Sites windows: page 3 – 20.
3. For each supplier site, adjust tax options in the Invoice Tax region of the Supplier Sites window.

Disabling Automatic Tax Calculation

If you have enabled Automatic Tax Calculation, you can disable it throughout the Payables system, or you can disable it only for specific suppliers, supplier sites, or invoices you select.

▶ **To disable Automatic Tax Calculation throughout Payables:**

- ■ In the Invoice Tax region of the Payables Options window, disable the Use Automatic Tax Calculation option.

▶ **To disable Automatic Tax Calculation for a particular supplier site:**

1. Enable the Allow Override option in the Payables Options window and the Supplier window.
2. In the Supplier Sites window choose None as the Calculation Level. Do not enable the Allow Override option.
3. Save your work. Payables will disable automatic tax calculation for all invoices for this supplier site.

▶ **To disable Automatic Tax Calculation for a particular invoice:**

1. Enable the Allow Override option in the Payables Options window, the Suppliers window, and the Supplier Sites window.
2. When you enter a new invoice for the supplier site, after you enter a Tax Name in the Invoices window, Payables opens a window. Choose None as the Calculation Level.

See Also

Entering Taxes on Invoices: page 4 – 33

Adjusting Invoices: page 4 – 194

Budgetary Control in Payables

If you use Oracle Public Sector General Ledger's Budgetary Control feature, you can check funds before you save a transaction and you can have Payables automatically create encumbrance entries to reserve funds for your transactions. For example, when you enter an invoice, you can use the Funds Check program to check if you have available budgeted funds to pay for an invoice or invoice distribution.

Depending on whether you select absolute or advisory budgetary control in General Ledger, Payables places holds on invoices that do not have sufficient funds. If you use absolute budgetary control, Payables will place an Insufficient Funds hold on any invoice that fails funds checking. If you use advisory budgetary control, Payables will allow the invoice to pass Approval, even if it fails funds checking. During Approval, Payables creates encumbrance entries to reserve funds against the budgets you define in Oracle Public Sector General Ledger.

As the final step of budgetary control in Payables, if you enable Use PO Encumbrance in the Financials Options window, Payables automatically creates encumbrance entries to reserve funds for invoice expenditures against the budgets you define in Oracle Public Sector General Ledger.

See Also

Encumbrance Entries in Payables: page 10 – 42

Approval When You Use Budgetary Control: page 10 – 40

Setting Up Payables for Budgetary Control

Prerequisite

❑ Install Oracle Public Sector General Ledger.

▶ **To set up Payables for Budgetary Control:**

- Set up budgetary control in General Ledger. Payables has no additional steps. See: Setting Up Budgetary Control *(Oracle Public Sector General Ledger User's Guide)*.

Encumbrance Entries in Payables: page 10 – 42

Checking Funds for Invoices

If you use Budgetary Control, you can use the Funds Check feature to check if you have sufficient budgeted funds to pay for an invoice or an invoice distribution. You can manually check funds for invoices or invoice distributions in the Invoices window. Payables does not reserve funds for the invoice when you check funds; it reserves funds during Approval. See: Encumbrance Entries in Payables: page 10 – 42.

When you check funds for an invoice, Payables totals distribution amounts by account and checks if any of these totals exceed available funds. When you check funds for a distribution, Payables checks if the distribution amount exceeds available funds for the distribution account. If an account fails funds checking, the entire invoice fails funds checking.

If you use Absolute budgetary control, and you do not change the account or increase the budget for a distribution that fails Funds Check, Approval will place an Insufficient Funds hold on the invoice. You can manually release this hold.

If no budget exists for the account, or the invoice account does not match the purchase order account, or the detail account is not assigned to a parent account, you must fix the account or Approval will place a Can't Funds Check hold on the invoice. You cannot manually release this hold; you must resolve the underlying account problem and then resubmit Approval. See: Releasing Holds: page 4 – 63.

Checking Funds for Invoices and Distributions

Prerequisites

- ❑ Enable Budgetary Control in General Ledger when you create a set of books. See: Setting Up Budgetary Control *(Oracle Public Sector General Ledger User's Guide).*
- ❑ The invoice is saved but not approved.

▶ **To check funds for an invoice or an invoice distribution:**

1. Select the invoice in the Invoices window, or select the distribution in the Distributions window.
2. From the Special menu, choose Check Funds. Payables displays a message indicating if your selected invoice or distribution passed or failed Funds Check.

If the invoice or distribution fails Funds Check, choose Budgetary Control from the Special menu to review the distributions and budget details in the Budgetary Control Transactions window. You can either change the account to one with adequate funds (for non–purchase order matched invoices), or you can increase the budget amount for the account.

Checking Your Current Budget

You can review funds available for an account in the Funds Available Inquiry window in General Ledger. This window shows how your expenditures (pre–encumbrances, encumbrances, and actual expenses) compare with your budgets. You can inquire on available funds only at the detail level and only in your functional currency.

▶ **To check funds available in the Funds Available Inquiry window:**

- Choose Inquiry:Fund from General Ledger's Navigator. See: Viewing Funds Available *(Oracle Public Sector General Ledger User's Guide)*.

Approval When You Use Budgetary Control

If your invoice has a hold on it that prevents posting, during Approval Payables does not check funds for your invoice or attempt to reserve funds. You cannot manually release holds that Payables places on invoices that fail funds reservation.

Purchase Order Matched Invoices

If an invoice passes matching conditions and has no other holds that prevent its posting, Payables automatically checks funds. If the invoice has a quantity or price variance with the purchase order, Payables automatically checks that you have enough funds for the variance. If you use absolute budgetary control, Payables places a funds hold on invoices that have distributions not passing funds checking.

Unmatched Invoices

If an invoice passes tax, currency, and distribution checks, and has no other holds that prevent its posting, Payables automatically performs funds checking.

See Also

Budgetary Control in Payables: page 10 – 38

Checking Funds for Invoices: page 10 – 39

Invoice Variances: page 4 – 87

For more information on Budgetary Control, see the following topics in *Oracle Public Sector General Ledger User's Guide:*

Using Budgetary Control and Online Funds Checking

About Funds Checking

Reviewing Encumbrances

Reviewing Budgetary Control Transactions

Encumbrance Entries in Payables

If you enable Budgetary Control for a set of books in General Ledger, you can reserve funds, or encumber them, when you expect an expense to avoid overspending a budget and to predict cash outflow.

If you enable the PO Encumbrance Financials option, Purchasing and Payables create encumbrances and unencumbrances against the budgets you define in General Ledger. The following equation always holds true:

Funds Available = Budget – Actuals – Encumbrances

The encumbrances Purchasing and Payables create depends on whether the invoice is purchase order matched, and what accrual method you use in Purchasing:

- **Unmatched Invoice:** If you enable the PO Encumbrance Financials option and you enter an unmatched invoice, Payables creates an encumbrance for the expense during Approval, and reverses this encumbrance during posting.
- **Matched Invoice, Receipt Accrual:** If you use the On Receipt Accrual Method in Purchasing, Purchasing creates an encumbrance for the goods received at the time of receipt, then reverses that encumbrance when it records the actual expense at the time of delivery of goods. When the invoice is matched to a purchase order and approved in Payables, it is not necessary for Payables to record an encumbrance for the expense. However, Payables will create an encumbrance for an invoice price variance or exchange rate variance, if they exist. Payables does not currently create encumbrances for Quantity variances when you accrue on receipt.
- **Matched Invoice, Period End:** If you use the Period End Accrual method for your expense items in Purchasing, Purchasing creates an encumbrance for the goods received at the time of delivery. When the invoice is matched to a purchase order and approved in Payables, it is not necessary for Payables to record an encumbrance for the expense. However, Payables will create an encumbrance for a quantity variance, invoice price variance, or exchange rate variance, if any exist.

Payables reverses all remaining encumbrances for an invoice during Posting, when it records the actual invoice expense.

The chart below shows when Payables creates encumbrance entries under the two different Accrual Methods.

PAYABLES ENCUMBRANCES FOR PURCHASE ORDER MATCHED INVOICES					
Accrual Method	**Timing**	**Purchasing Expense**	**Quantity Variance**	**Invoice Price Variance**	**Exchange Rate Variance**
On Receipt	**Approval:**			Encumbrance	Encumbrance
	Posting:	(No encumbrance reversal necessary)		Reverse Payables encumbrance	Reverse Payables encumbrance
Period End	**Approval:**		Encumbrance	Encumbrance	Encumbrance
	Posting:	Reverse Purchasing encumbrance that occurred on Delivery	Reverse Payables encumbrance	Reverse Payables encumbrance	Reverse Payables encumbrance

Encumbrance with Combined Basis Accounting

If you use the combined basis accounting method, Payables posts encumbrance entries to your primary, accrual set of books only.

Encumbrance with Cash Basis Accounting

If you use the cash basis accounting method, Payables relieves encumbrance entries when you post payments. Payables prorates your encumbrance reversal based on the amount of your invoice payment.

See Also

Checking Funds for Invoices: page 10 – 39

Budgetary Control in Payables: page 10 – 38

Variance Accounts: page 4 – 89

Invoice Variances: page 4 – 87

Receipt Accrual: page 4 – 91

Overview of Encumbrance Accounting *(Oracle Public Sector General Ledger User's Guide)*

Encumbrance Financials Options: page 2 – 64

Using Encumbrance Accounting with Purchasing: page H – 17

Petty Cash Funds

You can use a petty cash fund to reimburse employees for small, infrequent expenses. A petty cash fund may save you administrative costs of processing and paying expense reports.

You can use Payables to pay out to the petty cash fund and to record the expenses paid by the fund.

Setting Up a Petty Cash Fund

Prerequisites

- ❑ Set up a general ledger account for petty cash.
- ❑ Set up an accounts receivable clearing account.

▶ **To set up a petty cash fund:**

1. **Set up administrative and control procedures:**

   Create a petty cash agreement that specifies all the policies regarding petty cash reimbursements. Your petty cash administrator should sign the agreement, or agree online if you use an electronic template.

   Create a standard petty cash reimbursement form or electronic template for employees to complete and submit to the administrator with their receipts.

   Create a standard petty cash reimbursement log to be submitted by the administrator when requesting cash to replenish the fund. The reimbursement log breaks down expenses by account, lists total disbursements for each account, and shows the balance of the fund.

2. **Set up supplier records:**

   Decide how you want to establish supplier records for your petty cash administrators. Consider the following two approaches and set up supplier records with the approach that best meets your public sector needs:

   Enter a supplier record for the employee acting as a petty cash administrator. See: Entering employees as suppliers.

   Advantages:

   – Simple to process initial payment and reimbursements for the fund under the employee's supplier record.

Disadvantages:

- Reconciliation of your GL account may be difficult. For example, if an employee expense report is erroneously charged to the GL petty cash account, the error will not be noticed easily because all entries into the account are done under employee supplier records.
- If the employee who serves as the petty cash administrator has a supplier record with payment method of Electronic (for direct deposit of expense reimbursements), more manual work may have to be done processing a petty cash request. Typically, the petty cash administrator prefers petty cash payment by check to keep petty cash funds separate from personal funds. In this case you need to change the payment method on each petty cash reimbursement request, or set up a separate supplier site with a payment method of Check to use for petty cash reimbursements.

Enter one supplier record named "PETTY CASH" and create a site under this supplier in the name of the employee acting as a petty cash administrator. For example:

Supplier Name: PETTY CASH

Site Name: c/o CLINT EASTWOOD

You may want to create this supplier record with a unique Pay Group or Payment Priority. This can facilitate any special handling you may need to do with petty cash payments.

Advantages:

- Reconciliation of your GL account may be easier. For example, if an employee expense report or supplier invoice is coded in error to the GL petty cash account the error will be noticed easily because all entries into the account are done under one supplier record, PETTY CASH.
- There is no need to change any information in an employee supplier record to accommodate petty cash reimbursements.
- Online query of activity for a petty cash account is simple because all activity for an account is contained under one supplier site name.

3. **The petty cash administrator submits a petty cash request to the accounts payable department for the amount of the new fund.** The request includes all necessary approvals. The petty cash

administrator signs the petty cash agreement or agrees online if you use an electronic template. The accounts payable department provides the administrator with the petty cash reimbursement form and the petty cash reimbursement log.

4. **Enter the petty cash request as a standard invoice.** Charge the amount to the petty cash GL account. You may want to use a standard invoice naming convention for the initiation of a new petty cash fund. The use of a standard invoice name can assist in research and reconciliation. For example, you may want to use ”IPC” for ”Initiate Petty Cash” and the date of the request.
5. **Pay the petty cash administrator for the fund amount.**

Using a Petty Cash Fund

1. The petty cash administrator maintains the cash.
2. Employees submit to the petty cash administrator completed petty cash reimbursement forms and receipts for expenses. The administrator reimburses the employees and maintains a petty cash reimbursement log containing details of the expenses and the accounts that should be charged.
3. When the petty cash administrator needs more cash, the administrator submits to the accounts payable department a petty cash request, a reimbursement log, and the receipts.
4. Enter the petty cash request as a standard invoice. Create invoice distributions for the expense items to the appropriate expense accounts. You may want to use a standard invoice naming convention for the replenishment of a petty cash fund. The use of a standard invoice name can assist in research and reconciliation. For example, you may want to use ”RPC” for ”Replenish Petty Cash” and the date of the request.
5. Pay the petty cash administrator a check to replenish the fund.

Closing a Petty Cash Fund

When you close a petty cash fund, the credits to the petty cash account should equal the amount of the petty cash fund you are closing.

Prerequisites

- ❑ Establish a formal notification procedure for the administrator to follow if the petty cash fund is to be closed or transferred to another administrator.
- ❑ If there is cash remaining in the fund, the administrator returns the cash or writes a check to your organization in the amount of the remaining balance.

▶ **To close a petty cash account:**

1. The administrator submits a final petty cash reimbursement log.
2. Enter the petty cash log as a standard invoice with an amount of zero since you do not want to issue a payment. Create the following invoice distributions:
   - Positive distributions for the expense items to the appropriate expense accounts
   - A negative distribution for the amount of the petty cash fund and credit this to the petty cash account

   The distribution lines must sum to zero.

   Record the amount of any returned cash by creating two invoice distributions in the amount of the returned cash:
   - A positive distribution to the Accounts Receivable clearing account
   - A negative distribution to the petty cash account

   The distribution lines must sum to zero.

   You may want to use a standard invoice naming convention for the closure of a petty cash fund. The use of a standard invoice name can assist in research and reconciliation. For example, you may want to use ”CPC”for ”Close Petty Cash” and the date of the request.

Reconciling Your Petty Cash Account

You can run the Expense Distribution Detail Report for your petty cash account to identify all charges to the account in your accounts payable ledger. Comparing this report to your general ledger account analysis identifies any discrepancies that need to be researched and reconciled.

Interfund Accounting

Payables can perform interfund accounting automatically through integration with General Ledger. When you post your journal entries, if a journal entry for a fund is out of balance, General ledger can post the difference to the appropriate interfund account for that fund. You can also set up General Ledger to create detailed interfund due from and due to or net entries when you use a non–pooled bank account to pay invoice distributions that cross funds.

Setting Up Interfund Accounting

Interfund accounting is typically set up during implementation at your site, and requires the use of General Ledger and System Administrator responsibilities. For your information, the setup steps are outlined below.

Prerequisites

- ❑ Design your Accounting Flexfield, including the value sets and values for your fund and account segments. Make the fund segment your balancing segment. If you want to enable detailed interfund accounting, specify account segment values for your interfund due from, due to and net accounts.

▶ **To set up basic interfund accounting:**

1. In the Set of Books window, check the Balance Interfund Journals box and enter default Interfund debit and credit accounts for the set of books. See: Defining Sets of Books *(Oracle Public Sector General Ledger User's Guide)*.
2. In the Interfund Accounts window of General Ledger, define additional interfund accounts for Payables. Specify the journal entry source (Payables), a journal entry category (invoice or payment), whether the balancing entry is a debit or credit, and the account to which General Ledger should post the balancing amount. You do not need to define accounts for every fund because General Ledger substitutes the appropriate fund when it creates balancing entries. See: Defining Interfund Accounts . *(Oracle Public Sector General Ledger User's Guide).*

▶ **To set up detailed interfund accounting:**

1. In the Descriptive Flexfield Segments window, query Flexfield Segment Values in the Title field. This will bring up the Application Object Library record for the descriptive flexfield associated with each record in the Key Flexfield Segment Values window. See: Defining Descriptive Flexfield Structures (*Oracle Applications Flexfields Guide*).

2. In the Context Field Values region, create a new record. For the Name of your new context value, enter the name of the value set you defined for your fund segment when you set up your Accounting Flexfield. For the Description, enter Due From, Due To, Net Accounts.

3. Choose the Segments button. In the Segments Summary window that appears, create three records.

   For the first, enter 1 in the Number field, Due From Account in the Name and Window Prompt fields, any available ATTRIBUTE in the Column field, and the name of the value set you defined for your account segment in the Value Set field.

   For the second, enter 2 in the Number field, Due To Account in the Name and Window Prompt fields, any available ATTRIBUTE in the Column field, and the same Value Set name as above.

   For the third, enter 3 in the Number field, Net in the Name and Window Prompt fields, any available ATTRIBUTE in the Column field, and the same Value Set name as the other two records.

   Attention: These records must be numbered precisely as indicated for the detailed interfund accounting feature to function properly.

   Close the Segments Summary window.

4. Check the Freeze Flexfield Definition box and choose the Compile button. The system notifies you of the status of your request.

5. In the Key Flexfield region of the Segment Values window, query Accounting Flexfield in the Title field and your fund segment's name in the Independent Segment field. Use the descriptive flexfield you have created to assign due from / due to or net accounts to each of your funds. See: Segment Values Window (*Oracle Fixed Assets*).

   Attention: You must assign unique due from and due to accounts to each fund. Otherwise, the system cannot provide you with the detailed information you require.

6. In the System Profile Values window of System Administration, find the GL:Create Interfund Entries profile.

7. Choose Yes as your Site value. This instructs General Ledger to create detailed interfund due from / due to or net entries automatically using the accounts you entered in your descriptive flexfield when you post invoice payments that do not balance by fund. See: Setting General Ledger Profile Options (*Oracle Public Sector General Ledger*)

Example. Your organization uses three funds, 01, 02 and 03, and an accrual basis of accounting. To balance transactions that cross funds automatically, you have enabled the system's Automatic Offsets and detailed interfund accounting features.

Fund 01 receives a $150 invoice for supplies that you distribute equally across all three funds. When you submit Approval for the invoice, Payables automatically creates balancing liability entries for each fund:

DR	01–Expense	$50	
	02–Expense	$50	
	03–Expense	$50	
	CR 01–Liability		$50
	02–Liability		$50
	03–Liability		$50

You pay the invoice out of a non–pooled bank account associated with fund 01. Payables automatically creates the following journal entries:

DR	01–Liability	$50	
	02–Liability	$50	
	03–Liability	$50	
	CR 01–Cash		$150

When General Ledger receives the posting request, the system recognizes that this entry is out of balance and refers to the descriptive flexfield associated with each fund segment value for information on the fund's detailed interfund due from / due to or net account. General Ledger creates the following journal entries automatically to balance the transaction:

DR	01–DueFrom02	$50	
DR	01–DueFrom03	$50	
	CR 02–DueTo01		$50

CR 03–DueTo01 $50

See Also

Defining Descriptive Flexfields for General Ledger (*Oracle Public Sector General Ledger User's Guide*)

Defining Interfund Accounts (*Oracle Public Sector Genral Ledger User's Guide*)

Fund Accounting with Automatic Offsets: page 10 – 12

Overview of Setting Up Flexfields (*Oracle Applications Flexfields Guide*)

Posting: page 7 – 2

Setting General Ledger Profile Options (*Oracle Public Sector General Ledger User's Guide*)

APPENDIX

A

Oracle Public Sector Payables Menu Paths

This appendix describes how to navigate to each window in Payables.

Payables Navigator Paths

Although your system administrator may have customized your navigator, typical navigation paths include the following:

Window Name	Navigation Path
Account Segments for Expense Reporting	Setup:Invoice:Distribution Detail Report.
Accounting Calendar	Setup:Calendar:Accounting:Periods.
Accrual Write–Offs	Invoices:Accrual Write–Off.
Aging Periods	Setup:Calendar:Aging Periods.
AP Accounting Periods	Setup:Calendar:Accounting:AP Accounting Periods.
Assign Security Rules	Setup:Flexfields:Validation:Security: Assign. Enter criteria and choose Find.
	Setup:Flexfields:Validation:Security:Define. Enter Search criteria and choose Find. Choose Assign.
Automatic Payment Programs	Setup:Payment:Programs.
Bank Accounts	Setup:Payment:Banks. Choose Bank Accounts.
Bank Transaction Codes	Setup:Payment:Banks. Choose Bank Accounts. Choose Bank Codes.
Banks	Setup:Payment:Banks.
Bank Charges	Setup:Payment:Bank Charges.
Calculate Balance Owed	From the Invoices window, choose Find from the Query menu. Enter criteria and choose Calculate Balance Owed.
Child Ranges	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find. Choose Define Child Ranges.
	Setup:Flexfields:Key:Values. Enter Criteria and choose Find. Choose Define Child Ranges.
Columns	Setup:Flexfields:Descriptive:Register. Choose Columns.
Conversion Rate Types	Setup:Currency:Rates:Types.
Countries and Territories	Setup:Countries.
Create Invoices	Invoices:Entry:Recurring Invoices. Choose Create Invoices.
Credit Cards	Credit Cards:Credit Cards
Credit Card Transactions	Credit Cards:Credit Card Transactions
Credit Card Programs	Setup:Credit Cards:Credit Card Programs

Window Name	Navigation Path
Credit Card Profiles	Setup:Credit Cards:Credit Card Profiles
Credit Card GL Account Sets	Setup:Credit Cards:Credit Card GL Account Sets
Credit Card Code Sets	Setup:Credit Cards:Credit Card Code Sets
Cross–Validation Rules	Setup:Flexfields:Key:CrossValidations.
Currencies	Setup:Currency:Define.
Daily Rates	Setup:Currency:Rates:Daily.
Define Bank Charges	Setup:Payment:Bank Charges
Define Security Rules	Setup:Flexfields:Validation:Security:Define. Enter Search criteria and choose Find.
Dependent Value Set Information	Setup:Flexfields:Validation:Sets. Choose Edit Information.
Descriptive Flexfield Segments	Setup:Flexfields:Descriptive:Segments.
Descriptive Flexfields	Setup:Flexfields:Descriptive:Register.
Distribution Sets	Setup:Invoice:DistributionSets.
Distributions window	From the Invoices window, choose Distributions.
Enter Person (entry)	Employees:Enter Employees.
Enter Person (inquiry)	Employees:View Employees.
Expense Report Templates	Setup:Invoice:Expense Report Templates.
Expense Reports (entry)	Invoices:Entry:Expense Reports.
Financials Options	Setup:Options:Financials.
Find Descriptive Flexfield Segment	Setup:Flexfields:Descriptive:Values.
Find Invoice Distributions	From the Invoices window, choose Distributions. Choose Find from the Query window.
Find Invoices	From the Invoices window, choose Find from the Query menu.
Find Invoices to Apply	Select a prepayment in the Invoices window, and choose Actions. Select Apply / Unapply Prepayment. Select Find from the Query menu.
Find Invoices to Match	Select a Credit / Debit memo in the Invoices window and choose Match.
Find Key Flexfield Segment	Setup:Flexfields:Key:Groups.
	Setup:Flexfields:Key:Values.
Find Prepayments to Apply	Select an invoice in the Invoices window, and choose Actions. Select Apply / Unapply Prepayment. Select Find from the Query menu.

Window Name	Navigation Path
Find Purchase Orders to Match	Select an invoice in the Invoices window and choose Match.
Find Value Set	Setup:Flexfields:Validation:Security: Assign.
	Setup:Flexfields:Validation:Security:Define.
	Setup:Flexfields:Validation:Values.
Flexfield Qualifiers	Setup:Flexfields:Key:Segments. Choose Segments. Choose Flexfield Qualifiers.
GL Accounts	Setup:Flexfields:Combinations.
Income Tax Regions	Setup:Tax:Regions.
Invalid GL Accounts	Payments:Invalid GL Accounts.
Invoice Actions	From the Invoices window choose Actions.
Invoice Approvals	Setup:Invoice:Approvals.
Invoice Batches window (entry)	Invoices:Entry:Invoice Batches.
Invoice Batches window (inquiry)	Invoices:Inquiry:Invoice Batches.
Invoice Distributions Summary	Invoices:Inquiry:Invoice Distributions.
Invoice Holds	From the Invoices window choose Holds.
Invoice Overview	Invoices:Inquiry:Invoice Overview.
Invoice Tolerances	Setup:Invoice:Tolerances.
Invoices (entry)	Invoices:Entry:Invoices.
Invoices (inquiry)	Invoices:Inquiry:Invoices.
Invoices window (of the Payment Workbench)	Payments:Entry:Payments. Choose the View Invoices button.
Key Flexfield Segments	Setup:Flexfields:Key:Segments.
Key Flexfields	Setup:Flexfields:Key:Register.
Location	Employees:Locations.
Maintain Tax & Certificates	Setup:Tax:Withholding:Certificates
Match to Invoice	From the Invoices window, select a credit / debit memo and choose Match.
Match to Invoice Distribution	From the Match to Invoice window, enter a Credit Amount and Choose Distribute.
Match to PO	From the Invoices window, select an invoice and choose Match.
Move Child Ranges	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find. Choose Move Child Ranges.

Window Name	Navigation Path
	Setup:Flexfields:Key:Values. Enter Criteria and choose Find. Choose Move Child Ranges.
Open Interface Invoices	Invoices:Entry:Open Interface Invoices
ORG_TITLE	Other:Change Organization
Organization	Setup:Organizations
Payables Options	Setup:Options:Payables.
Payment Actions	Payments:Entry:Payments. Choose Actions.
Payment Batch Actions	Payments:Entry:Payment Batches. Choose Actions.
Payment Batches (entry)	Payments:Entry:Payment Batches.
Payment Batches (inquiry)	Payments:Inquiry:Payment Batches.
Payment Documents	Setup:Payment:Banks. Choose Bank Accounts. Choose AP Documents.
Payment Formats	Setup:Payment:Formats.
Payment Interest Rates	Setup:Payment:Interest Rates.
Payment Overview	Payments Inquiry:Payment Overview.
Payments	From the Invoices window, select an invoice and choose the Payments button.
Payments (entry)	Payments:Entry:Payments.
Payments (inquiry)	Payments:Inquiry:Payments.
Payment Terms	Setup:Invoice:Payment Terms.
Period Rates	Setup:Currency:Rates:Period.
Period Types	Setup:Calendar:Accounting:Types.
Personal Profile Values	Other:Profile.
Prorate	From the Invoices window, choose Distributions. Choose Prorate.
Projected Withholding Tax	From the Invoices window, choose View Projected Withholding from the Special menu. See: Projected Withholding Tax.
QuickCodes (employee)	Setup:Quickcodes:Employee.
QuickCodes (Payables)	Setup:Quickcodes:Payables.
Recurring Invoices (entry)	Invoices:Entry:Recurring Invoices.
Reference Fields	Setup:Flexfields:Descriptive:Register. Choose Reference Fields.
Related Banks window	Setup:Payment:Banks. Select Clearing House as the Institution. CHoose the Related Banks button.

Window Name	Navigation Path
Release	From the Invoices window, choose Holds. Choose Release.
Reporting Entity	Setup:Tax:Reporting Entities.
Request Parameters	Other:Requests:Set. Choose Parameters.
Request Set	Other:Requests:Set.
Requests window	Choose View My Requests from the Help menu.
Rollup Groups	Setup:Flexfields:Key:Groups. Enter criteria and choose Find.
Scheduled Payments	From the Invoices window, choose Scheduled Payments.
Segment Values	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find.
	Setup:Flexfields:Key:Values. Enter criteria and choose Find.
	Setup:Flexfields:Validation:Values. Enter criteria and choose Find.
Segments (detail)	Setup:Flexfields:Descriptive:Segments. Choose Segments. Choose Open.
	Setup:Flexfields:Key:Segments. Choose Segments. Choose Open.
Segments Summary	Setup:Flexfields:Descriptive:Segments. Choose Segments.
	Setup:Flexfields:Key:Segments. Choose Segments.
Select Invoices	From the Payments window, choose Enter / Adjust Invoices.
Set of Books (choose)	Setup:Set of Books:Choose.
Set of Books (define)	Setup:Set of Books:Define.
Shorthand Aliases	Setup:Flexfields:Key:Aliases.
Signing Limits	Employees:Signing Limits.
Special Calendar	Setup:Calendar:Special Calendar.
Submit New Request	Other:Requests:Run.
Submit Request	Other:Requests:Run. Select Single Request and choose OK.
Submit Request Set	Other:Requests:Run. Select Request Set and choose OK.
Supplier Merge	Suppliers:Supplier Merge.

Window Name	Navigation Path
Supplier Sites	Suppliers:Entry. Choose Open. From the Sites region, choose Open or New.
Suppliers (entry)	Suppliers:Entry.
Suppliers (inquiry)	Suppliers:Inquiry.
Tax Names	Setup:Tax:Names.
Tax Options	Setup:Tax:GL Tax Assignments
Value Hierarchy	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find. Choose View Hierarchies.
	Setup:Flexfields:Key:Values. Enter Criteria and choose Find. Choose View Hierarchies.
Value Sets	Setup:Flexfields:Validation:Sets.
View Period To Date Withheld Amounts	Invoices:Inquiry:Withheld Amounts
Void Unused Documents	Setup:Payment:Banks. Choose Bank Accounts. Choose AP Documents. In the Payment Documents Additional Information region, choose Void Unused Documents.
Withholding Tax Groups	Setup:Tax:Withholding:Groups

See Also

Payables Workbenches: page 1 – 2

Oracle Applications Character to GUI Menu Path Changes

APPENDIX

B

Payables Profile Options

This appendix lists profile options that affect the operation of Payables.

Profile Options in Payables

During your implementation, you set values for profile options in Oracle Public Sector Financials to specify how Payables controls access to and processes data. In addition to the Payables profile options, Payables uses profile options from other Oracle Public Sector Financials applications to control features, such as Budgetary Control and Sequential Numbering, which affect more than one application.

If you have installed Oracle Self–Service Web Applications and your organization uses Web Employees to enter expense reports, you can also enter WebExpense profile options to control expense report entry by your organization's employees. If your organization does not use Web Employees to enter expense reports, ignore the WebExpense profile options.

In addition to profile options, Payables provides you with Financials and Payables options that you use to enable the invoice, payment, currency, tax, and accounting controls in Payables.

Your System Administrator sets many of these user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

The following sections list each profile option that affects the operation of Payables and Web Employees.

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
AP: Bank File Character Set (Used only in Japan)	–		✓	✓	✓	No	
AP: Enter Alternate Fields	–		✓	✓	✓	No	
AP: Sort By Alternate Fields	–		✓	✓	✓	No	
WebExpenses:Allow Non–Base Pay		✓	✓	✓	✓	No	No
WebExpenses:Override Approver		✓	✓	✓	✓	No	No

Table 10 – 1 (Page 1 of 2)

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
WebExpenses:CC Overrider Req		✓	✓	✓	✓	No	No
WebExpenses:Enable DescFlex		✓	✓	✓	✓	No	No
WebExpenses:Enable Tax		✓	✓	✓	✓	No	No
WebExpenses:Overrider Required		✓	✓	✓	✓	No	No
WebExpenses:Purpose Required			✓	✓	✓	No	No
WebExpenses:Report Number Prefix			✓	✓	✓	No	null
AuditTrail: Activate				✓	✓	No	No
Budgetary Control Group	–	✓	✓	✓	✓	No	
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	No	No
Default Country	✓	✓	✓	✓	✓	No	
Enable Transaction Codes (Oracle Public Sector Payables only)			✓	✓	✓	No	
Folderview: Allow Customization	–	✓	–	–	–	No	
Language	–	✓	✓	✓	✓	No	
GL: Create Interfund Entries (Oracle Public Sector Payables only)			✓	✓	✓	No	No
Sequential Numbering	–			✓	✓	No	
Printer	✓	✓	✓	✓	✓	No	
Site Language					–	No	
MO:Operating Unit			✓		✓	No	

– Visible but not updatable
✓ Updatable
blank You can't view or change the profile options value

Table 10 – 1 (Page 2 of 2)

See Also

Financials Options: page 2 – 61

Payables Options: page 2 – 76

Personal Profile Values Window *(Oracle Applications User's Guide)*

Overview of Setting User Profiles *(Oracle Applications System Administrator's Guide)*

Profile Options in Oracle Application Object Library *(Oracle Applications System Administrator's Guide).*

Common User Profile Options *(Oracle Applications User's Guide)*

Profile Options in Payables

AP: Bank File Character Set

If you do not use Payables in Japan, do not use this profile option. If you use Payables in Japan and want to use the Zengin Format Payment Program, contact your local Oracle representative for more information on this profile option.

Alternate Names in Payables

You can use alternate names for suppliers and banks if you want to query suppliers and banks by the alternate names you assign, and create reports by these alternate names. This feature is particularly useful if you do business in Japan so you can enter both Kanji and Kana values. Alternate fields are used only for record inquiry by alternate name, and for report sorting by alternate name.

Your system administrator can add the Quick Find By Alternate Name window to your Navigator menu. In this window you can enter a supplier alternate name, and the system displays all supplier names that match it. This method is faster than performing the query in the Suppliers window. To add this window to the menu, the system

administrator adds the AR_ARXCUFBA function to the Payables Navigator. See also: Find Customers or Suppliers By Using Alternate Name *Oracle Public Sector Receivables User's Guide*..

AP: Enter Alternate Fields

If you enable this option, you can enter a corresponding alternate name for the following six field values. For example, if you enable this option, in the Bank Accounts window the Alternate Name field will appear and you can enter both a bank account name and an Alternate Bank account name.

Corresponding Field Value	Windows in which Alternate Name also appears if you enable AP: Enter Alternate Fields
Supplier	Suppliers Summary, Suppliers detail window, Find Suppliers window
Supplier Site	Suppliers window, Supplier Sites window
Bank Name	Banks window
Bank Branch	Banks window
Bank Account	Bank Accounts window
Bank Account Holder	Bank Accounts window

For each of the six previous values, you can enter an alternate name in an Alternate Name field if you enter Yes for this option.

If you enter No, Payables will hide Alternate Name fields throughout the system.

Only the System Administrator can update this profile option. The internal name for this profile option is AP_ENTER_ALTERNATE.

AP: Sort By Alternate Fields

Enter Yes if you have entered Yes for the AP: Enter Alternate Fields profile option and you want Payables to use the Alternate fields when it sorts reports by any of the following values: supplier name, supplier site name, and bank account name. Although Payables sorts by the alternate name, it prints the standard name on the report.

Only the System Administrator can update this profile option. The internal name for this profile option is AP_SORT_BY_ALTERNATE.

The following table lists the reports affected by the AP: Sort By Alternate Fields profile option:

Report Name	Sorted by Supplier Name	Sorted by Supplier Site Name	Sorted by Bank Account Name
Accounts Payable Journal Entry Audit Report	✓		✓
Accounts Payable Journal Entry Exception Report	✓		
Accounts Payable Trial Balance	✓		
Accrual Reconciliation Report	✓		
Cash Requirement Report	✓		
Invoice Aging Report	✓	✓	
Invoice Approval Quick Release Report	✓		
Invoice on Hold Report	✓		
Invoice Register	✓		
New Supplier / New Supplier Site Listing	✓	✓	
Posted Invoice Register	✓		
Posting Hold Report	✓		
Preliminary / Final / Rejected Purged Listings	✓		✓
Prepayments Status Report	✓		
Unposted Invoice Sweep	✓		
Supplier Mailing Labels	✓	✓	
Suppliers Paid Invoice History	✓	✓	
Suppliers Report	✓	✓	

Profile Options for Oracle Web Expenses

WebExpenses:Allow Non–Base Pay

Select Yes to allow reimbursement of Web Employees expense reports in a currency other than the functional currency defined for Payables. If you select Yes, you must also enable the Use Multiple Currencies Payables option.

WebExpenses:Override Approver

Select Yes if you want to allow the employee to enter a value in the Overriding Approver field during expense report entry.

WebExpenses:CC Overrider Req

Select Yes to require employees to enter the Overriding Approver field only when employees enter a cost center other than their default cost center and the approvers of these expense reports are in an organization other than the preparer's organization.

Attention: Set this option to Yes if your employees enter expense reports for cost centers other than their own, and you use the predefined Find Approver Workflow activity that is shipped with Web Employees.

WebExpenses:Enable DescFlex

Select Yes if you want to display the AP_EXPENSE_REPORT_LINES flexfield in the Enter Receipts window in Web Employees. These are additional custom fields that users can enter during expense report entry. To define these flexfield segments, you must update the AP_EXPENSE_REPORT_LINES flexfield. The Payables Expense Reports window uses the same flexfield. If you want certain fields to appear in the Expense Reports window in Payables and not in the Enter Receipts page in Web Employees, leave the Description field in the Segments window null when you define the flexfield. For more information on defining the descriptive flexfield, see: Defining Descriptive Flexfields for Expense Reporting: page 2 – 184.

WebExpenses:Enable Tax

Select Yes if you want to enable tax features for Web Employees expense reports. This option enables use of the Amount Includes Tax check box and the Tax Names poplist in the Enter Receipts window. See: Entering Taxes on Expense Reports: page 4 – 49.

WebExpenses:Overrider Required

Select Yes to require the employee to enter a value in the Overriding Approver field during expense report entry.

WebExpenses:Purpose Required

Select Yes to require the employee to enter a value in the Purpose field during expense report entry.

WebExpenses:Report Number Prefix

Enter the value that you want to add to the beginning expense report numbers for expense reports entered in Web Employees. For example, if you enter "W" here, when an employee enters an expense report, W will appear as the first character in the Expense Report Number field. When the expense report is imported, the expense report becomes the invoice number. This prefix allows you to easily identify invoices that were originally entered as Web Employees expense reports. Leave this value blank if you do not want to add a value to the invoice number.

Profile Options in General Ledger

Because some Oracle Applications products have overlapping functions, the following General Ledger profile option also affects the operation of Payables, even if you have not installed General Ledger. See: Setting General Ledger Profile Options *(Oracle Public Sector General Ledger User's Guide)*.

- Budgetary Control Group
- Journals: Display Inverse Rate
- GL Set of Books Name. For each Payables responsibility, set the GL:Set of Books Name profile option to the set of books name you use in Payables.

Setting General Ledger Profile Options *(Oracle Public Sector General Ledger User's Guide)*.

Profile Options in Application Object Library

You set up Application Object Library profile options when you install Oracle Public Sector Financials, and these profile options affect all applications. See also: Common User Profile Options: page NO TAG.

The following Application Object Library profile options have a particularly significant impact on the operation of Payables. For detailed information on all profile options, see: Profile Options in

Oracle Application Object Library *(Oracle Applications System Administrator's Guide).*

- AuditTrail: Activate
- Default Country
- Folders: Allow Customization
- Site Language
- Sequential Numbering
- Printer. Payables uses this printer as the default unless in the Concurrent Programs window you have assigned a printer to the payment program you are using. See also: Overview of Printers and Printing *(Oracle Applications System Administrator's Guide.*

Profile Options for Multiple Organization Support

If you use the Multiple Organization Support feature, you can assign operating units to responsibilities by using the following profile option. For more information, see: *Multiple Organizations in Oracle Applications*.

- MO: Operating Unit

APPENDIX

C

Function Security in Payables

This appendix describes which Payables transactions and features are controlled by function security.

Function Security in Payables

Use function security to control access to Payables functionality.

Each Payables form performs one or more business functions. A function is a part of an application's functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from an Payables responsibility.

Payables comes predefined with three responsibilities, each with its own set of preregistered functions assigned to it. Your system administrator can register additional functions and can customize your responsibilities by assigning or not assigning new functions to existing responsibilities, or by creating new responsibilities.

There are two types of functions: form and subfunction.

- **Form.** A form invokes an Oracle Forms form. You can navigate to a form using the Navigator.
- **Subfunction.** A subfunction is a subset of a form's functionality. In other words, a subfunction is a function executed from within a form.

  Subfunctions are often associated with buttons or other graphical elements on forms. For example, in the Invoices window form, you may want to restrict access to the Invoice Actions window. In this case, for all users that do not have the associated subfunction name assigned to their responsibility, the Actions button would not appear.

  You cannot navigate to a subfunction from the Navigator.

Preregistered Functions

Payables preregisters the following functions for the Payables Manager responsibility:

Name	Type	Form name
Special Calendar	Form	APXAMDOP
Accounting Period Types	Form	APXAMDPT
Payables Options	Form	APXCUMSP
Expense Reporting Segments	Form	APXEDSUF

Table 10 – 2 (Page 1 of 4)

Name	Type	Form name
Invoice Distributions Summary	Form	APXGLINQ
View Projected Withholding Tax	Form	APXINAWT
Invoice Batches	Form	APXINWKB
Invoice Batches Summary	Form	APXINWKB
Invoices	Form	APXINWKB
Invoices Summary	Form	APXINWKB
View Invoice Batches Summary	Form	APXINWKB
View Invoices Summary	Form	APXINWKB
Invoice Actions	Subfunction	APXINWKB
Invoice Cancel	Subfunction	APXINWKB
Invoice Distributions	Subfunction	APXINWKB
Invoice Distributions Prorate	Subfunction	APXINWKB
Invoice Distributions Reverse	Subfunction	APXINWKB
Invoice Fundscheck	Subfunction	APXINWKB
Invoice Holds	Subfunction	APXINWKB
Invoice Match	Subfunction	APXINWKB
Invoice Payment Schedules	Subfunction	APXINWKB
Invoice Payments	Subfunction	APXINWKB
Invoice Payments Workbench	Subfunction	APXINWKB
Invoice Release Holds	Subfunction	APXINWKB
Invoice Apply Prepayments	Subfunction	APXINWKB
Invoice Approve	Subfunction	APXINWKB
Invoice Print	Subfunction	APXINWKB
Invoice Overview	Form	APXIWALL
View Invoice Overview	Form	APXIWALL
Payment Batches	Form	APXPAWKB
Payment Batches Format	Form	APXPAWKB
Payment Batches Select / Build	Form	APXPAWKB
Payment Batches Summary	Form	APXPAWKB
Payments	Form	APXPAWKB

Table 10 – 2 (Page 2 of 4)

Name	Type	Form name
Payments Summary	Form	APXPAWKB
View Payment Batches Summary	Form	APXPAWKB
View Payments Summary	Form	APXPAWKB
Payment Actions	Subfunction	APXPAWKB
Payment Batches Actions	Subfunction	APXPAWKB
Payment Batches Cancel	Subfunction	APXPAWKB
Payment Batches Confirm	Subfunction	APXPAWKB
Payment Batches Modify	Subfunction	APXPAWKB
Payment Batches Print	Subfunction	APXPAWKB
Payment Batches to Payment	Subfunction	APXPAWKB
Payment Invoices	Subfunction	APXPAWKB
Payment Void	Subfunction	APXPAWKB
Payment Batches Positive Pay	Subfunction	APXPAWKB
Payment Print Check	Subfunction	APXPAWKB
Payment Distributions	Form	APXPDFIX
Purge	Form	APXPGSUB
Payment Overview	Form	APXPWALL
View Payment Overview	Form	APXPWALL
Create Recurring Invoices	Form	APXRICAD
Recurring Invoices	Form	APXRICAD
Payment Formats	Form	APXSPDPF
Financials Options	Form	APXSSFSO
Choose Set of Books	Form	APXSSSOB
Aging Periods	Form	APXSUAPL
Payment Programs	Form	APXSUDAP
Define Bank Charges	Form	APXSUDBC
Countries	Form	APXSUDCC
Payment Interest Rates	Form	APXSUDIP
Invoice Approvals	Form	APXSUIAC

Table 10 – 2 (Page 3 of 4)

Name	Type	Form name
Banks	Form	APXSUMBA
Banks:Bank Codes	Subfunction	APXSUMBA
Banks:Enter Branches	Subfunction	APXSUMBA
Banks:Payable Options	Subfunction	APXSUMBA
Banks:Payment Documents	Subfunction	APXSUMBA
Banks:Receivable Options	Subfunction	APXSUMBA
Banks:Related Banks	Subfunction	APXSUMBA
Banks:Update Branches	Subfunction	APXSUMBA
Customer Banks	Form	APXSUMBA Form invoked from ARXCUDCI
Distribution Sets	Form	APXSUMDS
Payables QuickCodes	Form	APXSUMLK
Tolerances	Form	APXSUMMT
AP Accounting Periods	Form	APXSUMPS
Payment Terms	Form	APXSUMVT
Tax Names	Form	APXTADTC
Tax Regions	Form	APXTADTR
Withheld Amounts	Form	APXTBCKT
Tax Certificates	Form	APXTCERT
Tax Groups	Form	APXTGRPS
Reporting Entities	Form	APXTRDRE
Merge Suppliers	Form	APXVDDUP
Suppliers	Form	APXVDMVD
Suppliers	Form	APXVDMVD
View Suppliers	Form	APXVDMVD
Expense Report Templates	Form	APXXXDER
Expense Reports	Form	APXXXEER

Table 10 – 2 (Page 4 of 4)

In addition, Payables preregisters the AP Inquiry function for the Payables Inquiry responsibility and the AP Purge function for the Payables Purge responsibility.

See Also

Overview of Function Security *(Oracle Applications System Administrator's Guide Release)*

How Function Security Works *(Oracle Applications System Administrator's Guide Release)*

Implementing Function Security *(Oracle Applications System Administrator's Guide Release)*

Defining a New Menu Structure *(Oracle Applications System Administrator's Guide Release)*

APPENDIX

D

Attachments in Payables

This appendix describes how to attach files containing non–structured data to your application data.

Attachments in Payables

To illustrate or clarify your application data, you can link non–structured data such as images, word processing documents, spreadsheets, or video to more structured application data. For example, you could attach to an invoice a photograph of items you ordered.

The toolbar Attachment icon indicates whether the Attachments feature is enabled in a form. When the button is greyed out, the Attachment feature is not available. When the Attachment feature is enabled in a form, the icon becomes a solid paper clip. The icon switches to a paper clip holding a paper when the Attachment feature is enabled in a form and the current record has at least one attachment. To see the attachment, choose the Attachment icon.

Currently, you can use the attachments feature in the Invoices window. You can also view attachments in the Invoices Overview.

When you define your attachment in the Attachment window note that the following document categories are visible in the following windows:

- Invoices window
  - Misc
  - To Payables

For detailed information on the Attachments feature and using the Attachments window, see: About Attachments *(Oracle Applications User's Guide Release).*

APPENDIX

E

Invoice, Payment, and Account Default Charts

This appendix includes charts that show the windows in which you can enter and change invoice and payment field values. The charts show the order in which the values you enter default from one window to the next.

There is one chart for invoice values, one for payment values, and one for accounts used in Payables.

Invoice and Invoice Batch Default Hierarchy Chart

The following chart shows the default hierarchy for invoice field values and invoice processing controls. Additionally, if you use invoice batches or recurring invoices, values default to invoices from the Invoice Batches window and the Recurring Invoices window, respectively. Invoice GL Date and Tax Name default to invoice distributions. Invoice Payment Method and Payment Priority default to scheduled payments. You can override default values in most fields. See also Invoice Adjustment Chart: page 4 – 208.

To locate a window, see: Payables Navigator Paths: page A – 2.

Invoice and Invoice Batch Default Hierarchy Chart

Invoice Field Name	Source of default value for field or window to the immediate left ← (shaded text signifies window in which you define field value)			
Invoice Curr	**Supplier Sites** Payment region	**Suppliers** Payment region	**Set of Books**, Functional Currency	**Currencies**
Date Invoice / Goods Received	**Supplier Sites** Payment region: Terms Date Basis	**Suppliers** Payment region		
Discountable Amount	**Supplier Sites** Payment region: Exclude Freight From Discount option, and Always Take Discount option	**Suppliers** Payment region: Exclude Freight From Discount option, and Always Take Discount option		
Distribution Set	**Supplier Sites** Accounting region	**Suppliers** Accounting region	**Distribution Sets**	
Document Category Name	**System Administrator Document Categories**			
Document Sequence	**System Administrator Sequence Assignments**	**System Administrator Document Sequences**		

Exchange Rate	**General Ledger Daily Rates** (if rate type is corporate, or spot or user–defined. Otherwise user enters rate)			
GL Date	**Payables Options** Invoice region: GL Date Basis			
Income Tax Region	**Supplier Sites** Tax region: Income Tax Reporting Site	**Payables Options** Supplier region: Income Tax region		
Income Tax Type	**Supplier Sites** Tax Reporting region	**Suppliers** Tax Reporting region		
Liability Account/ Description	**Supplier Sites** Accounting region	**Suppliers** Accounting region	**Financials Options** Accounting region	
Pay Alone	**Supplier Sites** Payment region	**Suppliers** Payment region	**Financials Options** Supplier – Payables region: Pay Alone	
Pay Group	**Supplier Sites** Payment region	**Suppliers** Payment region	**Payables Options** Supplier region	**Payables Quickcodes**
Payment Curr	**Supplier Sites** Payment region	**Suppliers** Payment region		
Payment Method	**Supplier Sites** Payment region	**Suppliers** Payment region	**Financials Options** Supplier – Payables region	
Prepayment Account	**Supplier Sites** Accounting region	**Suppliers** Accounting region	**Financials Options** Accounting region	

Settlement Date	System date. For employees: **Payables Options** Settlement Days + system date			
Terms	**Supplier Sites** Payment region	**Suppliers** Payment region	**Financials Options** Supplier – Payables region	**Payment Terms**
Terms Date	**Supplier Sites** Payment region: Terms Date Basis	**Suppliers** Payment region: Terms Date Basis	**Payables Options** Supplier region: Terms Date Basis	
Voucher Number	**System Administrator Document Categories** (or user enters Voucher Number)			
Withholding Tax Group	**Supplier Sites** Withholding Tax region	**Suppliers** Withholding Tax region	**Payables Options** Withholding Tax region	**Withholding Tax Groups**

CONTROLS AND OPTIONS THAT AFFECT INVOICES

Option that affects invoice entry	**Source of default value for field or window to the immediate left** ← (shaded text signifies window in which you define field values)			
Always Take Discount	**Supplier Sites** Payment region	**Suppliers** Payment region	**Financials Options** Supplier – Payables region	
Automatic Interest	**Payables Options** Interest region			
Discount Taken Account	**Financials Options** Accounting Region			
Functional Currency	**Set of Books**	Currencies		
Hold All Payments	**Supplier Sites** Control region	**Suppliers** Control region		

Hold Future Invoices	**Supplier Sites** Control region	**Suppliers** Control region	
Hold Unmatched Invoices	**Supplier Sites** Control region	**Suppliers** Control region	**Financials Options** Supplier – Payables region
Invoice Amount Limit	**Supplier Sites** Control region	**Suppliers** Control region	
Tax Name	**Payables Options** Tax Name Defaults region	**Tax Names**	

Payment and Payment Batch Default Hierarchy Chart

The following chart shows the default hierarchy for payment field values and payment processing controls. If you use payment batches, values default from the Payment Batches window to payments. You can override default values in most fields.

To locate a window, see: Payables Navigator Paths: page A – 2.

Payment and Payment Batch Default Hierarchy Chart				
Payment Batch or Payment field name	**Source of default value for field or window to the immediate left** ← (shaded text signifies window in which you define field values)			
Account Currency	**Bank Accounts** Bank Accounts region	**Set of Books** Functional Currency	**Currencies**	
Address	**Supplier Sites**			
Allow Zero Payments	**Bank Accounts** Payables Options region			
Bank Account	**Supplier Sites** Bank region: Account Name	**Suppliers** Bank region: Account Name	**Payables Options** Payment region	**Bank Accounts**
Document Category	**System Administrator Document Categories**			
Document Name	**Payment Documents**			
Document Number	**Payment Documents** Additional Information region: Last Used + 1			
Exchange Rate Date (single payments)	System date			
Exchange Rate Type	**Payables Options** Currency: Exchange Rate Type			

First Document (payment batches)	**Payment Documents** Additional Information region: Last Available
Last Document (payment batches)	**Payment Documents** Additional Information region: Last Available
Maximum Outlay	**Bank Accounts** AP Options region
Maximum/Minimum Payment	**Bank Accounts** AP Options region
Pay Through Date	**Payables Options** Payment region: Additional Pay Through Days + system date
Payment Currency	**Payment Documents** (currency determined by Payment Format)
Payment Date	System Date
Payment Method	**Payment Documents** Document Information region
Payment Rate	**General Ledger Daily Rates** (if rate type is corporate or spot) **Currencies** (if rate is EMU Fixed)

Reference	Bank's statement (only with Oracle Cash Management)			
Remit–to Account	Scheduled Payment	**Supplier Sites** Bank Accounts region	**Supplier** Bank Accounts region	**Bank Accounts** Supplier Assignments region
Sequence Name	**System Administrator Sequence Assignments**	**System Administrator Document Sequences**		
Statement Number/Line Number	Bank's statement (only with Oracle Cash Management)			
Voucher Number	**Payment Documents** Additional Information region: Document Category			

CONTROLS AND OPTIONS THAT AFFECT PAYMENTS

Option that affects payment	**Source of default value for field or window to the immediate left** ← (shaded text signifies window in which you define field values)			
Pay Alone	Invoice	**Supplier Sites** Payment region	**Suppliers** Payment region	**Financials Options** Supplier – Payables region
Pay Date Basis	Invoice	**Supplier Sites** Payment region	**Suppliers** Payment region	**Payables Options** Supplier region

Account Default Hierarchy Chart

Define accounts for your Payables accounting entries during system setup. The following chart shows the windows in which you can define your accounts. You can override a default account at any time, and its new value will be used for any future transactions.

To locate a window, see: Payables Navigator Paths: page A – 2.

Account Default Hierarchy Chart				
ACCOUNT	**LAST WINDOW IN WHICH YOU CAN OVERRIDE DEFAULT**	**WINDOWS IN WHICH YOU DEFINE THE ACCOUNT (Each window provides a default to window to the immediate left)** ←		
Bank Charges	**Payment Documents** GL Accounts region	**Bank Accounts** GL Accounts region		
Bank Errors	**Payment Documents** GL Accounts region	**Bank Accounts** GL Accounts region		
Cash *	**Bank Accounts** GL Accounts region			
Cash Clearing	**Payment Documents** GL Accounts region	**Bank Accounts** GL Accounts region		
Discount Taken *	**Payables Options** Payment region, Discount Distribution Method	**Financials Options** Accounting region		
Freight	**Distributions**	**Payables Options** Invoice region		
Interest Invoice Expense	**Distributions**	**Payables Options** Interest region		
Interest Invoice Liability	**Invoices**	**Payables Options** Interest region		

Liability *	**Invoices, or Recurring Invoices** Template region	**Supplier Sites** Accounting region	**Suppliers** Accounting region	**Financials Options** Accounting region
Prepayment	**Supplier Sites** Accounting region	**Suppliers** Accounting region	**Financials Options** Accounting region	
Rate Variance Gain/Loss	**Financials Options** Accounting region			
Realized Gain/Loss *	**Bank Accounts** Payables Options region	**Payables Options** Currency region		
Rounding	**Payables Options** Currency region			
Tax (including Withholding Tax)	**Distributions**	**Tax Names**		
ACCOUNTS DEFINED IN ORACLE PUBLIC SECTOR PURCHASING				
Expense Accounts Payable Accrual Account	**Purchasing Options** Accounting Region			
ACCOUNTS DEFINED IN ORACLE INVENTORY				
Inventory Accounts Payable Accrual Account	**Organization Parameters**			

Invoice Price Variance Account	**Organization Parameters**			
*** These accounts are affected by Automatic Offsets.**				

See Also

Automatic Interest: page 10 – 7

Automatic Interest: page 10 – 7

Automatic Offsets: page 10 – 12

Automatic Offsets: page 10 – 12

Banks: page 2 – 114

Financials Options: page 2 – 61

Payables Options: page 2 – 76

Entering Suppliers: page 3 – 10

Tax Names: page 2 – 19

Defining Accrual Options *(Oracle Public Sector Purchasing User's Guide)*

Defining Accrual Options *(Oracle Public Sector Purchasing User's Guide)*

Organization Parameters Window *(Oracle Inventory User's Guide)*

APPENDIX

F

Oracle Public Sector Payables Alerts

This appendix describes the precoded alerts in Payables. These alerts help you identify and resolve matching holds against your invoices.

For each precoded alert, we include:

- A brief explanation of what the alert does
- Information about the alert's periodicity, inputs, and distribution
- Other helpful suggestions for using the alert
- An example of the message Oracle Alert sends when you use the alert

Using Oracle Alert for Exception Reporting

Several Oracle Applications products, including Payables, use Oracle Alert functionality to provide online exception reporting capability. You can integrate Oracle Alert with your electronic mail system.

Oracle Alert is a completely customizable exception control application that can:

- Notify you automatically when a user performs a specific transaction
- Monitor critical activity in your Payables database
- Take action automatically according to your specifications
- Provide key information to you on a periodic basis

Payables supplies you with several pre–coded alerts that you can use with or without customizing. These alerts help you:

- Identify and resolve invoice price holds
- Identify and resolve invoice receipt holds

If you install Oracle Alert, you can also create your own alerts to notify the appropriate people when a user takes a specific action, or when specific exceptions arise in your Payables database. You can also create alerts that send messages about key indicators, according to a delivery schedule you define.

See Also

Overview of Oracle Alert *Oracle Alert User's Guide*

Using Predefined Alerts *Oracle Alert User's Guide*

Invoices on Price Hold

This alert queries your database for invoices currently on Price hold and notifies the originating purchase agent for each held invoice. When a single purchasing agent has two or more invoices with Price holds, Oracle Alert sends only one message describing each held invoice.

Alert Type Periodic

Periodicity Weekly

Inputs None

Distribution Purchasing Agent for this invoice

```
To:      Kesavan Subramanian
From:    Oracle Alert
Subject: Invoices on Price Hold
--------------------

The following invoices are on Price hold.  You are the purchasing
agent responsible for these items.  Please examine the purchase
orders, invoices, and receipts to resolve these holds.  If the
supplier has over billed us, please contact the supplier and the
accounts payable department.

Supplier Invoice  P.O.              Item             Price
Name     Number   Num/Ln/Shipment   Description      TPO/Invoice
-------- -------- ----------------- ---------------- --------
Schaeffe F8994    9011/1/Rome       Table            74.00/96.00
Schaeffe F9002    9024/1/Paris      Bookcase         86.00/99.50

Oracle Alert
```

Invoices on Quantity Received Hold

This alert looks for invoices on Quantity Received hold and notifies the originating Purchasing Agent for each held invoice. Oracle Alert sends to each responsible purchasing agent a summary message that describes each held invoice and asks the agent to resolve the hold.

Alert Type Periodic

Periodicity Weekly

Inputs None

Distribution Purchasing Agent for this invoice

Implementation Suggestion To send an alert message to a specific purchasing agent, you must define a descriptive flexfield on

the HR_EMPLOYEES table to store an electronic mail name for each employee. Then, revise the alert's Select statement to refer to the appropriate descriptive flexfield segment.

```
To:      Kesavan Subramanian
From:    Oracle Alert
Subject: Invoices on Quantity Received Hold
---------------
The following invoices are on Quantity Received hold.  You are
the purchasing agent responsible for these items.  Please
examine the purchase orders, invoices, and receipts to resolve
these holds.  If we have not received an item, please contact
the supplier for prompt delivery.

Supplier Invoice  P.O.              Item         Quantity
Name     Number   Num/Ln/Shipment   Description  Ord/Rcv/Bill
-------  -------  ---------------   -----------  ------------
Schaeff  F8994    9011/1/Rome       Table        2/1/3
Schaeff  F9002    9024/1/Paris      Bookcase     1/0/2

Oracle Alert
```

Invoices on Quantity Ordered Hold

This alert looks for invoices on Quantity Ordered hold. If any exceptions occur, Oracle Alert sends a summary message to each responsible purchasing agent to resolve invoice holds caused by a difference between quantity billed and quantity ordered.

Alert Type Periodic

Periodicity Weekly

Input Variables None

Distribution List Purchasing Agent

```
To:      Kesavan Subramanian
From:    Oracle Alert
Subject: Invoices on Quantity Ordered Hold
---------------
The following invoices are on Quantity Ordered hold.  You are
the purchasing agent responsible for these items.  Please
examine the purchase orders, invoices, and receipts to resolve
these holds.  If the supplier has overbilled us, please
contact the supplier and the accounts payable department.

Supplier Invoice  P.O.              Item         Quantity
Name     Number   Num/Ln/Shipment   Description  Ord/Rcv/Bill
-------  -------  ---------------   -----------  ------------
Schaeff  F8994    9011/1/Rome       Table        2/1/3
Schaeff  F9002    9024/1/Paris      Bookcase     1/0/2

Oracle Alert
```

Receipt Holds

This alert looks for overdue items that you have not received. If any exceptions occur, Oracle Alert sends a detail message to the original requestor asking for verification of receipt. If the requestor has received the item, the requestor can ask a designated receiver to enter receipt of the item into Purchasing. You may want to adjust the suppress duplicates option of the distribution list to limit repeat messages.

Alert Type Periodic

Periodicity Weekly

Input Variables None

Implementation Suggestion To send an alert message to a specific purchasing agent, you must define a descriptive flexfield on the HR_EMPLOYEES table to store an electronic mail name for each employee. Then adjust the alert SQL statement to reference the appropriate descriptive flexfield.

Distribution List Item Requestor

```
To:      Lynne Snider
From:    Oracle Alert
Subject: Receipt Verification
---------------
You recently ordered goods or services detailed below.  The
supplier has invoiced us, but we cannot pay the invoice until
you acknowledge receipt of the item.  Please return this
message to HSMITH noting whether you have received (how many)
or not received the goods or services.

Purchasing Agent:      Alan Clark
Supplier Name:             Megabyte Memory Corporation
PO Number / Line:      3056 / 2
Requisition Number:    9421
Invoice Number:        7-988
Invoice Description:   Inventory Order
Invoice Line Amount:   $6,425.30
Unit of Measure:       Each
Quantity Ordered:      3
Quantity Billed:       3
Quantity Received-to-Date: 1
Quantity NOT Acknowledged: 2
```

APPENDIX

G

Invoice Import Interface Tables

This appendix describes the Invoice Interface tables. The Payables Invoice Import Program uses these tables to create invoices from expense reports you enter in Payables, Oracle Web Employees, and Oracle Projects. The Payables Invoice Import Program also uses these tables to import into Payables invoices that were entered in your third party system.

Invoice Import Interface Tables

The Payables Invoice Import Program uses these tables to create invoices from expense reports you enter in Payables, Oracle Web Employees, and Oracle Projects. The Payables Invoice Import Program also uses these tables to import into Payables invoices that were entered in your third party system. This section describes in detail how to import invoices from another accounting system using SQL*Loader and Payables Invoice Import.

Payables Invoice Import allows you to comply with government requirements for the U.S. Standard General Ledger (USSGL). Payables Invoice Import imports transaction code information for your invoices and your Oracle Public Sector General Ledger application uses the information to create journal entries for the U.S. Standard General Ledger.

This discussion includes the following topics:

- Payables Invoice Import Definitions: page G – 2
- Understanding the Interface Tables: page G – 3
- Table Descriptions: page G – 5
- Setting Up Invoice Import to Import Non–Oracle Invoices: page G – 30
- After Setting Up: page G – 32

See Also

Payables Invoice Import Program: page 4 – 141

Payables Invoice Import Definitions

To understand how Payables Invoice Import works, you should be familiar with the following definitions.

Payables Invoice Import Program

The Payables process that you submit to import invoice information from interface tables into the appropriate AP tables, thereby creating invoices from the imported invoice information. You can use Payables

Invoice Import to create invoices from Payables, Oracle Projects, and Oracle Web Employees expense reports or from invoice information from another accounting system.

Invoice Import Interface Tables

The tables in Payables to which you load the invoice data in your invoice flat file. You use SQL*Loader to load the invoice information into these tables. The interface tables also store information for your Payables, Oracle Projects, and Oracle Web Employees expense reports.

Import Program

The program that you create to compile invoice data from your non–Oracle accounting system(s) and produce the invoice flat file that you load into Payables.

Invoice Flat File

The output from your import program. The file must contain all the necessary data, such as invoice number, invoice amount, and expense accounts, for creating invoices in Payables.

Control File

The SQL*Loader file you create for loading the data in your invoice flat file into the Invoice Import interface tables. The control file serves as a guide for formatting the data in the invoice flat file into the standard format used by the columns in the interface tables.

Understanding the Invoice Import Interface Tables

You use SQL*Loader to load invoice information into the interface tables, AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES, for each invoice you want to create. When you initiate importing invoices, Payables Invoice Import validates all required invoice data in these tables. After it validates the information, Payables Invoice Import creates invoices from the information in AP_EXPENSE_REPORT_HEADERS and invoice distributions from the information in AP_EXPENSE_REPORT_LINES.

The interface tables are organized by columns which Payables uses to categorize and store specific invoice information. For example, invoice

source information is stored in the column called SOURCE in AP_EXPENSE_REPORT_HEADERS.

NOT NULL Columns

You must enter values for all NOT NULL columns in the interface tables to successfully create invoices and invoice distributions from your imported invoice data.

NULL Columns

A column in the interface tables that must not have a value in order for Payables Invoice Import to successfully create invoices from the records in the tables.

Required Columns

In addition to the NOT NULL columns, there are columns in the interface tables that require a value for Invoice Import.

Conditionally Required Columns

Payables requires you to enter values in a conditionally required column only if you have entered a value in another column on which the column is dependent.

Optional Columns

You can use some columns in the interface tables to import additional invoice information for the invoices created by Payables Invoice Import. Payables Invoice Import imports the data that you load into these optional columns, provided that the information passes the validation checks that Payables Invoice Import requires.

Columns Not Used for Invoice Import

Payables Invoice Import does not use certain columns in the interface tables for creating invoices from your other accounting systems. Payables does not support importing any data from these columns and you should leave these columns null for the records you load into the table.

Table Descriptions

The following section describes the columns in the Invoice Import interface tables and indicates the columns that require values for importing invoices into Payables. For a complete description of the Invoice Import interface tables, see: Table Definitions *(Payables Applications Technical Reference Manual).*

AP_EXPENSE_REPORT_HEADERS

Column Name	Null	Type	Comments
REPORT_HEADER_ID	NOT NULL	NUMBER	Primary Key
EMPLOYEE_ID		NUMBER	Null
WEEK_END_DATE	NOT NULL	DATE	
CREATION_DATE	NOT NULL	DATE	Who column
CREATED_BY	NOT NULL	NUMBER	Who column
LAST_UPDATE_DATE	NOT NULL	DATE	Who column
LAST_UPDATED_BY	NOT NULL	NUMBER	Who column
VOUCHNO	NOT NULL	NUMBER	0
TOTAL	NOT NULL	NUMBER	
VENDOR_ID		NUMBER(15)	Required, Foreign key: PO_VENDORS
VENDOR_SITE_ID		NUMBER(15)	Required, Foreign key: PO_VENDOR_SITES
EXPENSE_CHECK_ ADDRESS_FLAG		VARCHAR2(30)	
REFERENCE_1		VARCHAR(30)	Projects reference
REFERENCE_2		VARCHAR2(30)	Projects reference
INVOICE_NUM		VARCHAR2(50)	Required
EXPENSE_REPORT_ID		NUMBER(15)	Not used
ACCTS_PAY_ CODE_COMBINATION_ID		NUMBER(15)	Required
SET_OF_BOOKS_ID		NUMBER(15)	Required
SOURCE		VARCHAR2(25)	Required
PURGEABLE_FLAG		VARCHAR2(1)	Y or N
ACCOUNTING_DATE		DATE	Required

Table 10 – 3 AP_EXPENSE_REPORT_HEADERS (Page 1 of 3)

Column Name	Null	Type	Comments
MAXIMUM_ AMOUNT_TO_APPLY		NUMBER	Not used
ADVANCE_INVOICE_ TO_APPLY		NUMBER(15)	Not used
APPLY_ADVANCES_ DEFAULT		VARCHAR2(4)	Not used
EMPLOYEE_CCID		NUMBER	Not used
DESCRIPTION		VARCHAR2(240)	
REJECT_CODE		VARCHAR2(25)	Not used
HOLD_LOOKUP_CODE		VARCHAR2(25)	
ATTRIBUTE_CATEGORY		VARCHAR2(150)	
ATTRIBUTE1 – 15		VARCHAR2(150)	
DEFAULT_ CURRENCY_CODE	NOT NULL	VARCHAR2(15)	
DEFAULT_ EXCHANGE_RATE_TYPE		VARCHAR2(30)	Conditionally required
DEFAULT_ EXCHANGE_RATE		NUMBER	Conditionally required
DEFAULT_ EXCHANGE_DATE		DATE	Conditionally required
PAYMENT_ CURRENCY_CODE		VARCHAR2(15)	Optional Foreign key: FND_CURRENCIES. CURRENCY_CODE
PAYMENT_ CROSS_RATE_TYPE		VARCHAR2(30)	Optional
PAYMENT_ CROSS_RATE		NUMBER	Optional
PAYMENT_CROSS_ RATE_DATE		DATE	Optional
LAST_UPDATE_LOGIN		NUMBER(15)	Not used, Who column
VOUCHER_NUM		VARCHAR2(50)	
USSGL_ TRANSACTION_CODE		VARCHAR2(30)	
USSGL_ TRX_CODE_CONTEXT		VARCHAR2(30)	Not used
DOC_CATEGORY_CODE		VARCHAR2(30)	
AWT_GROUP_ID		NUMBER(15)	

Table 10 – 3 AP_EXPENSE_REPORT_HEADERS (Page 2 of 3)

Column Name	Null	Type	Comments
ORG_ID		NUMBER(15)	
WORKFLOW_ APPROVED_FLAG		VARCHAR2(1)	Web Expense
FLEX_CONCATENATED		VARCHAR2(240)	
GLOBAL_ ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1–20		VARCHAR2(150)	Optional
OVERRIDE_APPROVER_ID		NUMBER(9)	Web Expense
CORE_WF_STATUS_FLAG		VARCHAR2(1)	Not used

Table 10 – 3 AP_EXPENSE_REPORT_HEADERS (Page 3 of 3)

NOT NULL Columns (AP_EXPENSE_REPORT_HEADERS)

CREATED_BY

Enter the ID of the person who loads this record into the table. Payables Invoice Import transfers this ID to the AP_INVOICES and AP_PAYMENT_SCHEDULES tables during import so that the creator of the record becomes the invoice and scheduled payment creator. Similarly, if you enter a HOLD_LOOKUP_CODE for the record, Invoice Import transfers this ID to the AP_HOLDS tables so that the record creator of the record becomes the hold creator.

Validation: None

Destination: AP_INVOICES.CREATED_BY, AP_PAYMENT_SCHEDULES.CREATED_BY, AP_HOLDS.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Invoice Import creates an invoice from this record, it does not use this date as the creation date for the invoice; it uses the system date at the time you submit Invoice Import.

Payables also uses this date to determine the records to purge if you choose to purge records during import.

Validation: Must be in valid date format.

Destination: None

DEFAULT_CURRENCY_CODE

Enter the currency code for your invoice. To create foreign currency invoices, enter a currency code that is different from your functional currency code

If you enter a foreign currency code and you have enabled your Require Exchange Rate Entry Payables option, you must enter a value for DEFAULT_EXCHANGE_RATE. You should also enter values for:

- DEFAULT_EXCHANGE _DATE
- DEFAULT_EXCHANGE_RATE_TYPE

Validation: If you enter a code for a foreign currency, you must enter a valid currency code. You can obtain a list of valid currency codes from FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.INVOICE_CURRENCY_CODE

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY).

Validation: None

Destination: AP_INVOICES.LAST_UPDATED_BY, AP_ PAYMENT_SCHEDULES.LAST_UPDATED_BY, AP_HOLDS_LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only. When Invoice Import creates an invoice from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Invoice Import.

Validation: Must be in valid date format.

Destination: None

REPORT_HEADER_ID

Enter the ID number for each record you load to this table. Invoice Import does not use this number as the invoice ID; instead, it uses the number to uniquely identify the records in the table.

Validation: Must be unique for all records in the table.

Destination: None

Suggestion: We recommend that you use the Sequence Generator, AP_EXPENSE_REPORT_HEADERS_S, to obtain a value for this column.

TOTAL

Enter the total amount of your invoice. If the amount you enter is greater than or equal to zero, Invoice Import creates an invoice with the invoice type Standard. If the amount you enter is less than zero, Invoice Import creates a Credit type invoice.

If you wish to import a foreign currency invoice, you should enter this amount in your foreign currency. Payables automatically converts the foreign amount to your functional amount, based on the exchange rate you enter for the invoice.

Validation: None

Destination: AP_INVOICES.INVOICE_AMOUNT

VOUCHNO

Enter 0 (zero) for all the records you load to this table. A value of zero indicates that an invoice has not been created from the record. Invoice Import only creates invoices for records with a zero value in this column. When Invoice Import successfully creates an invoice, it automatically updates this value to be the INVOICE_ID for the invoice created from this record.

Attention: This column does not hold the value for the voucher number for an invoice. You enter the value for a voucher number you want to assign to an imported invoice in the VOUCHER_NUM column.

Validation: None

Destination: None

WEEK_END_DATE

Enter the date that you want to assign to your invoice as the invoice date. This date also serves as the basis for the GL Date on the invoice distributions created for this invoice, unless you specify a GL Date when you initiate Invoice Import or enter a date in the ACCOUNTING_DATE column.

If the WEEK_END_DATE is in a closed accounting period in the future, Payables will not import the expense report and will list it on the Invoice Import Exceptions report. If the WEEK_END_DATE is in a closed period in the past, when Payables imports the expense report, it will use the first day of the current accounting period as the GL date.

Validation: Must be in valid date format. If Payables uses this date as the GL_DATE for the distributions created for this invoice, the date you enter must be in an open or future period.

Destination: AP_INVOICES.INVOICE_DATE

NULL Columns (AP_EXPENSE_REPORT_HEADERS)

EMPLOYEE_ID

Do not enter a value in this column. A value in this column indicates that the record is used for an employee expense report.

Validation: Must be NULL

Destination: None

Required Columns (AP_EXPENSE_REPORT_HEADERS)

ACCOUNTING_DATE

Enter the accounting date for your invoice. Invoice Import assigns this accounting date to all the invoice distributions that it creates for this invoice, unless you specify a GL Date when you submit Invoice Import.

Validation: Must be in valid date format and in a future or open period.

Destination: AP_INVOICE_DISTRIBUTIONS.ACCOUNTING_DATE

ACCTS_PAY_CODE_COMBINATION_ID

Enter the Flexfield ID number for the accounts payable liability account you want to assign to your invoice.

Validation: The ID you enter must be for a valid Flexfield combination. You can obtain a list of valid accounts from GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination: AP_INVOICES.ACCTS_PAY_CODE_COMBINATION_ID

INVOICE_NUM

Enter the invoice number that you want to assign to the invoice created in Payables from this record. If you choose to leave this column blank, Payables uses the WEEK_END_DATE as the invoice number.

Validation: You must assign a unique number for the supplier to the invoice. If you assign a duplicate number for the supplier, Invoice Import does not create an invoice from this record and lists this record on the Invoice Import Exceptions Report.

Destination: AP_INVOICES.INVOICE_NUM

SET_OF_BOOKS_ID

Enter the appropriate set of books ID for your invoice.

Validation: The ID you enter must be for the set of books you define in the Define Financials Options form.

Destination: AP_INVOICES.SET_OF_BOOKS_ID

SOURCE

Enter the name of the Source code you have defined for invoices that you import from your other accounting system. The source of an record determines the type of invoice created from the record. For each record with the Source code you define for your other accounting system, Payables Invoice Import creates an invoice with either the type STANDARD or CREDIT. If the amount for the record is positive or zero, Invoice Import creates a standard invoice. If the amount is negative, Invoice Import creates a credit invoice.

The Source code name also determines which records will be selected for import. You specify a Source code name when you initiate Invoice Import.

Expense reports entered in Web Employees have a source of NonValidatedWebExpense. During the Server Side Validation Process of the Expense Reporting Workflow, Workflow changes the source to WebExpense. When an expense report has been approved using Workflow, then Workflow changes the source to XpenseXpress. During import or purge, users should select the Payables Expense Reports source to select records with the source of XpenseXpress. Also note that the Payables Expense Reports window will not display expense reports with a source of NonValidatedWebExpense, and will display only expense reports with a source of WebExpense or XpenseXpress.

Expense reports entered in the Payables Expense Reports window have a source of XpenseXpress.

Validation: If the record is an invoice, you must enter the name exactly as you have defined the code in the Payables QuickCodes window or Payables Invoice Import will not create an invoice from the record. See: QuickCodes: page 2 – 42.

Destination: AP_INVOICES.SOURCE

VENDOR_ID

Enter the supplier ID for the supplier you wish to assign to the invoice you are importing. If you have not yet entered the supplier for an invoice you want to import, you must enter it in the Suppliers window.

Validation: The ID you enter must be for an existing, valid supplier. You can obtain a list of valid values from PO_VENDORS.VENDOR_ID.

Destination: AP_INVOICES.VENDOR_ID

VENDOR_SITE_ID

Enter the supplier site ID for the supplier site you wish to assign to the invoice you are importing.

Validation: The ID you enter must be for an existing, valid supplier site for the supplier you specify (VENDOR_ID). You can obtain a list of valid values for a supplier from PO_VENDOR_SITES.VENDOR_SITE_ID.

Destination: AP_INVOICES.VENDOR_SITE_ID

Conditionally Required Columns (AP_EXPENSE_REPORT_HEADERS)

DEFAULT_EXCHANGE_DATE

Enter a value in this column if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column. The date you enter determines the exchange rate for a foreign currency invoice with a Spot, Corporate, Other, or user–defined rate type.

If the invoice currency has a fixed rate to your functional currency, then during import Payables will override the value you enter with the fixed–rate.

Validation: Must be in valid date format.

Destination: AP_INVOICES.EXCHANGE_DATE

DEFAULT_EXCHANGE_RATE

This column is required if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column and your Require Rate Entry system option is enabled.

If you enter a value in this field, enter USER in the DEFAULT_EXCHANGE_RATE_TYPE column. If you enter a type other than USER in DEFAULT_EXCHANGE_RATE_TYPE, leave this column NULL.

Validation: You must enter a value in this column if you enter a foreign currency code for this record and your Require Rate Entry system option is enabled. In addition, if you enter User in the DEFAULT_EXCHANGE_RATE_TYPE column, you should enter a rate in this field.

Destination: AP_INVOICES.EXCHANGE_RATE

DEFAULT_EXCHANGE_RATE_TYPE

You should enter a value in this column if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column. You can enter a predefined or user–defined exchange rate type. The exchange rate type determines which exchange rate you use. If you enter a type other than USER, you should leave the DEFAULT_EXCHANGE_RATE column null.

Validation: You must enter a predefined (SPOT, CORPORATE, USER, or OTHER) or user–defined rate type.

Destination: AP_INVOICES.EXCHANGE_RATE_TYPE

DOC_CATEGORY_CODE

If you are using Sequential Numbering, Invoice Import uses this column to assign a document category to each invoice it creates. The document category for an invoice determines whether Payables uses an automatic sequential number or allows you to enter a manual sequential number for an invoice.

For invoices with positive invoice amounts, Invoice Import assigns the document category for standard invoices. For negative amount invoices, Invoice Import assigns the credit invoice document category.

If you enable the Document Category Override Payables option, you can enter the document category you want Invoice Import to assign, in place of the standard or credit document category, to the invoice created from this record.

Validation: Do not enter a value in this column if you are using Sequential Numbering and you do not enable the Document Category Override Payables option for your invoices. If you enter a value into this column under these circumstances, Invoice Import identifies the record as an exception and does not create an invoice from the record.

In addition, if you are not using Sequential Numbering, you should leave this column blank.

Destination: AP_INVOICES.DOC_CATEGORY_CODE

Optional Columns (AP_EXPENSE_REPORT_HEADERS)

PAYMENT_CURRENCY_CODE

Currency code for the payment. If you do not provide a value, then during import PAYMENT_CURRENCY_CODE will be set to the same value as the INVOICE_CURRENCY_CODE, the PAYMENT_CROSS_RATE will be set to 1, the PAYMENT_CROSS_RATE_TYPE and the PAYMENT_CROSS_RATE_DATE will both be null.

Validation: If the invoice currency is not a fixed rate currency, this value must be the same as

INVOICE_CURRENCY_CODE. If the invoice currency is a fixed–rate currency, such as UKS or Euro, you can enter an associated fixed–rate currency. This must be a valid currency code from FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.PAYMENT_CURRENCY_CODE

PAYMENT_CROSS_RATE_TYPE

If the invoice currency and payment currency are different currencies and are both associates fixed–rate currencies, enter EMU_FIXED. Otherwise, leave this value null.

Validation: If the invoice currency and payment currencies are different fixed–rate currencies, then during import, Payables will overwrite whatever value you enter here with EMUFIXED. If the invoice and payment currencies are the same, this value must be null.

Destination: AP_INVOICES.CROSS_RATE_TYPE

PAYMENT_CROSS_RATE

If the invoice currency and payment currency are different currencies and are both associates fixed–rate currencies, you can enter the fixed cross rate. If you leave this value null, Payables will provide the cross rate during import.

Validation: If this value is different from the cross rate in the GL_DAILY_RATES table, the fixed rate in the GL_DAILY_RATES table will be used. If the invoice currency and payment currency are the same, you can enter 1 as the value.

Destination: AP_INVOICES.CROSS_RATE

PAYMENT_CROSS_RATE_DATE

Date cross rate between invoice currency and payment currency is effective.

Validation: This value must be the exact cross rate in the GL_DAILY_RATES table. If the values for PAYMENT_CURRENCY_CODE and INVOICE_CURRENCY_CODE are different, you must enter a value for PAYMENT_CROSS_RATE_DATE, and the two

currencies must have a fixed rate effective as of the cross rate date or the invoice will be rejected.

Destination: AP_INVOICES.CROSS_RATE_DATE

ATTRIBUTE [1–15]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) should match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice forms.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE[1–15]

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE_CATEGORY

DESCRIPTION

Enter the description that you want to assign to the invoice created from this record.

Validation: None

Destination: AP_INVOICES.DESCRIPTION

HOLD_LOOKUP_CODE

Enter the name of a hold reason that you want to assign to the invoice created from this record. You can assign only one hold to the invoice created from this record. Once Invoice Import create the invoices, you can enter additional holds in the Holds window of the Invoice Workbench

Payables Invoice Import transfers this code to AP_HOLDS, along with INVOICE_ID for the invoice created from this record, to create a hold on the invoice. You must release the hold before you can pay the invoice.

Validation: The name you enter must be for an active Invoice hold reason. You can obtain a listing of valid Invoice hold listings from AP_HOLD_CODES.HOLD_LOOKUP_CODE (HOLD_TYPE = INVOICE HOLD REASON)

Destination: AP_HOLDS.HOLD_LOOKUP_CODE

Projects Columns

Enter project information from Oracle Projects in the following columns if you want to associate the invoice (created from this record) with a project in Oracle Projects.

- REFERENCE_1
- REFERENCE_2

Payables transfers the information into the AP_INVOICES table.

Validation: None

Destination: AP_INVOICES.[Projects Columns]

EXPENSE_CHECK_ADDRESS_FLAG

Address to which payment should be sent for an expense report. Enter H for Home and O for Office. If you set up Home or Office supplier sites for the employee, Payables uses the address from PO_VENDOR_SITES. If you have not set up a supplier for an employee, and you automatically create suppliers for employees, Payables creates the supplier and site using the Home address from PRE_ADDRESSES if the value is H, and creates the Office address from HR_LOCATIONS if the value is O.

PURGEABLE_FLAG

Enter a value (Y or N) to indicate whether this record and records in AP_EXPENSE_REPORT_LINES with the same REPORT_HEADER_ID are purgeable during Invoice Import. If you set this column to Y or leave it null, you can purge these records when you submit Payables Invoice Import.

Payables purges all records during import if the following criteria are met:

- Payables Invoice Import successfully created an invoice from the record (VOUCHNO <> 0)

- PURGEABLE_FLAG for the record set to Y or NULL
- SOURCE for the record is the same as the source parameter you specify in the Submit Request window
- CREATION_DATE falls before the Purge Date parameter you specify in the Submit Request window

Validation: Must be Y or N

Destination: None

USSGL_TRANSACTION_CODE

Enter the default transaction code you want to assign to an invoice.

If you use Oracle Public Sector General Ledger with your Oracle Public Sector Payables, you may be required to maintain US Standard General Ledger information for your invoice transactions. Invoice Import imports any USSGL information that you load into the interface tables and assigns the information to the invoices it creates.

Validation: None

Destination: AP_INVOICES.USSGL_TRANSACTION_CODE

VOUCHER_NUM

Enter a value for the voucher number you want to apply to the invoice created from this record. If you use manual Sequential Numbering, this number should be unique.

Validation: If you use automatic Sequential Numbering, Payables ignores any value you load into this column and instead selects the next available number for the numbering sequence assigned to the document category for invoices imported from other accounting systems. If you use manual sequential numbering, Payables validates for uniqueness but does not require the next available number. If you do not enable the Sequential Numbering profile option, the system does not validate the number.

Destination: AP_INVOICES.VOUCHER_NUM

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.GLOBAL_ ATTRIBUTE_CATEGORY

GLOBAL ATTRIBUTE [1–20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICES.GLOBAL_ ATTRIBUTE[1–20]

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the distribution, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation: This must be a valid, active value in AP_AWT_GROUPS.GROUP_ID

Destination: None.

ORG_ID

Internal identifier for organization, if you use Multi–organization support.

Validation: This must be a valid, active organization.

Destination: AP_INVOICES.ORG_ID

FLEX_CONCATENATED

The GL account to which the distribution amount will be charged.

Validation: The account code combination must be valid and in the exact flexfield structure you have defined for your Set of Books, and must match a value for GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination: AP_INVOICES.CODE_COMBINATION_ID

WORKFLOW_APPROVED_FLAG

If you have installed Oracle Self–Service Web Applications, Oracle Workflow sets this flag after an expense report has been approved during the workflow process.

Validation: None

Destination: None

OVERRIDE_APPROVER_ID

If you have installed Oracle Self–Service Web Applications, Oracle Workflow uses this value during the approval process.

Validation: None

Destination: None

CORE_WORKFLOW_STATUS_FLAG

This value will be used in a future release of Payables.

Validation: None

Destination: None

AP_EXPENSE_REPORT_LINES

Column Name	Null	Type	Comments
REPORT_HEADER_ID	NOT NULL	NUMBER	
LAST_UPDATE_DATE	NOT NULL	DATE	Who column
LAST_UPDATED_BY	NOT NULL	NUMBER	Who column
CODE_COMBINATION_ID	NOT NULL	NUMBER	
ITEM_DESCRIPTION	NOT NULL	VARCHAR2(240)	

Table 10 – 4 AP_EXPENSE_REPORT_LINES (Page 1 of 3)

Column Name	Null	Type	Comments
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
AMOUNT		NUMBER	
ATTRIBUTE_CATEGORY		VARCHAR2(150)	
ATTRIBUTE1 – 15		VARCHAR2(150)	
CURRENCY_CODE	NOT NULL	VARCHAR2(15)	
EXCHANGE_RATE_TYPE		VARCHAR2(30)	Not used
EXCHANGE_RATE		NUMBER	Not used
EXCHANGE_DATE		DATE	Not used
VAT_CODE		VARCHAR2(15)	
LINE_TYPE_ LOOKUP_CODE	NOT NULL	VARCHAR2(25)	
LAST_UPDATE_LOGIN		NUMBER(15)	Not used, Who column
CREATION_DATE		DATE	Required, Who column
REFERENCE_1		VARCHAR2(30)	Projects reference
REFERENCE_2		VARCHAR2(30)	Projects reference
CREATED_BY		NUMBER(15)	Required, Who column
STAT_AMOUNT		NUMBER	
USSGL_ TRANSACTION_CODE		VARCHAR2(30)	
USSGL_ TRX_CODE_CONTEXT		VARCHAR2(30)	Not used
PROJECT_ ACCOUNTING_CONTEXT		VARCHAR2(30)	Projects
PROJECT_ID		NUMBER(15)	Projects
TASK_ID		NUMBER(15)	Projects
EXPENDITURE_ ORGANIZATION_ID		NUMBER(15)	Projects
EXPENDITURE_TYPE		VARCHAR2(30)	Projects
EXPENDITURE_ ITEM_DATE		DATE	Projects
PA_QUANTITY		NUMBER	Projects
DISTRIBUTION_ LINE_NUMBER		NUMBER(15)	Null

Table 10 – 4 AP_EXPENSE_REPORT_LINES (Page 2 of 3)

Column Name	Null	Type	Comments
AWT_GROUP_ID		NUMBER(15)	Internal ID Foreign key: AP_AWT_GROUPS. AWT_GROUP_ID
ORG_ID		NUMBER(15)	
RECEIPT_VERIFIED_FLAG		VARCHAR2(1)	Web Expense
JUSTIFICATION_ REQUIRED_FLAG		VARCHAR2(1)	Web Expense
JUSTIFICATION		VARCHAR2(240)	Web Expense
RECEIPT_REQUIRED_FLAG		VARCHAR2(1)	Web Expense
RECEIPT_MISSING_FLAG		VARCHAR2(1)	Web Expense
EXPENSE_GROUP		VARCHAR2(80)	Web Expense
START_EXPENSE_DATE		DATE	Web Expense
END_EXPENSE_DATE		DATE	Web Expense
RECEIPT_ CURRENCY_CODE		VARCHAR2(15)	Web Expense
RECEIPT_CONVERSION_ RATE		NUMBER	Web Expense
DAILY_AMOUNT		NUMBER	Web Expense
RECEIPT_CURRENCY_ AMOUNT		NUMBER	Web Expense
WEB_PARAMETER_ID		NUMBER	Web Expense
AMOUNT_INCLUDES_ TAX_FLAG		VARCHAR2(1)	
ADJUSTMENT_REASON		VARCHAR2(240)	Web Expense
POLICY_SHORTPAY_FLAG		VARCHAR2(1)	Web Expense
GLOBAL_ ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1–20		VARCHAR2(150)	Optional

Table 10 – 4 AP_EXPENSE_REPORT_LINES (Page 3 of 3)

NOT NULL Columns (AP_EXPENSE_REPORT_LINES)

CODE_COMBINATION_ID

Enter the ID number for the account you want to charge this invoice distribution to.

Validation: The ID you enter must be for a valid account combination. You can obtain a list of valid accounts from GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination: AP_INVOICE_DISTRIBUTIONS.DIST_CODE_COMBINATION_ID

CURRENCY_CODE

Enter the currency code for the invoice distribution.

Validation: You must enter the same currency_code as you enter for DEFAULT_CURRENCY_CODE in AP_EXPENSE_REPORT_HEADERS.

Destination: AP_EXPENSE_REPORT_LINES.CURRENCY_CODE

ITEM_DESCRIPTION

Enter a description that you want to assign to the invoice distribution created from this record.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DESCRIPTION

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY).

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only. When Invoice Import creates an invoice distribution from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Invoice Import.

Validation: None

Destination: None

LINE_TYPE_LOOKUP_CODE

Enter the lookup code for the type of invoice distribution that you want Invoice Import to create from this record.

Validation: The code you enter must be ITEM, TAX, MISC, or FREIGHT. These lookup codes are stored in the AP_LOOKUP_CODES table.

Destination: AP_INVOICE_DISTRIBUTIONS.LINE_TYPE_LOOKUP_CODE

REPORT_HEADER_ID

Enter the unique ID number you entered for each record in the AP_EXPENSE_REPORT_HEADERS table. This number identifies the invoice for this distribution.

Validation: The ID you enter must be an ID for an existing record in AP_EXPENSE_REPORT_HEADERS.

Destination: None

SET_OF_BOOKS_ID

Enter the appropriate set of books ID for your invoice distributions.

Validation: The ID you enter must be for the set of books you define in the Define Financials Options form.

Destination: AP_INVOICE_DISTRIBUTIONS.SET_OF_BOOKS_ID

NULL Columns (AP_EXPENSE_REPORT_LINES)

DISTRIBUTION_LINE_NUMBER

Do not enter a value in this column. Payables uses this column to assign the DISTRIBUTION_LINE_NUMBER for the invoice distribution created from this record. Before Invoice Import creates an invoice distribution from this record, Payables updates this column with a value and then copies the value to AP_INVOICE_DISTRIBUTIONS for the invoice distribution.

Attention: Payables does not use this number to link the invoice distribution created from a record in

AP_EXPENSE_REPORT_LINES to the original record. Once Invoice Import successfully creates an invoice distribution, you can update the distribution number for the line.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DISTRIBUTION_LINE_NUMBER.

Required Columns (AP_EXPENSE_REPORT_LINES)

CREATED_BY

Enter the ID of the person who loads this record into the table. Invoice Import transfers this ID to the AP_INVOICE_DISTRIBUTIONS table during import so that the creator of the invoice distribution record becomes the invoice distribution creator.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Invoice Import creates an invoice distribution from this record, it does not use this date as the creation date for the line; it uses the system date at the time you submit Invoice Import.

Validation: Must be a valid date format

Destination: None

Optional Columns (AP_EXPENSE_REPORT_LINES)

AMOUNT

Enter an amount for the invoice distribution created from this record. Payables charges the amount you enter to the Accounting Flexfield you specify for this record. You can enter any amount for an invoice distribution; however, if the total amount of all the invoice distributions does not equal the amount of the invoice, Payables places the invoice on hold during Approval.

If you do not enter an amount for a record in this table, Invoice Import creates an invoice distribution for the record and assigns the

Accounting Flexfield you specify to this line, but does not record an amount for the line.

Validation: None

Destination: AP_INVOICES_DISTRIBUTIONS.AMOUNT

ATTRIBUTE [1–15]

Enter Descriptive Flexfield information that you want to import for an invoice distribution. The structure of the information you enter in these columns (datatypes, value sets) should match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice forms.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE [1–15]

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import for an invoice distribution.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE_CATEGORY

Projects Columns

Enter project information from Oracle Projects in the following columns if you want to associate the invoice distribution (created from this record) with a project in Oracle Projects.

- DISTRIBUTION_LINE_NUMBER
- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- EXPENDITURE_TYPE
- PA_QUANTITY
- PROJECT_ACCOUNTING_CONTEXT
- PROJECT_ID
- TASK_ID

- REFERENCE_1
- REFERENCE_2

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.[Projects Columns]

STAT_AMOUNT

Enter the quantity that you want to assign to the statistical unit for an invoice distribution. When you post the invoice distribution to General Ledger, Payables transfers this quantity along with the invoice distribution.

Validation: The account segment for the invoice distribution account must be defined in General Ledger to support statistical units of measure.

Destination: AP_INVOICE_DISTRIBUTIONS.STAT_AMOUNT

USSGL_TRANSACTION_CODE

Enter the transaction code you want to assign to an invoice distribution.

If you use Oracle Public Sector General Ledger with your Oracle Public Sector Payables, you may be required to maintain US Standard General Ledger information for all your invoice transactions. Invoice Import imports any USSGL information that you enter into the interface tables and assigns the information to the invoices it creates. When you post your invoices to Oracle Public Sector General Ledger from Oracle Public Sector Payables, Oracle Public Sector Payables transfers the USSGL information associated with your invoice distributions.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.USSGL_ TRANSACTION_CODE.

VAT_CODE

Enter the tax name you want to assign to the invoice distribution created from this record.

If you do not enter a value, then during invoice import, the system will assign a Tax Name value to the distribution based on the Tax Name

Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 39.

Validation: The tax name you enter must be a valid tax name with a type of Sales, Use, or user–defined. If you enter an invalid tax name in this column, Invoice Import identifies the record as an exception and does not create an invoice distribution. If you have enabled the Enforce Tax From Account Payables option, and your expense or asset account for this distribution has a tax name associated with it, you must enter the correct tax name. See: Deriving Tax From a Natural Account: page 4 – 38.

Destination: AP_INVOICE_DISTRIBUTIONS.VAT_CODE

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ ATTRIBUTE_CATEGORY

GLOBAL ATTRIBUTE [1–20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ ATTRIBUTE[1–20]

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the distribution, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation: This must be a valid, active value in AP_AWT_GROUPS.GROUP_ID

Destination: None.

ORG_ID

Internal identifier for organization, if you use Multi–organization support.

Validation: This must be a valid, active organization.

Destination: AP_INVOICE_DISTRIBUTIONS.ORG_ID

AMOUNT_INCLUDES_TAX_FLAG

If you use automatic tax calculation at the line level, the system uses this value to calculate tax amounts for expense items. See: Entering Taxes on Expense Reports: page 4 – 49.

Validation:

Destination: AP_INVOICE_DISTRIBUTIONS.AMOUNT_INCLUDES_TAX_FLAG

Web Expense Columns

If you use Oracle Self–Service Web Applications, the system uses the following columns to process expense reports entered by self–service users:

- WEB_PARAMETER_ID*
- START_EXPENSE_DATE*
- RECEIPT_VERIFIED_FLAG*
- RECEIPT_REQUIRED_FLAG*
- RECEIPT_MISSING_FLAG*
- RECEIPT_CURRENCY_CODE*
- RECEIPT_CURRENCY_AMOUNT*
- RECEIPT_CONVERSION_RATE*
- POLICY_SHORTPAY_FLAG
- JUSTIFICATION_REQUIRED_FLAG
- JUSTIFICATION*
- EXPENSE_GROUP*

- END_EXPENSE_DATE*
- DAILY_AMOUNT*
- ADJUSTMENT_REASON*

* Values for columns with an asterisk are imported into the AP_INVOICES columns with the same names to create audit records.

Setting Up Invoice Import to Import Non–Oracle Invoices

The following list summarizes the procedure for setting up Invoice Import to import invoices from your other accounting systems into the Payables Invoice Import Interface Tables. The rest of the section explains each step in detail.

Step 1 Define an Invoice Import Source

Use the QuickCodes window to define a QuickCode for the source of your Invoice Import. Use any name for the source, except Payables Expense Reports and Oracle Projects. These are predefined sources that you use to create invoices from expense reports entered in Payables, Oracle Web Employees, and Oracle Projects. Enter Source as your QuickCode Type for the code you define.

You use SQL*Loader to enter this Source code in the SOURCE column of the AP_EXPENSE_REPORT_HEADERS table. When you submit Invoice Import for this source, you enter this QuickCode as the source parameter.

Step 2 Create a Program for Generating an Invoice Flat File

To load invoice information into Payables via SQL*Loader, first create a program that produces a flat file containing the invoice details you want to bring into Payables.

For each invoice, the program should include values in the flat file to populate the following foreign key columns in AP_EXPENSE_REPORT_HEADERS:

- VENDOR_ID
- VENDOR_SITE_ID
- ACCTS_PAY_CODE_COMBINATION_ID

For each invoice distribution, include the value to populate the Accounting Flexfield column in AP_EXPENSE_REPORT_LINES:

- CODE_COMBINATION_ID

In addition, if you are importing foreign currency invoices, include information to populate the following columns in AP_EXPENSE_REPORT_HEADERS:

- DEFAULT_EXCHANGE_RATE_TYPE
- DEFAULT_EXCHANGE_RATE
- DEFAULT_EXCHANGE_DATE

If this exchange rate information is the same for all invoices and invoice distributions you import, you can include this information in your SQL*Loader control file instead.

Finally, ensure that your invoice flat file has the appropriate information to populate AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES as indicated in the preceding table descriptions. If a value is note required for a column, you may leave the column empty.

Step 3 Create SQL*Loader Control File

Read the SQL*Loader documentation to learn how to write a SQL*Loader control file. The file you write will vary greatly depending on the nature and format of the invoice flat file you use. Your control file must populate AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES as indicated in the previous table descriptions. See also: SQL*Loader (*ORACLE8 Server Utilities Guide*)

You should code your control file to populate the SOURCE column in AP_EXPENSE_REPORT_HEADERS with the Source code exactly as you defined it in the QuickCodes window.

In addition, EMPLOYEE_ID must be NULL and VOUCHNO must be zero (0) for each invoice you want to import. Payables only imports invoices that have a value of 0 in the VOUCHNO column.

If all your invoices are in the same currency, you can hard code the value for DEFAULT_CURRENCY_CODE in AP_EXPENSE_REPORT_HEADERS and CURRENCY_CODE in AP_EXPENSE_REPORT_LINES in your control file.

You may also want to hard code a value for PURGEABLE_FLAG in AP_EXPENSE_REPORT_HEADERS to indicate whether the records are purgeable. When you submit Invoice Import, you can choose to delete all purgeable records from the interface tables. A record is purgeable if Invoice Import has successfully created an invoice from the record and the PURGEABLE_FLAG is set to Y or NULL. Consider that you may

not want to make these interim records purgeable because they provide an audit trail from your newly created invoices back to the original invoices in your other accounting system.

After Setting Up

Once you have successfully completed the set up steps, you can load your invoice information from your flat file into the interface tables and use Payables Invoice Import to create invoices from the invoice information.

APPENDIX

H

Purchase Order Matching Database Tables

This appendix describes the database tables Payables uses to match invoices to purchase orders.

Purchase Order Matching Database Tables

Payables provides sophisticated purchase order matching features to ensure that you only pay for goods and services you ordered, received and accepted. Payables is tightly integrated with Oracle Public Sector Purchasing to facilitate paperless matching, but you can take advantage of matching even if you are using another purchasing system with Payables.

This document explains the data necessary to integrate Payables with a non–Oracle purchasing system and describes how Payables uses the data to perform two–way, three–way and four–way matching.

Attention: We only include descriptions of the **required** tables and columns for matching to a non–Oracle purchasing system. For complete details on all the entities and relationships that Payables uses for matching, see: Table Definitions *Payables Applications Technical Reference Manual.*

This discussion includes the following topics:

- Understanding the Matching Tables: page H – 2
- Table Descriptions: page H – 4
- Matching to Purchase Orders: page H – 13
- Using Approval: page H – 15
- Using Encumbrance Accounting with Purchasing: page H – 17
- Purging Purchasing Information: page H – 18

See Also

Entering Purchase Order Matched Invoices: page 4 – 11

Purchasing Integration: page 4 – 82

Understanding the Matching Tables

Payables uses several of Oracle Public Sector Purchasing tables for matching. To implement matching in Payables, you need to load these tables with the data from your non–Oracle purchasing application.

- PO_HEADERS

- PO_LINES
- PO_LINE_LOCATIONS
- PO_DISTRIBUTIONS
- PO_DISTRIBUTIONS_AP_V (view of PO_DISTRIBUTIONS)
- PO_RELEASES (Blanket Purchase Orders)
- PO_LOOKUP_CODES

AutoInstall automatically installs these and other necessary Oracle Public Sector Purchasing application tables when you install Payables.

PO_HEADERS

Each record in this table represents a purchase order, which is an order for goods or services from a single supplier. Each purchase order may have multiple lines (PO_LINES).

In addition, each blanket purchase order may have multiple blanket releases (PO_RELEASES), which release an amount from the blanket.

PO_LINES

Each record in this table represents a purchase order line, which identifies the items and unit price for the goods ordered on a purchase order. Each purchase order line may have multiple shipments (PO_LINE_LOCATIONS).

PO_LINE_LOCATIONS

Each record in this table represents a purchase order shipment, which identifies the quantity of an item shipped to a buyer location by the supplier. Each purchase order shipment may have multiple accounting distributions (PO_DISTRIBUTIONS).

PO_DISTRIBUTIONS/PO_DISTRIBUTIONS_AP_V

Each record in this table/view represents a purchase order distribution, which identifies the account charged for the items on a purchase order shipment.

PO_RELEASES

Each record in this table represents a blanket release for a purchase order. A blanket release may create multiple shipments.

AP_INVOICES/AP_INVOICE_DISTRIBUTIONS

Each purchase order shipment can be matched to multiple invoices (AP_INVOICES), and a single invoice may be matched to multiple purchase order shipments.

When you match an invoice to a purchase order shipment, Payables creates an invoice distribution (AP_INVOICE_DISTRIBUTIONS) from each purchase order distribution on the shipment. When you match an invoice to a single purchase order distribution, Payables creates a single invoice distribution from the purchase order distribution.

Table Descriptions

The following section describes the tables and the columns that Payables supports for matching to purchase orders from your non–Oracle purchase system. We describe how the columns are used and, if a column is required, the values you must load to successfully perform matching. For a complete description of the tables, please consult the *Payables Applications Technical Reference Manual.*

Attention: You must populate all NOT NULL columns in the purchasing tables.

PO_HEADERS

Column Name	Null	Type	Comments
PO_HEADER_ID	NOT NULL	NUMBER	Primary key
AGENT_ID	NOT NULL	NUMBER	Foreign key: HR_EMPLOYEES
TYPE_LOOKUP_CODE	NOT NULL	VARCHAR2(25)	Foreign Key: PO_LOOKUP_ CODES
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER	
SEGMENT1	NOT NULL	VARCHAR2(20)	PO number
SUMMARY_FLAG	NOT NULL	VARCHAR2(1)	N
ENABLED_FLAG	NOT NULL	VARCHAR2(1)	Y
VENDOR_ID		NUMBER	Foreign key: PO_VENDORS

Table 10 – 5 PO_HEADERS (Page 1 of 2)

Column Name	Null	Type	Comments
VENDOR_SITE_ID		NUMBER	Foreign key: PO_VENDOR_SITES
TERMS_ID		NUMBER	
FREIGHT_TERMS_ LOOKUP_CODE		VARCHAR2(25)	Foreign key: PO_LOOKUP_ CODES
CURRENCY_CODE		VARCHAR2(15)	
APPROVED_FLAG		VARCHAR2(1)	Y

Table 10 – 5 PO_HEADERS (Page 2 of 2)

AGENT_ID

Enter the ID for the agent who created the purchase order.

This value is used by the following reports in Payables: Merge Suppliers, Matching Agent Notice and Receiving Hold Requestor Notice.

TYPE_LOOKUP_CODE

Enter BLANKET or STANDARD (Lookup Type: PO TYPE) to identify the type of purchase order.

TERMS_ID

Enter the ID for the payment terms of the purchase order. Payables uses this value during matching to warn you if the payment terms on the purchase order do not match the payment terms on the invoice being matched to the purchase order.

If you choose to leave this column empty, Payables will not warn you if the purchase order and invoice payment terms differ.

FREIGHT_TERMS_LOOKUP_CODE

Enter a QuickCode (QuickCode Type: FREIGHT TERMS) to identify the freight terms for the purchase order. See: QuickCodes: page 2 – 42.

CURRENCY_CODE

Enter the currency code for the purchase order. You can obtain a list of valid codes from FND_CURRENCIES.CURRENCY_CODE.

The currency code for the invoice you want to match to this purchase order must be the same as the code you enter here.

PO_RELEASES (Blanket releases)

Column Name	Null	Type	Comments
PO_RELEASE_ID	NOT NULL	NUMBER	Primary key
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER	
PO_HEADER_ID	NOT NULL	NUMBER	Foreign key: PO_HEADERS
RELEASE_NUM	NOT NULL	NUMBER	Release number
AGENT_ID	NOT NULL	NUMBER	Foreign key: HR_EMPLOYEES
RELEASE_DATE	NOT NULL	DATE	

Table 10 – 6 PO_RELEASES (Page 1 of 1)

PO_LINES

Column Name	Null	Type	Comments
PO_LINE_ID	NOT NULL	NUMBER	Primary key
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER	
PO_HEADER_ID	NOT NULL	NUMBER	Foreign key: PO_HEADERS
LINE_TYPE_ID	NOT NULL	NUMBER	Foreign key: PO_LINE_TYPES
LINE_NUM		NUMBER	Used for Query
ITEM_ID		NUMBER	Null
ITEM_DESCRIPTION		VARCHAR2(240)	Display only

Table 10 – 7 PO_RELEASES (Page 1 of 2)

Column Name	Null	Type	Comments
UNIT_PRICE		NUMBER	
TYPE_1099		VARCHAR2(10)	

Table 10 – 7 PO_RELEASES (Page 2 of 2)

LINE_TYPE_ID

Enter the ID for the line type of the purchase order line. You can obtain a list of valid IDs from PO_LINE_TYPES.LINE_TYPE_ID.

ITEM_ID

Do not enter a value in this column. Payables does not allow you to record purchase order lines with Items unless you install Oracle Public Sector Purchasing.

ITEM_DESCRIPTION

Enter a description for your purchase order line. You can use this column to record information about the item on the purchase order line. Payables displays this description in the Purchase Order Shipments zone during matching.

TYPE_1099

Enter the income tax type for the purchase order line, if the supplier for the purchase order is a 1099 supplier. Payables assigns this type as the default income tax type for each invoice distribution created by matching to this purchase order line. If you leave the column empty, Payables uses the income tax type for the supplier as the default.

You can obtain a list of valid types from AP_INCOME_TAX_TYPES.INCOME_TAX_TYPE.

PO_LINE_LOCATIONS (PO Shipments)

Column Name	Null	Type	Comments
LINE_LOCATION_ID	NOT NULL	NUMBER	Primary key
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER	
PO_HEADER_ID	NOT NULL	NUMBER	Foreign key: PO_HEADERS
PO_LINE_ID	NOT NULL	NUMBER	Foreign key: PO_LINES
QUANTITY		NUMBER	Quantity ordered: 2–way match
QUANTITY_RECEIVED		NUMBER	3–way match
QUANTITY_ACCEPTED		NUMBER	4–way match
QUANTITY_BILLED		NUMBER	UPDATED by Payables
QUANTITY_CANCELLED		NUMBER	0 or Null
UNIT_MEAS_ LOOKUP_CODE		VARCHAR2(25)	Display only
PO_RELEASE_ID		NUMBER	Foreign key: PO_RELEASES
SHIP_TO_LOCATION_ID		NUMBER	Foreign key: HR_LOCATIONS
TAXABLE_FLAG		VARCHAR2(1)	Y or N (tax matching)
TAX_NAME		VARCHAR2(15)	Tax name match (TAX DIFF HOLD)
APPROVED_FLAG		VARCHAR2(1)	Y
SHIPMENT_NUM		NUMBER	Shipment number
SHPMENT_TYPE		VARCHAR2(25)	Foreign Key: PO_LOOUP_CODES
INSPECTION_ REQUIRED_FLAG		VARCHAR2(1)	Y or N (4–way match)
RECEIPT_ REQUIRED_FLAG		VARCHAR2(1)	Y or N (3–way match)
CLOSED_CODE		VARCHAR2(1)	Null

Table 10 – 8 PO_LINE_LOCATIONS (Page 1 of 1)

QUANTITY

Enter the quantity of goods ordered for the purchase order shipment. Payables uses this amount to match against if you are using 2–way matching. Payables verifies that this quantity matches the invoice quantity within defined tolerance levels and places the invoice on hold if it doesn't match. In addition, if the quantity of the invoice is greater than the shipment quantity, your Payables warns you during invoice entry that the match will result in an overbill.

QUANTITY_RECEIVED/QUANTITY_ACCEPTED

Enter the quantity of goods received / accepted if you are using 3–way / 4–way matching. Payables verifies that the quantity matches the invoice quantity within defined tolerance levels and places the invoice on hold if it doesn't match.

QUANTITY_BILLED

Do not enter a value in this column, unless you have already matched an invoice to this purchase order shipment. When a match successfully completes (invoice is approved), Payables updates this column with the quantity you specified during matching.

QUANTITY_CANCELLED

Only enter a value in this column if you have cancelled a portion of the purchase order shipment in your non–Oracle purchasing system. The amount you enter reduces the amount that Payables considers to be the outstanding quantity ordered. Payables displays a warning if you try to match to a shipment which has been cancelled.

When you cancel a shipment, Oracle Public Sector Purchasing sets the PO_LINE_LOCATIONS.QUANTITY_CANCELLED to:

- QUANTITY – QUANTITY_RECEIVED if receipt is required
- QUANTITY – QUANTITY_BILLED if receipt is not required.

Attention: Approval does all quantity checks assuming the QUANTITY is the actual QUANTITY minus the QUANTITY_CANCELLED.

UNIT_MEAS_LOOKUP_CODE

Payables displays this value in the matching zones, but does not validate the column. You can enter any value into this column;

however, you should use the same value that you use in your non–Oracle purchasing system.

TAXABLE_FLAG

Enter Y or N to indicate the purchase order shipment is subject to tax. If you enter Y, enter a value in the TAX_NAME column. During Approval, Payables verifies that the tax name for the purchase order shipment matches the tax name on the invoice and places a Tax Difference hold on the invoice if the tax names don't match.

TAX_NAME

Enter the tax name used to verify that the tax names on the invoice and purchase order shipment match. You do not need to enter a value if you enter N in the TAXABLE_FLAG column.

You can obtain a list of valid tax names from AP_TAX_CODES.NAME.

TYPE_LOOKUP_CODE

Enter BLANKET, STANDARD, or SCHEDULED (Lookup Type: SHIPMENT TYPE) to identify the type of purchase order shipment.

CLOSED_CODE

Do not enter a value in this column if you want to match an invoice to this purchase order shipment. If you enter the values CLOSED, FINALLY CLOSED, or CLOSED FOR INVOICE in the column, Payables warns you that you are matching to a closed purchase order.

PO_DISTRIBUTIONS (Account distribution)

Payables uses a view (PO_DISTRIBUTIONS_AP_V) to this table to perform purchase order distribution matching.

Column Name	Null	Type	Comments
PO_DISTRIBUTION_ID	NOT NULL	NUMBER	Primary key
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER	

Table 10 – 9 PO_DISTRIBUTIONS (Page 1 of 2)

Column Name	Null	Type	Comments
PO_HEADER_ID	NOT NULL	NUMBER	Foreign key: PO_HEADERS
PO_LINE_ID	NOT NULL	NUMBER	Foreign key: PO_LINES
LINE_LOCATION_ID	NOT NULL	NUMBER	Foreign key: PO_LINE_ LOCATIONS
SET_OF_BOOKS_ID	NOT NULL	NUMBER	
CODE_ COMBINATION_ID		NUMBER	Foreign key: GL_CODE_ COMBINATIONS
QUANTITY_ORDERED		NUMBER	
QUANTITY_DELIVERED		NUMBER	Display only
QUANTITY_BILLED		NUMBER	UPDATED by Payables
QUANTITY_CANCELLED		NUMBER	0 or Null
DELIVER_TO_ PERSON_ID		NUMBER	Foreign key: HR_EMPLOYEES
RATE		NUMBER	Foreign currency
AMOUNT_BILLED		NUMBER	UPDATED by Payables
ENCUMBERED_AMOUNT		NUMBER	If encumbrance accounting enabled
BUDGET_ACCOUNT_ID		NUMBER	
ACCRUAL_ACCOUNT_ID		NUMBER	
VARIANCE_ACCOUNT_ID		NUMBER	
DISTRIBUTION_NUM	NOT_NULL	NUMBER	distribution number
PROJECT_ID		NUMBER	Projects
TASK_ID		NUMBER	Projects
EXPENDITURE_TYPE		VARCHAR2(30)	Projects
PROJECT_ ACCOUNTING_CONTEXT		VARCHAR2(30)	Projects
EXPENDITURE_ ORGANIZATION_ID		NUMBER	Projects
EXPENDITURE_ ITEM_DATE		DATE	Projects

Table 10 – 9 PO_DISTRIBUTIONS (Page 2 of 2)

SET_OF_BOOKS_ID

Enter the set of books ID for your purchase order distribution. The ID you enter must be for the set of books you define in the Set of Books window.

CODE_COMBINATION_ID

Enter the Accounting Flexfield ID for the expense account you want to charge for the goods on the purchase order distribution.

QUANTITY_ORDERED

Enter the amount of goods charged to the Accounting Flexfield for this purchase order distribution.

Attention: NOTE: Payables does not validate the following, but assumes it to be true:

Total of PO_DISTRIBUTIONS.QUANTITY_ORDERED for one PO_LINE_LOCATION_ID = PO_LINES_LOCATIONS.QUANTITY (for the same ID).

Payables sometimes prorates the PO_DISTRIBUTION.QUANTITY_ORDERED using the PO_LINES_LOCATIONS.QUANTITY as the total.

BUDGET_ACCOUNT_ID/ACCRUAL_ACCOUNT_ID/ VARIANCE_ACCOUNT_ID

Enter the same Accounting Flexfield ID you entered for the CODE_COMBINATION_ID. Payables allows you to record budget, accrual, and variance (price and exchange rate) amounts for your purchase order distributions, but requires you to charge these amounts to the same expense account for the distribution.

QUANTITY_BILLED

Do not enter a value in this column, unless you have already matched an invoice distribution to this purchase order distribution. When a match successfully completes (invoice is approved), Payables updates this column with the quantity you specified during matching.

QUANTITY_CANCELLED

Enter a value in this column only if you have cancelled a portion of the purchase order distribution in your non–Oracle purchasing system. The amount you enter reduces the amount that Payables considers to be the outstanding quantity ordered. Payables displays a warning if you try to match to a shipment which has been cancelled.

Attention: Approval does all quantity checks assuming the quantity for the distribution is QUANTITY_ORDERED minus QUANTITY_CANCELLED.

AMOUNT_BILLED

Do not enter a value in this column, unless you have already matched an invoice to this purchase order shipment. When a match successfully completes (invoice is approved), Payables updates this column with the amount of the quantity you specified during matching multiplied by the unit price.

Oracle Projects Columns

Enter project information from Oracle Projects if you want to associate the invoice distribution (created through matching) with a project in Oracle Projects. Payables transfers the information into the AP_INVOICE_DISTRIBUTIONS table and uses it to create the default Accounting Flexfield for the invoice distribution.

Matching to Purchase Orders

Perform the following steps to match invoices to purchase order information from your non–Oracle purchasing system:

Create Flat File with Purchasing Information

To load invoice information into Payables via SQL*Loader, first create a program that produces a flat file containing the information from your non–Oracle purchasing system for the purchase orders you want to match to invoices.

Load Information into Purchasing Tables

Use SQL*Loader to load the required information into the purchasing tables. You will need to create a SQL*Loader control file to format the

information you want to load. The file you write will vary greatly depending on the nature and format of the flat file you use. Your control file must populate the purchasing tables as indicated in the previous table descriptions. See also: SQL*Loader (*ORACLE8 Server Utilities Guide*).

Enter Invoices

You match invoices to purchase order shipments during invoice entry. This online function links an invoice in the database to one or more purchase order shipments you choose. You cannot pay or post an invoice until Approval approves the invoice.

You can match any type of invoice to a purchase order, including credit and debit memos.

Match to Purchase Order Shipments and distributions

When you match during invoice entry, you indicate whether you want to match to the purchase order shipment or to specific invoice distributions. You then choose the shipment or distribution you want to match to, and the quantity and price you are matching. Then Payables performs the following for each matched shipment:

- Update QUANTITY_BILLED and AMOUNT_BILLED in PO_DISTRIBUTIONS
- Update QUANTITY_BILLED in PO_LINE_LOCATIONS
- Create one or more AP_INVOICE_DISTRIBUTIONS which record the QUANTITY_INVOICED, UNIT_PRICE, and PO_DISTRIBUTION_ID, in addition to other payables information.

Match to Credit and Debit Memos

Payables lets you enter a credit or debit memo (with a negative amount) and match to a purchase order. You would enter a negative quantity in the Quantity Invoiced field in the Purchase Order Shipment Match zone, thereby matching this credit invoice to one or no purchase order shipment lines. Payables then decreases the quantity billed against the purchase order shipment line(s).

When you match a credit invoice to a purchase order shipment line, Payables:

- Reopens closed shipment lines (sets PO_LINE_LOCATIONS.CLOSED_CODE to NULL)

- Updates PO_LINE_LOCATIONS.QUANTITY_BILLED
- Updates PO_DISTRIBUTIONS.QUANTITY_BILLED

Attention: Payables does not update any receiving information. You must install Oracle Public Sector Purchasing if you want to enter or update receiving information for a purchase order

Close a Purchase Order Shipment

Invoice entry closes a purchase order shipment (sets CLOSED_CODE in PO_LINE_LOCATIONS to 'CLOSED') when:

- QUANTITY_BILLED equals or exceeds QUANTITY_ORDERED (two–way matching), or
- QUANTITY_ORDERED is less than or equal to QUANTITY_RECEIVED and QUANTITY_RECEIVED is less than or equal to QUANTITY_BILLED

Final Close

Payables does not support finally closing a purchase order if you do not install Oracle Public Sector Purchasing with Payables. Final close allows you to match an invoice to a purchase order and permanently close the purchase order when you approve the invoice. See: Final Matching Purchase Orders: page 4 – 18.

Online Review of Purchasing Information

Without an Oracle Public Sector Purchasing application, Payables does not allow you to review purchasing information, such as purchase order header and line information, online in the Invoice Workbench.

Using Approval

Approval is the Payables feature that performs two–, three–, or four–way matching. An invoice must pass Approval before you can pay or post the invoice. Approval reviews each invoice and places one or more matching holds on the invoice if the invoice does not meet your matching criteria. It also releases any existing matching holds if you adjust your invoice or purchase order to meet your matching criteria and current information on order, receipt and acceptance prices and quantities.

You must submit Approval for all invoices, not just matched invoices, since it also checks for distribution variances, tax variances, and exchange rate information. You can submit Approval online for an invoice or in batch for a group of invoices. See also: Approval: page 4 – 68.

2–way, 3–way, and 4–way Matching

When you match to a purchase order, Payables automatically checks that the total of PO_DISTRIBUTIONS.QUANTITY_ORDERED = AP_INVOICE_DISTRIBUTIONS.QUANTITY_INVOICED (2–way matching).

Payables only checks QUANTITY_RECEIVED (3–way matching) if the RECEIPT_REQUIRED_FLAG is set to Y and only checks QUANTITY_ACCEPTED (4–way matching) if the INSPECTION_REQUIRED_FLAG is set to Y.

Tax Matching

Payables only checks for tax name matching if the Payables option Validate PO Tax Name is enabled and the invoice has distributions with tax names.

Matching Tolerance

You can define percentage and amount tolerances for Matching quantities and price. Payables places a matching hold on an invoice only if the invoice quantity or price is greater than the purchasing quantity or price by more than your tolerance.

Matching Holds

When you submit Approval, Payables places a matching hold on a matched invoice (by inserting one or more rows in AP_HOLDS, one row for each type of hold for each invoice distribution) if:

- QUANTITY_BILLED > QUANTITY in PO_LINE_LOCATIONS (QTY ORD Hold)
- UNIT_PRICE in AP_INVOICE_DISTRIBUTIONS > PRICE_OVERRIDE in PO_LINE_LOCATIONS (PRICE Hold)
- QUANTITY_BILLED > QUANTITY_RECEIVED in PO_LINE_LOCATIONS (QTY REC Hold)

- QUANTITY_BILLED > QUANTITY_ACCEPTED in PO_LINE_LOCATIONS (QUALITY Hold)
- TAXABLE_FLAG = NO in PO_LINE_LOCATIONS, but there IS tax recorded on the invoice (TAX DIFFERENCE Hold)
- TAX_NAME in PO_LINE_LOCATIONS is not equal to VAT_CODE in AP_INVOICE_DISTRIBUTIONS (TAX DIFFERENCE Hold)

See also: Releasing Holds: page 4 – 63.

Using Encumbrance Accounting with Purchasing

Payables supports using encumbrance accounting with a non–Oracle purchasing system. To use encumbrance accounting, however, you must initially record the encumbered amount for the purchase order to which you want to match an invoice.

Then, when Approval approves the invoice, if there is a variance between the invoice and its matched purchase order within the tolerances you define, Payables automatically creates an encumbrance journal entry for the amount of the variance. Payables always creates encumbrance journal entries in detail.

Attention: Approval uses the Payables table, AP_TRANSFER_ENCUMBRANCE, if you enable encumbrance accounting. Payables never drops this table, but deletes the appropriate lines from this table at the beginning of the program each time you submit Approval.

With an Oracle Public Sector Purchasing application installed, Payables allows you to record these variance encumbrance journal entries to a separate variance account. With a non–Oracle purchasing system, Payables requires you to record the variance amount to the same Accounting Flexfield as the expense Accounting Flexfield for the purchase order distribution.

When you post the invoice to your general ledger, Payables relieves both the original encumbrance journal entries that you created when you encumbered the purchase order and the encumbrance journal entries it automatically created for the variance. Payables then creates actual journal entries for your invoice transaction. Your variance encumbrance journal entries and your actual journal entries update your account balances only when you post the journal entries in your general ledger. See also: Encumbrance Entries in Payables: page 10 – 42.

Budgetary Control

The budgetary control feature does not use purchasing information unless you install Oracle Public Sector Purchasing.

See Also

Encumbrance Entries in Payables: page 10 – 42

Purging Purchasing Information

Payables does not allow you to purge purchasing information if you do not have an Oracle Public Sector Purchasing application installed. When you match an invoice to a purchase order from a non–Oracle purchasing system, you will not be able to purge the invoice because Payables requires that all objects, including matched purchase orders, associated with an invoice must be purgeable before you can purge the invoice. See: Purging Records: page 9 – 2.

APPENDIX

I

Payables Open Interface Tables

This appendix describes the Payables Open Interface tables. The Payables Open Interface Import Program uses these tables to create invoices from data in the tables.

Payables Open Interface Tables

The Payables Open Interface Import Program uses invoice data stored in the Payables Open Interface tables to create invoices to import into Payables. The invoice data is from EDI invoices from your suppliers, invoices that you loaded with Oracle SQL*Loader, and credit card transaction data.

This discussion includes the following topics:

- Understanding the Open Interface Tables: page I – 2
- Table Descriptions: page I – 4
- Other Invoice Values Assigned During Payables Open Interface Import: page I – 37
- Account Overlay in Payables Open Interface Import: page I – 38
- Using SQL*Loader to Populate the Payables Open Interface Tables: page I – 39

See Also

Payables Open Interface Import: page 4 – 163

Credit Card Invoice Interface Summary: page 8 – 12

Understanding the Payables Open Interface Tables

Use Oracle EDI Gateway, the Credit Card Invoice Interface Summary, or SQL*Loader to load invoice information into the interface tables, AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE. When you initiate importing invoices, the import program validates all required invoice data in these tables. After it validates the information, Payables Open Interface Import creates invoices from the information in the Payables Open Interface tables. Payables also creates scheduled payments based on the payment terms.

Records in the AP_INVOICE_LINES_INTERFACE table create one or more invoice distributions. Note that one row may create more than one distribution. For example, if you enter a Tax line in this table and prorate it across three Item lines, during Open Interface Import the

system will create three Tax invoice distributions based on the single Tax line in this table.

The interface tables are organized by columns that Payables uses to categorize and store specific invoice information. For example, invoice source information is stored in the column called SOURCE in AP_INVOICES_INTERFACE.

NOT NULL Columns

You must enter values for all NOT NULL columns in the interface tables to successfully save your invoice data in the interface tables.

NULL Columns

A column in the interface tables that must not have a value in order for Payables Open Interface Import to successfully create invoices from the records in the tables.

Required Columns

In addition to the NOT NULL columns, there are columns in the interface tables that require a value for import. If you do not enter a valid value in a Required field, the record will be rejected during import.

Conditionally Required Columns

Payables requires you to enter values in a conditionally required column only if you have entered a value in another column on which the column is dependent.

Optional Columns

You can use some columns in the interface tables to import additional invoice information for the invoices created by Payables Open Interface Import. Payables Open Interface Import imports the data that you load into these optional columns, provided that the information passes the validation checks during Payables Open Interface Import.

Columns Not Used for Import

Payables Open Interface Import does not use the STATUS or REQUEST_ID columns to create invoices. Payables does not support

importing any data from these columns and you should leave these columns null for the records you load into the table.

Internal ID Columns

These columns contain values that Payables uses internally and the user never sees. You can obtain these values only by looking inside Payables tables. These ID columns correspond to other columns in the interface table. You do not need to enter a value for any of these ID columns if you enter a value in the corresponding column. For example, if you enter the TERMS_NAME you do not need to enter the TERMS_ID.

If you enter values for both columns and the values do not match, the record will be rejected during import. For example, if you enter a TERMS_NAME and a TERMS_ID and the TERMS_ID corresponds to a different TERMS_NAME, the record will be rejected during import.

Suggestion: The import process will work faster if you provide values for the internal ID columns instead of the corresponding columns.

Payables Open Interface Table Descriptions

The following table lists the columns in the Payables Open Interface tables and indicates which columns require values for importing invoices into Payables. See also: Table Definitions *(Payables Applications Technical Reference Manual).*

AP_INVOICES_INTERFACE

Column Name	Null	Type	Comments
INVOICE_ID	NOT NULL	NUMBER(15)	Required, Primary key
INVOICE_NUM	NOT NULL	VARCHAR2(50)	Required
INVOICE_TYPE_ LOOKUP_CODE		VARCHAR2(25)	Optional
INVOICE_DATE		DATE	Optional
PO_HEADER_ID		NUMBER(15)	Optional

Table 10 – 10 AP_INVOICES_INTERFACE (Page 1 of 4)

Column Name	Null	Type	Comments
PO_NUMBER_ID		VARCHAR2(20)	Foreign key: PO_HEADERS. SEGMENT1
VENDOR_ID		NUMBER(15)	Internal ID Foreign key: PO_VENDORS. VENDOR_ID
VENDOR_NUM		VARCHAR2(30)	Optional
VENDOR_NAME		VARCHAR2(80)	Optional
VENDOR_SITE_ID		NUMBER(15)	Internal ID Foreign key: PO_ VENDOR_SITES. VENDOR_SITE_ID
VENDOR_SITE_CODE		VARCHAR2(15)	Optional
INVOICE_AMOUNT		NUMBER	Required
INVOICE_ CURRENCY_CODE		VARCHAR2(15)	Optional Foreign key: FND_CURRENCIES. CURRENCY_CODE
EXCHANGE RATE		NUMBER	Foreign key: GL_DAILY_ CONVERSION_TYPES. CONVERSION_TYPE
EXCHANGE RATE TYPE		VARCHAR2(30)	
EXCHANGE_DATE		DATE	
PAYMENT_ CURRENCY_CODE		VARCHAR2(15)	Optional Foreign key: FND_CURRENCIES. CURRENCY_CODE
PAYMENT_ CROSS_RATE_TYPE		VARCHAR2(30)	Optional
PAYMENT_ CROSS_RATE		NUMBER	Optional
PAYMENT_CROSS_ RATE_DATE		DATE	Optional
TERMS_ID		NUMBER(15)	Internal ID Foreign key: AP_TERMS.TERMS_ID
TERMS_NAME		VARCHAR2(50)	Optional
DESCRIPTION		VARCHAR2(240)	Optional

Table 10 – 10 AP_INVOICES_INTERFACE (Page 2 of 4)

Column Name	Null	Type	Comments
AWT_GROUP_ID		NUMBER(15)	Internal ID Foreign key: AP_AWT_GROUPS. AWT_GROUP_ID
AWT_GROUP_NAME		VARCHAR2(25)	Optional
LAST_UPDATE_DATE		DATE	Optional
LAST_UPDATED_BY		NUMBER(15)	Optional
LAST_UPDATE_LOGIN		NUMBER(15)	Optional
CREATION_DATE		DATE	Optional
CREATED_BY		NUMBER(15)	Optional
ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
ATTRIBUTE1		VARCHAR2(150)	Optional
ATTRIBUTE2		VARCHAR2(150)	Optional
ATTRIBUTE3		VARCHAR2(150)	Optional
ATTRIBUTE4		VARCHAR2(150)	Optional
ATTRIBUTE5		VARCHAR2(150)	Optional
ATTRIBUTE6		VARCHAR2(150)	Optional
ATTRIBUTE7		VARCHAR2(150)	Optional
ATTRIBUTE8		VARCHAR2(150)	Optional
ATTRIBUTE9		VARCHAR2(150)	Optional
ATTRIBUTE10		VARCHAR2(150)	Optional
ATTRIBUTE11		VARCHAR2(150)	Optional
ATTRIBUTE12		VARCHAR2(150)	Optional
ATTRIBUTE13		VARCHAR2(150)	Optional
ATTRIBUTE14		VARCHAR2(150)	Optional
ATTRIBUTE15		VARCHAR2(150)	Optional
GLOBAL_ ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE2		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE3		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE4		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE5		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE6		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE7		VARCHAR2(150)	Optional

Table 10 – 10 AP_INVOICES_INTERFACE (Page 3 of 4)

Column Name	Null	Type	Comments
GLOBAL_ATTRIBUTE8		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE9		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE10		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE11		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE12		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE13		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE14		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE15		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE16		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE17		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE18		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE19		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE20		VARCHAR2(150)	Optional
WORKFLOW_FLAG		VARCHAR2(1)	Optional
SOURCE		VARCHAR2(80)	Required
GROUP_ID		NUMBER	Optional
STATUS	NULL	VARCHAR2(25)	
REQUEST_ID	NULL	NUMBER	

Table 10 – 10 AP_INVOICES_INTERFACE (Page 4 of 4)

INVOICE_ID

Unique identifier for the invoice in this batch. You assign the same value to the invoice's distributions in the AP_INVOICE_LINES_INTERFACE table to identify the data as belonging to the same invoice.

Validation: None

Destination: None

INVOICE_NUM

Enter the invoice number that you want to assign to the invoice created in Payables from this record.

Validation: You must assign a unique number for the supplier to the invoice. If you assign a duplicate number for

the supplier, Payables Open Interface Import does not create an invoice from this record and lists this record on the Payables Open Interface Rejections Report.

Destination: AP_INVOICES.INVOICE_NUM

INVOICE_TYPE_LOOKUP_CODE

Type of invoice: Credit or Standard. If you do not enter a value, the system assigns a value during Payables Open Interface Import based on the value of INVOICE_AMOUNT. If INVOICE_AMOUNT is less than zero, the invoice will be Credit type. If INVOICE_AMOUNT is zero or greater, the invoice will be Standard type.

Validation: The value must be Credit or Standard. The invoice type must correspond to the invoice amount. For example, Credit invoices must have invoice Amounts less than zero.

Destination: AP_INVOICES.INVOICE_TYPE_LOOKUP_CODE

INVOICE DATE

Date of the invoice. If you do not enter a value, the system uses the date you submit Payables Open Interface Import as the invoice date.

Validation: The value must be in date format.

Destination: AP_INVOICES.INVOICE_DATE

PO_HEADER_ID

Internal identifier for the purchase order number. To match to a purchase order you can enter either the PO_HEADER_ID or the PO_NUMBER.

Validation: This must be a valid value in PO_HEADERS.PO_HEADER_ID. It must be for the same supplier and cannot be final matched.

Destination: None

PO_NUMBER

Number of the purchase order to which you are matching the invoice. If you match the invoice to a purchase order by entering a value here, during Payables Open Interface Import the system uses purchase order

information to create distributions and populate various columns in the AP_INVOICE_DISTRIBUTIONS table. If you do not specify a supplier in the AP_INVOICES_INTERFACE table, the PO_NUMBER value is used to derive AP_INVOICES.VENDOR_ID, and if you do not specify the supplier site, the PO_NUMBER value is used to derive AP_INVOICES.VENDOR_SITE_ID. If you enter supplier information in another column and enter a value for PO_NUMBER, then the system will use the supplier on the purchase order and ignore any other supplier information you have entered.

This value is used as a default for AP_INVOICE_LINES_INTERFACE.PO_NUMBER. To match an invoice to a purchase order, you do not need to enter a value here at the invoice level if you enter a value at the line level, AP_INVOICE_LINES_INTERFACE.PO_NUMBER.

Validation: This value must match a valid, active purchase order that has not been final matched. You can obtain a list of valid values from PO_HEADERS.SEGMENT1.

Destination: None

VENDOR_ID

The internal supplier identifier for the supplier. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, or PO_NUMBER. If you have not yet entered the supplier in the Suppliers window, enter it before import.

Validation: The ID you enter must be for an existing, valid supplier. You can obtain a list of valid values from PO_VENDORS.VENDOR_ID.

Destination: AP_INVOICES.VENDOR_ID

VENDOR_NUM

Supplier number. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE CODE, or PO_NUMBER. If you have not yet entered the supplier in the Suppliers window enter it before import.

Validation: The number must be for an existing, valid supplier. You can obtain a list of valid values from PO_VENDORS.SEGMENT1.

Destination: None. This value is used to enter AP_INVOICES.VENDOR_ID.

VENDOR_NAME

Name of the supplier. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE CODE, or PO_NUMBER. If you have not yet entered the supplier in the Suppliers window, enter it before import.

Validation: This must be an existing, valid, active supplier. You can obtain a list of valid values from PO_VENDORS.VENDOR_NAME.

Destination: None. This value is used to enter AP_INVOICES.VENDOR_ID.

VENDOR_SITE_ID

Internal supplier site identifier. You must identify the supplier site by entering a value for one of the following columns in this table: VENDOR_SITE_CODE, VENDOR_SITE_ID or PO_NUMBER. If you have not yet entered the supplier site in the Supplier Sites window, enter it before import.

Validation: The ID you enter must be for an existing, valid supplier site for the supplier you specify (VENDOR_NUM or VENDOR_ID). You can obtain a list of valid values from PO_VENDOR_SITES.VENDOR_SITE_ID. The site must also be a pay site.

Destination: AP_INVOICES.VENDOR_SITE_ID

VENDOR_SITE_CODE

Supplier site name. You must identify the supplier site by entering a value for one of the following columns in this table: VENDOR_SITE_CODE, VENDOR_SITE_ID, or PO_NUMBER. If you have not yet entered the supplier site in the Supplier Sites window, enter it before import.

Validation: This must be a valid, active supplier site for the supplier you specify (VENDOR_NUM or VENDOR_ID). You can obtain a list of valid values from PO_VENDORS.VENDOR_SITE_CODE.

Destination: None. This value is used to enter AP_INVOICES.VENDOR_SITE_ID.

INVOICE_AMOUNT

Amount of the invoice.

Validation: This value must equal the sum of the AMOUNT values in the AP_INVOICE_LINES_INTERFACE table for distributions with the same INVOICE_ID. The amount must correspond to the invoice type. For example, Standard invoices must have an amount of zero or greater.

Destination: AP_INVOICES.INVOICE_AMOUNT

INVOICE_CURRENCY_CODE

Currency code for the invoice. If you want to create foreign currency invoices, enter a currency code that is different from your functional currency.

You must enter a value for EXCHANGE_RATE if you enter a foreign currency code, and you have enabled the Require Exchange Rate Entry option in the Financials Options window, and you use USER as the exchange type. You should also enter a value for EXCHANGE_DATE. However, if your invoice currency and your functional currency are associated fixed–rate currencies, Payables will provide the fixed–rate as the exchange rate during import.

Validation: If you enter a code in a foreign currency, you must enter a valid, active currency code from FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.INVOICE_CURRENCY_CODE

EXCHANGE_RATE

This column is required if you enter a foreign currency code in the INVOICE_CURRENCY_CODE column and you enter User as the EXCHANGE_RATE_TYPE. If you enter SPOT or CORPORATE as the EXCHANGE_RATE_TYPE, the system will supply the exchange rate value during Payables Open Interface Import, and you should leave this column null.

If the invoice currency has a fixed rate to your functional currency, then during import Payables will overwrite the value you enter with the

fixed–rate. You can see any occurrences of Payables overwriting the exchange rate by reviewing the log file for the import.

Validation: You must enter a value in this column if you enter a foreign currency code for this record, and your Require Rate Entry system option is enabled, and you enter USER in the EXCHANGE_RATE_TYPE column.

Destination: AP_INVOICES.EXCHANGE_RATE

EXCHANGE_RATE_TYPE

If you enter a foreign currency code in the INVOICE_CURRENCY_CODE column, enter a value in this column to indicate which exchange rate type you use. You can enter a predefined or user–defined exchange rate type. If the record has a foreign currency and you do not enter a value for EXCHANGE_RATE_TYPE, then during import the system uses the Exchange Rate Type you entered in the Payables Options window.

Validation: Payables users four types of exchange rates: User, Spot, Corporate, and user–defined. If you use Spot, Corporate, or any user–defined rate type, the value you enter here is validated against the GL Daily Rates table. If you use User as the exchange rate type, you must enter a value for EXCHANGE_RATE or the record will be rejected during import.

Destination: AP_INVOICES.EXCHANGE_RATE_TYPE

EXCHANGE_DATE

Enter a value in this column if you enter a foreign currency code in the CURRENCY_CODE column. The date you enter determines the exchange rate for a foreign currency invoice with a Spot, Corporate, Other, or user–defined rate type. If you leave this column Null, Payables uses the system date.

Validation: Must be in valid date format.

Destination: AP_INVOICES.EXCHANGE_DATE

PAYMENT_CURRENCY_CODE

Currency code for the payment. If you do not provide a value, then during import PAYMENT_CURRENCY_CODE will be set to the same

value as the INVOICE_CURRENCY_CODE, the PAYMENT_CROSS_RATE will be set to 1, the PAYMENT_CROSS_RATE_TYPE and the PAYMENT_CROSS_RATE_DATE will both be null.

Validation: If the invoice currency is not a fixed rate currency, this value must be the same as INVOICE_CURRENCY_CODE. If the invoice currency is a fixed–rate currency, such as Euro or an EMU national currency, you can enter an associated fixed–rate currency. This must be a valid, active currency code from FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.PAYMENT_CURRENCY_CODE

PAYMENT_CROSS_RATE_TYPE

If the invoice currency and payment currency are different currencies and are both associated fixed–rate currencies, enter EMU_FIXED. Otherwise, leave this value null.

Validation: If the invoice currency and payment currencies are different fixed–rate currencies, then during import, Payables will overwrite whatever value you enter here with EMUFIXED. If the invoice and payment currencies are the same, this value must be null.

Destination: AP_INVOICES.CROSS_RATE_TYPE

PAYMENT_CROSS_RATE

If the invoice currency and payment currency are different currencies and are both associated fixed–rate currencies, you can enter the fixed cross rate. If you leave this value null, Payables will provide the cross rate during import.

Validation: If this value is different from the cross rate in the GL_DAILY_RATES table, the fixed rate in the GL_DAILY_RATES table will be used. If the invoice currency and payment currency are the same, you can enter 1 as the value.

Destination: AP_INVOICES.CROSS_RATE

PAYMENT_CROSS_RATE_DATE

Date cross rate between invoice currency and payment currency is effective.

Validation: This value must be the exact cross rate in the GL_DAILY_RATES table. If the values for PAYMENT_CURRENCY_CODE and INVOICE_CURRENCY_CODE are different, you must enter a value for PAYMENT_CROSS_RATE_DATE, and the two currencies must have a fixed rate effective as of the cross rate date or the invoice will be rejected.

Destination: AP_INVOICES.CROSS_RATE_DATE

TERMS_ID

Internal identifier for the payment terms. You maintain payment terms in the Payment Terms window. If you want to specify payment terms you only need to enter a value in one of the following columns: TERMS_NAME or TERMS_ID. If you match the invoice to a purchase order, the system always uses the payment terms specified on the purchase order and ignores TERMS_NAME or TERMS_ID in this table.

Validation: Terms must be valid terms in the AP_TERMS table.

Destination: If not purchase order matched, AP_INVOICES.TERMS_ID.

TERMS_NAME

Payment terms. You maintain payment terms in the Payment Terms window. If you want to specify payment terms you need to enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

If you match the invoice to a purchase order, the system always uses the payment terms specified on the purchase order and ignores TERMS_NAME or TERMS_ID in this table. If you do not specify payment terms in the open interface tables or match to a purchase order, the system uses the supplier site payment terms.

Validation: Terms must be valid, active terms in the AP_TERMS table. If you are matching to a purchase order, and the Terms_ID does not match the purchase order payment terms, the system uses

the purchase order terms for the invoice it creates from this record.

Destination: None. This value may be used to enter a value for AP_INVOICES.TERMS_ID.

DESCRIPTION

Enter the description that you want to assign to the invoice created from this record. If you are matching to a purchase order and you do not enter a value here, then during Payables Open Interface Import the system will assign to AP_INVOICES.DESCRIPTION the Item Description from the PO line.

Validation: None

Destination: AP_INVOICES.DESCRIPTION

AWT_GROUP_ID

Internal identifier for Automatic Withholding Tax Group. The withholding tax group you identify in this table (AWT_GROUP_ID or AWT_GROUP_NAME) is used to assign a withholding tax group to a distribution only if you do not identify a withholding tax group for the invoice in the AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

Validation: If this value is used during import, it must be a valid value in AP_AWT_GROUPS.

Destination: AP_INVOICES.AWT_GROUP_ID, only if you do not enter another value for AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

AWT_GROUP_NAME

Automatic Withholding Tax Group. If you identify a withholding tax group in this table (AWT_GROUP_ID or AWT_GROUP_NAME), it is used only if you do not identify a withholding tax group for the invoice distributions in the AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME column. You maintain withholding tax groups in the Withholding Tax Groups window.

Validation: Value must be valid and active in AP_AWT_GROUPS

Destination: None

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only.

Validation: Must be in valid date format.

Destination: AP_INVOICES.LAST_UPDATED_DATE, AP_PAYMENT_SCHEDULES.LAST_UPDATED_DATE

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY). If you do not enter a value here, then during Payables Open Interface Import the system will use the userid of the person who submits Payables Open Interface Import.

Validation: None

Destination: AP_INVOICES.LAST_UPDATED_BY, AP_PAYMENT_SCHEDULES.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

The last date for this record. Usually the same date as the CREATION_DATE. If you enter a value in this column, the system uses it to populate AP_INVOICES.AP_LAST_UPDATE_LOGIN. If you do not enter a value, then during Payables Open Interface Import the system will use the system date.

Validation: None

Destination: AP_INVOICES.AP_LAST_UPDATE_LOGIN, AP_PAYMENT_SCHEDULES.AP_LAST_UPDATE_LOGIN

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Payables Open Interface Import creates an invoice from this record, it does not use this

date as the creation date for the invoice; it uses the system date at the time you submit Payables Open Interface Import.

Validation: Must be in valid date format.

Destination: AP_INVOICES.CREATION_DATE, AP_PAYMENT_SCHEDULES.CREATION_DATE

CREATED_BY

Enter the ID of the person or organization that loads this record into the table. Payables Open Interface Import transfers this ID to the AP_INVOICES and AP_PAYMENT_SCHEDULES tables during import so that the creator of the record becomes the invoice and scheduled payment creator. If you do not enter a value, during Payables Open Interface Import the system will use the userid of the person who submits Payables Open Interface Import.

Validation: None

Destination: AP_INVOICES.CREATED_BY, AP_PAYMENT_SCHEDULES.CREATED_BY

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE_CATEGORY

ATTRIBUTE [1–15]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE[1–15]

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL ATTRIBUTE [1–20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICES.GLOBAL_ATTRIBUTE[1–20]

WORKFLOW_FLAG

If you are using the AP Open Interface Workflow and you want Workflow to process this record, enter Y. If you enter N or leave this column null, Workflow will not process this record. See: AP Open Interface Import Workflow: page 4 – 171.

Validation: None

Destination: None

SOURCE

Source of the invoice data. If you import EDI invoices from the Oracle EDI Gateway, the source is EDI Gateway. For invoices you import using SQL*Loader, use a QuickCode with the type Source that you have defined in the QuickCodes window in Payables.

The Source name also determines which records will be selected for import or purge. You specify a Source name when you submit Payables Open Interface Import or Purge Payables Open Interface.

Validation: You must enter the name exactly as you have defined the QuickCode in the QuickCodes window or Payables Open Interface Import will not create an invoice from the record. The QuickCode must have the Type SOURCE. See: Quickcodes: page 2 – 42.

Destination: AP_INVOICES.SOURCE

GROUP_ID

Identifier for this batch. When you submit Payables Open Interface Import or Purge Payables Open Interface, you must supply a Source and you can optionally enter a Group. Processing records by Group allows you to concurrently import or purge subsets of records for the same Source. You may want to assign a Group ID if you are processing a large number of records, for example, importing legacy data.

STATUS

Do not enter a value in this field. It is for internal use only.

Validation: None

Destination: None

REQUEST_ID

The system populates this field with the concurrent request ID number for the Payables Open Interface Import process.

Validation: None

Destination: None

AP_INVOICE_LINES_INTERFACE

Column Name	Null	Type	Comments
INVOICE_ID	NOT NULL	NUMBER(15)	Required Foreign key: AP_INVOICES_ INTERFACE
INVOICE_LINE_ID		NUMBER(15)	Internal ID Primary key. Must be either NULL or Unique for the INVOICE_ID.
LINE_NUMBER		NUMBER(15)	Optional
LINE_TYPE_LOOKUP _CODE	NOT NULL	VARCHAR2(25)	Required
LINE_GROUP_NUMBER		NUMBER	Optional
AMOUNT	NOT NULL	NUMBER	Required
ACCOUNTING_DATE		DATE	

Table 10 – 11 AP_INVOICE_LINES_INTERFACE (Page 1 of 5)

Column Name	Null	Type	Comments
DESCRIPTION		VARCHAR2(240)	Optional
TAX_CODE		VARCHAR2(15)	Foreign key: AP_TAX_CODES. NAME
AMOUNT_INCLUDES_ TAX_FLAG		VARCHAR2(1)	Optional
PRORATE_ACROSS_ FLAG		VARCHAR2(1)	Optional
PO_HEADER_ID		NUMBER	Internal ID Foreign key: PO_HEADERS. PO_HEADER_ID
PO_NUMBER		VARCHAR2(20)	Optional Foreign key: PO_HEADERS. SEGMENT1
PO_LINE_ID		NUMBER	Internal ID Foreign key: PO_LINES. PO_LINE_ID
PO_LINE_NUMBER		NUMBER	Optional Foreign key: PO_LINES. PO_LINE_NUM
PO_LINE_LOCATION_ID		NUMBER	Internal ID Foreign key: PO_LINE_ LOCATIONS. LINE_LOCATION_ID
PO_SHIPMENT_NUM		NUMBER	Optional Foreign key: PO_LINE_ LOCATIONS. SHIPMENT_NUM
PO_DISTRIBUTION_ID		NUMBER	Internal ID Foreign key: PO_DISTRIBUTIONS. PO_DISTRIBUTION_ ID
PO_DISTRIBUTION_ NUM		NUMBER	Optional Foreign key: PO_DISTRIBUTIONS. PO_DISTRIBUTION_ NUM
PO_UNIT_OF_MEASURE		VARCHAR2(25)	Optional

Table 10 – 11 AP_INVOICE_LINES_INTERFACE (Page 2 of 5)

Column Name	Null	Type	Comments
PO_RELEASE_ID		NUMBER	Optional Foreign key: PO_RELEASES_ALL
RELEASE_NUM		NUMBER	Optional
INVENTORY_ITEM_ID		NUMBER	Optional Foreign key: MTL_SYSTEM_ITEMS. INVENTORY_ITEM_ ID
ITEM_DESCRIPTION		VARCHAR2(240)	Optional
SHIP_TO_ LOCATION_CODE		VARCHAR2(25)	
QUANTITY_INVOICED		NUMBER	Optional
UNIT_PRICE		NUMBER	Optional
FINAL_MATCH_FLAG		VARCHAR2(1)	Optional
DISTRIBUTION_SET_ID		NUMBER(15)	Internal ID Foreign key: AP_DISTRIBUTION_ SETS.DISTRIBUTION_ SET_ID
DISTRIBUTION_SET_ NAME		VARCHAR2(50)	Optional
DIST_CODE_ CONCATENATED		VARCHAR2(250)	Optional
DIST_CODE_ COMBINATION_ID		NUMBER(15)	Internal ID Foreign key: GL_CODE_ COMBINATIONS. CODE_ COMBINATION_ID
AWT_GROUP_ID		NUMBER(15)	Internal ID Foreign key: AP_AWT_GROUPS. AWT_GROUP_ID
BALANCING_SEGMENT		VARCHAR2(25)	Optional
COST_CENTER		VARCHAR2(25)	Optional
ACCOUNT		VARCHAR2(25)	Optional
PROJECT_ ACCOUNTING_CON- TEXT		VARCHAR2(30)	Projects

Table 10 – 11 AP_INVOICE_LINES_INTERFACE (Page 3 of 5)

Column Name	Null	Type	Comments
PROJECT_ID		NUMBER(15)	Internal ID Foreign key: PA_PROJECTS
TASK_ID		NUMBER(15)	Internal ID Foreign key: PA_TASKS
EXPENDITURE_ ORGANIZATION_ID		NUMBER(15)	Internal ID Foreign key: PER_ORGANIZATION _UNITS
EXPENDITURE_TYPE		VARCHAR2(30)	Foreign key: PA_EXPENDITURE_T YPES
EXPENDITURE_ ITEM_DATE		DATE	Foreign key: PZ_EX-PENDITURE_TYPES
PA_ADDITION_FLAG		VARCHAR2(1)	Projects
PA_QUANTITY		NUMBER	Projects
AWT_GROUP_NAME		VARCHAR2(25)	Optional
LAST_UPDATE_DATE		DATE	Optional
LAST_UPDATED_BY		NUMBER(15)	Optional
LAST_UPDATE_LOGIN		NUMBER(15)	Optional
CREATED_BY		NUMBER(15)	Optional
CREATION_DATE		DATE	Optional
ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
ATTRIBUTE1		VARCHAR2(150)	Optional
ATTRIBUTE2		VARCHAR2(150)	Optional
ATTRIBUTE3		VARCHAR2(150)	Optional
ATTRIBUTE4		VARCHAR2(150)	Optional
ATTRIBUTE5		VARCHAR2(150)	Optional
ATTRIBUTE6		VARCHAR2(150)	Optional
ATTRIBUTE7		VARCHAR2(150)	Optional
ATTRIBUTE8		VARCHAR2(150)	Optional
ATTRIBUTE9		VARCHAR2(150)	Optional
ATTRIBUTE10		VARCHAR2(150)	Optional
ATTRIBUTE11		VARCHAR2(150)	Optional
ATTRIBUTE12		VARCHAR2(150)	Optional
ATTRIBUTE13		VARCHAR2(150)	Optional

Table 10 – 11 AP_INVOICE_LINES_INTERFACE (Page 4 of 5)

Column Name	Null	Type	Comments
ATTRIBUTE14		VARCHAR2(150)	Optional
ATTRIBUTE15		VARCHAR2(150)	Optional
GLOBAL_ ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE2		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE3		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE4		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE5		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE6		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE7		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE8		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE9		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE10		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE11		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE12		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE13		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE14		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE15		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE16		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE17		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE18		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE19		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE20		VARCHAR2(150)	Optional

Table 10 – 11 AP_INVOICE_LINES_INTERFACE (Page 5 of 5)

INVOICE_ID

Enter the INVOICE_ID of the corresponding invoice in the AP_INVOICES_INTERFACE table. This value is used only to assign distribution lines in this table to invoices in the AP_INVOICES_INTERFACE table. If this value does not match a value in AP_INVOICES_INTERFACE.INVOICE_ID, this row will not be imported and it will not appear on the Open Interface Rejections Report.

Validation: AP_INVOICES_INTERFACE.INVOICE_ID

Destination: None

INVOICE_LINE_ID

This value is not required. You can enter a unique number for each invoice line of an invoice.

Validation: The value must be a number.

Destination: None

LINE_NUMBER

This value is optional. You can enter a unique number to identify the line.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DISTRIBUTION_LINE_NUMBER

LINE_TYPE_LOOKUP_CODE

Enter the lookup code for the type of invoice distribution that you want Payables Open Interface Import to create from this record.

Validation: The code you enter must be ITEM, TAX, MISCELLANEOUS, or FREIGHT. These lookup codes are stored in the AP_LOOKUP_CODES table.

Destination: AP_INVOICE_DISTRIBUTIONS.LINE_TYPE_LOOKUP_CODE

LINE_GROUP_NUMBER

If you want to prorate to a group of lines, enter a value to identify each line to which you want to prorate. For example, if you want to prorate tax to two Item lines, enter the same line group number for the two Item lines and the Tax line.

Validation: This value must be a positive whole number.

Destination: AP_INVOICE_DISTRIBUTIONS.LINE_GROUP_NUMBER

AMOUNT

The invoice distribution amount. If you are matching to a purchase order, the AMOUNT = QUANTITY_INVOICED x UNIT PRICE.

Validation: If the total amount of all the invoice distributions does not equal the amount of the invoice that has the same INVOICE_ID, then Payables Open Interface Import will reject the invoice.

Destination: AP_INVOICE_DISTRIBUTIONS.AMOUNT

ACCOUNTING_DATE

The GL Date for the invoice distributions. If you do not enter a value here or enter a value for GL Date when you submit Payables Open Interface Import, Payables will assign a GL Date based on the GL Date Basis defined in the Invoice Region of the Payables Options window.

Attention: If you are using encumbrance accounting, you must enter a GL Date in a period that is within the latest open encumbrance year. (See also: Budgetary Control In Payables: page 10 – 38).

Validation: The date must be in an open accounting period.

Destination: AP_INVOICE_DISTRIBUTIONS.ACCOUNTING_DATE

DESCRIPTION

Enter a description that you want to assign to the invoice distribution created from this record. If you do not enter a value, and you match to a purchase order, during import the system uses the item description on the purchase order line to enter AP_INVOICE_DISTRIBUTIONS.DESCRIPTION.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DESCRIPTION

TAX_CODE

Enter the tax name you want to assign to the invoice distribution created from this record. If you do not enter a value for this column, then during import Payables will enter a Tax Name based on the Tax Name Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 39.

Validation: The tax name you enter must be a valid, active tax name with a type of SALES or user–defined. If you enter an invalid tax name in this column, the import program identifies the record as a rejection and does not create an invoice distribution. If you have enabled the Enforce Tax From Account Payables option, and your expense or asset account for this distribution has a tax name associated with it, you must enter the correct tax name. See: Deriving Tax From a Natural Account: page 4 – 38.

Destination: AP_INVOICE_DISTRIBUTIONS.VAT_CODE

AMOUNT_INCLUDES_TAX_FLAG

A Y value indicates if the amount includes a non–Use Type tax (Sales, User, etc.). When the distribution is imported, Payables will calculate the tax amount based on the Tax Name and will create an additional tax distribution in that amount. Payables will also reduce the amount of this distribution by the tax amount.

Validation: The Tax Name is not a Use type tax.

Destination: None

PRORATE_ACROSS_FLAG

If you set this column to Y and this is a non–Item Type distribution (Tax, Miscellaneous, or Freight), Payables will prorate against all Item type distributions with the same LINE_GROUP_NUMBER as this line. If no line group number is specified, Payables will prorate across all lines. If this column is set to N, then Payables will create only one line.

Payables prorates tax for Tax type lines, freight for Freight type lines, and miscellaneous for Miscellaneous type lines. The system assigns the expense account of the Item line to the new invoice distribution.

Validation: None

Destination: None

PO_HEADER_ID

Internal identifier for the purchase order number. To match to a purchase order you can enter either the PO_HEADER_ID or the PO_NUMBER.

Validation: This must be a valid value in PO_HEADERS.PO_HEADER_ID. It must be for the same supplier and cannot be final matched.

Destination: None

PO_NUMBER

Enter a purchase order number if you are matching to a purchase order. If you are matching to a purchase order, you must enter the PO_NUMBER or the PO_HEADER_ID.

If you match the invoice to a purchase order by entering a value here, during Payables Open Interface Import the system uses purchase order information to create distributions and populate various columns in the AP_INVOICE_DISTRIBUTIONS table. If you do not specify a supplier in the AP_INVOICE_DISTRIBUTIONS_INTERFACE table, the PO_NUMBER value is used to derive AP_INVOICE_DISTRIBUTIONS.VENDOR_ID, and if you do not specify the supplier site, the PO_NUMBER value is used to derive AP_INVOICE_DISTRIBUTIONS.VENDOR_SITE_ID. If you enter supplier information in another column and enter a value for PO_NUMBER, then the system will use the supplier on the purchase order and ignore any other supplier information you have entered.

Validation: This must be a valid purchase order number for the same supplier, and the purchase order cannot be final matched or inactive. If you specified a purchase order in AP_INVOICES_INTERFACE, it must match this PO number.

Destination: None. This value is used to enter AP_INVOICES.PO_HEADER_ID.

PO_LINE_ID

Internal identifier for the purchase order line number. If you are matching to a purchase order line you can enter either the PO_LINE_ID or the PO_LINE_NUMBER.

Validation: This must be a valid value for PO_LINES.PO_LINE_ID.

Destination: None

PO_LINE_NUMBER

If you want to match to a purchase order line, enter a value for PO_LINE_NUMBER or PO_LINE_ID.

Alternatively, you can identify a purchase order line number by entering only an ITEM_ID or an ITEM_DESCRIPTION if the value exactly matches the ITEM_ID or ITEM_DESCRIPTION of exactly one purchase order line for the PO_NUMBER. For example, you can match to a line number by entering the ITEM_DESCRIPTION ”books” for an invoice that has exactly one line with an ITEM_DESCRIPTION of ”books”.

Validation: This must be a valid value for PO_LINES.PO_LINE_NUM.

Destination: None

PO_LINE_LOCATION_ID

Internal identifier for purchase order shipment.

Validation: This must be a valid value in PO_LINE_LOCATIONS.LINE_LOCATION_ID for the purchase order.

Destination: None

PO_SHIPMENT_NUM

Number of the purchase order shipment. If you are matching to a purchase order shipment, enter a value for either PO_SHIPMENT_NUM or PO_LINE_LOCATION_ID.

Alternatively, you can enter a value for SHIP_TO_LOCATION_CODE if exactly one shipment on the purchase order has the SHIP_TO_LOCATION_CODE you specify. For example, you enter a SHIP_TO_LOCATION_CODE of ”Taipei” for a purchase order with exactly one shipment with the value ”Taipei”.

Validation: This must be a valid value for PO_LINE_LOCATIONS.SHIPMENT_NUM

Destination: None

PO_DISTRIBUTION_ID

Internal identifier for purchase order distribution number. If you are matching to a purchase order distribution you can enter a value for PO_DISTRIBUTION_ID or PO_DISTRIBUTION_NUM.

Validation: This must be a valid value in INVOICE_DISTRIBUTIONS.PO_DISTRIBUTION_ID

Destination: None

PO_DISTRIBUTION_NUM

Purchase order distribution number. If you are matching to a distribution, you must enter a value for PO_DISTRIBUTION_NUM or PO_DISTRIBUTION_ID.

Validation: Value must match a distribution number on the purchase order and must be a valid value for PO_DISTRIBUTIONS.PO_DISTRIBUTION_NUM.

Destination: None

PO_UNIT_OF_MEASURE

Unit of measure for the purchase order item, for example, each, square feet, months. This value is not required but may be helpful in successfully matching the invoice to a purchase order line.

Validation: If you enter a value here and it does not match the purchase order information, Payables Open Interface Import will reject this invoice. You can find a list of valid values in the MTL_UNITS_OF_MEASURE table.

Destination: None

PO_RELEASE_ID

Internal identifier for a purchase order release number. If you want to match to a blanket purchase order you must supply either the RELEASE_NUM or the PO_RELEASE_ID, and provide a shipment number. You can also optionally provide a line number.

Validation: This value must match a valid value in PO_RELEASES.PO_RELEASE_ID.

Destination: None

RELEASE_NUM

Release number of a blanket purchase order. Used during purchase order matching. If you want to match to a blanket purchase order you must supply either the RELEASE_NUM or the PO_RELEASE_ID.

Validation: This value must match a valid value in PO_RELEASES.RELEASE_NUM.

Destination: None

INVENTORY_ITEM_ID

Inventory item identifier on the purchase order. Used during purchase order matching.

If you have limited purchase order information, you can enter an inventory item number, and the system will attempt to match the invoice to a purchase order line. For example, if a supplier has one purchase order for PCs and one line is for monitors, but you don't know the purchase order number, you can enter the proper INVENTORY_ITEM_ID for the PCs, and the system will match to the correct purchase order line.

Validation: This value must match the purchase order MTL_SYSTEM_ITEMS.INVENTORY_ITEM_ID for exactly one line.

Destination: None

ITEM_DESCRIPTION

Exact description of the item on the purchase order. Used during purchase order line matching.

If you have limited purchase order information, you can enter a description in the column, and the system will attempt to match the invoice to a purchase order line. For example, if a purchase order has one line for books and one line for software, but you don't know the line number, you can enter the proper description for the books, and the system will match to the correct purchase order line.

Validation: The description must match PO_LINES.ITEM_DESCRIPTION.

Destination: None

SHIP_TO_LOCATION_CODE

If you want to match to a purchase order shipment and have not entered a value for either PO_SHIPMENT_NUM or PO_LINE_LOCATION_ID, you can enter a value for SHIP_TO_LOCATION_CODE if exactly one shipment on the purchase order has the SHIP_TO_LOCATION_CODE you specify. For example, you enter a SHIP_TO_LOCATION_CODE of "Taipei" for a purchase order with exactly one shipment with the value "Taipei".

QUANTITY_INVOICED

Number of units invoiced. Used for purchase order matching. For example if there are 5 chairs on the invoice, enter 5. If you enter a value for UNIT_PRICE and do not enter a value for QUANTITY_INVOICED, the system will derive a value for QUANTITY_INVOICED during Payables Open Interface Import (QUANTITY_INVOICED = AMOUNT / UNIT PRICE).

Validation: This value must be a positive number.

Destination: AP_INVOICE_DISTRIBUTIONS.QUANTITY_INVOICED

UNIT_PRICE

Unit price of the distribution line item(s). Used for purchase order matching.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.UNIT_PRICE

FINAL_MATCH_FLAG

If you are certain that this is a final match against the purchase order and you want Approval to close the purchase order permanently, enter Y. Once you approve a final matched invoice distribution, you cannot update the status of the permanently closed purchase order, or update the Final Match check box in the Distributions window.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.FINAL_MATCH_FLAG

DISTRIBUTION_SET_ID

Internal identifier for the Distribution Set. If you enter a value for DISTRIBUTION_SET_NAME or DISTRIBUTION_SET_ID, then during import Payables automatically creates distributions for you based on the Distribution Set.

Do not enter a value here if you are matching this line to a purchase order or if you enter an account.

Validation: This must be an existing, active value for AP_DISTRIBUTION_SETS.DISTRIBUTION_SET_ID

Destination: None

DISTRIBUTION_SET_NAME

Name of the Distribution Set. You define distribution sets in the Distribution Sets window. If you enter a distribution set name, during Payables Open Interface Import Payables automatically creates distributions for you based on the Distribution Set. If you enter a value here, you do not need to enter the corresponding value for DISTRIBUTION_SET_ID.

Do not enter a value in this column if you are matching to a purchase order or if you provide an account.

Validation: This must be an existing, active value for AP_DISTRIBUTION_SETS.DISTRIBUTION SET_NAME. If you are matching to a purchase order and you enter a value in this column, Payables Open Interface Import will reject the invoice.

Destination: None

DIST_CODE_CONCATENATED

The GL account to which the distribution amount will be charged. If you enter a value here, you do not need to enter a value for DIST_CODE_COMBINATION_ID.

For information on how Payables Open Interface Import builds an account based on the value you enter here, see: Account Overlay in Payables Open Interface Import: page I – 38.

Validation: The account code combination must be valid and in the exact flexfield structure you have defined for

your Set of Books, and must match a value for GL_CODE_COMBINATIONS.CODE_ COMBINATION_ID.

Destination: AP_INVOICE_DISTRIBUTIONS.CODE_ COMBINATION_ID

DIST_CODE_COMBINATION_ID

Internal identifier for GL account to which the distribution amount will be charged. If you enter a value here, you do not need to enter a value for DIST_CODE_CONCATENATED.

Validation: The account code combination must be valid and in the exact flexfield structure you have defined for your Set of Books.

Destination: AP_INVOICES.ACCTS_PAY_CODE_ COMBINATION_ID

BALANCING_SEGMENT

If you want to override the balancing segment in the account, enter the value. Payables will override the balancing segment with this value during import. See: Account Overlay in Payables Open Interface Import: page I – 38.

Validation: The account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS.CODE_ COMBINATION_ID

COST_CENTER

If you want to override the department in the account, enter the value. Payables will override the department with this value during import. See: Account Overlay in Payables Open Interface Import: page I – 38.

Validation: The account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS.CODE_ COMBINATION_ID

ACCOUNT

If you want to override the account segment in the accounting flexfield, enter the value. Payables will override the account segment with this

value during import. See: Account Overlay in Payables Open Interface Import: page I – 38.

Validation: The account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS.CODE_COMBINATION_ID

Projects Columns

Enter project information from Oracle Projects in the following columns if you want to associate the invoice distribution (created from this record) with a project in Oracle Projects.

- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- EXPENDITURE_TYPE
- PA_QUANTITY
- PROJECT_ACCOUNTING_CONTEXT
- PROJECT_ID
- TASK_ID
- PA_ADDITION_FLAG

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.[Projects Columns]

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the distribution, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation: This must be a valid, active value in AP_AWT_GROUPS.GROUP_ID

Destination: None.

AWT_GROUP_NAME

Automatic withholding tax group name. Enter a value if you want to apply multiple withholding taxes to this distribution. You define automatic withholding tax group names in the Withholding Tax Groups

window. If you do not enter a value for this column, during Payables Open Interface Import the system will use the value you entered for AP_INVOICES_INTERFACE.AWT_GROUP_NAME. If you did not enter a value, then the system uses the supplier value if there is one.

Validation: This must be a valid, active value in AP_AWT_GROUPS.NAME

Destination: None

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only. When the import program creates an invoice from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Payables Open Interface Import.

Validation: Must be in valid date format.

Destination: None

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY).

If you do not enter a value here, then during Payables Open Interface Import the system will use the userid of the person who submits Payables Open Interface Import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

The last update date for this record. Usually the same date as the CREATION_DATE. If you enter a value in this column, the system uses it to populate AP_INVOICE_DISTRIBUTIONS.AP_LAST_UPDATE_LOGIN. If you do not enter a value, during Payables Open Interface Import, the system will use the system date.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.AP_LAST_UPDATE_LOGIN

CREATED_BY

Enter the ID of the person or organization who loads this record into the table. Payables Open Interface Import transfers this ID to the AP_INVOICE_DISTRIBUTIONS table during import so that the creator of the record becomes the invoice and scheduled payment creator. If you do not enter a value, during import the system will use the userid of the person who submits Payables Open Interface Import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Payables Open Interface Import creates an invoice from this record, it does not use this date as the creation date for the invoice distributions; it uses the system date at the time you submit Payables Open Interface Import.

Validation: Must be in valid date format.

Destination: AP_INVOICE_DISTRIBUTIONS.CREATION_DATE

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import for an invoice distribution.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE_CATEGORY

ATTRIBUTE [1–15]

Enter Descriptive Flexfield information that you want to import for an invoice distribution. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoice distributions or you will experience validation problems when you try to access the information in the invoice windows.

If you are using a distribution set that has a descriptive flexfield, any data you enter here will overwrite the descriptive flexfield on the distribution set.

If a line is purchase order matched and you have enabled the Transfer PO Descriptive Flexfield Information Payables option, then data you enter here will overwrite the descriptive flexfield on the purchase order.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE [1–15]

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ ATTRIBUTE_CATEGORY

GLOBAL ATTRIBUTE [1–20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ ATTRIBUTE[1–20]

Other Invoice Values Assigned During Payables Open Interface Import

During Payables Open Interface Import, Payables populates additional columns in the AP_INVOICES and AP_INVOICE_DISTRIBUTIONS tables.

ORGANIZATION. Payables populates AP_INVOICES.ORG with the organization associated with the person who submits the import program.

PROJECTS INFORMATION. Payables populates the Projects related columns in AP_INVOICES and AP_INVOICE_DISTRIBUTIONS if the

invoice is matched to a purchase order and the purchase order has project related information.

PROJECTS INFORMATION. If Projects is installed and you provide values for Project ID and Task, then the system will build the CCID based on the information in Projects.

TAX NAME. Payables assigns a tax name to the invoice based on the Tax Name Defaults hierarchy you use. See: Defaulting Tax in Payables: page 4 – 39

VOUCHER NUMBER. If you use automatic sequential numbering, then the import program populates the AP_INVOICES.DOC_SEQUENCE_ID and AP_INVOICES.DOC_VALUE columns, and enters STD INV as the AP_INVOICES.DOC_CATEGORY_CODE.

Account Overlay in Payables Open Interface Import

There are four ways that an invoice distribution can get accounting information when it is imported from the Payables Open Interface tables:

- DIST_CODE_COMBINATION_ID in AP INVOICE_LINES_INTERFACE
- DIST_CODE_CONCATENATED in AP_INVOICE_LINES_INTERFACE
- Distribution Set
- PO Distributions from a purchase order match

You can use the Account Overlay feature to overwrite one or more account segments of the account that Payables generates from one of the above four sources. For example, if you are matching to a purchase order and you know that the department on the purchase order is incorrect, the Account Overlay feature can do this for you automatically during import.

During Payables Open Interface import, the system uses values in the following four Payables Open Interface table columns to overlay the account:

- DIST_CODE_CONCATENATED used for overlay only if this value has one or more null segments
- BALANCING_SEGMENT

- COST_CENTER
- ACCOUNT

BALANCING_SEGMENT, COST_CENTER, and ACCOUNT will overlay any values in DIST_CODE_CONCATENATED, even if it includes null values.

Account Overlay is not implemented with proration of Tax, Freight, or Miscellaneous lines. The account for these lines comes from the respective Item line. All other lines not created by proration can be overlayed. In addition, if an Item line includes tax, then the tax account will be overlayed according to the overlay rules of the item.

In summary, the hierarchy for overlay is as follows. Import builds the account by overlaying the account with any values at each successive level:

1. DIST_CODE_COMBINATION_ID or DIST_CODE_CONCATENATED if value includes all segments
2. Distribution Set or PO Distributions
3. DIST_CODE_CONCATENATED if value includes null segments
4. BALANCING_SEGMENT, COST_CENTER, and ACCOUNT

Using SQL*Loader to Populate the Payables Open Interface Tables

You can create a SQL*Loader program that produces a flat file containing the invoice details you want to bring into Payables. For detailed information on the tables, refer to Open Interface Import Table Descriptions: page I – 4.

▶ **To use SQL*Loader to populate the Payables Open Interface tables:**

1. For each invoice, the program should identify the supplier by providing a value for at least one of the following columns: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, or PO_NUMBER. In addition, for each record, you must populate the following required columns in AP_INVOICES_INTERFACE:
   - INVOICE_ID
   - INVOICE_NUM
   - INVOICE_AMOUNT

- SOURCE. Make certain that you specify a Source type QuickCode exactly as you entered it in the Payables QuickCodes window.

For each invoice line, include the following values to populate the columns in the AP_INVOICE_LINES_INTERFACE:

- INVOICE_ID
- LINE_TYPE_LOOKUP_CODE
- AMOUNT

In addition, if you are importing foreign currency invoices, include information to populate the following columns in AP_INVOICES_INTERFACE:

- EXCHANGE_RATE_TYPE
- EXCHANGE_RATE (if you use User–defined rate type)

If this exchange rate information is the same for all invoices and invoice distributions you import, you can include this information in your SQL*Loader control file, instead of entering it separately for each invoice.

Finally, ensure that your invoice flat file has the appropriate information to populate AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE as indicated in the preceding table descriptions. If a value is not required for a column, you may leave the column empty.

2. Create a SQL*Loader control file.

   Read the SQL*Loader documentation to learn how to write a SQL*Loader control file. The file you write will vary greatly depending on the nature and format of the invoice flat file you use. Your control file must populate AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE as indicated in the previous table descriptions. See also: SQL*Loader (*ORACLE8 Server Utilities Guide*).

   Code your control file to populate the SOURCE column in AP_INVOICES_INTERFACE with the Source code exactly as you defined it in the QuickCodes window.

   If all your invoices are in the same currency, you can hard code the value for DEFAULT_CURRENCY_CODE in AP_INVOICES_INTERFACE and CURRENCY_CODE in AP_INVOICE_LINES_INTERFACE in your control file.

3. Use the SQL*Loader program you created to load your invoice information from your flat file into the interface tables. Indicate your control file as the SQL*Loader control file, your invoice flat file as the SQL*Loader input file, and your Payables SQL*Plus username and password as the database sign on. For more information see: *Oracle8 Server Utilities Guide.*

4. Use the Open Interface Invoices window to review and edit the data in the Payables Open Interface tables.

APPENDIX

J

Payables Credit Card Transaction Interface Table

This appendix describes the Payables Credit Card Invoice Interface table. The Credit Card Transaction Validation and Exception Report Program uses data in this table to create distributions in the Payables Open Interface tables.

The Payables Credit Card Transaction Interface Table

Use the Credit Card Transaction Interface Table to load transaction data from your credit card issuers into your Payables system. When you submit the Credit Card Transaction Validation and Exception Report, for records where the CREATE_DISTRIBUTION_FLAG is Y, Payables uses the data in the AP_EXPENSE_FEED_LINES table to create distributions with proper accounts in the AP_EXPENSE_FEED_DISTS table. Payables uses data in this table to confirm transactions with your employees and managers. After employees and managers have verified and approved the transactions, you submit the Credit Card Invoice Interface Summary to import the data into the Payables Open Interface tables and optionally summarize the data by GL Account (CCID). You can then submit the Payables Open Interface Import Program to create invoices from the data.

Understanding the Payables Credit Card Transaction Interface Table

Use SQL*Loader to load credit card transaction information into the AP_EXPENSE_FEED_LINES interface table. When you initiate the Credit Card Transaction Validation and Exception Report, the import program validates all required transaction data in these tables.

The interface table is organized by columns that Payables uses to categorize and store specific transaction information.

NOT NULL Columns

You must enter values for all NOT NULL columns in the interface table to successfully save your credit card transaction data in the interface table.

NULL Columns

Such columns in the interface table need not have a value.

Required Columns

In addition to the NOT NULL columns, there are columns in the interface table that require a value for import. If you do not enter a valid value in a Required field, the record will be rejected during validation.

Conditionally Required Columns

Payables requires you to enter values in a conditionally required column only if you have entered a value in another column on which the column is dependent.

Optional Columns

You can use some columns in the interface table to import additional credit card transaction data.

Attention: If you are running Payables in a multi–org environment, you may want to populate ORG_ID when you load the Payables Credit Card Transaction Interface table.

Payables Credit Card Transaction Interface Table

The following table lists the columns in the Payables Credit Card Transaction Interface table and indicates which columns require values for importing into Payables. See also: Table Definitions *(Payables Applications Technical Reference Manual)*.

AP_EXPENSE_FEED_LINES

Column Name	Null	Type	Comments
EMPLOYEE_ID		NUMBER(15)	Required Foreign key: HR_EMPLOYEES_ CURRENT_V (this column is populated by the Credit Card Transaction Validation and Exception Report)
CARD_ID		NUMBER(15)	Foreign key
CARD_PROGRAM_ID	NOT NULL	NUMBER(15)	Required; Foreign key
CARD_NUMBER	NOT NULL	VARCHAR2(80)	Required
FEED_LINE_ID	NOT NULL	NUMBER915)	Required; Primary key
REFERENCE_NUMBER		VARCHAR2(240)	Unique
ALT_REFERENCE_ NUMBER		VARCHAR2(240)	

Table 10 – 12 AP_EXPENSE_FEED_LINES (Page 1 of 4)

Column Name	Null	Type	Comments
CUSTOMER_CODE		VARCHAR2(240)	
AMOUNT	NOT NULL	NUMBER	Required (must load as either positive or negative number)
ORIGINAL_ CURRENCY_AMOUNT		NUMBER	
ORIGINAL_ CURRENCY_CODE		VARCHAR2(15)	
POSTED_ CURRENCY_CODE		VARCHAR2(15)	
CURRENCY_ CONVERSION_RATE		NUMBER	
TRANSACTION_DATE		DATE	
POSTED_DATE	NOT NULL	DATE	
RECORD_TYPE		VARCHAR2(25)	
CREATE_ DISTRIBUTION_FLAG		VARCHAR2(1)	
MERCHANT_NAME		VARCHAR2(80)	
MERCHANT_NUMBER		VARCHAR2(80)	
CARD_CODE_VALUE		VARCHAR2(80)	
CODE_ID		NUMBER(15)	Foreign key
INDUSTRY_CODE1		VARCHAR2(80)	
INDUSTRY_CODE2		VARCHAR2(80)	
ALT_MERCHANT_ NUMBER		VARCHAR2(80)	
MERCHANT_ADDRESS1		VARCHAR2(35)	
MERCHANT_ADDRESS2		VARCHAR2(35)	
MERCHANT_ADDRESS3		VARCHAR2(35)	
MERCHANT_ADDRESS4		VARCHAR2(35)	
MERCHANT_CITY		VARCHAR2(25)	
MERCHANT_ PROVINCE_STATE		VARCHAR2(25)	
MERCHANT_ POSTAL_CODE		VARCHAR2(25)	
MERCHANT_COUNTRY		VARCHAR2(25)	
MERCHANT_CITY		VARCHAR2(25)	

Table 10 – 12 AP_EXPENSE_FEED_LINES (Page 2 of 4)

Column Name	Null	Type	Comments
MERCHANT_TAX_ID_ NUMBER		VARCHAR2(80)	
TAX_PAID_FLAG		VARCHAR2(1)	
ALT_TAX_PAID_FLAG		NUMBER	
ALT_TAX_AMOUNT		NUMBER	
ALT_TAX_RATE		NUMBER	
ALT_TAX_TYPE		VARCHAR2(25)	
FREIGHT_AMOUNT		NUMBER	
DUTY_AMOUNT		NUMBER	
MERCHANT_BUSINESS_ TYPE		VARCHAR2(80)	
MERCHANT_ OWNER_TYPE		VARCHAR2(80)	
PRODUCT_CODE		VARCHAR2(80)	
ITEM_DESCRIPTION		VARCHAR2(240)	
ITEM_QUANTITY		NUMBER	
ITEM_UOM		VARCHAR2(80)	
EXTENDED_ITEM_ AMOUNT		NUMBER	
DISCOUNT_INDICATOR		VARCHAR2(1)	
DISCOUNT_AMOUNT		NUMBER	
EMPLOYEE_ VERIFICATION_ID		NUMBER(15)	
DESCRIPTION		VARCHAR2(240)	
PROJECT_CODE		VARCHAR2(25)	
ORG_ID		NUMBER(15)	
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER(15)	
LAST_UPDATE_LOGIN		NUMBER(15)	
CREATION_DATE		DATE	
CREATED_BY		NUMBER(15)	

Table 10 – 12 AP_EXPENSE_FEED_LINES (Page 3 of 4)

Column Name	Null	Type	Comments
ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
ATTRIBUTE 1 – 30		VARCHAR2(150)	Optional

Table 10 – 12 AP_EXPENSE_FEED_LINES (Page 4 of 4)

See Also

Procurement Card Integration: page 4 – 93

Using SQL*Loader to Populate the Credit Card Transaction Interface Tables

You can create a SQL*Loader program that uses a flat file containing the credit card transaction details you want to transfer into the AP_EXPENSE_FEED_LINES table. For detailed information on this table, refer to the Oracle Public Sector Payables Applications Technical Reference Manual.

▶ **To use SQL*Loader to populate the AP_EXPENSE_FEED_LINES table:**

1. For each record, you must populate the following required columns in AP_EXPENSE_FEED_LINES:
   - CARD_PROGRAM_ID. The unique identifier of the card program for which you are loading transactions.
   - CARD_NUMBER. The number of the credit card that was used for the transaction. This should be contained in the transaction file you receive from your card issuer.
   - FEED_LINE_ID. Use the sequence AP_EXPENSE_FEED_LINES_S.NEXTVAL to populate this column for each transaction.
   - AMOUNT. The amount of the transaction. This should be contained in the transaction file you receive from your card issuer.

Attention: You *must* load the amount as either a positive or negative number. For example, if you are loading a credit, load

the transaction amount as a negative number. Also, the precision of all amounts loaded should be to the same precision you define for the currency of the credit card program.

- POSTED_DATE. The date the merchant posted the transaction to the credit card issuer. This should be contained in the transaction file you receive from your card issuer.

2. Set the CREATE_DISTRIBUTION_FLAG to Y. You must perform this step to have the Credit Card Transaction Validation and Exception Report create default accounting distributions for the transactions you load.
3. Optionally populate the Standard Who Columns for the AP_EXPENSE_FEED_LINES table if you would like to retain this information for the transactions you load.
4. POSTED_CURRENCY_CODE. The posted currency code of the transaction should be the same as the currency of the credit card program.
5. ORG_ID: If you are running Payables in a multi–org environment, you may want to populate this column when you load transactions.
6. Create a SQL*Loader control file.

   Read the SQL*Loader documentation to learn how to write a SQL*Loader control file. The file you write will vary greatly depending on the nature and format of the credit card transaction flat file you use. Your control file must populate AP_EXPENSE_FEED_LINES as indicated in the Oracle Public Sector Payables Applications Technical Reference Manual. See also: SQL*Loader (*ORACLE8 Server Utilities Guide*).
7. Use the SQL*Loader program you created to load your credit card transaction information from your flat file into the interface table. Indicate your control file as the SQL*Loader control file, your credit card transaction flat file as the SQL*Loader input file, and your Payables SQL*Plus username and password as the database sign–on. For more information see: *Oracle8 Server Utilities Guide.*

APPENDIX

K

Oracle Public Sector Payables Holds

This appendix describes the hold approval codes that are predefined in Payables. Payables assigns these hold codes to invoices that do not pass invoice approval criteria.

Summary of Approval Hold Codes

The following tables provide summary information about each type of approval hold name that Payables provides and the approval names that Payables predefines for each type. You can review these hold names in the Invoice Approvals window. The last column of each table describes one or more methods you can use to release the hold. You manually release holds using the Invoice Holds window.

See Also

Approval: page 4 – 68

Releasing Holds: page 4 – 63

Invoice Approvals (window): page 2 – 33

Account Holds

The following table lists all the predefined Hold names with the Account Hold Reason type.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
DIST ACCT INVALID	Invoice distribution distributed to invalid account	Approval	No	No	Correct account and resubmit Approval
ERV ACCT INVALID	Payables created invalid Exchange Rate Variance account for invoice distribution. Used only if you enable Automatic Offsets	Approval	No	No	Correct account and resubmit Approval
LIAB ACCT INVALID	Payables created invalid Liability account for invoice distribution. Used only if you enable Automatic Offsets	Approval	No	No	Correct account and resubmit Approval

Table 10 – 13 Account Holds (Page 1 of 1)

Funds Holds

The following table lists all the predefined Hold names with the Funds Hold Reason type. Payables applies these holds only if you use budgetary control.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
CAN'T FUNDS CHECK	No budget exists for the account in the accounting period on the invoice Invoice account ≠ purchase order account	Approval	No	No	Create a budget in General Ledger and resubmit Approval Enter different account for invoice distribution and resubmit Approval
	Detail account not assigned to a parent account				Assign detail account to parent account and resubmit Approval
IN–SUFFICIENT FUNDS	Invoice distribution amount > funds available	Approval	No	Yes	Enter different account for invoice distribution and resubmit Approval Transfer funds to account budget and resubmit Approval In General Ledger, enable a user to override funds control and user resubmit Approval Manually release in the Invoice Holds window

Table H – 1 Funds Holds (Page 1 of 1)

Invoice Holds

The following table lists all the predefined Hold names with the Invoice Hold Reason type.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
AMOUNT	Invoice amount > invoice amount limit you specify for a supplier site	Invoice Entry	Yes	Yes	Adjust invoice amount and resubmit Approval Manually release in the Invoice Holds window
WITHHOLDING TAX	Payables cannot perform automatic withholding of tax	Approval	No	No	Correct error that caused automatic withholding of tax to fail See: About Approval: page 4 – 68
SUPPLIER	You enabled the Hold Future Invoices option for a supplier site in the Suppliers Sites window	Invoice Entry	Yes	Yes	Manually release in the Invoice Holds window (To prevent future Supplier holds, disable the Hold Future Invoices supplier site option)
INVALID PO	You matched an invoice to an unapproved or invalid purchase order	Approval	Yes	Yes	Reverse matched distributions and match to valid PO Correct invalid PO Manually release in the Invoice Holds window
NATURAL ACCOUNT TAX	You assigned a tax Name to an expense or asset account in the Tax Options window, and you enabled the Enforce Tax From Account Payables option and the tax name does not match the account.	Approval	Yes	Yes	Change the tax name to the correct tax name Disable the Enforce Tax From Account Payables option In the Tax Options window in General Ledger, change the tax name association or enable the "Allow Tax Override" check box

Table H – 2 Invoice Holds (Page 1 of 1)

Matching Holds

The following table lists all the predefined Hold names with the Matching Hold Reason type.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
CAN'T CLOSE PO	Online receipt accrual enabled in Purchasing and Purchase order quantity delivered ≠ quantity received	Approval	Yes	Yes	Resolve purchase order delivery information in Purchasing and resubmit Approval Manually release in the Invoice Holds window
CAN'T TRY FINAL CLOSE	Invoice (final matched to purchase order) placed on hold during Approval	Approval	No	No	Release hold that caused invoice to be placed on hold and resubmit Approval
CURRENCY DIFFERENCE	Invoice currency ≠ purchase order currency	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Manually release in the Invoice Holds window
FINAL MATCHING	Invoice matched to permanently closed purchase order	Approval	No	No	Reverse invoice matched to closed purchase order and resubmit Approval
MATCHING REQUIRED	Invoice not matched to purchase order	Approval	Yes	Yes	Match invoice to purchase order and resubmit Approval Manually release in the Invoice Holds window
MAX QTY ORD	Quantity billed > (quantity ordered + tolerance amount)	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window

Table H – 3 Matching Holds (Page 1 of 3)

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
MAX QTY REC	Quantity billed > (quantity received + tolerance amount)	Approval	Yes	Yes	Correct invoice or receipt and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
MAX RATE AMOUNT	Exchange rate variance exceeds amount tolerance limit	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
MAX SHIP AMOUNT	Variance between invoice and shipment amount exceeds amount tolerance limit	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
MAX TOTAL AMOUNT	Sum of invoice and exchange rate variances exceeds amount tolerance limit	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
PO NOT APPROVED	Matched purchase order not approved	Approval	Yes	Yes	Approve PO and resubmit Approval Manually release in the Invoice Holds window
PRICE	Invoice unit price > [purchase order unit price × (1 + % tolerance)]	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window

Table H – 3 Matching Holds (Page 2 of 3)

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
QTY ORD	Quantity billed > [quantity ordered × (1 + % tolerance)]	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
QTY REC	Quantity billed > [quantity received × (1 + % tolerance)]	Approval	Yes	Yes	Enter receipt in Purchasing and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
QUALITY	Quantity billed > quantity accepted	Approval	Yes	Yes	Enter acceptance in Purchasing and resubmit Approval Manually release in the Invoice Holds window
REC EXCEPTION	Purchase order receipt indicates exception	Manually in Purchasing	Yes	Yes	Resolve purchase order receipt exception in Purchasing and resubmit Approval Manually release in the Invoice Holds window
TAX DIFFERENCE	Invoice tax name ≠ purchase order tax name Invoice tax name = purchase order tax name, but taxable flag set to No for PO shipments	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Manually release in the Invoice Holds window

Table H – 3 Matching Holds (Page 3 of 3)

Comment: Can you get a tax difference hold if you have not enabled Enforce PO Tax name?

Variance Holds

The following table lists all the predefined Hold names with the Variance Hold Reason type.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
DIST VARIANCE	Invoice amount ≠ sum of invoice distribution amounts	Approval	No	No	Adjust invoice distributions or invoice amount and resubmit Approval
TAX AMOUNT RANGE	Tax amount < [(tax rate × taxable dist line total) – tolerance amount] ***or*** Tax amount > [(tax rate × taxable dist line total) + tolerance amount]	Approval	Yes	Yes	Adjust tax rate for tax name and resubmit Approval Change tax name on invoice distributions and resubmit Approval Adjust tax tolerance and resubmit Approval Manually release in the Invoice Holds window
TAX VARIANCE	Tax amount < [(tax rate × taxable dist line total) × (1 – % tolerance)] ***or*** Tax amount > [(tax rate × taxable dist line total) × (1 + % tolerance)]	Approval	Yes	Yes	Adjust tax rate for tax name and resubmit Approval Change tax name on invoice distributions and resubmit Approval Adjust tax tolerance and resubmit Approval Manually release in the Invoice Holds window

Table H – 4 Variance Holds (Page 1 of 1)

Miscellaneous Holds

The following table lists miscellaneous predefined Hold names that Payables uses to apply holds to invoices.

Hold Name	Hold Reason	Hold Placement	Posting Allowed	Manual Release Allowed	Hold Removal
FUTURE PERIOD	One or more invoice distributions have a GL date in an accounting period with a status of Future	Approval	No	No	Change period status (Control Period Statuses form) and resubmit Approval
NO RATE	No exchange rate for foreign currency invoice	Approval	No	No	Enter exchange rate and resubmit Approval Submit AutoRate and resubmit Approval
[All Payments]	You enabled the Hold All Payments option for the invoice's supplier site	No hold placed on invoice, but the enabled option prevents payment of a supplier site's invoices	Yes	N / A	Disable the Hold All Payments option in the Supplier Sites window and Payables allows you to select the supplier site's approved invoices for payment Create a manual payment for any of the held invoices

Table H – 5 Miscellaneous Holds (Page 1 of 1)

Glossary

1099 form The forms the Internal Revenue Service supplies to record a particular category of payment or receipt.

1099 number The tax identification number for a supplier. According to IRS rules in the United States, lack of a valid tax identification number may result in tax withholding.

Payables stores the tax identification number for each supplier. Payables also enables you to enter a withholding status for each supplier.

1099 types A 1099 classification scheme used in the United States for types of payments. Each 1099 form has one or more payment types. A 1099 supplier may receive payments from more than one type. The 1099–MISC form has the following types: rents, royalties, prizes and awards, federal income tax withheld, fishing boat proceeds, medical and health care payments, non–employee compensation, and substitute payments in lieu of dividends or interest.

Payables records 1099 payments by type so that you can report them according to IRS requirements.

2–way matching The process of verifying that purchase order and invoice information matches within accepted tolerance levels. Payables uses the following criteria to verify two–way matching:

Invoice price <= Order price
Quantity billed <= Quantity ordered

See also *matching*.

3–way matching The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Payables uses the following criteria to verify three–way matching:

Invoice price <= Purchase Order price
Quantity billed <= Quantity ordered
Quantity billed <= Quantity received

See also *matching.*

4–way matching The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Payables uses the following criteria to verify four–way matching:

Invoice price <= Order price
Quantity billed <= Quantity ordered
Quantity billed <= Quantity received
Quantity billed <= Quantity accepted

See also *matching.*

account groups Fixed asset or long–term liabilities for which governments usually maintain separate accountability. Governments usually maintain these transactions in account groups known as the general fixed assets account group and the general long–term debt account group.

account hierarchy An Oracle Public Sector Financials feature you use to perform summary level funds checking. An account hierarchy lets Purchasing and Payables quickly determine the summary accounts into which your detail accounts roll up.

accounting classification code structure The data elements a government activity uses to classify the financial aspects of a transaction.

accounting method The method you select for recording accounts payable transactions. You can choose between accrual basis, cash basis, or combined basis of accounting. With accrual basis accounting, Payables creates journal entries for invoices and payments. With cash basis accounting, Payables creates journal entries only after you make payments. With combined basis accounting, Payables creates journal entries for invoices and payments to post to your accrual set of books and creates journal entries for payments to post to your cash set of books.

accrual basis accounting A method of accounting in which you recognize revenues in the accounting period in which you earn revenues and recognize expenses in the accounting period in which you incur the expense. Both revenues and expenses need to be measurable to be reportable.

advance An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures. Generally, an advance is made by a government to a payee to whom the government has an obligation, and not more than the obligation. For example, a government might issue a travel advance to an employee before the beginning of a trip.

agency A representative organization of a federal government, state or local government, or institution of higher education.

agent An individual responsible for providing goods or services or authorizing their provision to another government entity or recipient.

aging buckets Time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. Payables uses the aging buckets you define for its Invoice Aging Report.

alert An entity you define that checks your database for a specific condition and sends or prints messages based on the information found in your database.

alert input A parameter that determines the exact definition of the alert condition. You can set the input to different values depending upon when and to whom you are sending the alert. For example, an alert testing for users to change their passwords uses the number of days between password changes as an input. Oracle Alert does not require inputs when you define an alert.

alert output A value that changes based on the outcome at the time Oracle Alert checks the alert condition. Oracle Alert uses outputs in the message sent to the alert recipient, although you do not have to display all outputs in the alert message.

Always Take Discount A Payables feature you use to always take a discount on a supplier's invoice if the payment terms for the invoice include a discount. You define Always Take Discount as a Payables option that Payables assigns to new suppliers you enter. When Always Take Discount is enabled for a supplier site, you take a discount on that supplier's invoice site regardless of when you pay the invoice. When Always Take Discount is disabled, you only take a discount if you pay the invoice on or before the discount date.

appropriation An authorization by a legislative body that permits a government to incur obligations and make payments for specified purposes. An appropriation usually follows enactment of authorizing legislation. Appropriations are limitations on the amounts agencies can obligate during the time specified in the appropriation act.

asset See *fixed asset*.

asset account A general ledger account to which you charge the cost of an asset when you purchase it. You must define an account as an asset account.

Audit Set The group of forms that are available for auditing in your application.

Approval A feature that prevents you from paying an invoice when your supplier overcharges you or bills you for items you have not received, ordered or accepted. Approval also validates tax, period, currency, budgetary, and other information. If you use budgetary control and encumbrance accounting, Approval also creates encumbrances for unmatched invoices or for invoice variances.Approval prevents payment or posting of invoices that do not meet defined approval criteria by placing holds on the invoice. Approval also releases holds when you resolve invoice exceptions. You must submit Approval for each invoice to pay and post the invoice.

AutoClear Formerly an Oracle Public Sector Payables feature, this was replaced by Oracle Cash Management features in Release 10SC.

automatic payment A Payables process that automatically selects invoices based on your selection criteria, creates a payment (check or electronic funds transfer), and confirms the status of each payment.

automatic payment processing A Payables process that produces payments for groups of invoices. The complete process includes: invoice selection (payment batch), payment building, manual modification / addition to invoice payments in the payment batch, payment formatting, and confirmation of results. You can modify a payment batch up until the time you format payments for the payment batch. You can cancel a payment batch up until the time you confirm the payment batch.

B–record A summary record of all 1099 payments made to a supplier for one tax region.

BACS See *Bankers Automated Clearing System.*

balancing segment An Accounting Flexfield segment that you define so that Payables automatically balances all journal entries for each value of this segment. For example, if your fund segment is a balancing segment, Oracle Public Sector General Ledger assures that, with every journal entry, the total debits to Fund 01 equals the total credits to Fund 01.

bank file The data file you receive from the bank that contains all of the payment information that the bank has deposited in your bank account.

Bankers Automated Clearing System (BACS) The standard format of electronic funds transfer used in the United Kingdom. You can refer to the BACS User Manual, Part III: Input Media Specifications, published by the Bankers Automated Clearing System, for the exact specifications for BACS electronic payments.

Bill of Exchange A method of payment. Also known as a **future dated payment** in some countries, including France. See also *Future Date Payment.*

budget organization An entity, such as a department, division, or activity, responsible for entering and maintaining budget data.

budgetary account An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

Budgetary Account An account that contains a budgetary account.

budgetary account type Either of the two account types Budgetary DR and Budgetary CR.

budgetary control An Oracle Public Sector Financials feature you use to control actual and anticipated expenditures against a budget. When budgetary control is enabled, you can check funds online for transactions, and you can reserve funds for transactions by creating encumbrances. Oracle Public Sector Financials automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle Public Sector Financials notifies you online if funds available are insufficient for your transaction.

business group The highest level of organization and the largest grouping of employees across which an agency can report. A business group can correspond to an entire agency, or to a specific division within the agency.

candidate A record that Payables selects to purge based on the last activity date you specify. Payables only selects records that you have not updated since the last activity date you specify. Payables does not purge a candidate until you confirm a purge.

cash basis of accounting An accounting method in which you only recognize an expense when you incur the expense. With the Cash Basis of Accounting, Payables only creates journal entries for invoice payments.

Cash Clearing Account The cash clearing account you associate with a payment document. You use this account if you integrate Oracle Public Sector Payables with Oracle Cash Management, or if you generate future dated payment documents. Oracle Public Sector Payables credits this account instead of your Asset (Cash) account and debits your Liability account when you post uncleared payments. Oracle Public Sector Payables debits this account and credits your Asset (Cash) account once you clear your payments in Oracle Cash Management. You must enable the Allow Reconciliation Accounting Payables option to be able to enter a cash clearing account for a bank account and payment document.

category A feature you use to purge a particular group of records from the database. Payables lets you choose from 5 separate categories:

Suppliers
Simple Invoices
Simple Requisitions (only if you installed Purchasing)
Simple Purchase Orders (only if you installed Purchasing)
Matched Invoices and POs (only if you installed Purchasing)

check A bill of exchange drawn on a bank and payable on demand. Or, a written order on a bank to pay on demand a specified sum of money to a named person, to his or her order, or to the bearer out of money on deposit to the credit of the maker.

A check differs from a warrant in that a warrant is not necessarily payable on demand and may not be negotiable. It differs from a voucher in that a voucher is not an order to pay.

check overflow A check printing situation where there are more invoices paid by a check than can fit on the remittance advice of the check.

clear A payment status when the bank has disbursed funds for the payment, and the payment has been cleared but not matched to a bank statement within Oracle Cash Management.

clearing account An account used to ensure that both sides of an accounting transaction are recorded. For example, when you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create another journal entry to the asset clearing account to balance the entry from the payables group.

combined basis accounting A method of accounting that combines both Accrual Basis Accounting and Cash Basis Accounting. With Combined Basis of Accounting, you use two separate sets of books, one for the accrual basis accounting method and the other for the cash basis accounting method. Payables creates journal entries for invoices and payments to post to your accrual set of books and creates journal entries for payments to post to your cash set of books.

commitment A journal entry you make to record an anticipated expenditure as indicated by approval of a requisition. Also known as **pre–commitment, pre–encumbrance** or **pre–lien.**

complete matching A condition where the invoice quantity matches the quantity originally ordered, and you approve the entire quantity. See also *matching, partial matching.*

control amount A feature you use to specify the total amount available for payment of a recurring payment. When you generate invoices for a recurring payment, Oracle Public Sector Payables uses the control amount and the total number of payments to determine the invoice amount.

control book A tax book, used for mass depreciation adjustments, that holds the minimum accumulated depreciation for each asset.

control file A file used by SQL*Loader to map the data in your bank file to tables and columns in the Oracle database. You must create one control file for each different bank file you receive, unless some or all of your banks use the exact same format.

conversion A process that converts foreign currency transactions to your functional currency.

corporate exchange rate An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle Public Sector General Ledger.

credit invoice An invoice you receive from a supplier representing a credit amount that the supplier owes to you. A credit invoice can represent a quantity credit or a price reduction.

credit memo A document that partially or fully reverses an original invoice.

cross rate An exchange rate you use to convert one foreign currency amount to another foreign currency amount. In Payables, you use a cross rate to convert your invoice currency to your payment currency.

customer number The number a supplier assigns to your organization.

cutoff day The day of the month that determines when an invoice with proxima payment terms is due. For example, if it is January and the cutoff day is the 10th, invoices dated before or on January 10 are due in the next billing period; invoices dated after the 10th are due in the following period.

database table A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

debit invoice An invoice you generate to send to a supplier representing a credit amount that the supplier owes to you. A debit invoice can represent a quantity credit or a price reduction.

dependent segment An account segment in which the available values depend on values entered in a previous segment, called the independent segment. For example, the dependent segment Sub–Account 0001 might mean Bank of Alaska when combined with the independent segment Account 1100, Cash, but the same Sub–Account 0001 might mean Building #3 when combined with Account 1700, Fixed Assets.

Descriptive Flexfield A field that your organization can extend to capture extra information that is otherwise not tracked by Oracle Applications. A Descriptive Flexfield appears on your window as a single character, unnamed field. Your organization can customize this field to capture additional information that is necessary and unique to your business.

disbursement type A feature you use to determine the type of payment for which a payment document is used. For example, computer–generated payments and recorded checks or wire transfers.

discount The amount or percentage that you allow a customer to decrease the balance due for a debit item. In Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts.

distribution line A line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

distribution list A distribution list is a set of mail names to whom Oracle Alert sends a message when it finds an exception condition. An alert can have many distribution lists and each distribution list can have its own set of input variables to increase your control over who gets messages about what. For example, to send a message about furniture to Joe Smith and about telecommunications equipment to Sally Jones, you can define two distribution lists and enter the appropriate item class as an input variable to each list.

distribution set A Payables feature you use to assign a name to a predefined expense distribution or combination of distributions (by percentage). Payables displays on a list of values the list of Distributions Sets you define. With Distribution Sets, you can enter routine invoices into Payables without having to enter accounting information.

distribution total The total amount of the distribution lines of an invoice. The distribution total must equal the invoice amount before you can pay or post an invoice.

document sequence number A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Receivables or journal entries in General Ledger. See also *voucher number.*

due from A liability account you use to record noncurrent portions of a long–term debt, owed by one fund to another fund, within the same reporting entity.

due to An asset account you use to record the noncurrent portion of a long–term loan, from one fund to another fund, within the same reporting entity.

duplicate An exception that Oracle Alert has previously sent to the same distribution list. You can choose to suppress duplicates completely for detail messages, or to identify them with asterisks (*) in summary messages. For example, if on Monday Oracle Alert notifies a purchasing agent that a supplier shipment is overdue, then on Tuesday Oracle Alert finds that the shipment is still overdue, you can choose whether Oracle Alert should renotify the purchasing agent or suppress the message.

dynamic distribution A distribution that includes at least one recipient whose electronic mail ID is represented by an alert output. Oracle Alert locates the actual electronic mail ID in one of the application tables, and substitutes it into the distribution before sending the alert message.

dynamic insertion An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop–up window. The new combination must satisfy any cross–validation rules before it is accepted. Your organization can decide if an Accounting Flexfield supports dynamic insertion. If an account does not support dynamic insertion, you can only enter new combinations of segment values using the Define Accounts window

EFT See *Electronic Funds Transfer (EFT).*

Electronic Funds Transfer (EFT) A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Payables, your bank transfers funds from your bank account into the bank account of a supplier you pay with the Electronic payment method.

encumbrance An entry you make to record anticipated expenditures of any type. Oracle Public Sector Financials create requisition encumbrances and purchase order encumbrances automatically when encumbrance accounting or budgetary control is enabled. You can also record other encumbrances manually. For example, you can record encumbrances for your payroll.

encumbrance accounting An Oracle Public Sector Financials feature that creates encumbrances automatically for requisitions, purchase orders, and invoices. If you enable encumbrance accounting only, you can create encumbrances automatically or manually. You cannot check funds online unless you also enable budgetary control. See also *budgetary control*.

encumbrance journal entry A journal entry that increases or relieves encumbrances. Encumbrance entries can include encumbrances of any type.

If you have enabled encumbrance accounting, when you successfully approve an invoice matched to an encumbered purchase order, Payables automatically creates encumbrance journal entries that relieve the original encumbrance journal entries. Payables also creates new encumbrance journal entries for any quantity or price variance between an invoice and the matched purchase order.

Payables automatically creates encumbrance journal entries for an unmatched invoice when you approve the invoice.

encumbrance type An encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and better control your planned expenditures. You can also attach an encumbrance type to your invoices for reporting purposes. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances)

event alert An alert that runs when a specific event occurs that you define. For example, you can define an event alert to send a message to the Accounts Payable Supervisor when an Accounts Payable Clerk enters an invoice that exceeds your maximum invoice amount for that supplier.

exception A single occurrence of an event returned by an alert check. For example, if an alert checking for invoices that Approval places on funds hold finds five such invoices, each invoice is an exception.

exception reporting Exception reporting is an integrated system of alerts, messages and distribution lists to focus attention on time–sensitive or critical information, streamline your communication channels, shorten your reaction time, and eliminate your information clutter. Exception reporting communicates information by either electronic mail or paper reports.

exchange rate A rate that represents the amount in one currency that you can exchange for another at a particular point in time. You can enter and maintain daily exchange rates for Payables to use to perform foreign currency conversion. Payables multiplies the exchange rate by the foreign currency to calculate the functional currency.

exchange rate type A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate, spot exchange rate.*

exchange rate variance The difference between the exchange rate for a foreign–currency invoice and its matched purchase order. Payables tracks any exchange rate variances for your foreign–currency invoices.

expenditures Activities that represent payments, repayments, or receipts for goods or services provided. For some governments, expenditures include anticipated expenses, such as encumbrances, in addition to activity that directly leads to an outlay of cash, such as an invoice. In Oracle Public Sector Financials, the term *expenditures* includes actual expenses and accrued liabilities. Expenditures do not include anticipated expenses, such as encumbrances.

expense report A document that details expenses incurred by an employee for the purpose of reimbursement. You can enter expense reports online in Payables or Web Employees, or you can import them from Projects.

factor The payee of an invoice when the payee differs from the supplier on the invoice. For example, a supplier may have sold their receivables to a factor.

Federal Identification Number See *Tax Identification Number.*

fiduciary funds A fund type for which the accounting and reporting techniques depend on whether the fund is expendable or nonexpendable. Examples of fiduciary funds include Trust and Agency funds.

fiscal year Any yearly accounting period without regard to its relationship to a calendar year.

fixed asset An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assets differ from inventory items since you use them rather than sell them**.**

fixed rate currencies Currencies with fixed exchange rates. For example, the Euro and currencies of countries in the European Monetary Union (EMU).

flexfield segment One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as –, /, or \). Each segment typically represents an element of your business, such as organization, product, or account.

FOB (Free On Board) The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination (e.g. 'FOB Our warehouse in New York'). (Receivables QuickCode)

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

foreign currency A currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. When you enter and pay an invoice in a foreign currency, Payables automatically converts the foreign currency into your functional currency based on the exchange rate you define. See also *exchange rate, functional currency.*

foreign currency conversion The conversion of a foreign currency transaction, such as an invoice or a payment, into your functional currency. Payables automatically performs this conversion whenever you enter an invoice or make a payment in a currency other than your functional currency. See also *foreign exchange gain or loss*.

foreign currency exchange gain or loss The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss, unrealized gain or loss.*

Free On Board (FOB) See *FOB.*

functional currency The principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, Payables automatically converts the foreign currency into your functional currency based on the exchange rate you define. Payables creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

fund A fiscal and accounting entity with a self–balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities or balances and changes to these balances are recorded. A fund is segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations. When you implement Oracle Public Sector Financials, Fund is typically the balancing segment of your Accounting Flexfield.

fund balance Fund balance is the equity portion of a fund balance sheet. Fund balance may contain one or more of the following subdivisions: **reserved** – A portion of the fund balance not available for expenditure or legally segregated for a specific future use. For example, Reserve for Encumbrances and Reserve for Inventory are reserved portions of fund balance. **Unreserved, designated –** A portion of the fund balance established to indicate tentative plans for the future use of current resources. **Unreserved, undesignated –** Fund balance available for use without predefined restrictions.

fund group A general category of funds for which you report fund activity as a whole. Plant funds, restricted funds, and general operating funds are examples of fund groups. Each fund group can have one or more funds associated with it. In Oracle Public Sector Financials, you can summarize funds into fund groups using rollup groups.

fund segment The segment of your Accounting Flexfield that you use to record fund, appropriation, or other information relating to a fiscal entity. In Oracle Public Sector Financials, *fund segment* is a generic term for the balancing segment you specify when you implement Oracle Public Sector Financials.

fund type A classification of funds for specifying accounting attributes. GAAP and other accounting authorities specify the fund types in general use and the appropriate accounting method, use of encumbrance, use of budgetary or proprietary accounts, and other attributes. For example, governmental units typically use the following fund types: General, Special Revenue, Capital Projects, Debt Service, Internal Service, Enterprise, and Trust & Agency.

funds available The difference between budgeted amounts and all actual and anticipated expenditures. Oracle Public Sector Financials lets you check funds available online for requisitions, purchase orders, and invoices.

funds checking The process of certifying funds available. You can check funds when you enter a requisition, purchase order, or invoice.. When you check funds, Oracle Public Sector Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Public Sector Financials does not reserve funds for your transaction when you check funds.

funds reservation The creation of requisition, purchase order, or invoice encumbrance journal entries. Payables reserves funds for your invoice when you approve the invoice. Approval creates encumbrance journal entries for an unmatched invoice or for price and quantity variances between an invoice and the purchase order to which you match the invoice. Payables immediately updates your funds available balances and creates an encumbrance journal entry that you can post in your general ledger.

future date A date you use to record the payment date of a future dated payment document. You only use future dates on payment documents with a future payment method.

Payables displays the future date on the future dated payment document to inform your supplier and bank when the bank should transfer funds to the supplier's bank. In Payables the future date of a future dated payment is the same as the scheduled payment due date of the invoices being paid. Payables also refers to the future date as the Payment Due Date.

gain See *realized gain or loss, unrealized gain or loss*.

GL Date The date used to determine the correct accounting period for your invoice and payment transactions. You assign a GL Date to your invoices during invoice entry and your payments during payment creation.

governmental funds A type of fund whose objective is to provide services to the public. Governmental funds are concerned with the availability of resources to provide services. Examples of governmental funds are General, Special Revenue, Capital Projects, and Debt Service.

grace period See *Receipt Acceptance Period.*

grant Assistance awards in which a government agency provides funding to another government agency or other recipient, and in which the granting agency does not have substantial involvement with the receiving agency or recipient during the performance of the grant activity. For example, a state government might give grants to regional and local governments for various purposes. The regional and local governments administer the grant for the state government.

hold An Oracle Applications feature that prevents a transaction from occurring or completing until the hold has been released. You can place a hold on an invoice or an invoice schedule line in Payables. All holds in Payables prevent payment; some holds also prevent posting to your general ledger.

imported invoice An invoice that is imported into Payables using the Invoice Import program.

income tax region The region or state you assign to paid invoice distribution lines for a 1099 supplier. If you participate in the Combined Filing Program, Payables produces K records for all income tax regions participating in the Combined Filing Program that have qualifying payments.

income tax type A type of payment you make to 1099 suppliers. With Payables you can assign an income tax type to each paid invoice distribution line for a supplier. The Internal Revenue Service (IRS) requires that you report, by income tax type, payments made to 1099 suppliers

interest invoice An invoice that Payables creates to pay interest on a past–due invoice. Payables automatically creates an expense distribution line for an interest invoice using an Accounting Flexfield you specify. You cannot modify an interest invoice.

interface table A temporary database table used for transferring data between applications or from an external application. See also *database table*.

interfund account A general ledger account you define in an Accounting Flexfield to balance interfund transactions. You can define multiple interfund accounts for use with different types of journal entries. You can define multiple interfund accounts and link them with balancing segment values so each fund can have multiple interfund accounts. For example, fund A can have an interfund payable account for fund B and an interfund receivable account for fund B. Fund A can have an interfund payable account for fund C and an interfund receivable account for fund C.

interfund entry A transaction between two or more funds. For example, an activity funded out of the General Fund that is to be reimbursed by the Plant Fund is an interfund transaction. Oracle Public Sector Financials can automatically create basic interfund entries when you post a journal entry that does not balance by balancing segment value or fund.

interfund transfer All interfund transactions except for loans, advances, quasi–external transactions, and reimbursements.

invoice A document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create an invoice online using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

invoice batch A Payables feature that allows you to enter multiple invoices together in a group. You enter the batch count, or number of invoices in the batch, and the total batch amount, which is the sum of the invoice amounts in the batch, for each batch of invoices you create. You can also optionally enter batch defaults for each invoice in a batch.When you enable your batch control system option, Payables automatically creates invoice batches for Payables expense reports, prepayments, and recurring invoices, as well as all standard invoices.

invoice date The date you assign to an invoice you enter in Payables. Payables uses this date to calculate the invoice due date, according to the payment terms for the invoice. The invoice date can be the date the invoice was entered or it can be a different date you specify.

invoice distribution line A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice distribution line types A feature that classifies every invoice distribution line as an item, tax, freight, or miscellaneous distribution.

Invoice Import An Oracle Public Sector Payables process you use to import invoices from non–Oracle payables systems and to create invoices from Payables expense reports. You can also use Invoice Import to create invoices from expense reports in Oracle Projects.

When you initiate Invoice Import, Payables imports the required invoice or expense report information and automatically creates invoices with invoice distribution lines from the information. Payables also produces a report for all invoices or expense reports it could not import.

invoice number A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

invoice price variance The difference between the item price for an invoice and its matched purchase order. For your inventory items, Payables tracks any invoice price variances.

invoice quantity variance The difference between the quantity–billed for an invoice and the quantity–ordered (or received / accepted, depending on the level of matching you use) for its matched purchase order. Payables distributes invoice quantity variances to the Accounting Flexfield for your invoice distribution lines.

Item Validation Organization The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. See also *organization*.

journal entry batch A method used to group journal entries according to your set of books and accounting period. When you initiate the transfer of invoice or payment information to your general ledger for posting, Payables transfers the necessary information to create journal entry batches for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry batch for each set of books and accounting period.

You can name your journal entry batches the way you want for easy identification in your general ledger. Payables attaches the journal entry category, date, and time of transfer to your batch name so that each name is unique. If you choose not to enter your own batch name when you transfer posting information, Payables uses the journal entry category, date, and time of transfer.

journal entry category A category used to indicate the purpose or nature of your journal entry. General Ledger associates each of your journal entry headers with a journal entry category. There are three journal entry categories in Payables if you use the accrual basis accounting method: Invoices, Payments, and All (both Invoices and Payments). If you use the cash basis accounting method, Payables only assigns the Payment journal entry category to your journal entries.

journal entry header A method used to group journal entries by currency and journal entry category within a journal entry batch. When you initiate the transfer of invoices or payments to your general ledger for posting, Payables transfers the necessary information to create journal entry headers for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry header for each currency and journal entry category in a journal entry batch. A journal entry batch can have multiple journal entry headers.

journal entry lines Each journal entry header contains one or more journal entry lines. The lines are the actual journal entries that your general ledger posts to update account balances. The number and type of lines in a journal entry header depend on the volume of transactions, frequency of transfer from Payables, and your method of summarizing journal entries from Payables.

journal entry source An indicator of which feeder system your journal entries come from, such as Payables. General Ledger associates each of your journal entries with one journal entry source. This allows you to group related journal entry transactions for reporting and analysis in your general ledger.

Journal Import A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL_INTERFACE table. Journal entries are created and stored in GL_JE_BATCHES, GL_JE_HEADERS, and GL_JE_LINES.

jurisdiction code An abbreviated address that is specific to a Tax Supplier and more accurate than a simple five digit zip code.

K–record A summary record of all 1099 payments made to suppliers for a single tax region that participates in the Combined Filing Program.

key flexfield An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Payables uses the following key flexfields:

Accounting Flexfield
System Items Flexfield

key indicators Also an Oracle Applications feature you can use to gather and retain information about your productivity, such as the number of invoices paid. You define key indicator periods and Payables provides a report that shows productivity indicators for your current and prior period activity.

lien See *commitment, obligation.*

loss See *realized gain or loss, unrealized gain or loss.*

Mass Additions Invoice distribution lines that you transfer to Oracle Assets for creating assets. Payables only creates mass additions for invoice distribution lines that are marked for asset tracking. Invoice distribution lines distributed to Asset Accounting Flexfields are automatically marked for asset tracking.

Oracle Assets does not convert the mass additions to assets until you complete all of the required information about the asset and post it in Oracle Assets.

matching The process of comparing purchase order, invoice, and receiving information to verify that ordering, billing, and receiving information is consistent within accepted tolerance levels. Payables uses matching to control payments to suppliers. You can use the matching feature in Payables if you have Purchasing or another purchasing system. Payables supports two–, three–, and four–way matching.

matching tolerances The acceptable degrees of variance you define for matched invoices and purchase orders. Payables measures variance between quantities and item prices for invoices and purchase orders. You can define tolerances for order quantities, including Maximum Quantity Ordered and Maximum Quantity Received. You can also define tolerances for price variances, including exchange rate amounts, shipment amounts, and total amounts. If any of the variances between a matched invoice and purchase order exceed the tolerances you specify, Approval places the invoice on hold.

message The text or data that Oracle Alert sends when it finds an exception while running an alert.

message distribution See *distribution list*. A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

minimum interest amount The amount below which Payables does not pay interest on an overdue invoice. Payables automatically compares the interest amount it calculates on past due invoices with the minimum interest amount you have defined, and does not create an interest invoice unless the amount of interest exceeds the minimum interest amount.

multiple payment formats You can choose from several payment methods to pay your supplier invoices. Within each payment method you can define as many payment formats as you want. A payment format determines your payment creation and remittance advice programs.

non–posting hold A hold that prevents you from paying your invoice, but allows posting. All holds prevent payment but you can decide if you want to allow or disallow posting for each hold you define.

object or object classification A means of identifying transactions by the nature of the goods or services purchased, such as personnel compensation, supplies and material, or equipment. Typically, Object is a segment of your Accounting Flexfield when you implement Oracle Public Sector Financials. Many agencies have standard object classification codes. Objects are also known as "Detail" in some governments.

obligation A transaction representing a legally binding purchase. See also *commitment, purchase order encumbrance, encumbrance*.

organization A government or public sector entity or sub–entity. Organization can refer to an entire agency or to divisions within an agency. For example, an agency might be composed of several bureaus, each of which has several departments. Each department is an organization, as is each bureau and the agency itself. A state university system is an organization, as is each campus within the university system, and each department within each campus. Typically, you define organization or a similar term as part of your Accounting Flexfield when you implement Oracle Public Sector Financials.

parameter (report) See *report parameter.*

partial matching A condition where the invoice quantity is less than the quantity originally ordered, in which case you are matching only part of a purchase order shipment line. See also *matching, complete matching.*

Pay Date Basis A feature you assign to suppliers to determine when AutoSelect selects invoices for payment in a payment batch. Pay Date Basis (Due or Discount) defaults from the system level when you enter a new supplier, but you can override it. When Pay Date Basis is Due for a supplier site, Payables selects that supplier's sites invoices for payment only when the invoice due date falls on or before the Pay–Through–Date for the payment batch. If Pay Date Basis is Discount, Payables selects the supplier's sites invoices for payment if the discount date or due date is before the pay–through–date.

Pay Group A feature you use to select invoices for payment in a payment batch. You can define a PayGroup and assign it to one or more suppliers. You can override the supplier's PayGroup on individual invoices. For example, you can create an Employee PayGroup to pay your employee expenses separately from other invoices.

pay on receipt A Financials feature that allows you to automatically create supplier invoices in Payables based on receipts and purchase orders you enter in Purchasing.

Pay Only When Due A feature you use to determine whether to pay invoices in a payment batch during the discount period. If you Pay Only When Due (Yes), Payables only selects invoices for which payment is due; it postpones payment of invoices still in the discount period until another payment batch, or until they are due. If you do not Pay Only When Due (No), Payables also selects those invoices in the discount period for which the pay date basis is Discount.

pay site A supplier site that is able to receive payments.

A supplier must have at least one supplier site defined as a pay site before Payables allows payments to be issued to that supplier. You cannot enter an invoice for a supplier site that is not defined as a pay site. See also *purchasing site, RFQ Only Site.*

Pay–Through–Date A feature you use during automatic payment processing. You define a payment cycle (the number of days between regular payment batches), and Payables calculates the Pay–Through–Date by adding the number of days in the payment cycle to the payment date. Payables selects an invoice for payment if either the due date or discount date is before the Pay–Through–Date.

PayGroup See *Pay Group.*

payment A document that includes the amount disbursed to any supplier / pay site combination as the result of a payment batch. A payment can pay one or more invoices.

payment batch A group of invoices selected for automatic payment processing. Payables creates a payment batch when you initiate AutoSelect. Payables selects invoices, according to criteria you specify, and produces payments for the invoices in the payment batch. Payables uses the payment method and format you specify for the bank account you choose for a payment batch to build and format payments for the invoices in the batch.

See also *Automatic Payment Processing.*

payment date The date on which the status of an invoice is updated to 'Paid.' Payables uses the payment date as the GL Date for each payment.

payment distribution line A line representing the liability transaction on a payment. Each payment has at least one liability distribution line, but may have additional lines to record discounts taken and realized gains and losses (foreign currency payments only).

payment document A medium you use to instruct your bank to disburse funds from your bank account to the bank account or site location of a supplier. With Payables you can make payments using several types of payment documents. You can send your supplier a check that you manually create or computer–generate. You can instruct your bank to wire funds to the bank account of a supplier. You can create a tape or diskette for an electronic funds transfer. For each payment document, you can generate a separate remittance advice. Payables updates your invoice scheduled payment the same way regardless of which payment document you use to pay an invoice. Payables also allows you to instruct your bank to pay in a currency different from your functional currency, if you enable the multiple currency system option and define a multi–currency payment format.

payment format A definition that determines your payment creation and remittance advice programs for a given payment document. When you define a payment format, you do so for a particular payment method.

payment method A feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers. Payables updates your payment schedules the same way regardless of which payment method you use. You can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method.

payment priority A value, ranging from 1 (high) to 99 (low), assigned to an invoice that determines how Payables selects invoices for payment in a payment batch.

You can assign default payment priorities to suppliers, supplier sites, and invoice scheduled payments in Payables.

payment program A program you use to build and format your payment. Payables provides several payment programs. You can define as many additional programs as you need. Payables recognizes three payment program types: Build, Format, and Remittance Advice.

payment terms The due date and discount date for payment of a transaction. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the invoice date with no applicable discount. See also *discount, scheduled payment.*

periodic alert An alert that periodically checks for the occurrence of your alert condition, according to a schedule you define. For example, you can define a periodic alert to send a message to the Accounts Payable Supervisor once a week to report on the number of held invoices.

periodic key indicator alert A message Oracle Alert sends after scanning your database to notify you of current productivity levels. The number of invoices you have entered during a period is an example of a periodic key indicator alert.

periodic troubleshooting alert A message Oracle Alert sends after scanning your database to notify you of discrepancies from goals or standards you have set. Invoices on hold is an example of a periodic troubleshooting alert.

planned purchase order A type of purchase order you issue before you order delivery of goods and services for specific dates and locations. You usually enter a planned purchase order to specify items you want to order and when you want the items delivered. You later enter a shipment release against the planned purchase order to order the items.

Positive Pay Program Third party or custom software that formats the output file of the Payables Positive Pay Report into the format required by your bank, and transmits it electronically to your bank. This prevents check fraud by informing the bank which checks are negotiable or non–negotiable and for what amount.

posting The process of updating account balances in your general ledger from journal entries. Payables uses the term posting to describe the process of transferring posting information to your general ledger. When you initiate posting in Payables, Payables transfers your invoice and payment transactions and sets the status of the payments and invoices to posted. You must use your general ledger to create journal entries and post the journal entries to update your account balances. See also *Journal Import.*

posting hold A hold that prevents you from posting an invoice. You also cannot pay an invoice that has a posting hold, because all holds prevent payment.

pre–commitment See *commitment.*

pre–encumbrance See *commitment.*

pre–lien See *commitment.*

prepayment A payment you make to a supplier in anticipation of his provision of goods or services. A prepayment may also be an advance you pay to an employee for anticipated expenses.

In Payables, a prepayment is a type of invoice that you can apply to an outstanding invoice or employee expense report to reduce the amount of the invoice or expense report. You must approve the prepayment and fully pay the prepayment before you can apply the prepayment.

price correction An invoice you receive from a supplier that is an adjustment to the unit price of an invoice you previously matched to a purchase order shipment. You can match the price correction to specific purchase order distribution lines or you can have Payables prorate the price correction across all previously matched purchase order distributions. If you receive a price correction that represents a price reduction, you enter the price correction as a Credit invoice. If you receive a price correction that represents a price increase, you enter the price correction as a Standard invoice.

primary accounting method The accounting method you choose for your primary set of books. You can choose either the cash or accrual method. You must choose a primary accounting method before you can choose a secondary accounting method and before you submit journal entries for posting to the general ledger.

primary set of books The set of books you use to manage your business. You can choose accrual or cash basis as the accounting method for your primary set of books.

program An organized set of objectives directed towards a common purpose or goal, undertaken or proposed by an agency to carry out its responsibilities. Program can also mean an agency's mission, programs, functions, activities, services, projects, and processes. You can define a segment of your Accounting Flexfield to capture program information when you implement Oracle Public Sector Financials.

project A unit of work that can be broken down into one or more tasks. A project is the unit of work for which you specify revenue and billing methods, invoice formats, a managing organization and project manager, and bill rate schedules. You can charge costs to a project, and you can generate and maintain revenue, invoice, unbilled receivable, and unearned revenue information for a project.

prompt payment act A law applying to U.S. Federal government agencies requiring them to pay interest on overdue invoices. Oracle Public Sector Payables supports recalculation of scheduled payments and payment of interest on overdue invoices in accordance with the U.S. Federal Prompt Payment Act. Many states have enacted their own prompt payment laws. Have your Oracle consultant review this function for applicability to your state.

prompt payment act due date The date by which you must pay an invoice to comply with Prompt Payment Act regulations. Payables automatically revises your scheduled payment in accordance with Prompt Payment Act requirements when you approve an invoice.

proprietary account An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Equity, Revenue, and Expense.

Proprietary account An account that contains a proprietary account.

proprietary account type Any of the five account types: Asset, Liability, Equity, Revenue, and Expense.

proprietary funds A fund type that uses accounting and reporting techniques similar to commercial enterprises. Examples of proprietary funds include internal service funds, such as a central motor pool or central public works facility, and enterprise funds.

purchase order distribution Each purchase order shipment consists of one or more purchase order distributions. A purchase order distribution consists of the Accounting Flexfield information Payables uses to create invoice distributions.

purchase order encumbrance A transaction representing a legally binding purchase. Oracle Public Sector Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. When you cancel a purchase order, Oracle Public Sector Purchasing creates appropriate reversing entries in your general ledger. Also known as **obligation, encumbrance** or **lien**.

purchase order line An order for a specific quantity of a particular item at a negotiated price. Each purchase order in Purchasing can consist of one or more purchase order lines.

purchase order requisition line Each purchase order line is created from one or more purchase order requisition lines. Payables creates purchase order requisition lines from individual requisitions.

purchase order shipment A scheduled delivery of goods or services from a purchase order line to a specified location. Each purchase order line can have one or more purchase order shipments.

Payables defines a purchase order shipment by a purchase order line location you enter in Payables. When you perform matching during invoice entry, you can match an invoice to one or more shipments.

purchasing site A supplier site from which you order goods or services. You must enter at least one purchasing site before Purchasing will allow you to enter a purchase order.

purge A Payables process where you identify a group of records for Payables to delete from the database. Payables purges each record and its related records. Payables maintains summary data for each record it purges.

purgeable flag A flag in Payables you use to determine whether you can purge an imported invoice from the database.

Payables automatically enters Yes for the purgeable flag on all expense reports you enter in the Payables Expense Report window, allowing you to purge all expense reports, after importing, without updating the purgeable flag. Oracle Projects enters No for the purgeable flag on all expense reports you enter in Oracle Projects. You must update the purgeable flag to Yes in Oracle Projects before you can purge the expense report in Payables. Payables does not display the purgeable flag for any invoices.

Quick Check See *Quick payment*.

Quick payment A feature you use to create an automatic payment on demand. With Quick payment, you choose the invoices you want to pay, and Payables creates the check on a printer you choose. You can also void and reissue a Quick payment if your printer spoils it while printing.

Quick Release A feature you can use to release all user–assigned and many system–assigned invoice holds. You can define and apply unlimited approval criteria to an invoice, and you can then use QuickRelease to release all holds for a particular invoice, batch, or supplier with a single keystroke.

QuickCodes A feature you use to create reference information you use in your business. This reference information appears in lists of values for many of the fields in Payables windows. There are three basic kinds of QuickCodes: supplier, payables, and employee. With QuickCodes you can create Pay Groups, supplier types, and other references used in Payables

realized gain For foreign currency entries, a realized gain is the difference in your functional currency between the invoiced amount and the payment amount, if the payment in functional currency is less than the invoiced amount.

realized gain or loss The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Statement of Revenues, Expenditures, and Changes in Fund Balance. See also *unrealized gain or loss, foreign currency exchange gain or loss.*

realized loss For foreign currency entries, a realized loss is the difference in your functional currency between the invoiced amount and the payment amount, if the invoiced amount in functional currency is less than the amount of the payment.

receipt acceptance period The number of days you allow for acceptance or rejection of goods. Payables uses this to recalculate invoice scheduled payments. You specify receipt acceptance days when you define your Financials options.

recipient A person to whom Oracle Alert sends a message. The recipient may receive a message through electronic mail or via a printer.

reconciliation The process of matching and clearing your bank account statement lines with payments and receipts entered in Payables and Receivables. A reconciled document has been matched to a bank statement line in Cash Management. Payables inserts a cleared date and amount for all payments that your bank reports as cleared.

recurring invoice A feature that lets you create invoices for an expense that occurs regularly and is not usually invoiced. Monthly rents and lease payments are examples of typical recurring payments. You define recurring invoice templates and Payables lets you define recurring invoices using these templates. See also *recurring rule.*

recurring rule A rule that is applied to the model invoice to determine the invoice dates of the recurring invoices. You can choose Annually, Bi–Monthly, Days, Monthly, Quarterly, Semi–Annually, Single Copy, and Weekly.

reimbursement A transaction you reflect once for the government as a whole, such as expenditures you make from a fund that are properly applicable to another fund. For example, if you charge an expenditure to the special revenue fund that is properly chargeable to the general fund, you reimburse the special revenue fund by recording the expenditure in the general fund and reducing the expenditure in the special revenue fund to be reimbursed.

release An actual order of goods or services you issue against a blanket purchase order. The blanket purchase order determines the characteristics and prices of the items. The release specifies the actual quantities and dates ordered for the items. You identify a release by the combination of blanket purchase order number and release number.

release code The release name Payables or you assign when releasing a hold from an invoice.

remittance advice A document that lists the invoices being paid with a particular payment document. You can create and define remittance advices which you can use with any payment format or you can use a standard remittance advice that Payables provides.

report An organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

report headings Report headings provide you with general information about the contents of the report. Report headings provide you with the name of the Set of Books selected for all Payables transactions and reports. Payables prints the name of your Set of Books in the heading of most reports.

report parameter A variable you use to restrict information in a report, or determine the format of the report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name. Most standard reports in Payables that you can submit manually have a set of report parameters.

reporting entity The oversight unit and all related component units that combine to form a governmental reporting entity.

requisition encumbrance A transaction representing an intent to purchase goods and services as indicated by the completion and approval of a requisition. Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, Purchasing creates appropriate reversing entries in your general ledger. Also known as **commitment, pre–encumbrance** or **pre–lien**.

Reserve for Encumbrance A portion of fund balance you use to record anticipated expenditures. In Oracle Public Sector Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle Public Sector Financials uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Purchasing, Payables, and General Ledger.

Reserve for Encumbrance account The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your set of books. When you create encumbrances automatically in Purchasing or Payables, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account as you post your encumbrance journal entries. General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct fund.

responsibility A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

reversing journal entry A journal entry General Ledger creates by reversing an existing journal entry. You can reverse any journal entry and post it to any open accounting period.

RFQ Only Site A supplier site from which you receive quotations.

rollup group A collection of parent segment values for a given segment. You use rollup groups to define summary accounts based on parents in the group. You can use letters as well as numbers to name your rollup groups.

sales tax A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

scheduled payment A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered. See also *payment terms.*

secondary accounting method The accounting method you choose for your secondary set of books. You can choose either the cash basis or accrual basis accounting methods. Your secondary accounting method cannot be the same as your primary accounting method. You do not need a secondary accounting method if you do not use a secondary set of books.

secondary set of books The set of books you maintain for reporting purposes. You can run your business using accrual accounting and report on a cash basis, or run your business on a cash basis and report on an accrual basis.

serial number A number assigned to each unit of an item and used to track the item.

serial number control A system technique for enforcing use of serial numbers during a material transaction, such as receipt or shipment.

set of books An organization or group of organizations within Oracle Applications that shares a common Accounting Flexfield structure, calendar, and functional currency. You must define at least one set of books for each business location.

Settlement Date The date before which you cannot apply a prepayment to an invoice. Payables prevents you from applying a temporary prepayment to an invoice until on or after the Settlement Date of the prepayment.

shorthand alias A user–defined code or character string that represents a complete or partial flexfield value. You can define as many aliases as you need for each key flexfield.

shorthand window A single–segment customizable field that appears in a pop–up window when you enter a key flexfield. The shorthand flexfield pop–up window only appears if you enable shorthand entry for that particular key flexfield.

source The origin of imported invoices. When you enter and import an expense report in Payables or Web Employees, the source is Payables Expense Reports. When you import an expense report from Oracle Projects, the source is Oracle Projects. You can define other sources in Payables for invoices you import from other accounting systems.

split amount A dollar amount that determines the number of invoices over and under this amount, as well as the total amounts remaining. For example, your agency generates invoices that are either $300 or $500. You choose $400 as your split amount so that you can review how much of your open receivables are comprised of your $300 business and how much corresponds to your $500 business.

split payment terms A feature used to automatically schedule multiple payments for an invoice. You can split payments using either a flat amount or a percentage of the total amount due.

spot exchange rate A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

statistical quantity Statistical information relating to the unit of measure for an invoice distribution line. For example, when you enter invoices for office rent, you can enter Square Feet (or whatever Unit of Measure you define in General Ledger) in the Unit field for an invoice distribution, and the number of square feet in the Statistical Quantity field for an invoice distribution. Payables includes the statistical quantity in the journal entries it creates for General Ledger during posting. You must use General Ledger in order to define a unit of measure and to be able to enter statistical quantities.

summary message A summary message is a message representing one or more exceptions. The message includes an introductory paragraph followed by the exceptions listed in a columnar report format.

summary threshold The number of exceptions after which you want Oracle Alert to send a message for a particular distribution. For example, if you define the threshold at five, and Oracle Alert locates between one and five exceptions, the recipients get one to five separate detail messages. But if Oracle Alert locates six or more exceptions, the recipients get one summary message that includes all the exceptions.

supplier A business or individual that provides goods or services or both in return for payment.

supplier codes A feature you use to define various kinds of supplier information, such as Pay Group and Supplier Type. You can create as many lookup codes for each item as you require. You can add or inactivate Supplier Codes to meet your changing public sector needs.

supplier number A number or combination of numbers and characters that uniquely identifies a supplier within your system.

supplier site A facility maintained by a supplier for the purpose of conducting business. A supplier may have one or many supplier sites.

Payables maintains supplier information regarding each supplier site you define for a supplier. You may define a supplier site as a pay site only, a purchasing site only, both a pay site and a purchasing site, or as an RFQ only site, in which case it may not have purchase orders entered against it. See also *pay site, purchasing site, RFQ only site*.

tax authority A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local, and federal governments in the US), while in others there may be only one. Each authority may charge a different tax rate. You can define a unique tax name for each tax authority. If you have only one tax authority, you can define a unique tax name for each tax rate that it charges.

Tax Identification Number In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number. In some countries this value is called a NIF.

tax line type A distribution line used to record a sales or VAT tax charge on an invoice. See also *invoice distribution line.*

tax tolerances The acceptable degrees of variance you define for the differences between the calculated tax amount on an invoice and the actual tax amount on the invoice. The calculated tax amount is the amount of tax on the invoice as determined by the tax name for the invoice (which has a defined tax rate) and the amount of the invoice. The actual tax amount is the sum of all the tax distribution lines. If the variance between these two amounts exceeds the tolerances you specify, Approval places the invoice on hold.

tax type A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. Payables uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, Payables creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, Payables does not create the invoice distribution line.

Terms Date Basis The method that determines the date from which Payables calculates an invoice scheduled payment. The terms date basis can be Current, Goods Received, Invoice, or Invoice Received.

TIN See *Tax Identification Number.*

tolerance A feature you use to specify acceptable matching and tax variances. You can specify either percentage–based or amount–based tolerances or both for quantity and item price variances between matched invoices and purchase orders. You can also specify percentage–based or amount–based tolerances for your tax variances. Approval uses the tolerance levels you define to determine whether to hold or approve invoices for payment. See also *Matching Tolerances, Tax Tolerances.*

transaction code A feature you use to describe bank transactions prior to initiating automatic reconciliation from a bank tape. You define transaction codes based on those your bank provides, and Payables uses them to load information from your bank tape. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

unit of measure You can define a unit of measure in Oracle Public Sector General Ledger and see the unit of measure information in Payables when matching an invoice to a purchase order. For example, you may want to define a unit of measure for Square Feet and then, when you enter invoices for office rent, you can track the square footage in addition to the dollar amount of the invoice. See also *Statistical Quantity.*

unrealized gain or loss The measured change in value of an asset or liability over time. Payables provides a report (the Unrealized Gain and Loss Report) that you can submit from the standard report submission form at any time to review your unrealized gains and losses. See also *realized gain or loss.*

use tax A tax that you pay directly to a tax authority instead of to the supplier. Suppliers do not include use tax on their invoices. You sometimes owe use tax for goods or services you purchased outside of, but consumed (used) within the territory of a tax authority. Use taxes are liabilities to the buyer of goods and services. You can define a tax name for use taxes. When you enter a use tax name on an invoice, Payables does not create an invoice distribution or general ledger journal entry for the tax.

value Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

value added tax (VAT) A tax on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. The collection and payment of value added tax amounts is usually reported to tax authorities on a quarterly basis and is not included in the revenue or expense of the agency. With Payables, you control the tax names on which you report and the reference information you want to record. You can also request period–to–date value added tax reports.

vendor See *supplier.*

void check stock A feature you use to void a range of blank check stock.

voucher number A number used as a record of a business transaction. A voucher number may be used to review invoice information, in which case it serves as a unique reference to a single invoice.

warehouse To store approved invoices for payment by a central Treasury or a central accounts payable department.

warrant An order drawn by a legislative body or an officer of the government upon its treasurer, directing the treasurer to pay a specified amount of money to the person named or to the bearer. A warrant may be payable upon demand, in which case it circulates the same as a bank check, or it may be payable only out of certain revenues when and if received, in which case it does not circulate as freely.

weighted–average translation rate The rate General Ledger uses to translate your functional currency into a foreign currency for your transactions. Payables provides transaction information based on daily rates you enter in the system and rate exceptions you define for individual transactions. This transaction information allows General Ledger to calculate an accurate weighted–average translation rate.

withholding In some cases, the Internal Revenue Service requires agencies to withhold a portion of payments to 1099 suppliers who meet specific criteria. These payments are for federal income tax. Before withholding any payments, you need to inform the supplier in writing. You then send the accumulated withholding amount, with another window, to the Internal Revenue Service once per quarter.

withholding tax group You can assign one or more Withholding Tax type tax names to a withholding tax group. Assign a withholding tax group to an invoice or distribution line and use Oracle Public Sector Payables to automatically withhold tax for expense reports and supplier invoices.

withholding tax rate The rate at which Payables withholds tax for an invoice distribution line that has a Withholding Tax type tax name assigned to it.

XpenseXpress See *expense report*.

Zoom A forms feature that is obsolete in GUI versions of Oracle Applications.

Index to Volumes 1 – 2

Numbers

1099
  1096 Form: *Reports* 8 − 37
  1099 Forms Report: *Reports* 8 − 38
  1099 Invoice Exceptions Report: *Reports* 8 − 41
  1099 Payments Report: *Reports* 8 − 42
  1099 Supplier Exceptions Report: *Reports* 8 − 47
  1099 Tape Report: *Reports* 8 − 44
  adjusting amounts: *Invoices* 4 − 56
  golden parachute payments: *Reports* 8 − 39
  overview: *Reports* 8 − 34
  recording payments made outside of Payables: *Invoices* 4 − 56
  recording refunds: *Invoices* 4 − 58
  suppliers: *Supplier* 3 − 7
  Tax Identification Number Letter: *Reports* 8 − 49
  updating 1099 invoices and payments: *Invoices* 4 − 56

1099 form
  defining reporting entities: *Setup* 2 − 54
  recording 1099 information on an invoice: *Invoices* 4 − 54

1099 Tape, exceptions: *Reports* 8 − 45

1099 Tape Report, golden parachute payments: *Reports* 8 − 45

810 inbound. *See* EDI inbound invoices

820 outbound. *See* EDI outbound payments

824 outbound: *Invoices* 4 − 170
  See also Payables Open Interface Outbound Advice

A

account holds: *Appendix* K − 2
  See also holds

Account method of assigning taxes: *Invoices* 4 − 38

Account Overlay feature in Payables Open Interface Import: *Appendix* I − 38

Account Segments for Expense Reporting window: *Setup* 2 − 148

accounting, Payables options: *Setup* 2 − 77

Accounting Calendar window: *Setup* 2 − 4

accounting cycle. *See* accounting periods

accounting method
  accrual, cash, or combined: *Setup* 2 − 74
  overview: *Setup* 2 − 71
  setting up: *Setup* 2 − 74

Accounting Methods Payables option: *Setup* 2 − 79

accounting periods. *See* periods

accounts
Account Default Hierarchy Chart: *Appendix* E − 9
Account Overlay in Payables Open Interface Import: *Appendix* I − 38
defining accrual and variance accounts: *Invoices* 4 − 90
deriving tax from natural account: *Invoices* 4 − 38
invalid: *Reports* 8 − 128
suspense: *Mult Curr* 6 − 9

Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132

Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134

Accounts Payable Trial Balance Report: *Reports* 8 − 137

accrual, receipt accrual: *Invoices* 4 − 91

accrual accounts, defining: *Invoices* 4 − 90

accrual basis accounting: *Setup* 2 − 71
posting: *Posting* 7 − 19

Accrual Write−Offs window: *Invoices* 4 − 91

Actual Invoice Sweep Report: *Reports* 8 − 15

Additional Pay Through Days Payables option: *Setup* 2 − 95

addresses
changing addresses on manual payments: *Payments* 5 − 62
flexible address formats: *Setup* 2 − 7
printing labels in Japanese address format: *Reports* 8 − 27, 8 − 31

adjusting
GL Dates on invoices: *Invoices* 4 − 196
GL dates with the Unposted Invoice Sweep Program: *Reports* 8 − 15
Invoice Adjustment Chart: *Invoices* 4 − 208
invoice amounts: *Invoices* 4 − 195
invoice batches: *Invoices* 4 − 193
Invoice Distribution Adjustment Chart: *Invoices* 4 − 211
invoice distributions: *Invoices* 4 − 197, 4 − 198
invoice exchange rates: *Invoices* 4 − 196
invoices: *Invoices* 4 − 194
payments: *Payments* 5 − 62
Prepayment Adjustment Chart: *Invoices* 4 − 210
prepayments: *Invoices* 4 − 197
scheduled payments: *Invoices* 4 − 203
supplier's tax status: *Supplier* 3 − 38
suppliers: *Supplier* 3 − 36

advances. *See* prepayments

Aging Periods window: *Setup* 2 − 150

Alert. *See* Oracle Alert

alerts: *Appendix* F − 2

Allow Address Change Payables option: *Setup* 2 − 96

Allow Adjustments to Paid Invoices Payables option: *Setup* 2 − 87

Allow Calculation Level Override Payables option: *Setup* 2 − 89

Allow Distribution Level Matching Payables option: *Setup* 2 − 92

Allow Document Category Override Payables option: *Setup* 2 − 87, 2 − 95

Allow Final Matching Payables option: *Setup* 2 − 92

Allow Interest Invoices Payables option: *Setup* 2 − 85

Allow Interest Invoices supplier default: *Supplier* 3 − 22, 3 − 23

Allow Manual Withholding Payables option: *Setup* 2 − 102

Allow Matching Account Override Payables option: *Setup* 2 − 92

Allow Online Approval Payables option: *Setup* 2 − 87

Allow Override Payables option: *Setup* 2 − 91

Allow Override supplier default: *Supplier* 3 − 21

Allow Pre−Date Payables option: *Setup* 2 − 96

Allow Print Payables option: *Setup* 2 − 95

Allow Remit−to Account Override Payables option: *Setup* 2 − 96

Allow Void and Reissue Payables option: *Setup* 2 − 96

alternate address: *Appendix* B − 5

alternate fields
  banks: *Appendix* B − 4
  supplier: *Appendix* B − 4

Always Take Discount Financials option: *Setup* 2 − 68

AP Accounting Periods window: *Setup* 2 − 143

AP role, setting up: *Setup* 2 − 174

AP_WEB_SIGNING_LIMITS table: *Setup* 2 − 181

APERAK outbound: *Invoices* 4 − 170
  See also Payables Open Interface Outbound Advice

Apply Advances Payables option: *Setup* 2 − 84

Apply Prepayments window: *Invoices* 4 − 113

Apply Withholding Tax Payables option: *Setup* 2 − 102

Apply/Unapply Prepayments window: *Invoices* 4 − 110

applying holds: *Invoices* 4 − 59

approval
  automating: *Invoices* 4 − 71
  defining approval codes: *Setup* 2 − 33
  enabling online approval: *Setup* 2 − 87
  invoice batches: *Invoices* 4 − 70
  Matching Hold Detail Report: *Reports* 8 − 77
  overview: *Invoices* 4 − 68
  Payables Approval Report: *Reports* 8 − 84
  signing limits: *Setup* 2 − 53
  submitting batch: *Invoices* 4 − 71
  submitting online: *Invoices* 4 − 69

asset invoices: *Invoices* 4 − 79

Assets. *See* Oracle Assets

assets, Mass Additions Create Program: *Reports* 8 − 14

attachments: *Appendix* D − 2

attributes, setting workflow activity attributes: *Setup* 2 − 177

auditing
  Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
  AuditTrail program: *Other Topics* 10 − 2
  Invoice Audit Listing: *Reports* 8 − 69
  Invoice Audit Report: *Reports* 8 − 70
  Supplier Audit Report: *Supplier* 3 − 46
  Tax Audit Trail Report: *Reports* 8 − 97

AuditTrail
  overview: *Other Topics* 10 − 2
  profile option: *Appendix* B − 9
  Tax Audit Trail Report: *Reports* 8 − 97

AutoApproval. *See* Payables Approval program

Automatic Clearing for Future Dated Payments Utility and Report: *Payments* 5 − 56

Automatic Interest
  payments: *Other Topics* 10 − 9
  restrictions: *Other Topics* 10 − 11
  stopping payments: *Other Topics* 10 − 11
  voiding payments: *Other Topics* 10 − 11

Automatic Offset Method Payables option: *Setup* 2 − 77

Automatic Offsets
  correcting invalid distributions: *Other Topics* 10 − 20
  enabling: *Other Topics* 10 − 22
  fund accounting with: *Other Topics* 10 − 12
  future dated payments: *Payments* 5 − 55
  invoice adjustments: *Other Topics* 10 − 16
  invoice processing: *Other Topics* 10 − 14
  offsetting cash accounts: *Other Topics* 10 − 18
  offsetting discount accounts and entries: *Other Topics* 10 − 19
  offsetting liability accounts: *Other Topics* 10 − 14
  overview: *Other Topics* 10 − 12
  payment processing: *Other Topics* 10 − 17
  pooled and non−pooled bank accounts: *Other Topics* 10 − 17
  posting: *Other Topics* 10 − 20
  prepayments: *Other Topics* 10 − 15
  prorating tax, freight and miscellaneous expenses: *Other Topics* 10 − 16

restrictions: *Other Topics* 10 − 21
viewing Liability Accounting Flexfields: *Reports* 8 − 64

Automatic Payment Programs window: *Setup* 2 − 103, 2 − 104

automatic tax calculation
calculation level: *Other Topics* 10 − 33
disabling: *Other Topics* 10 − 36
enabling: *Setup* 2 − 89
Invoice Tax Payables options: *Setup* 2 − 88
overview: *Other Topics* 10 − 33
setting up: *Other Topics* 10 − 35
suppliers and supplier sites options: *Supplier* 3 − 20
using to enter tax on invoices: *Invoices* 4 − 43

automatic withholding tax. *See* withholding taxes

Automatically Create Employee as Supplier Payables option: *Setup* 2 − 84

Automatically Create Freight Distribution Payables option: *Setup* 2 − 87

AutoRate program
initiating: *Mult Curr* 6 − 11
Payment Distribution Report: *Reports* 8 − 116
undistributed payments: *Mult Curr* 6 − 11
Undistributed Payments Report: *Reports* 8 − 128

Avery brand mailing labels: *Reports* 8 − 27

AWT Certificate Types QuickCode: *Setup* 2 − 42

AWT Rate Types QuickCode: *Setup* 2 − 42

B

balances, calculating for a supplier or supplier site: *Invoices* 4 − 191

Bank Account Listing: *Reports* 8 − 164

Bank Account Payables option: *Setup* 2 − 94

bank accounts
See also banks
multi−currency: *Setup* 2 − 107
supplier remit−to bank account: *Supplier* 3 − 15

Bank Accounts window: *Setup* 2 − 126

Bank Charge Bearer Payables option: *Setup* 2 − 97

bank charges
enabling: *Setup* 2 − 96
overview: *Setup* 2 − 141
restriction on discounts if using: *Invoices* 4 − 78

Bank Transaction Codes window
defining transaction codes: *Setup* 2 − 142
navigating from Bank Accounts window: *Setup* 2 − 131

banks
assigning bank accounts to suppliers: *Supplier* 3 − 15
assigning to suppliers: *Supplier* 3 − 15
country specific validation: *Setup* 2 − 135
defining bank accounts: *Setup* 2 − 117
defining banks: *Setup* 2 − 115
defining foreign currency bank accounts: *Setup* 2 − 121
defining multiple currency bank accounts: *Setup* 2 − 120, 2 − 127
overview: *Setup* 2 − 114
payment documents: *Setup* 2 − 122
Remit−to Bank at scheduled payment: *Invoices* 4 − 76

Banks window
defining a basic bank account for disbursements: *Setup* 2 − 118
defining a basic bank account for receipts: *Setup* 2 − 117
defining a customer bank account: *Setup* 2 − 118
defining a foreign currency bank account: *Setup* 2 − 121
defining a multiple currency bank account: *Setup* 2 − 120
defining a payment document: *Setup* 2 − 122
defining a supplier bank account: *Setup* 2 − 119
entering a basic bank: *Setup* 2 − 116
inactivating a payment document: *Setup* 2 − 123

voiding a range of payment documents: *Setup* 2 − 123
window reference: *Setup* 2 − 124

basic invoices: *Invoices* 4 − 2

Batch Control Report by Batch Name: *Reports* 8 − 60

Batch Control Report by Entered By: *Reports* 8 − 60

bill of exchange: *Payments* 5 − 50

budgetary control
checking funds: *Other Topics* 10 − 39
encumbrance: *Other Topics* 10 − 42
invoice approval: *Other Topics* 10 − 40
overview: *Other Topics* 10 − 38

Budgetary Control Group profile option: *Appendix* B − 8

Budgetary Control holds: *Appendix* K − 3

Budgetary Control Transactions window: *Other Topics* 10 − 40

Business Group Financials option: *Setup* 2 − 66

buttons, disabling: *Appendix* C − 2

C

Calculate Amount button: *Setup* 2 − 182

Calculate Balance Owed window: *Invoices* 4 − 191
calculating a supplier or supplier site balance: *Invoices* 4 − 192
calculating a supplier or supplier site balance in a foreign currency: *Invoices* 4 − 192

Calculate Now button: *Other Topics* 10 − 34

Calculation Level, Automatic Tax Calculation Level: *Other Topics* 10 − 33

Calculation Level Payables option: *Setup* 2 − 89

Calculation Level supplier default: *Supplier* 3 − 20

calendars
accounting calendar: *Setup* 2 − 4
Accounting Calendar window: *Setup* 2 − 4
special calendar: *Setup* 2 − 152

cancelling
concurrent requests: *Reports* 8 − 4
invoices: *Invoices* 4 − 204
Matching Hold Detail Report: *Reports* 8 − 78
purchase order matched invoices: *Invoices* 4 − 204
reversing distributions: *Invoices* 4 − 204
withholding tax invoices: *Invoices* 4 − 204
payment batches: *Payments* 5 − 33
prepayments: *Invoices* 4 − 114

cash basis accounting
posting: *Posting* 7 − 22
setting up: *Setup* 2 − 71

cash clearing account, posting: *Posting* 7 − 31, 7 − 32

Cash Clearing Payables option: *Setup* 2 − 78

Cash Management. *See* Oracle Cash Management

cash management
Cash Requirement Report: *Reports* 8 − 104
Discounts Available Report: *Reports* 8 − 107
Discounts Taken and Lost Report: *Reports* 8 − 109

Cash Requirement Report: *Reports* 8 − 104

chart of accounts: *Setup* 2 − 4

charts
Account Default Hierarchy Chart: *Appendix* E − 9
Bank Account Validation by Country Chart: *Setup* 2 − 137
Bank Branch Validation by Country Chart: *Setup* 2 − 135
Invoice Adjustment Chart: *Invoices* 4 − 208
Invoice and Invoice Batch Hierarchy Chart: *Appendix* E − 2
Invoice Approval Codes (Holds and Releases) Chart: *Setup* 2 − 33
Invoice Distribution Adjustment Chart: *Invoices* 4 − 211
Invoice Variances Chart: *Invoices* 4 − 87
Payables Encumbrances for Purchase Order Matched Invoices: *Other Topics* 10 − 42

Payment and Payment Batch Hierarchy Chart: *Appendix* E − 6
payment batch troubleshooting chart: *Payments* 5 − 32
Prepayment Adjustment Chart: *Invoices* 4 − 210
reasons an invoice may not be paid in a payment batch: *Payments* 5 − 32
Setting Up Oracle Payables Chart: *Setup* 2 − 2
summary of approval hold codes: *Appendix* K − 2

checking funds for invoices and invoice distributions: *Other Topics* 10 − 39

checks
See also payment documents
escheating: *Payments* 5 − 69
printing: *Payments* 5 − 22

clearing payment method: *Payments* 5 − 7

Closed for Invoice purchase orders: *Invoices* 4 − 12

closing accounting periods: *Setup* 2 − 145

combined basis accounting: *Setup* 2 − 71
posting: *Posting* 7 − 25

Combined Filing Program Payables option: *Setup* 2 − 97

Concurrent Programs window
assigning printers to payment programs: *Setup* 2 − 104
customizing the Automatic Payment Program: *Setup* 2 − 236
registering payment programs: *Setup* 2 − 104
setting your payment format to ignore a country code: *Setup* 2 − 235

concurrent requests
cancelling: *Reports* 8 − 4
monitoring: *Reports* 8 − 5
submitting: *Reports* 8 − 2
viewing the status of: *Reports* 8 − 5

Concurrent Requests Summary window: *Reports* 8 − 4
printing checks: *Payments* 5 − 22

Confirm Date as Invoice Number Payables option: *Setup* 2 − 86

confirming payment batches: *Payments* 5 − 22

controlling period statuses: *Setup* 2 − 143

controls
Batch Control Report by Batch Name: *Reports* 8 − 60
Prompt Payment Act: *Other Topics* 10 − 7
tax control methods: *Invoices* 4 − 36

conversion rate types: *Setup* 2 − 4

Copy To window, initiating a payment batch using a template: *Payments* 5 − 17

Countries and Territories window: *Setup* 2 − 112

country
bank account validation by country: *Setup* 2 − 137
bank branch validation by country: *Setup* 2 − 135
Default Country profile option: *Appendix* B − 9
suppressing on supplier mailing labels: *Reports* 8 − 28, 8 − 32
Tax Registration Number validation by country: *Supplier* 3 − 44
Taxpayer ID validation by country: *Supplier* 3 − 43

country code, suppressing in payment address: *Setup* 2 − 235

Create Invoices window: *Invoices* 4 − 101

Create Withholding Invoice Payables option: *Setup* 2 − 102

Credit Card Code Sets window: *Setup* 2 − 199
defining credit card code sets: *Setup* 2 − 199
window reference: *Setup* 2 − 201

Credit Card GL Account Sets window: *Setup* 2 − 204
defining credit card GL account sets: *Setup* 2 − 204

Credit Card Invoice Interface Summary: *Reports* 8 − 12

Credit Card Profiles window: *Setup* 2 − 205
defining credit card profiles: *Setup* 2 − 205

window reference: *Setup* 2 − 207

Credit Card Programs window: *Setup* 2 − 202
setting up credit card programs: *Setup* 2 − 202
window reference: *Setup* 2 − 203

Credit Card Transaction Employee workflow: *Setup* 2 − 212; *Invoices* 4 − 93

Credit Card Transaction Interface Tables, loading with SQL*Loader: *Appendix* J − 6

Credit Card Transaction Manager workflow: *Setup* 2 − 218; *Invoices* 4 − 94

Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9

Credit Card Transactions window: *Invoices* 4 − 94
updating credit card transactions: *Invoices* 4 − 94

credit cards
adjusting credit card transaction data: *Invoices* 4 − 94
building accounts: *Setup* 2 − 207
credit card code sets: *Setup* 2 − 199
credit card GL account sets: *Setup* 2 − 204
Credit Card Invoice Interface Summary: *Reports* 8 − 12
credit card profiles: *Setup* 2 − 205
credit card programs: *Setup* 2 − 202
Credit Card Transaction Employee workflow: *Setup* 2 − 212
Credit Card Transaction Interface table: *Appendix* J − 2
Credit Card Transaction Manager Workflow: *Setup* 2 − 218
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Credit Cards window: *Setup* 2 − 210
loading the transaction data with SQL*Loader: *Appendix* J − 6
overview: *Invoices* 4 − 93
setting up (overview): *Setup* 2 − 196
transaction status: *Setup* 2 − 212

Credit Cards window: *Setup* 2 − 210
defining credit cards: *Setup* 2 − 210
window reference: *Setup* 2 − 211

Credit Memo Matching Report: *Reports* 8 − 61

credit memos
approving related invoices: *Invoices* 4 − 26
clearing unused: *Invoices* 4 − 27
Credit Memo Matching Report: *Reports* 8 − 61
matching to purchase orders and invoices: *Invoices* 4 − 23
overview: *Invoices* 4 − 22
Prepayments Status Report: *Reports* 8 − 87
price corrections: *Invoices* 4 − 14
voucher numbers. *See* voucher numbers

credits
identifying unused credits: *Payments* 5 − 20
recording for one−time 1099 suppliers: *Invoices* 4 − 58

Currencies window: *Setup* 2 − 4

currency
See also multi−currency
defining: *Setup* 2 − 4
Payables options: *Setup* 2 − 82

customizing supplier notices: *Setup* 2 − 226

D

daily rates: *Setup* 2 − 4; *Invoices* 4 − 29

debit memos
approving related invoices: *Invoices* 4 − 26
clearing unused: *Invoices* 4 − 27
matching to purchase orders and invoices: *Invoices* 4 − 23
overview: *Invoices* 4 − 22
Prepayments Status Report: *Reports* 8 − 87
price corrections: *Invoices* 4 − 14
voucher numbers. *See* voucher numbers

Default Country profile option: *Appendix* B − 9

defaults
Account Default Hierarchy Chart: *Appendix* E − 9
Invoice Hierarchy Chart: *Appendix* E − 2
Payment Hierarchy Chart: *Appendix* E − 6

descriptive flexfields: *Setup* 2 − 8

detail journal entries, creating: *Posting* 7 − 32

disabling, automatic tax calculation: *Other Topics* 10 − 36

Disbursement Type QuickCode: *Setup* 2 − 43

Disbursement types, entering in Payment Document window: *Setup* 2 − 132

Discount Distribution Method Payables option: *Setup* 2 − 94

Discount Taken GL Account Financials option: *Setup* 2 − 63

discounts
  on credit and debit memos: *Invoices* 4 − 23
  overview: *Invoices* 4 − 78
  restrictions on prepayments: *Invoices* 4 − 78

Discounts Available Report: *Reports* 8 − 107

Discounts Taken and Lost Report: *Reports* 8 − 109

Distribute Employee Credit Card Transaction Verifications workflow: *Setup* 2 − 212; *Invoices* 4 − 93; *Reports* 8 − 21

Distribute Manager Card Transaction Approvals workflow: *Setup* 2 − 218; *Invoices* 4 − 94; *Reports* 8 − 22

Distribution Amounts Include Tax Payables option: *Setup* 2 − 91

Distribution Amounts Include Tax supplier default: *Supplier* 3 − 22

Distribution Set Listing: *Reports* 8 − 166

Distribution Set supplier default: *Supplier* 3 − 14

Distribution Sets window
  creating a Full Distribution Set: *Setup* 2 − 39
  creating a project−related Distribution Set: *Setup* 2 − 40
  creating a Skeleton Distribution Set: *Setup* 2 − 40

distributions. *See* invoice distributions; payment distributions

Distributions window
  See also invoice distributions
  adding invoice distributions to an existing invoice: *Invoices* 4 − 200
  attachments: *Appendix* D − 2
  entering distributions manually: *Invoices* 4 − 5
  entering offset taxes: *Invoices* 4 − 48
  prorating tax: *Invoices* 4 − 47
  reversing invoice distributions: *Invoices* 4 − 201
  updating invoice distributions: *Invoices* 4 − 198
  window reference: *Invoices* 4 − 235

document categories: *Setup* 2 − 155

document sequences: *Setup* 2 − 156

due date: *Invoices* 4 − 75

duplicate invoices: *Invoices* 4 − 206

E

EDI (Electronic Data Interchange)
  applying holds to EDI invoices: *Supplier* 3 − 18
  supplier information: *Supplier* 3 − 19

EDI Gateway. *See* Oracle EDI Gateway

EDI Gateway Program: *Invoices* 4 − 165

EDI inbound invoices
  824/APERAK outbound notification advice: *Invoices* 4 − 165
  Payables Open Interface Import, overview: *Invoices* 4 − 163
  Payables Open Interface tables: *Appendix* I − 2

EDI Invoice Inbound Set: *Invoices* 4 − 165

EDI outbound payments
  formatting payment batches: *Payments* 5 − 20
  overview: *Payments* 5 − 47
  troubleshooting payment batches: *Payments* 5 − 49

EFT (Electronic Funds Transfer). *See* EDI inbound invoices; EDI outbound payments;

EFT payments without EDI Gateway; Payables Open Interface Outbound Advice

EFT payments without EDI Gateway
formatting payment batches: *Payments* 5 − 20
overview: *Payments* 5 − 44

EFT User Number Payables option: *Setup* 2 − 94

electronic data interchange (EDI). *See* EDI inbound invoices; EDI outbound payments; EFT payments without EDI Gateway; Payables Open Interface Outbound Advice

Electronic payments
See also EDI outbound payments; EFT payments without EDI Gateway
overview: *Payments* 5 − 44

Employee Listing: *Reports* 8 − 167

Employee Numbering Method Financials option: *Setup* 2 − 66

employees
entering employees as suppliers: *Supplier* 3 − 8
expense reports. *See* expense reports

encumbrance
accounting: *Other Topics* 10 − 42
purchase orders: *Appendix* H − 17

encumbrance accounting, final matching: *Invoices* 4 − 19

Encumbrance Financials option: *Setup* 2 − 64

Encumbrance Type Financials option: *Setup* 2 − 64

Enforce PO Tax Name Payables option: *Setup* 2 − 100

Enforce Tax From Account Payables option: *Setup* 2 − 99

Enter Person window: *Setup* 2 − 6

Enter Receipts window
Calculate Amount button: *Setup* 2 − 182
flexfields: *Setup* 2 − 182

ERS (Evaluated receipt settlement): *Supplier* 3 − 27

ERS (evaluated receipt settlement). *See* payment on receipt

escheating checks: *Payments* 5 − 69

EU (European Union)
Intra−EU VAT Audit Trail: *Reports* 8 − 94
VAT (Value Added Tax): *Invoices* 4 − 36
VAT Member State Code for EU country: *Setup* 2 − 112

Euro. *See* fixed−rate currencies

evaluated receipt settlement. *See* payment on receipt

Evergreen Check Laser Format, setting up: *Setup* 2 − 235

Excel, expense report spreadsheet: *Setup* 2 − 188

exceptions
resolving for Payables Invoice Import: *Invoices* 4 − 153
resolving for Payables Open Interface Import: *Invoices* 4 − 169

Exchange Rate Type Payables option: *Setup* 2 − 82

exchange rates
adjusting: *Invoices* 4 − 196
AutoRate: *Mult Curr* 6 − 11
AutoRate entry: *Invoices* 4 − 29
entry types: *Mult Curr* 6 − 5
fixed exchange rates: *Mult Curr* 6 − 7
GL Daily Rates Table entry: *Invoices* 4 − 29
Journals: Display Inverse Rate profile option: *Appendix* B − 8
manual entry: *Invoices* 4 − 28
overview: *Invoices* 4 − 28; *Mult Curr* 6 − 2
types: *Mult Curr* 6 − 6

Exclude Tax From Discount Calculation Payables option: *Setup* 2 − 88

Expense Check Address Financials option: *Setup* 2 − 66

Expense Distribution Detail Report: *Reports* 8 − 62
format: *Setup* 2 − 148
setting up: *Setup* 2 − 148

Expense Interest Invoice Amount Payables option: *Setup* 2 − 86

Expense Invoice Interest Account Payables option: *Setup* 2 − 86

expense report, holds: *Invoices* 4 − 124

Expense Report Template Listing: *Reports* 8 − 172

Expense Report Templates window
  deactivating an expense report template: *Setup* 2 − 47
  defining an expense report template: *Setup* 2 − 46
  window reference: *Setup* 2 − 47

expense reporting. *See* Oracle Web Employees expense reporting

Expense Reporting workflow: *Setup* 2 − 166
  activity description: *Setup* 2 − 166

expense reports
  See also Oracle Web Employees expense reporting
  adjusting: *Invoices* 4 − 127
  advances: *Invoices* 4 − 125
  applying prepayments: *Invoices* 4 − 112
  entering in Payables: *Invoices* 4 − 121
  entering taxes on expense reports: *Invoices* 4 − 49
  Expense Report Template Listing: *Reports* 8 − 172
  foreign currency: *Invoices* 4 − 124
  Oracle Web Employees, setting up templates: *Setup* 2 − 46
  overview: *Invoices* 4 − 118
  Payables Invoice Import: *Invoices* 4 − 143
  Payables Invoice Import Exceptions Report: *Invoices* 4 − 156
  Payables options: *Setup* 2 − 83
  paying: *Invoices* 4 − 131
  restrictions: *Invoices* 4 − 123
  reviewing: *Invoices* 4 − 127
  sequential numbering: *Setup* 2 − 154
  setting up spreadsheet for Web Employees: *Setup* 2 − 188
  templates
    deactivating: *Setup* 2 − 47
    defining: *Setup* 2 − 46
    overview: *Setup* 2 − 46
  Undistributed Payments Report: *Reports* 8 − 128

Expense Reports window
  applying a hold to an expense report: *Invoices* 4 − 125
  applying an advance against an expense report: *Invoices* 4 − 126
  entering a basic expense report: *Invoices* 4 − 122
  entering an expense report in a foreign currency: *Invoices* 4 − 124
  entering taxes on expense reports: *Invoices* 4 − 49
  reviewing or modifying a Payables expense report: *Invoices* 4 − 127
  reviewing or modifying an Oracle Projects expense report: *Invoices* 4 − 128
  reviewing or modifying an Oracle Web Employees expense report: *Invoices* 4 − 129
  window reference: *Invoices* 4 − 132

F

factors: *Supplier* 3 − 9

fields
  adjusting Web Employees credit card field names: *Setup* 2 − 224
  adjusting Web Employees expense report field names: *Setup* 2 − 193

final matching purchase orders: *Invoices* 4 − 18

Final Payment Register: *Payments* 5 − 34; *Reports* 8 − 110

Final Purge Statistics Report: *Resource M* 9 − 15

Final Purged Listings: *Resource M* 9 − 14

Financial Options window: *Setup* 2 − 62

Financials options
  Accounting region: *Setup* 2 − 63
  defining: *Setup* 2 − 62
  Encumbrance region: *Setup* 2 − 64

Human Resources region: *Setup* 2 − 66
overview: *Setup* 2 − 61
Supplier Entry region: *Setup* 2 − 69
Supplier−Payables region: *Setup* 2 − 67
Supplier−Purchasing region: *Setup* 2 − 68
Tax region: *Setup* 2 − 70
window reference: *Setup* 2 − 63

Find Approver method, choosing: *Setup* 2 − 175

Find Invoice Batches window: *Invoices* 4 − 184

Find Invoice Distributions window: *Invoices* 4 − 187

Find Invoices to Apply window: *Invoices* 4 − 115

Find Invoices to Match window: *Invoices* 4 − 25

Find Invoices window: *Invoices* 4 − 184, 4 − 186

Find Payments window: *Payments* 5 − 60

Find Prepayments to Apply window: *Invoices* 4 − 115

Find Purchase Orders to Match window: *Invoices* 4 − 13, 4 − 14

Find Suppliers window: *Supplier* 3 − 35

finding. *See* inquiry

fixed−rate payments
accounting for: *Mult Curr* 6 − 9
overview: *Mult Curr* 6 − 7
paying invoices in a different fixed−rate currency: *Mult Curr* 6 − 8
restrictions: *Mult Curr* 6 − 10
Rounding account: *Mult Curr* 6 − 9

flexfields
See also Oracle Applications Flexfields Guide
customizing for Web Employees Enter Receipts window: *Setup* 2 − 183
defining: *Setup* 2 − 8
defining for Enter Receipts window: *Setup* 2 − 184
Enter Receipts window: *Setup* 2 − 182
Expense Reports window: *Setup* 2 − 182
invoice payments, setting up: *Setup* 2 − 229
scheduled payments, setting up: *Setup* 2 − 229

flexible address formats: *Setup* 2 − 7
See also Oracle Receivables User's Guide

FOB (Free on Board) Financials option: *Setup* 2 − 68

FOB (Free on Board) QuickCode: *Setup* 2 − 42

folders
customizing: *WB* 1 − 2
Folders:Allow Customization profile option: *Appendix* B − 9

foreign currency
See also fixed−rate payments; multi−currency
AutoRate program: *Mult Curr* 6 − 11
bank accounts: *Setup* 2 − 121
entering invoices: *Invoices* 4 − 28
overview: *Mult Curr* 6 − 2
payments: *Payments* 5 − 38; *Mult Curr* 6 − 4
reporting: *Mult Curr* 6 − 6
setting up: *Mult Curr* 6 − 3
stopping or voiding payments: *Payments* 5 − 41

foreign currency assets, mass additions: *Reports* 8 − 14

freight
entering on invoices: *Invoices* 4 − 53
prorating freight charges: *Invoices* 4 − 7

Freight Account Payables option: *Setup* 2 − 87

Freight Terms Financials option: *Setup* 2 − 69

Freight Terms QuickCode: *Setup* 2 − 42

Freight window: *Invoices* 4 − 53

Full Distribution Set, creating: *Setup* 2 − 39

function security: *Appendix* C − 2

Fund Accounting. *See* Automatic Offsets

funds checking for invoices and invoice distributions: *Other Topics* 10 − 39

funds holds: *Appendix* K − 3
See also holds

future dated payments
Automatic Clearing: *Payments* 5 − 56
Automatic Offsets: *Payments* 5 − 55
method: *Payments* 5 − 50

paying: *Payments* 5 − 52
payment formats: *Setup* 2 − 109
posting: *Payments* 5 − 54; *Posting* 7 − 31
recurring invoices: *Payments* 5 − 54
setting up: *Payments* 5 − 51
voiding or stopping: *Payments* 5 − 53
voucher numbers. *See* voucher numbers

Future Period holds: *Appendix* K − 9

Future Period Limit Financials option: *Setup* 2 − 63

G

Gain/Loss Accounts Payables option: *Setup* 2 − 83

gains and losses: *Mult Curr* 6 − 5
during posting: *Posting* 7 − 25

General Ledger. *See* USSGL (US Standard General Ledger)

GL Accounts
building for credit card transactions: *Setup* 2 − 207
updating invalid payment distribution: *Payments* 5 − 64

GL accounts, adjusting: *Invoices* 4 − 208

GL Daily Rates table: *Invoices* 4 − 29

GL Date Basis Payables option: *Setup* 2 − 87

GL dates
adjusting on an invoice: *Invoices* 4 − 196
invoice distributions: *Invoices* 4 − 236
overview: *Posting* 7 − 4
Unposted Invoice Sweep Program: *Reports* 8 − 15

GL Set of Books Name profile option: *Appendix* B − 8

GL_INTERFACE table: *Posting* 7 − 3, 7 − 8

golden parachute payments: *Reports* 8 − 39
1099 tape report: *Reports* 8 − 45

GUI Payables: *WB* 1 − 2

H

headings, common report headings: *Reports* 8 − 7

Hold Unmatched Expense Report Invoices Payables option: *Setup* 2 − 84

Hold Unmatched Invoices Financials option: *Setup* 2 − 69

Hold Unmatched Invoices option: *Supplier* 3 − 17

Hold window of the Payment workbench: *Payments* 5 − 67

Holds, Oracle Alert notices: *Appendix* F − 2

holds
account holds: *Appendix* K − 2
applying: *Invoices* 4 − 59
applying to a scheduled payment: *Invoices* 4 − 60
applying to a supplier site: *Invoices* 4 − 61
applying to an invoice: *Invoices* 4 − 60
applying to expense reports: *Invoices* 4 − 124
approval codes: *Appendix* K − 2
Can't Close PO hold: *Invoices* 4 − 19
codes: *Setup* 2 − 33
defining: *Setup* 2 − 33
Final Matching hold: *Invoices* 4 − 19
funds holds chart: *Appendix* K − 3
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Approval Report: *Reports* 8 − 84
Invoice Cancel: *Payments* 5 − 68
invoice holds chart: *Appendix* K − 4
Invoice Holds window reference: *Invoices* 4 − 218
Invoice on Hold Report: *Reports* 8 − 73
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
matching holds chart: *Appendix* K − 5
miscellaneous holds chart: *Appendix* K − 9
overview: *Invoices* 4 − 59
Posting Hold Report: *Reports* 8 − 144
releasing holds: *Invoices* 4 − 63
releasing holds from prepayments: *Invoices* 4 − 110
releasing in the Invoice Actions window: *Invoices* 4 − 65

releasing scheduled payment holds: *Invoices* 4 − 65
releasing supplier holds: *Invoices* 4 − 66
restrictions on releasing: *Invoices* 4 − 66
summary of approval hold codes: *Appendix* K − 2
supplier holds: *Supplier* 3 − 17
system holds: *Invoices* 4 − 66
types: *Invoices* 4 − 59
variance holds chart: *Appendix* K − 8

I

icons
saving invoices on the Navigator: *Invoices* 4 − 185
saving payments on the Navigator: *Payments* 5 − 60

implementation. *See* setting up

inbound invoices. *See* EDI inbound invoices

income tax, entering on invoices: *Invoices* 4 − 54

Income Tax Region Payables option: *Setup* 2 − 98

Income Tax Regions window: *Setup* 2 − 58
window reference: *Setup* 2 − 59

income taxes
See also 1099 form; taxes; withholding taxes
defining income tax regions: *Setup* 2 − 57

inquiry
invoice batches: *Invoices* 4 − 184
invoice distributions: *Invoices* 4 − 187
invoices: *Invoices* 4 − 184
invoices to apply to prepayments: *Invoices* 4 − 114
payment batches: *Payments* 5 − 26
payments: *Payments* 5 − 60, 5 − 61
prepayments to apply to invoices: *Invoices* 4 − 114
suppliers: *Supplier* 3 − 35

integration
credit cards: *Invoices* 4 − 93
General Ledger, posting: *Posting* 7 − 15
multiple organization support: *Setup* 2 − 239; *Supplier* 3 − 4
non−Oracle general ledger systems: *Posting* 7 − 15
Oracle Alert: *Appendix* F − 2
Oracle Assets: *Invoices* 4 − 79
Oracle Cash Management: *Payments* 5 − 70
Oracle EDI Gateway, EDI outbound payments: *Payments* 5 − 47
Oracle General Ledger: *Posting* 7 − 2, 7 − 3
daily rates: *Invoices* 4 − 29
interface table: *Posting* 7 − 3, 7 − 8
statistical quantities: *Posting* 7 − 6
Oracle Inventory: *Invoices* 4 − 97
Oracle Projects: *Invoices* 4 − 81, 4 − 128, 4 − 145
Oracle Purchasing: *Invoices* 4 − 82
Oracle Web Employees: *Invoices* 4 − 129, 4 − 143
Oracle Web Employees expense reporting: *Invoices* 4 − 139
Oracle Web Employees procurement cards: *Invoices* 4 − 93
Oracle Workflow: *Setup* 2 − 51
positive pay: *Other Topics* 10 − 3

interest
defining interest rates: *Setup* 2 − 45
Payables options: *Setup* 2 − 85
Prompt Payment Act: *Other Topics* 10 − 7

interest invoices: *Setup* 2 − 85
Invoice Audit Listing: *Reports* 8 − 69
sequential numbering: *Setup* 2 − 154
voucher numbers. *See* voucher numbers

interface, GUI interface in Payables: *WB* 1 − 2

Interface tables, loading data in AP_EXPENSE_FEED_LINES: *Appendix* J − 6

interface tables
AP_EXPENSE_FEED_LINES: *Reports* 8 − 12; *Appendix* J − 3
AP_EXPENSE_REPORT_HEADERS: *Appendix* G − 5
AP_EXPENSE_REPORT_LINES: *Appendix* G − 20

AP_INVOICE_DISTRIBUTIONS: *Appendix* H – 4
AP_INVOICE_LINES_INTERFACE: *Appendix* I – 19
AP_INVOICES: *Appendix* H – 4
AP_INVOICES_INTERFACE: *Appendix* I – 4
GL_INTERFACE table: *Posting* 7 – 3
Payables Credit Card Transaction Interface: *Appendix* J – 2
Payables Invoice Import Interface
overview: *Invoices* 4 – 141
purging data from: *Invoices* 4 – 153
Payables Invoice Import tables: *Appendix* G – 2
Payables Open Interface, overview: *Appendix* I – 2
PO_DISTRIBUTIONS: *Appendix* H – 10
PO_HEADERS: *Appendix* H – 4
PO_LINE_LOCATIONS: *Appendix* H – 8
PO_LINES: *Appendix* H – 6
PO_RELEASES: *Appendix* H – 6
purchase order matching tables: *Appendix* H – 2

interfaces, Payables Transfer to General Ledger program: *Posting* 7 – 15

Interfund Accounting, setting up: *Other Topics* 10 – 49

Intra–EU VAT Audit Trail: *Reports* 8 – 94

Intrastat, recording movement statistics: *Invoices* 4 – 97

Invalid GL Accounts window: *Payments* 5 – 64

Invalid PO Supplier Notice: *Reports* 8 – 157

Inventory Organization Financials option: *Setup* 2 – 68

inventory organizations. *See* organizations

INVOIC inbound. *See* EDI inbound invoices

Invoice Actions window
Apply/Unapply Prepayment check box: *Invoices* 4 – 111
Approve check box: *Invoices* 4 – 69
Approve Related Invoices check box: *Invoices* 4 – 69
Cancel Invoices check box: *Invoices* 4 – 204
cancelling an invoice: *Invoices* 4 – 204
Pay in Full check box: *Payments* 5 – 9
Print Notice check box: *Invoices* 4 – 217
printing notices from the Invoice workbench: *Invoices* 4 – 217
Release Holds check box: *Invoices* 4 – 65 to 4 – 67
releasing holds from multiple invoices: *Invoices* 4 – 65
submitting online approval for invoices: *Invoices* 4 – 69, 4 – 70

Invoice Aging Report: *Reports* 8 – 65

Invoice and Invoice Batch Hierarchy Chart: *Appendix* E – 2

Invoice Approvals window: *Setup* 2 – 34

Invoice Audit Listing: *Reports* 8 – 68, 8 – 69
interest invoices: *Reports* 8 – 69

Invoice Audit Report: *Reports* 8 – 70

invoice batch control, enabling: *Setup* 2 – 86

invoice batches, finding: *Invoices* 4 – 184

Invoice Batches window
adjusting an invoice batch: *Invoices* 4 – 193
deleting an invoice batch: *Invoices* 4 – 193
entering an invoice batch: *Invoices* 4 – 9
reviewing invoice batches: *Invoices* 4 – 190
submitting online approval for invoice batches: *Invoices* 4 – 70
window reference: *Invoices* 4 – 223

Invoice Cancel hold: *Payments* 5 – 68

Invoice Currency Payables option: *Setup* 2 – 97

invoice distributions
See also Distributions window
adding new distributions: *Invoices* 4 – 200
adjusting: *Invoices* 4 – 197, 4 – 198
entering: *Invoices* 4 – 5
finding: *Invoices* 4 – 187
Invoice Distribution Adjustment Chart: *Invoices* 4 – 211
reversing: *Invoices* 4 – 201
reviewing: *Invoices* 4 – 187

Invoice Distributions Summary window: *Invoices* 4 − 187

Invoice Encumbrance Type Financials option: *Setup* 2 − 65

Invoice History Report: *Reports* 8 − 72

invoice holds
See also holds
chart: *Appendix* K − 4

Invoice Holds window
applying a hold to an invoice: *Invoices* 4 − 60
releasing holds from an invoice: *Invoices* 4 − 64
window reference: *Invoices* 4 − 218

Invoice Import
See also Payables Invoice Import; Payables Open Interface Import
Payables Open Interface Import: *Setup* 2 − 2

Invoice Import Exceptions Report: *Invoices* 4 − 156

Invoice Import Prepayments Applied Report: *Invoices* 4 − 161

Invoice Import Report: *Invoices* 4 − 155

invoice notices
Print Invoice Report: *Reports* 8 − 161
printing from the Invoice workbench: *Invoices* 4 − 217

Invoice on Hold Report: *Reports* 8 − 73

Invoice Overview window: *Invoices* 4 − 183

Invoice Register: *Reports* 8 − 75

Invoice Tolerances window
inactivating a tolerance: *Setup* 2 − 18
setting tolerance levels for your invoices: *Setup* 2 − 16

invoice types, QuickMatch and PO Default: *Invoices* 4 − 86

Invoice Workbench: *WB* 1 − 5

invoices
Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
actions. *See* Invoice Actions window
adjusting: *Invoices* 4 − 194, 4 − 195
See also adjusting
applying to prepayments: *Invoices* 4 − 114
approval: *Invoices* 4 − 68
approving online: *Invoices* 4 − 69
automatic interest: *Other Topics* 10 − 7
basic: *Invoices* 4 − 2
batches. *See* invoice batches
budgetary control: *Other Topics* 10 − 39
cancelled: *Reports* 8 − 78
cancelling: *Invoices* 4 − 204
checking funds: *Other Topics* 10 − 39
correcting. *See* adjusting
credit/debit memos: *Invoices* 4 − 22
See also credit memos; debit memos
discounts: *Invoices* 4 − 78
distribution. *See* invoice distributions
duplicate: *Invoices* 4 − 206
EDI inbound invoices: *Invoices* 4 − 163
entering: *Invoices* 4 − 2
entering freight: *Invoices* 4 − 53
entering taxes: *Invoices* 4 − 33
Final Purged Listings: *Resource M* 9 − 14
finding: *Invoices* 4 − 184
foreign currency: *Invoices* 4 − 28
holds overview: *Invoices* 4 − 59
importing from other systems: *Appendix* I − 2
importing from Payables Open Interface tables: *Invoices* 4 − 163
inbound. *See* EDI inbound invoices; Payables Open Interface Import
interest. *See* interest invoices
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Adjustment Chart: *Invoices* 4 − 208
Invoice Aging Report: *Reports* 8 − 65
Invoice Audit Listing: *Reports* 8 − 69
Invoice Audit Report: *Reports* 8 − 70
Invoice Import Report: *Invoices* 4 − 155
Invoice on Hold Report: *Reports* 8 − 73
Invoice Overview window: *Invoices* 4 − 183
Invoice Register: *Reports* 8 − 75
Invoice Tax Payables options: *Setup* 2 − 88
invoice variances: *Invoices* 4 − 87
matching. *See* matching
matching credit memos to invoices: *Invoices* 4 − 23
Matching Hold Agent Notice: *Reports* 8 − 158

matching to purchase orders: *Invoices* 4 − 11
mixed: *Invoices* 4 − 32
notices: *Invoices* 4 − 216
Payables options: *Setup* 2 − 86
Payment on Receipt AutoInvoice Program: *Invoices* 4 − 87
PO Default: *Invoices* 4 − 86
Posted Invoice Register: *Reports* 8 − 141
Preliminary Purged Listings: *Resource M* 9 − 12
prepayments. *See* prepayments
prorating freight: *Invoices* 4 − 7
prorating miscellaneous charges: *Invoices* 4 − 7
prorating tax: *Invoices* 4 − 47
QuickMatch: *Invoices* 4 − 13
recording 1099 information: *Invoices* 4 − 54
recording assets: *Invoices* 4 − 79
recording income tax information: *Invoices* 4 − 54
recurring: *Invoices* 4 − 98
Rejected Purged Listings: *Resource M* 9 − 15
reviewing: *Invoices* 4 − 190
scheduling payments: *Invoices* 4 − 73
status: *Invoices* 4 − 233
tolerance. *See* tolerance
variances. *See* tolerance

Invoices window
adjusting the amount of an invoice: *Invoices* 4 − 195
applying prepayments to an invoice: *Invoices* 4 − 111
approving related invoices when entering credit/debit memos: *Invoices* 4 − 26
attachments: *Appendix* D − 2
clearing a credit that will not be used: *Invoices* 4 − 27
entering a single sales or user−defined type tax for an invoice: *Invoices* 4 − 41
entering basic invoices: *Invoices* 4 − 2
entering credit/debit memos: *Invoices* 4 − 22
entering freight on an invoice: *Invoices* 4 − 53
entering mixed invoices: *Invoices* 4 − 32
entering offset taxes: *Invoices* 4 − 48
entering prepayments: *Invoices* 4 − 109
entering taxes on an invoice: *Invoices* 4 − 33
entering use taxes for an invoice: *Invoices* 4 − 49
prorating freight or miscellaneous charges: *Invoices* 4 − 7
recording a distribution as an asset: *Invoices* 4 − 79
recording a refund from a one−time 1099 supplier: *Invoices* 4 − 58
recording income tax information for an invoice: *Invoices* 4 − 54
window reference: *Invoices* 4 − 226

Item method of assigning taxes: *Invoices* 4 − 39

J

journal entries
creating detail: *Posting* 7 − 32
creating summary: *Posting* 7 − 32
detail vs. summary: *Posting* 7 − 13
Journal Entry Creation Payables options: *Setup* 2 − 80
Journals: Display Inverse Rate profile option: *Appendix* B − 8
posting. *See* posting

Journal Import
See also posting
journal entry creation method: *Posting* 7 − 32
posting: *Posting* 7 − 12

Journal with GL Details Report: *Reports* 8 − 139

Journals: Display Inverse Rate profile option: *Appendix* B − 8

K

key indicators, special calendar: *Setup* 2 − 152

Key Indicators Current Activity Report: *Reports* 8 − 150

Key Indicators Report: *Reports* 8 − 150

Key Indicators State−of−the−System Report: *Reports* 8 − 155

L

labels
  mailing: *Reports* 8 − 26
  printing in Japanese address format: *Reports* 8 − 27, 8 − 31

Liability Account, supplier default: *Supplier* 3 − 14

Liability GL Account Financials option: *Setup* 2 − 63

Liability Interest Invoice Account Payables option: *Setup* 2 − 86

Liability Invoice Interest Account Payables option: *Setup* 2 − 86

listings. *See* reports and listings

Location window: *Setup* 2 − 6

M

mailing labels: *Reports* 8 − 26

Maintain Tax and Certificates window
  defining a withholding tax certificate: *Setup* 2 − 29
  defining a withholding tax exemption: *Setup* 2 − 30

Manual Future Dated payments: *Setup* 2 − 109

manual payments: *Payments* 5 − 2
  future dated: *Payments* 5 − 52

Mass Additions: *Reports* 8 − 14
  foreign currencies: *Reports* 8 − 14

Mass Additions Create Program: *Reports* 8 − 14

Match to Invoice Distribution window: *Invoices* 4 − 19

Match to Invoices window: *Invoices* 4 − 25

Match to PO window
  See also purchase order matching
  final matching purchase orders: *Invoices* 4 − 19
  matching to a specific purchase order shipment or distribution: *Invoices* 4 − 12
  matching to all purchase order shipments (QuickMatch): *Invoices* 4 − 13
  recording price decreases: *Invoices* 4 − 15
  recording price increases: *Invoices* 4 − 14
  window reference: *Invoices* 4 − 220

matching. *See* purchase order matching

Matching Hold Agent Notice: *Reports* 8 − 158
  modifying: *Setup* 2 − 226

Matching Hold Detail Report: *Reports* 8 − 77
  cancelled invoices: *Reports* 8 − 78

matching holds: *Appendix* K − 5
  See also holds

Matching Required hold: *Supplier* 3 − 17

Maximum Outlay option: *Setup* 2 − 130; *Payments* 5 − 73
  forcing payments: *Payments* 5 − 19

Member State Financials option: *Setup* 2 − 70

menu paths: *Appendix* A − 2

messages
  See also Oracle Alert
  customizing credit card workflow messages: *Setup* 2 − 213
  customizing workflow messages: *Setup* 2 − 179

Minimum Accountable Unit: *Setup* 2 − 91

Minimum Accountable Unit Payables option: *Setup* 2 − 91

Minimum Interest Amount Payables option: *Setup* 2 − 85

minority group, defining: *Setup* 2 − 42

minority−owned suppliers: *Supplier* 3 − 16

miscellaneous payments. *See Oracle Cash Management User's Guide*

Missing Document Numbers Report: *Reports* 8 − 112

mixed invoices: *Invoices* 4 − 32

MO: Operating Unit profile option: *Appendix* B − 9

Modify Payment Batch window: *Payments* 5 − 18

multi−currency
bank accounts: *Setup* 2 − 107, 2 − 120
defining bank accounts: *Setup* 2 − 127
payment format: *Setup* 2 − 110
posting: *Posting* 7 − 25
Unrealized Gain/Loss Report: *Reports* 8 − 91

multi−organization, MO: Operating Unit profile option: *Appendix* B − 9

Multiple organizations
overview: *Setup* 2 − 239
set of books: *Setup* 2 − 10
supplier information: *Supplier* 3 − 4

multiple supplier banks, defining supplier bank accounts: *Setup* 2 − 119

N

navigation paths: *Appendix* A − 2

Navigator
adding invoices as icons: *Invoices* 4 − 185
navigation paths: *Appendix* A − 2
saving payments as icons: *Payments* 5 − 60

New Supplier/New Supplier Site Listing: *Reports* 8 − 23

New Vendor/New Vendor Site Listing. *See* New Supplier/New Supplier Site Listing

Next Automatic Employee Number Financials option: *Setup* 2 − 67

Next Automatic Supplier Number Financials option: *Setup* 2 − 70

NIF
See also Taxpayer ID
Taxpayer ID Validation by country: *Supplier* 3 − 43

No Rate holds: *Appendix* K − 9

non−Oracle systems integration, importing invoices: *Invoices* 4 − 148

notices, invoice: *Invoices* 4 − 216

numbers, suppliers: *Supplier* 3 − 5

O

Offset Tax Name supplier default: *Supplier* 3 − 20

offset taxes: *Invoices* 4 − 48

Open Interface Import. *See* Payables Open Interface Import

Open Interface Invoices window: *Invoices* 4 − 171

open interfaces. *See* interface tables

Open Items Revaluation Report: *Reports* 8 − 82

operating system, printing checks from: *Payments* 5 − 22

operating unit, MO: Operating Unit profile option: *Appendix* B − 9

Oracle Alert: *Appendix* F − 2
integration: *Appendix* F − 2

Oracle Applications for the Web. *See* Oracle Self−Service Web Applications

Oracle Applications Notifications window: *Invoices* 4 − 172

Oracle Assets: *Invoices* 4 − 79
suppliers: *Supplier* 3 − 4

Oracle Cash Management
integration: *Payments* 5 − 70
reconciling payments: *Payments* 5 − 70

Oracle EDI Gateway
See also EDI inbound invoices; EDI outbound payments; Payables Open Interface Outbound Advice
EDI inbound invoices: *Invoices* 4 − 163
EDI outbound payments, overview: *Payments* 5 − 47
Payables Open Interface Outbound Advice: *Invoices* 4 − 170

Oracle General Ledger
See also posting
posting: *Posting* 7 − 2
statistical quantity: *Posting* 7 − 6, 7 − 7

Oracle Inventory
integration: *Invoices* 4 − 97
recording movement statistics: *Invoices* 4 − 97

Oracle Projects
distribution sets: *Setup* 2 − 40
entering invoices: *Invoices* 4 − 81
importing expense reports: *Invoices* 4 − 145
reviewing Oracle Projects expense reports: *Invoices* 4 − 128

Oracle Purchasing
overview of integration: *Invoices* 4 − 82
suppliers: *Supplier* 3 − 4

Oracle Self−Service Web Applications. *See* Oracle Web Employees Expense Reporting; procurement cards

Oracle Web Application Dictionary
setting up Web Employees credit cards: *Setup* 2 − 224
setting up Web Employees expense reports: *Setup* 2 − 193

Oracle Web Employees, profile options for Web Expense: *Appendix* B − 6

Oracle Web Employees expense reporting
customizing expense reporting workflow messages: *Setup* 2 − 179
defining expense report templates: *Setup* 2 − 46
defining flexfields for Enter Receipts window: *Setup* 2 − 184
expense reporting workflow: *Setup* 2 − 166
overview: *Invoices* 4 − 139
setting up: *Setup* 2 − 160
setting up expense reporting workflow: *Setup* 2 − 173
setting up the expense report spreadsheet: *Setup* 2 − 188
setting up with Web Application Dictionary: *Setup* 2 − 193

Oracle Web Employees expense reports, reviewing and modifying expense reports: *Invoices* 4 − 129

Oracle Web Employees procurement cards
See also credit cards
customizing workflow messages: *Setup* 2 − 213
overview: *Invoices* 4 − 93
setting up with Web Application Dictionary: *Setup* 2 − 224

Oracle Workflow
applying holds to expense reports: *Setup* 2 − 51
Credit Card Transaction Employee workflow: *Setup* 2 − 212; *Invoices* 4 − 93; *Reports* 8 − 21
Credit Card Transaction Manager: *Setup* 2 − 218; *Invoices* 4 − 94; *Reports* 8 − 22
customizing messages: *Setup* 2 − 179, 2 − 213
Distribute Employee Card Transaction Verifications: *Reports* 8 − 21
Distribute Employee Credit Card Transaction Verifications: *Setup* 2 − 212; *Invoices* 4 − 93
Distribute Manager Card Transaction Approvals: *Setup* 2 − 218; *Invoices* 4 − 94
Distribute Manager Card Transactions Approvals: *Reports* 8 − 22
expense reporting activities: *Setup* 2 − 166 to 2 − 172
expense reporting overview: *Setup* 2 − 166
Payables Open Interface workflow: *Invoices* 4 − 171
setting up expense reporting workflow: *Setup* 2 − 173
setting workflow activity attributes: *Setup* 2 − 177
setting workflow timeouts: *Setup* 2 − 177, 2 − 213
submitting: *Reports* 8 − 21

Organization Parameters window: *Invoices* 4 − 90

organizations
See also Multiple organizations
defining inventory organizations: *Setup* 2 − 6

Outbound Application Advice: *Invoices* 4 − 171

outbound payments. *See* EDI outbound payments

P

Parameters window: *Reports* 8 − 4

passwords: *Setup* 2 − 4

pay alone, invoices: *Setup* 2 − 68

Pay Alone Financials option: *Setup* 2 − 68

Pay Alone supplier defaults: *Supplier* 3 − 23

Pay Date Basis Payables option: *Setup* 2 − 97

Pay Date Basis supplier defaults: *Supplier* 3 − 24

Pay Group Payables option: *Setup* 2 − 84, 2 − 97

Pay Group supplier defaults: *Supplier* 3 − 23

pay groups
  defining: *Setup* 2 − 42
  defining for electronic payments: *Payments* 5 − 48

Pay on Receipt AutoInvoice Program: *Invoices* 4 − 87

pay sites, alternate: *Supplier* 3 − 27

Payables Approval program: *Invoices* 4 − 71

Payables Approval Report: *Reports* 8 − 84

Payables Credit Card Transaction Interface table, overview: *Appendix* J − 2

Payables Invoice Import
  AP_EXPENSE_REPORT_HEADERS table: *Appendix* G − 5
  AP_EXPENSE_REPORT_LINES table: *Appendix* G − 20
  database tables: *Appendix* G − 2
  definitions: *Appendix* G − 2
  importing expense reports from Oracle Payables: *Invoices* 4 − 143
  importing expense reports from Oracle Projects: *Invoices* 4 − 145
  importing expense reports from Oracle Web Employees: *Invoices* 4 − 143
  importing from external accounting systems: *Invoices* 4 − 148
  Invoice Import Exceptions Report: *Invoices* 4 − 156
  Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
  Invoice Import Report: *Invoices* 4 − 155
  overview: *Invoices* 4 − 141
  purging information you have imported: *Invoices* 4 − 153
  resolving invoice import exceptions: *Invoices* 4 − 153
  setting up: *Appendix* G − 30
  source: *Invoices* 4 − 151

Payables Open Interface Import
  Account Overlay feature: *Appendix* I − 38
  loading interface tables with SQL*Loader: *Appendix* I − 39
  overview: *Invoices* 4 − 163
  parameters: *Invoices* 4 − 168
  Payables Open Interface Outbound Advice: *Invoices* 4 − 170
  Payables Open Interface Purge: *Invoices* 4 − 170
  Payables Open Interface Report: *Invoices* 4 − 174
  Payables Open Interface workflow: *Invoices* 4 − 171
  submitting: *Invoices* 4 − 165
  table descriptions: *Appendix* I − 2
  troubleshooting: *Invoices* 4 − 169
  updating records in interface table: *Invoices* 4 − 171

Payables Open Interface Outbound Advice: *Invoices* 4 − 170

Payables Open Interface Purge program: *Invoices* 4 − 170

Payables Open Interface Report: *Invoices* 4 − 174

Payables Open Interface tables
  AP_INVOICE_LINES_INTERFACE table: *Appendix* I − 19
  AP_INVOICES_INTERFACE table: *Appendix* I − 4
  loading credit card data: *Reports* 8 − 12
  overview: *Appendix* I − 2
  updating records in Open Interface Invoices window: *Invoices* 4 − 171

Payables options: *Setup* 2 − 76
Accounting region: *Setup* 2 − 77
Currency region: *Setup* 2 − 82
Expense Report region: *Setup* 2 − 83
Interest region: *Setup* 2 − 85
Invoice region: *Setup* 2 − 86
Invoice Tax region: *Setup* 2 − 88
Matching region: *Setup* 2 − 92
Payment region: *Setup* 2 − 94
Supplier region: *Setup* 2 − 96
tax control options: *Invoices* 4 − 34
Tax Name Defaults region: *Setup* 2 − 99
Withholding Tax region: *Setup* 2 − 102

Payables Options window
defining Payables options: *Setup* 2 − 76
enabling Automatic Offsets: *Other Topics* 10 − 22
setting up your accounting method: *Setup* 2 − 75

Payables Transfer to General Ledger program: *Posting* 7 − 15

Payment Actions window
Format check box: *Payments* 5 − 6
Initiate Stop check box: *Payments* 5 − 65
Print Now check box: *Payments* 5 − 6, 5 − 63
Reissue check box: *Payments* 5 − 68
Release Stop check box: *Payments* 5 − 65
releasing a stop on a payment: *Payments* 5 − 65
stopping a payment: *Payments* 5 − 65
Void check box: *Payments* 5 − 67
voiding a payment document: *Payments* 5 − 67
voiding and reissuing a payment: *Payments* 5 − 68

Payment and Payment Batch Hierarchy Chart: *Appendix* E − 6

Payment Audit by Voucher Number: *Reports* 8 − 113

payment batch, printer defaults: *Payments* 5 − 21

Payment Batch Actions window: *Payments* 5 − 12
Build Payments check box: *Payments* 5 − 16
Cancel Payment Batch check box: *Payments* 5 − 33
cancelling a payment batch: *Payments* 5 − 33
Confirm Payment Batch check box: *Payments* 5 − 23
Create Positive Pay File check box: *Other Topics* 10 − 4
Format check box: *Payments* 5 − 21
Format Payments check box: *Payments* 5 − 30
Print Checks check box: *Payments* 5 − 21
Print Final Register check box: *Payments* 5 − 34
Print Preliminary Register check box: *Payments* 5 − 33
Print Remittance Advice check box: *Payments* 5 − 35
restarting a failed payment batch: *Payments* 5 − 30
Select Invoices check box: *Payments* 5 − 16

Payment Batch Control Report: *Reports* 8 − 114

Payment Batch Limit Payables option: *Setup* 2 − 94

payment batches: *Payments* 5 − 12
automatic payment programs: *Setup* 2 − 103
building payments: *Payments* 5 − 17
cancelling: *Payments* 5 − 33
commonly asked questions: *Payments* 5 − 31
confirming: *Payments* 5 − 22
creating EDI outbound payments: *Payments* 5 − 47
creating EFT payments without the EDI gateway: *Payments* 5 − 44
exceeding maximum outlay: *Payments* 5 − 19
Final Payment Register: *Payments* 5 − 34
finding: *Payments* 5 − 26
formatting: *Payments* 5 − 20
future dated: *Payments* 5 − 52
initiating: *Payments* 5 − 15
limits: *Payments* 5 − 16
Maximum Outlay parameter: *Payments* 5 − 16
modifying: *Payments* 5 − 18
payment batch troubleshooting chart: *Payments* 5 − 32

Preliminary Payment Register: *Payments* 5 − 33
printing payment batch checks: *Payments* 5 − 21
reasons invoices may not be paid: *Payments* 5 − 32
restarting: *Payments* 5 − 30
troubleshooting: *Payments* 5 − 28
voucher numbers. *See* voucher numbers

Payment Batches window
cancelling a payment batch: *Payments* 5 − 33
window reference: *Payments* 5 − 72

payment currency
fixed−rate: *Mult Curr* 6 − 7
in payment batches: *Payments* 5 − 12

Payment Distribution Report: *Reports* 8 − 116

payment distributions
See also invoice distributions
Auto Offsets: *Other Topics* 10 − 14
AutoRate: *Mult Curr* 6 − 11

payment documents
damaged: *Payments* 5 − 23
defining: *Setup* 2 − 122
escheating checks: *Payments* 5 − 69
inactivating: *Setup* 2 − 123
Missing Document Numbers Report: *Reports* 8 − 112
skipped: *Payments* 5 − 23
voiding: *Setup* 2 − 123

Payment Documents window: *Setup* 2 − 122
window reference: *Setup* 2 − 132

Payment Exceptions Report: *Reports* 8 − 119

payment formats
customizing: *Setup* 2 − 234
for Clearing payment method: *Setup* 2 − 234
laser payment format: *Setup* 2 − 235
multiple currency: *Setup* 2 − 110
setting up: *Setup* 2 − 233
using: *Setup* 2 − 107

Payment Formats window: *Setup* 2 − 108
window reference: *Setup* 2 − 108

Payment Gain & Loss Report: *Reports* 8 − 121

Payment Interest Rates window: *Setup* 2 − 45

Payment Method Financials option: *Setup* 2 − 67

Payment Method supplier defaults: *Supplier* 3 − 24

payment methods
check: *Setup* 2 − 108
clearing: *Setup* 2 − 109
electronic: *Setup* 2 − 108
future dated: *Setup* 2 − 109
future dated payment: *Payments* 5 − 50
manual future dated: *Setup* 2 − 109
wire: *Setup* 2 − 109

payment on receipt: *Supplier* 3 − 27; *Invoices* 4 − 87

Payment Overview window: *Payments* 5 − 58

payment priority: *Invoices* 4 − 76

Payment Priority Payables option: *Setup* 2 − 84

payment programs
defining: *Setup* 2 − 103
predefined: *Setup* 2 − 229
setting up: *Setup* 2 − 229

Payment Register: *Reports* 8 − 122

payment schedules. *See* scheduled payments

payment terms
multiple discounts: *Setup* 2 − 11
scheduling payment for an invoice: *Invoices* 4 − 73
setting up: *Setup* 2 − 11

Payment Terms Financials option: *Setup* 2 − 67

Payment Terms Listing: *Reports* 8 − 169

Payment Terms window: *Setup* 2 − 12
window reference: *Setup* 2 − 13

Payment Workbench: *WB* 1 − 8

payments
adjusting invoices: *Payments* 5 − 62
Cash Requirement Report: *Reports* 8 − 104
changing addresses: *Payments* 5 − 62
clearing method: *Payments* 5 − 7
country code in address: *Setup* 2 − 235

creating EFT payments without EDI Gateway: *Payments* 5 − 44
discounts on invoice payments: *Invoices* 4 − 78
EDI outbound payments: *Payments* 5 − 47
Electronic, overview: *Payments* 5 − 44
escheating checks: *Payments* 5 − 69
Final Payment Register: *Reports* 8 − 110
Final Purged Listings: *Resource M* 9 − 14
finding and reviewing: *Payments* 5 − 60
foreign currency: *Payments* 5 − 38
future dated: *Payments* 5 − 50
holds overview: *Invoices* 4 − 59
invalid payment distributions: *Reports* 8 − 128
manual, overview: *Payments* 5 − 2
outbound. *See* EDI outbound payments
paying from the Invoice Workbench: *Payments* 5 − 9
paying invoices in a different fixed−rate currency: *Mult Curr* 6 − 8
Payment Batch Control Report: *Reports* 8 − 114
payment batches: *Payments* 5 − 12
See also payment batches
Payment Payables options: *Setup* 2 − 94
Payment Register: *Reports* 8 − 122
Posted Payment Register: *Reports* 8 − 142
Preliminary Payment Register: *Reports* 8 − 123
Preliminary Purged Listings: *Resource M* 9 − 12
printer defaults: *Setup* 2 − 104
printing Quick Payments: *Payments* 5 − 63
Quick Payments: *Payments* 5 − 4
reconciling with Oracle Cash Management: *Payments* 5 − 70
Recurring Invoices Report: *Reports* 8 − 90
Rejected Purged Listings: *Resource M* 9 − 15
releasing a stop on a payment: *Payments* 5 − 65
Remit−to Bank: *Invoices* 4 − 76
reviewing: *Payments* 5 − 61
saving as icons on the Navigator: *Payments* 5 − 60
single payments: *Payments* 5 − 2
stopping: *Payments* 5 − 65
Supplier Paid Invoice History: *Reports* 8 − 29
Supplier Payment History Report: *Reports* 8 − 30
Undistributed Payments Report: *Reports* 8 − 128
updating payments: *Payments* 5 − 62
Void Payment Register: *Reports* 8 − 130
voiding: *Payments* 5 − 66
voiding and reissuing: *Payments* 5 − 67
voiding unused payment documents: *Setup* 2 − 123
voucher numbers. *See* voucher numbers
wire transfers: *Payments* 5 − 2
zero−amount: *Payments* 5 − 42

Payments window
attachments: *Appendix* D − 2
creating a Quick Payment: *Payments* 5 − 5
entering a manual payment: *Payments* 5 − 3
paying invoices created from expense reports: *Invoices* 4 − 131
window reference: *Payments* 5 − 78

Payments window (of Invoice workbench): *Invoices* 4 − 188
window reference: *Invoices* 4 − 188

PAYORD outbound. *See* EDI outbound payments

performance, optimizing by purging records: *Resource M* 9 − 2

period types, defining: *Setup* 2 − 4

periods
aging: *Setup* 2 − 150
changing status of accounting periods: *Setup* 2 − 143
closing accounting periods: *Setup* 2 − 145
controlling the status of: *Setup* 2 − 143
defining accounting periods: *Setup* 2 − 4

perpetual accounting: *Invoices* 4 − 89

petty cash funds
closing: *Other Topics* 10 − 47
overview: *Other Topics* 10 − 45
reconciling: *Other Topics* 10 − 48
setting up a petty cash account: *Other Topics* 10 − 45 to 10 − 47
using: *Other Topics* 10 − 47

PO. *See* purchase order

PO Default invoices: *Invoices* 4 − 86

PO Encumbrance Type Financials option: *Setup* 2 − 65

PO_HEADERS table: *Appendix* H − 4

PO_LINES table: *Appendix* H − 6

positive pay
  creating Positive Pay Reports: *Other Topics* 10 − 3
  overview: *Other Topics* 10 − 3
  setting up: *Other Topics* 10 − 3

Positive Pay Report: *Other Topics* 10 − 4

Posted Invoice Register: *Reports* 8 − 141

Posted Payment Register: *Reports* 8 − 142

posting
  Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
  Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134
  Accounts Payable Trial Balance Report: *Reports* 8 − 137
  accrual basis accounting: *Posting* 7 − 19
  audit options: *Posting* 7 − 8
  batches: *Posting* 7 − 28
  cash accounts: *Posting* 7 − 30
  cash basis accounting: *Posting* 7 − 22
  cash clearing accounts: *Posting* 7 − 31, 7 − 32
  closing a period: *Setup* 2 − 145
  combined basis accounting: *Posting* 7 − 25
  currency gains or loss accounts: *Posting* 7 − 31
  discount taken accounts: *Posting* 7 − 30
  expense accounts: *Posting* 7 − 29
  future dated payment accounts: *Posting* 7 − 31, 7 − 32
  future dated payments: *Payments* 5 − 54
  holds overview: *Invoices* 4 − 59
  Journal Import: *Posting* 7 − 12
  liability accounts: *Posting* 7 − 30
  multiple currencies: *Posting* 7 − 25
  overview: *Posting* 7 − 2
  parameters: *Posting* 7 − 27
  Payables Transfer to General Ledger program: *Posting* 7 − 15
  payments reconciled by Oracle Cash Management: *Posting* 7 − 18
  populating the GL Interface table: *Posting* 7 − 8
  post through date: *Posting* 7 − 28
  Posted Invoice Register: *Reports* 8 − 141
  Posted Payment Register: *Reports* 8 − 142
  Posting Hold Report: *Reports* 8 − 144
  primary set of books: *Posting* 7 − 29
  reports: *Posting* 7 − 7
  set of books: *Posting* 7 − 28
  Unposted Invoice Sweep Program: *Reports* 8 − 15
  USSGL transaction codes: *Posting* 7 − 8

Posting Hold Report: *Reports* 8 − 144

Precision Payables option: *Setup* 2 − 90

Preliminary Payment Register: *Reports* 8 − 123
  printing: *Payments* 5 − 33

Preliminary Purged Listings: *Resource M* 9 − 15

Prepayment Account supplier default: *Supplier* 3 − 14

Prepayment GL Account Financials option: *Setup* 2 − 63

Prepayment Remittance Report: *Reports* 8 − 159
  modifying: *Setup* 2 − 226

prepayments
  adjusting: *Invoices* 4 − 197
  applying holds: *Invoices* 4 − 110
  applying to expense reports: *Invoices* 4 − 112
  applying to invoices: *Invoices* 4 − 110
  cancelling: *Invoices* 4 − 114
  entering: *Invoices* 4 − 109
  expense reports: *Invoices* 4 − 125
  Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
  original amount: *Invoices* 4 − 229
  overview: *Invoices* 4 − 108
  paying: *Invoices* 4 − 110
  posting: *Posting* 7 − 7
  Prepayment Adjustment Chart: *Invoices* 4 − 210

Prepayments Status Report: *Reports* 8 − 87
recording a refund of a prepayment: *Invoices* 4 − 116
restrictions: *Invoices* 4 − 115
restrictions on discounts: *Invoices* 4 − 78
same currency restriction: *Invoices* 4 − 116
unapplying: *Invoices* 4 − 112
voucher numbers. *See* voucher numbers

Prepayments Status Report: *Reports* 8 − 87
credit/debit memos: *Reports* 8 − 87

price corrections: *Invoices* 4 − 11
recording price decreases: *Invoices* 4 − 15
recording price increases: *Invoices* 4 − 14

Primary Remit−to Bank account: *Supplier* 3 − 15

print drivers: *Setup* 2 − 7
setting up for the Supplier Mailing Labels: *Setup* 2 − 240

Print Invoice Report: *Reports* 8 − 161
modifying: *Setup* 2 − 226

print styles: *Setup* 2 − 7
setting up for the Supplier Mailing Labels: *Setup* 2 − 240

printer driver files, adding: *Setup* 2 − 238

Printer profile option: *Appendix* B − 9

printers
assigning to payment programs: *Setup* 2 − 104
default: *Appendix* B − 9

printing
invoice notices: *Invoices* 4 − 217; *Reports* 8 − 161
setting up laser check formats: *Setup* 2 − 235

printing checks
from the Concurrent Requests Summary: *Payments* 5 − 22
from the operating system: *Payments* 5 − 22

procurement cards. *See* credit cards

profile options: *Appendix* B − 2
AP: Bank File Character Set: *Appendix* B − 4
AP: Enter Alternate Fields: *Appendix* B − 5
AP: Sort By Alternate Fields: *Appendix* B − 5
AuditTrail: Activate: *Appendix* B − 9
Budgetary Control Group: *Appendix* B − 8
Default Country: *Appendix* B − 9
Folders:Allow Customization: *Appendix* B − 9
GL Set of Books Name: *Appendix* B − 8
Journals: Display Inverse Rate: *Appendix* B − 8
MO: Operating Unit: *Appendix* B − 9
Oracle Web Expense profile options: *Appendix* B − 6
Payables profile options: *Appendix* B − 4
Printer: *Appendix* B − 9
Sequential Numbering: *Appendix* B − 9
Site Language: *Appendix* B − 9
WebExpenses: Overrider Required: *Appendix* B − 7
WebExpenses: Purpose Required: *Appendix* B − 8
WebExpenses:Allow Non−Base Pay: *Appendix* B − 6
WebExpenses:Allow Override Approver: *Appendix* B − 7
WebExpenses:CC Overrider Required: *Appendix* B − 7
WebExpenses:Enable DescFlex: *Appendix* B − 7
WebExpenses:Enable Tax: *Appendix* B − 7
WebExpenses:Report Number Prefix: *Appendix* B − 8

Programs, Workflow Background Process: *Setup* 2 − 173

programs
See also concurrent requests
AutoRate: *Mult Curr* 6 − 11
Credit Card Invoice Interface Summary: *Reports* 8 − 12
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Distribute Employee Card Transaction Verifications: *Reports* 8 − 21
Distribute Manager Card Transactions Approvals: *Reports* 8 − 22
EDI Gateway Program: *Invoices* 4 − 165
Mass Additions Create: *Reports* 8 − 14
Oracle Workflow: *Setup* 2 − 4
overview: *Reports* 8 − 2
Payables Approval: *Invoices* 4 − 71

Payables Invoice Import: *Invoices* 4 − 141
Payables Open Interface Import: *Invoices* 4 − 163
Payables Open Interface Purge: *Invoices* 4 − 170
Payables Open Interface Workflow: *Invoices* 4 − 172
Payables Transfer to General Ledger program: *Posting* 7 − 15
Payment on Receipt AutoInvoice: *Invoices* 4 − 87
payment programs, setting up: *Setup* 2 − 103
Purge programs: *Resource M* 9 − 2
submitting: *Reports* 8 − 4
Unposted Invoice Sweep Program: *Reports* 8 − 15
Update Income Tax Details Utility: *Reports* 8 − 16

project−related Distribution Sets: *Setup* 2 − 40

Projected Withholding Tax window: *Other Topics* 10 − 29
window reference: *Other Topics* 10 − 30

Projects. *See* Oracle Projects

Prompt Payment Act
interest invoice reporting: *Reports* 8 − 69
overview: *Other Topics* 10 − 7

Prorate button: *Invoices* 4 − 239

Prorate window
prorating freight and miscellaneous: *Invoices* 4 − 7
prorating tax: *Invoices* 4 − 47

Purchase Order Header Updates Report: *Supplier* 3 − 47

purchase order matching
See also purchase orders
2−way, 3−way, 4−way: *Invoices* 4 − 86
adjusting matched invoices: *Invoices* 4 − 194
cancelling invoices: *Invoices* 4 − 85
credit/debit memos: *Invoices* 4 − 23
entering purchase order matched invoices: *Invoices* 4 − 11
final matching: *Invoices* 4 − 18, 4 − 91
integration with Oracle Purchasing: *Invoices* 4 − 84
interface tables. *See* purchase order matching
Invoice on Hold Report: *Reports* 8 − 73
Match to PO window reference: *Invoices* 4 − 220
matching credit/memos to invoices: *Invoices* 4 − 23
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
matching holds: *Appendix* H − 16
matching invoices to purchase orders: *Invoices* 4 − 12
Matching Payables options: *Setup* 2 − 92
overview: *Invoices* 4 − 84
PO Default invoice type: *Invoices* 4 − 86
price corrections: *Invoices* 4 − 85
QuickMatch invoices: *Invoices* 4 − 86
reversing: *Invoices* 4 − 85
shipment and distribution matching: *Invoices* 4 − 85
shipments: *Invoices* 4 − 13
tax matching: *Appendix* H − 16
variances. *See* tolerance
viewing: *Invoices* 4 − 17

Purchase Order Shipments window: *Invoices* 4 − 17

purchase orders
See also purchase order matching
AP_INVOICE_DISTRIBUTIONS table: *Appendix* H − 4
AP_INVOICES table: *Appendix* H − 4
Closed for Invoice status: *Invoices* 4 − 12
closing: *Invoices* 4 − 91
encumbrance: *Setup* 2 − 65
encumbrance accounting: *Appendix* H − 17
final matching: *Invoices* 4 − 18, 4 − 91
integration with Oracle Purchasing: *Invoices* 4 − 82
interface tables: *Appendix* H − 2
matching: *Appendix* H − 13
PO_DISTRIBUTIONS table: *Appendix* H − 10
PO_HEADERS table: *Appendix* H − 4
PO_LINE_LOCATIONS: *Appendix* H − 8
PO_LINES table: *Appendix* H − 6

PO_RELEASES table: *Appendix* H − 6
purging information: *Appendix* H − 18
understanding matching tables: *Appendix* H − 2
using Approval: *Appendix* H − 15
viewing: *Invoices* 4 − 17

Purchasing, Oracle Purchasing: *Setup* 2 − 3

purges, Final Purge Statistics Report: *Resource M* 9 − 15

purging
aborting: *Resource M* 9 − 10
Final Purged Listings: *Resource M* 9 − 14
imported invoice and expense report information: *Invoices* 4 − 153
imported invoices and expense reports: *Invoices* 4 − 152
initiating: *Resource M* 9 − 7
invoice data from the Payables Open Interface Tables: *Invoices* 4 − 170
overview: *Resource M* 9 − 2
payables and purchasing information: *Invoices* 4 − 92
Preliminary Purged Listings: *Resource M* 9 − 12
records, criteria: *Resource M* 9 − 2
recreating database objects: *Resource M* 9 − 10
Rejected Purged Listings: *Resource M* 9 − 15
reports: *Resource M* 9 − 12
restarting: *Resource M* 9 − 10
submitting: *Resource M* 9 − 6
viewing status: *Resource M* 9 − 9

Q

Quick Find By Alternate Name: *Appendix* B − 4

Quick Payments
future dated: *Payments* 5 − 52
overview: *Payments* 5 − 4
printing: *Payments* 5 − 63

QuickCheck. *See* quick payments

QuickCode Listing: *Reports* 8 − 170

QuickCodes window: *Setup* 2 − 43

QuickMatch invoices: *Invoices* 4 − 86
See also See Purchase Order Matching

R

Rate Type field: *Payments* 5 − 79

rate type field: *Invoices* 4 − 230; *Mult Curr* 6 − 6

rate types: *Setup* 2 − 4

Rate Variance Gain/Loss GL Accounts Financials option: *Setup* 2 − 64

Recalculate Scheduled Payment Payables option: *Setup* 2 − 93

recalculating scheduled payments: *Setup* 2 − 93

Receipt Acceptance Days Financials option: *Setup* 2 − 68

Receipt Acceptance Method Financials option: *Setup* 2 − 67

receipt accounting: *Invoices* 4 − 89

receipt accrual: *Invoices* 4 − 91

receipts
creating invoices from: *Supplier* 3 − 27
payment on receipt: *Invoices* 4 − 87

Receiving Hold Requestor Notice: *Reports* 8 − 162
modifying: *Setup* 2 − 226

reconciliation
accounts payable liability: *Posting* 7 − 34
cash clearing account: *Posting* 7 − 18
future dated payments: *Payments* 5 − 54
payables activity to general ledger: *Posting* 7 − 35
reconciling payments with Oracle Cash Management: *Payments* 5 − 70

recurring invoices
future dated: *Payments* 5 − 54
Recurring Invoices Report: *Reports* 8 − 90
sequential numbering: *Setup* 2 − 154
voucher numbers. *See* voucher numbers

Recurring Invoices Report: *Reports* 8 − 90

Recurring Invoices window
creating recurring credit/debit memos: *Invoices* 4 − 102
creating recurring invoices: *Invoices* 4 − 101
defining a recurring invoice template: *Invoices* 4 − 99
entering: *Invoices* 4 − 98
window reference: *Invoices* 4 − 104
withholding taxes from a recurring invoice: *Invoices* 4 − 102

recurring payments. *See* recurring invoices

refunds
recording prepayment refunds: *Invoices* 4 − 116
recording to ensure 1099 compliance: *Invoices* 4 − 58

reimbursements, recording prepayment refunds: *Invoices* 4 − 116

Rejected Purged Listings: *Resource M* 9 − 15

Related Banks window: *Setup* 2 − 116

Releasing holds: *Invoices* 4 − 63

Remit−to Bank: *Invoices* 4 − 76

Remit−to Bank account: *Supplier* 3 − 15

remit−to bank account, electronic payments: *Payments* 5 − 47

remittance advice
print options: *Setup* 2 − 110
printing separate remittance advice: *Payments* 5 − 34

report parameters: *Reports* 8 − 5

Reporting Entity window: *Setup* 2 − 55

reports
automatic submission by programs: *Reports* 8 − 3
submitting: *Reports* 8 − 4

reports and listings
See also concurrent requests
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Invoice Exceptions Report: *Reports* 8 − 41
1099 Payments Report: *Reports* 8 − 42
1099 Supplier Exceptions Report: *Reports* 8 − 47
1099 Tape: *Reports* 8 − 44
Accounts Payable Journal Entry Audit Report: *Reports* 8 − 132
Accounts Payable Journal Entry Exception Report: *Reports* 8 − 134
Accounts Payable Trial Balance: *Reports* 8 − 137
Actual Invoice Sweep Report: *Reports* 8 − 15
Automatic Clearing for Future Dated Payments Utility and Report: *Payments* 5 − 56
Bank Account Listing: *Reports* 8 − 164
Batch Control Report by Batch Name: *Reports* 8 − 60
Batch Control Report by Entered By: *Reports* 8 − 60
Cash Requirement Report: *Reports* 8 − 104
common report headings: *Reports* 8 − 7
common report parameters: *Reports* 8 − 5
Credit Card Transaction Validation and Exception Report: *Reports* 8 − 9
Credit Memo Matching Report: *Reports* 8 − 61
Discounts Available Report: *Reports* 8 − 107
Discounts Taken and Lost Report: *Reports* 8 − 109
Distribution Set Listing: *Reports* 8 − 166
EDI Invoice Inbound Set: *Invoices* 4 − 165
Employee Listing: *Reports* 8 − 167
Expense Distribution Detail Report: *Reports* 8 − 62
Expense Report Template Listing: *Reports* 8 − 172
Final Payment Register: *Payments* 5 − 34; *Reports* 8 − 110
Final Purge Statistics Report: *Resource M* 9 − 15
Final Purged Listings: *Resource M* 9 − 14
Intra−EU VAT Audit Trail: *Reports* 8 − 94
Invalid PO Supplier Notice: *Reports* 8 − 157
Invoice Aging Report: *Reports* 8 − 65
Invoice Audit Listing: *Reports* 8 − 68, 8 − 69

Invoice Audit Report: *Reports* 8 − 70
Invoice History Report: *Reports* 8 − 72
Invoice Import Exceptions Report: *Invoices* 4 − 156
Invoice Import Prepayment Applied Report: *Invoices* 4 − 161
Invoice Import Report: *Invoices* 4 − 155
Invoice on Hold Report: *Reports* 8 − 73
Invoice Register: *Reports* 8 − 75
Journal with GL Details Report: *Reports* 8 − 139
Key Indicators Current Activity: *Reports* 8 − 150
Key Indicators Report: *Reports* 8 − 150
Key Indicators State−of−the−System: *Reports* 8 − 155
Matching Hold Agent Notice: *Reports* 8 − 158
Matching Hold Detail Report: *Reports* 8 − 77
Merge Suppliers Report: *Supplier* 3 − 40
Missing Document Numbers Report: *Reports* 8 − 112
New Supplier/New Supplier Site Listing: *Reports* 8 − 23
Open Items Revaluation Report: *Reports* 8 − 82
Outbound Application Advice: *Invoices* 4 − 171
overview: *Reports* 8 − 2
Payables Approval Report: *Reports* 8 − 84
Payables Open Interface Outbound Advice: *Invoices* 4 − 170
Payables Open Interface Report: *Invoices* 4 − 174
Payment Audit by Voucher Number: *Reports* 8 − 113
Payment Batch Control Report: *Reports* 8 − 114
Payment Distribution Report: *Reports* 8 − 116
Payment Exceptions Report: *Reports* 8 − 119
Payment Gain/Loss Report: *Reports* 8 − 121
Payment Register: *Reports* 8 − 122
Payment Terms Listing: *Reports* 8 − 169
Positive Pay Report: *Other Topics* 10 − 4
Posted Invoice Register: *Reports* 8 − 141
Posted Payment Register: *Reports* 8 − 142
Posting Hold Report: *Reports* 8 − 144
Preliminary Invoice Sweep Report: *Reports* 8 − 15
Preliminary Payment Register: *Payments* 5 − 33; *Reports* 8 − 123
Preliminary Purged Listings: *Resource M* 9 − 12
Prepayment Remittance Report: *Reports* 8 − 159
Prepayments Status Report: *Reports* 8 − 87
Print Invoice Report: *Reports* 8 − 161
Purchase Order Header Updates Report: *Supplier* 3 − 47
QuickCode Listing: *Reports* 8 − 170
Receiving Hold Requestor Notice: *Reports* 8 − 162
Recurring Invoices Report: *Reports* 8 − 90
Rejected Purged Listings: *Resource M* 9 − 15
Separate Remittance Advice: *Payments* 5 − 34
sorting by alternate names: *Appendix* B − 4
Stopped Payments Report: *Reports* 8 − 127
Supplier Audit Report: *Supplier* 3 − 46
Supplier Balance Revaluation Report: *Reports* 8 − 24
Supplier Mailing Labels: *Reports* 8 − 26
Supplier Merge Report: *Supplier* 3 − 47
Supplier Paid Invoice History: *Reports* 8 − 29
Supplier Payment History Report: *Reports* 8 − 30
Suppliers Report: *Reports* 8 − 31
Tax Audit Trail: *Reports* 8 − 97
Tax Declaration Report: *Reports* 8 − 99
Tax Information Verification Letter: *Reports* 8 − 49
Tax Names Listing: *Reports* 8 − 171
Transaction Reconciliation Report: *Reports* 8 − 147
Undistributed Payments Report: *Mult Curr* 6 − 11; *Reports* 8 − 128
Unrealized Gain/Loss Report: *Reports* 8 − 91
Use Tax Liability Report: *Reports* 8 − 101
Void Payment Register: *Reports* 8 − 130
Withholding Tax By Invoice Report: *Reports* 8 − 51
Withholding Tax By Payment Report: *Reports* 8 − 52
Withholding Tax By Supplier Report: *Reports* 8 − 54

Withholding Tax By Tax Authority Report: *Reports* 8 − 56
Withholding Tax Certificate Listing: *Reports* 8 − 58

request sets: *Setup* 2 − 7; *Reports* 8 − 2

Requests window: *Reports* 8 − 5

Require Exchange Rate Entry Payables option: *Setup* 2 − 82

Require Tax Entry at Header Payables option: *Setup* 2 − 88

Reserve at Requisition Completion Financials option: *Setup* 2 − 65

restrictions
applying advances against expense reports: *Invoices* 4 − 127
applying holds: *Invoices* 4 − 62
Automatic Interest: *Other Topics* 10 − 11
Automatic Offsets: *Other Topics* 10 − 21
cancelling invoices: *Invoices* 4 − 205
expense report: *Invoices* 4 − 123
expense report holds: *Invoices* 4 − 125
fixed−rate payments: *Mult Curr* 6 − 10
invoice and invoice batch adjustments: *Invoices* 4 − 201
payment batch: *Payments* 5 − 36
prepayments: *Invoices* 4 − 115
releasing holds: *Invoices* 4 − 66
scheduled payment adjustments: *Invoices* 4 − 204
tax defaulting: *Invoices* 4 − 40

Reverse button: *Invoices* 4 − 239

reversing
invoice distributions: *Invoices* 4 − 201
purchase order matches: *Invoices* 4 − 85

reviewing
concurrent request status: *Reports* 8 − 5
invoice batches: *Invoices* 4 − 190
invoice distributions: *Invoices* 4 − 187
invoices: *Invoices* 4 − 190
payment batches: *Payments* 5 − 27
payment information from the Invoice Workbench: *Invoices* 4 − 188

reviewing suppliers: *Supplier* 3 − 36

RFQ Only Site Financials option: *Setup* 2 − 69

Rounding account: *Mult Curr* 6 − 9

Rounding Account Payables option: *Setup* 2 − 83

Rounding Rule Payables option: *Setup* 2 − 90

Rounding Rule supplier default: *Supplier* 3 − 21

S

scheduled payments
overview: *Invoices* 4 − 73
Recalculate Scheduled Payment Payables option: *Setup* 2 − 93

Scheduled Payments window
adjusting scheduled payments for an invoice: *Invoices* 4 − 203
applying a hold to a scheduled payment: *Invoices* 4 − 61
releasing scheduled payment holds: *Invoices* 4 − 65
window reference: *Invoices* 4 − 75

security: *Appendix* C − 2

Select Invoices window
creating a Quick Payment: *Payments* 5 − 5
creating clearing payments: *Payments* 5 − 8
recording a manual payment: *Payments* 5 − 3

self−billing: *Supplier* 3 − 27; *Invoices* 4 − 87

Separate Remittance Advice: *Setup* 2 − 230; *Payments* 5 − 34

sequential numbering
implementing sequential voucher numbering: *Setup* 2 − 158
voucher numbers: *Setup* 2 − 154

Sequential Numbering profile option: *Appendix* B − 9

Set of Books window
choosing your primary set of books: *Setup* 2 − 10
defining a set of books: *Setup* 2 − 4

sets of books
accounting methods: *Setup* 2 − 74

choosing: *Setup* 2 − 10
defining: *Setup* 2 − 4
multiple: *Setup* 2 − 239

setting up
accounting method: *Setup* 2 − 74
accounts: *Appendix* E − 9
aging periods: *Setup* 2 − 150
AP and System Administrator Roles: *Setup* 2 − 174
approvals: *Setup* 2 − 33
automatic payment programs: *Setup* 2 − 103
automatic tax calculation: *Other Topics* 10 − 35
cash basis accounting: *Setup* 2 − 72
choosing your find approver method: *Setup* 2 − 175
countries and territories: *Setup* 2 − 112
credit card code sets: *Setup* 2 − 199
credit card programs: *Setup* 2 − 202
credit cards (overview): *Setup* 2 − 196
custom payment formats: *Setup* 2 − 233
Expense Distribution Detail Report: *Setup* 2 − 148
expense report templates: *Setup* 2 − 46
expense reporting workflow: *Setup* 2 − 173
Financials options: *Setup* 2 − 61
flexfields: *Setup* 2 − 229
flexfields for Web Employees Enter Receipts window: *Setup* 2 − 182
future dated payments: *Payments* 5 − 51
holds: *Setup* 2 − 33
Interfund accounting: *Other Topics* 10 − 49
match tolerance: *Setup* 2 − 16
Oracle Web Employees expense reporting: *Setup* 2 − 160
overview: *Setup* 2 − 2
Payables Invoice Import: *Appendix* G − 30
Payables options: *Setup* 2 − 76
payment formats: *Setup* 2 − 107
payment programs: *Setup* 2 − 229
payment terms: *Setup* 2 − 11
petty cash accounts: *Other Topics* 10 − 45
positive pay integration: *Other Topics* 10 − 3
printer driver files: *Setup* 2 − 238
QuickCodes: *Setup* 2 − 42
reporting entities: *Setup* 2 − 54
signing limits, loading into tables: *Setup* 2 − 181
special calendars: *Setup* 2 − 152
supplier letters: *Setup* 2 − 226
suppliers: *Supplier* 3 − 10
tax names: *Setup* 2 − 19
tolerance levels: *Setup* 2 − 16
transaction codes: *Setup* 2 − 142
withholding tax: *Other Topics* 10 − 25
withholding tax groups: *Setup* 2 − 27
workflow activity timeouts: *Setup* 2 − 177, 2 − 213

Settlement Days Payables option: *Setup* 2 − 84

Ship Via Financials option: *Setup* 2 − 68

Ship−To/Bill−To Location Financials option: *Setup* 2 − 68

sign−ons: *Setup* 2 − 4

signing authority: *Setup* 2 − 53

signing limits, loading: *Setup* 2 − 181

Signing Limits window: *Setup* 2 − 53
assigning signing authority to employees: *Setup* 2 − 53

Site Language profile option: *Appendix* B − 9

Skeleton Distribution Sets: *Setup* 2 − 40

sorting, reports by alternate names: *Appendix* B − 4

source
defining QuickCodes: *Setup* 2 − 44
NonValidatedWebExpense: *Appendix* G − 12
Payables Expense Reports: *Appendix* G − 12
Payables Invoice Import: *Invoices* 4 − 151
WebExpense: *Appendix* G − 12
XpenseXpress: *Appendix* G − 12

special calendar: *Setup* 2 − 152
See also calendars; key indicators; recurring invoices; withholding taxes

Special Calendar window: *Setup* 2 − 152

spreadsheets, expense report spreadsheet: *Setup* 2 − 188

SQL*Loader
loading AP_EXPENSE_FEED_LINES: *Appendix* J − 6
loading Payables Open Interface tables: *Invoices* 4 − 166; *Appendix* I − 39

statistical quantities: *Invoices* 4 − 238
Oracle General Ledger integration: *Posting* 7 − 6

statistical units: *Invoices* 4 − 238

Stopped Payments Report: *Reports* 8 − 127

stopping payments
foreign currency: *Payments* 5 − 41
future dated: *Payments* 5 − 53
overview: *Payments* 5 − 65

Submit Purge window: *Resource M* 9 − 6

summary journal entries, creating: *Posting* 7 − 32

Supplier Audit Report: *Supplier* 3 − 46

Supplier Balance Revaluation Report: *Reports* 8 − 24

supplier defaults
Allow Interest Invoices: *Supplier* 3 − 22, 3 − 23
Allow Override: *Supplier* 3 − 21
Calculation Level: *Supplier* 3 − 20
Distribution Amounts Include Tax: *Supplier* 3 − 22
Offset Tax Name: *Supplier* 3 − 20
Pay Alone: *Supplier* 3 − 23
Pay Date Basis: *Supplier* 3 − 24
Pay Group: *Supplier* 3 − 23
Rounding Rule: *Supplier* 3 − 21
Tax Name: *Supplier* 3 − 20
Terms Date Basis: *Supplier* 3 − 25

Supplier Mailing Labels: *Reports* 8 − 26
troubleshooting: *Reports* 8 − 28

Supplier Mailing Labels Report, setting up print styles and drivers: *Setup* 2 − 240

Supplier Merge Report: *Supplier* 3 − 47

Supplier Merge window: *Supplier* 3 − 41

Supplier Number Entry Financials option: *Setup* 2 − 69

Supplier Number Type Financials option: *Setup* 2 − 70

Supplier Paid Invoice History: *Reports* 8 − 29

Supplier Payment History Report: *Reports* 8 − 30

Supplier Sites window
Accounting region: *Supplier* 3 − 14
adding a new supplier site: *Supplier* 3 − 37
applying supplier site holds: *Invoices* 4 − 61
Bank Accounts region: *Supplier* 3 − 15
Contacts region: *Supplier* 3 − 17
Control region: *Supplier* 3 − 17
Customer region: *Supplier* 3 − 18
Invoice Tax regions: *Supplier* 3 − 20
Payment region: *Supplier* 3 − 22
Purchasing region: *Supplier* 3 − 26
Site Uses and Telephone region: *Supplier* 3 − 30
Tax Reporting region: *Supplier* 3 − 33
updating supplier and supplier site defaults: *Supplier* 3 − 37
updating supplier invoice holds: *Supplier* 3 − 37
window reference: *Supplier* 3 − 13
Withholding Tax region: *Supplier* 3 − 33

Supplier Type QuickCode: *Setup* 2 − 42

suppliers
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Payments Report: *Reports* 8 − 42
1099 reportable: *Supplier* 3 − 7
1099 Tape: *Reports* 8 − 44
adding new supplier sites: *Supplier* 3 − 37
adjusting: *Supplier* 3 − 36
bank accounts: *Setup* 2 − 119
calculating a supplier or supplier site balance: *Invoices* 4 − 191
calculating balances: *Invoices* 4 − 191
controlling supplier entry: *Supplier* 3 − 5
duplicates
controlling: *Supplier* 3 − 5
identifying: *Supplier* 3 − 40
employees: *Supplier* 3 − 8

entering: *Supplier* 3 − 10
factors: *Supplier* 3 − 9
Final Purged Listings: *Resource M* 9 − 14
finding: *Supplier* 3 − 35
hierarchies: *Supplier* 3 − 8
holds: *Supplier* 3 − 17
integration with Oracle Purchasing: *Invoices* 4 − 83
merging: *Supplier* 3 − 40
New Supplier/New Supplier Site Listing: *Reports* 8 − 23
numbers: *Supplier* 3 − 5
overview: *Supplier* 3 − 2
pay alone: *Setup* 2 − 68
Preliminary Purged Listings: *Resource M* 9 − 12
Rejected Purged Listings: *Resource M* 9 − 15
Remit−to Bank account: *Supplier* 3 − 15
reviewing: *Supplier* 3 − 36
setting up supplier letters: *Setup* 2 − 226
Supplier Mailing Labels: *Reports* 8 − 26
Supplier Paid Invoice History: *Reports* 8 − 29
supplier Payables options: *Setup* 2 − 96
Supplier Payment History Report: *Reports* 8 − 30
Suppliers Report: *Reports* 8 − 31
Tax Identification Number Letter: *Reports* 8 − 49
tax information: *Supplier* 3 − 6
validation of Taxpayer ID and Tax Registration Number: *Supplier* 3 − 7
VAT (Value Added Tax): *Supplier* 3 − 6
Vendor Audit Report: *Supplier* 3 − 46
withholding tax information: *Supplier* 3 − 33
withholding taxes: *Supplier* 3 − 7
woman−owned: *Supplier* 3 − 17

Suppliers Report: *Reports* 8 − 31

Suppliers window
Accounting region: *Supplier* 3 − 14
Bank Accounts region: *Supplier* 3 − 15
Classification region: *Supplier* 3 − 16
Control region: *Supplier* 3 − 17
Electronic Payment region: *Supplier* 3 − 19
entering basic supplier information: *Supplier* 3 − 10
General region: *Supplier* 3 − 19
header information: *Supplier* 3 − 13
Invoice Tax region: *Supplier* 3 − 20
Payment region: *Supplier* 3 − 22
Purchasing region: *Supplier* 3 − 26
Receiving region: *Supplier* 3 − 28
reviewing suppliers: *Supplier* 3 − 36
Sites region: *Supplier* 3 − 30
Tax Reporting region: *Supplier* 3 − 30
updating a supplier's tax status: *Supplier* 3 − 38
updating supplier and supplier site defaults: *Supplier* 3 − 37
window reference: *Supplier* 3 − 13
Withholding Tax region: *Supplier* 3 − 33

System Administrator role, setting up: *Setup* 2 − 174

T

tables
See also interface tables
AP_CARD_CODE_SETS: *Setup* 2 − 200
AP_CARD_CODES: *Setup* 2 − 200
AP_WEB_SIGNING_LIMITS: *Setup* 2 − 181

Tax Audit Trail Report: *Reports* 8 − 97

tax authorities: *Supplier* 3 − 16
invoice currency default: *Supplier* 3 − 23
paying: *Other Topics* 10 − 28

Tax Declaration Report: *Reports* 8 − 99

Tax Default Source Payables option: *Invoices* 4 − 39

tax defaulting, restrictions: *Invoices* 4 − 40

tax entities, defining: *Setup* 2 − 55

Tax Group Payables option: *Setup* 2 − 102

Tax Information Verification Letter: *Reports* 8 − 49

Tax Name Defaults hierarchy: *Setup* 2 − 100
duplicating previous release functionality: *Invoices* 4 − 40
setting in Payables Options window: *Setup* 2 − 99

Tax Name Defaults Payables option: *Setup* 2 − 100
restrictions: *Invoices* 4 − 40

Tax Name field: *Invoices* 4 − 235

Tax Name supplier default: *Supplier* 3 − 20

tax names
defaulting: *Invoices* 4 − 39
deriving from natural account: *Invoices* 4 − 38
overview: *Invoices* 4 − 34

Tax Names Listing: *Reports* 8 − 171

Tax Names window
defining tax names for Sales, User, Offset, and User−defined invoice taxes: *Setup* 2 − 20
defining tax names for withholding taxes: *Setup* 2 − 20
defining tax names to meet French VAT reporting requirements: *Setup* 2 − 22
window reference: *Setup* 2 − 19

Tax Options window, assigning a tax name to an account: *Invoices* 4 − 38

Tax Registration Number
paying VAT and sales tax for suppliers: *Supplier* 3 − 6
Supplier and Supplier Sites field reference: *Supplier* 3 − 13
validation: *Supplier* 3 − 7, 3 − 44

Tax Types QuickCode: *Setup* 2 − 42

taxes
See also withholding taxes
1096 Form: *Reports* 8 − 37
1099 Forms: *Reports* 8 − 38
1099 Payments Report: *Reports* 8 − 42
1099 Tape: *Reports* 8 − 44
amount verification during approval: *Invoices* 4 − 35
Automatic Tax Calculation: *Other Topics* 10 − 33
automatic withholding tax overview: *Other Topics* 10 − 24
control methods: *Invoices* 4 − 36
defaults. *See* Tax Name Defaults hierarchy
defining tax names for French VAT requirements: *Setup* 2 − 21
deriving tax from natural account: *Invoices* 4 − 38
disabling automatic tax calculation: *Other Topics* 10 − 36
entering on invoices: *Invoices* 4 − 33
European Union value added tax: *Invoices* 4 − 36
Invoice Tax Payables options: *Setup* 2 − 88
Item method: *Invoices* 4 − 38, 4 − 39
offset taxes: *Invoices* 4 − 48
Payables options: *Invoices* 4 − 34
prorating: *Invoices* 4 − 47
setting up Automatic Tax Calculation: *Other Topics* 10 − 35
setting up supplier tax information: *Supplier* 3 − 6
Tax Declaration Report: *Reports* 8 − 99
Tax Name Defaults hierarchy: *Invoices* 4 − 39
Tax Name Defaults Payables options: *Setup* 2 − 99
tax names: *Setup* 2 − 19; *Invoices* 4 − 34
Tax Registration Number: *Supplier* 3 − 13
tax types: *Invoices* 4 − 33
taxpayer ID validation: *Setup* 2 − 55
updating a supplier's tax status: *Supplier* 3 − 38
Use tax: *Invoices* 4 − 49
Use Tax Liability Report: *Reports* 8 − 101
VAT (value added tax): *Invoices* 4 − 36

Taxpayer ID
Supplier and Supplier Sites field reference: *Supplier* 3 − 13
validation: *Supplier* 3 − 7, 3 − 43

Taxpayer Identification Number. *See* Taxpayer ID

terms. *See* payment terms

terms date basis, scheduling payment for an invoice: *Invoices* 4 − 73

Terms Date Basis Payables option: *Setup* 2 − 97

Terms Date Basis supplier defaults: *Supplier* 3 − 25

Terms Payables option: *Setup* 2 − 83

timeouts, setting up for workflow activity: *Setup* 2 – 177, 2 – 213

tolerance
  Approval: *Setup* 2 – 16
  exchange rate amount: *Setup* 2 – 17
  price: *Setup* 2 – 17
  setting up: *Setup* 2 – 16
  shipment amount: *Setup* 2 – 17
  tax: *Setup* 2 – 16, 2 – 18
  tax amount range: *Setup* 2 – 18

Trace Switch parameter: *Reports* 8 – 7

Track as Asset check box: *Invoices* 4 – 79, 4 – 236

Transaction Code Payables option: *Setup* 2 – 86

transaction codes: *Posting* 7 – 8
  defining: *Setup* 2 – 142

Transaction Reconciliation Report: *Reports* 8 – 147

Transfer PO Descriptive Flexfield Information Payables option: *Setup* 2 – 93

troubleshooting
  EDI outbound payments: *Payments* 5 – 49
  Payables Open Interface Import: *Invoices* 4 – 169
  payment batch restrictions: *Payments* 5 – 36
  payment batches: *Payments* 5 – 28, 5 – 31
  see restrictions: *Setup* 2 – 6

U

Undistributed Payments Report: *Mult Curr* 6 – 11; *Reports* 8 – 128

units of measure: *Invoices* 4 – 238; *Posting* 7 – 6

Unposted Invoice Sweep Program: *Reports* 8 – 15

Unrealized Gain/Loss Report: *Reports* 8 – 91

Update Income Tax Details Utility and Report: *Reports* 8 – 16

Use Approval Hierarchies Financials option: *Setup* 2 – 66

Use Automatic Tax Calculation Payables option: *Setup* 2 – 89

Use Bank Charges Payables option: *Setup* 2 – 96

Use Batch Controls Payables option: *Setup* 2 – 86

Use Multiple Currencies Payables option: *Setup* 2 – 82

Use Pay Site's Tax Region Payables option: *Setup* 2 – 98

Use PO Encumbrance Financials option: *Setup* 2 – 65

Use Requisition Encumbrance Financials option: *Setup* 2 – 64

Use Tax Liability Report: *Reports* 8 – 101

Use taxes: *Invoices* 4 – 49

Use Withholding Tax Payables option: *Setup* 2 – 102

Users window: *Setup* 2 – 4

USSGL (US Standard General Ledger), transaction codes, posting: *Posting* 7 – 8

V

validation
  bank account: *Setup* 2 – 137
  bank branch: *Setup* 2 – 135
  Tax Registration Number: *Supplier* 3 – 7
  Tax Registration Number validation by country: *Supplier* 3 – 44
  Taxpayer ID: *Supplier* 3 – 7

variance
  See also tolerance
  accounts: *Invoices* 4 – 89, 4 – 90
  invoice: *Invoices* 4 – 87

variance holds: *Appendix* K – 8
  See also holds

VAT. *See* Tax Registration Number

VAT (Value Added Tax): *Invoices* 4 − 36
bank account validation by country: *Setup* 2 − 137
bank branch validation by country: *Setup* 2 − 135
French requirements: *Setup* 2 − 21, 2 − 44; *Reports* 8 − 100
setting up suppliers: *Supplier* 3 − 6
supplier defaults: *Supplier* 3 − 6
Tax Declaration Report: *Reports* 8 − 99
Tax Registration Number validation by country: *Supplier* 3 − 44

VAT Registration Number. *See* Tax Registration Number

VAT Registration Number Financials option: *Setup* 2 − 70

Vendor Audit Report, Supplier Audit Report: *Setup* 2 − 6

Vendor Mailing Labels. *See* Supplier Mailing Labels

Vendor Merge Report. *See* Supplier Merge Report

Vendor Paid Invoice History Report. *See* Supplier Paid Invoice History Report

Vendor Payment History Report. *See* Supplier Payment History Report

vendors. *See* suppliers

Vendors Report. *See* Suppliers Report

View Period−to−Date Withheld Amounts window: *Other Topics* 10 − 31
window reference: *Other Topics* 10 − 32

Void Payment Register: *Reports* 8 − 130

Void Unused Documents window: *Setup* 2 − 123 to 2 − 125

voiding
foreign currency payments: *Payments* 5 − 41
future dated payments: *Payments* 5 − 53
payment documents: *Payments* 5 − 67
payments: *Payments* 5 − 66
reissuing: *Payments* 5 − 67
reissuing voided payments: *Payments* 5 − 67
unused payment documents: *Setup* 2 − 123

voucher numbers
implementing sequential voucher numbering: *Setup* 2 − 158
sequential numbering: *Setup* 2 − 154

W

Web Application Dictionary. *See* Oracle Web Application Dictionary

Web Expense, Oracle Web Employees expense reporting: *Setup* 2 − 3

window reference
Account Segments for Expense Reporting: *Setup* 2 − 149
Automatic Payment Programs: *Setup* 2 − 104
Bank Accounts: *Setup* 2 − 126
Banks: *Setup* 2 − 124
Credit Card Code Sets: *Setup* 2 − 201
Credit Card Profiles: *Setup* 2 − 207
Credit Card Programs: *Setup* 2 − 203
Credit Cards: *Setup* 2 − 211
Distributions: *Invoices* 4 − 235
Expense Report Templates: *Setup* 2 − 47
Expense Reports: *Invoices* 4 − 132
Financials Options: *Setup* 2 − 63
Income Tax Regions: *Setup* 2 − 59
Invoice Approvals: *Setup* 2 − 35
Invoice Batches: *Invoices* 4 − 223
Invoice Tolerances: *Setup* 2 − 16
Invoices: *Invoices* 4 − 226
Maintain Tax & Certificates: *Setup* 2 − 31
Match to PO: *Invoices* 4 − 220
Payables Options: *Setup* 2 − 77
Payment Batches: *Payments* 5 − 72
Payment Documents: *Setup* 2 − 132
Payment Formats: *Setup* 2 − 108
Payment Terms: *Setup* 2 − 13
Payments: *Payments* 5 − 78
Payments (of Invoice Workbench): *Invoices* 4 − 188
Projected Withholding Tax: *Other Topics* 10 − 30
QuickCodes: *Setup* 2 − 43
Recurring Invoices: *Invoices* 4 − 104

Reporting Entity: *Setup* 2 − 55
Scheduled Payments: *Invoices* 4 − 75
Suppliers and Supplier Sites: *Supplier* 3 − 13
Tax Names: *Setup* 2 − 22
View Period−To−Date Withheld Amounts: *Other Topics* 10 − 32
Withholding Tax Details: *Setup* 2 − 24

windows
Account Segments for Expense Reporting: *Setup* 2 − 148
window reference: *Setup* 2 − 149
Accounting Calendar: *Setup* 2 − 4
Accrual write−offs: *Invoices* 4 − 90
Aging Periods: *Setup* 2 − 150
AP Accounting Periods: *Setup* 2 − 143
Apply Prepayments: *Invoices* 4 − 110
Apply/Unapply Prepayments: *Invoices* 4 − 110
Automatic Payment Programs: *Setup* 2 − 103
window reference: *Setup* 2 − 104
Bank Accounts: *Setup* 2 − 126
Bank Charges: *Setup* 2 − 141
Bank Transaction Codes: *Setup* 2 − 131, 2 − 142
Banks: *Setup* 2 − 114
window reference: *Setup* 2 − 124
Budgetary Control Transactions window: *Other Topics* 10 − 39
Calculate Balance Owed: *Invoices* 4 − 191
Concurrent Programs: *Setup* 2 − 235
Concurrent Programs window: *Setup* 2 − 103
Concurrent Requests Summary: *Payments* 5 − 22; *Reports* 8 − 4
Copy To: *Payments* 5 − 17
Countries and Territories: *Setup* 2 − 112
Create Invoices: *Invoices* 4 − 101
Credit Card Code Sets: *Setup* 2 − 199
window reference: *Setup* 2 − 201
Credit Card GL Account Sets: *Setup* 2 − 204
Credit Card Profiles: *Setup* 2 − 205
window reference: *Setup* 2 − 207
Credit Card Programs: *Setup* 2 − 202
window reference: *Setup* 2 − 203
Credit Card Transactions: *Invoices* 4 − 94
Credit Cards: *Setup* 2 − 210
window reference: *Setup* 2 − 211
Currencies: *Setup* 2 − 4
Distribution Sets: *Setup* 2 − 39
Distributions: *Invoices* 4 − 5
Enter Person: *Setup* 2 − 6
Expense Report Templates: *Setup* 2 − 46
window reference: *Setup* 2 − 47
Expense Reports, window reference: *Invoices* 4 − 132
Financials Options: *Setup* 2 − 61
window reference: *Setup* 2 − 63
Find Invoice Batches: *Invoices* 4 − 184
Find Invoice Distributions: *Invoices* 4 − 187
Find Invoices: *Invoices* 4 − 184
Find Invoices to Apply: *Invoices* 4 − 114
Find Invoices to Match: *Invoices* 4 − 25
Find Payments: *Payments* 5 − 58, 5 − 60
Find Prepayments to Apply: *Invoices* 4 − 114
Find Purchase Orders to Match: *Invoices* 4 − 13, 4 − 14
Find Suppliers: *Supplier* 3 − 35
Freight: *Invoices* 4 − 53
Hold window of the Payment workbench: *Payments* 5 − 67
Income Tax Regions: *Setup* 2 − 57
window reference: *Setup* 2 − 59
Invalid GL Accounts: *Payments* 5 − 64
Invoice Approvals: *Setup* 2 − 33
window reference: *Setup* 2 − 35
Invoice Batches: *Invoices* 4 − 8
Invoice Distributions Summary: *Invoices* 4 − 187
Invoice Holds: *Invoices* 4 − 60, 4 − 64, 4 − 218
window reference: *Invoices* 4 − 218
Invoice Overview: *Invoices* 4 − 183
Invoice Tolerances: *Setup* 2 − 16
Invoices: *Invoices* 4 − 5
Location: *Setup* 2 − 6
Maintain Tax & Certificates: *Setup* 2 − 29
window reference: *Setup* 2 − 31
Match to Invoice Distribution: *Invoices* 4 − 19
Match to Invoices: *Invoices* 4 − 25
Match to PO: *Invoices* 4 − 12
window reference: *Invoices* 4 − 220
Modify Payment Batch: *Payments* 5 − 18
navigation paths: *Appendix* A − 2

Open Interface Invoices: *Invoices* 4 − 171
Parameters: *Reports* 8 − 4
Payables Options: *Setup* 2 − 76
  window reference: *Setup* 2 − 77
Payment Documents: *Setup* 2 − 122
  window reference: *Setup* 2 − 132
Payment Formats: *Setup* 2 − 107
  window reference: *Setup* 2 − 108
Payment Interest Rates: *Setup* 2 − 45
Payment Terms: *Setup* 2 − 11
  window reference: *Setup* 2 − 13
Payments: *Payments* 5 − 2
  window reference: *Payments* 5 − 78
Payments window (of the Invoice Workbench): *Invoices* 4 − 188
Projected Withholding Tax: *Other Topics* 10 − 29
Prorate: *Invoices* 4 − 7, 4 − 47, 4 − 239
Purchase Order Shipments: *Invoices* 4 − 17
Quick Find By Alternate Name: *Appendix* B − 4
QuickCodes: *Setup* 2 − 42
  window reference: *Setup* 2 − 43
Recurring Invoices: *Invoices* 4 − 98
Related Banks: *Setup* 2 − 116
Reporting Entity: *Setup* 2 − 54
  window reference: *Setup* 2 − 55
Requests: *Reports* 8 − 5
Select Invoices: *Payments* 5 − 3, 5 − 5, 5 − 8
Set of Books: *Setup* 2 − 10
Signing Limits: *Setup* 2 − 53
Special Calendar: *Setup* 2 − 152
Submit Purge: *Resource M* 9 − 6
Submit Request: *Reports* 8 − 4
Supplier Merge: *Supplier* 3 − 40
Supplier Sites: *Supplier* 3 − 13
Suppliers: *Supplier* 3 − 13
Tax Names: *Setup* 2 − 19
  window reference: *Setup* 2 − 22
Tax Options: *Invoices* 4 − 38
Users: *Setup* 2 − 4
using folders to customize: *WB* 1 − 2
View Period−To−Date Withheld Amounts: *Other Topics* 10 − 31
Void Unused Documents: *Setup* 2 − 123
Withholding Tax Details: *Setup* 2 − 24
  Withholding Tax Groups: *Setup* 2 − 27
wire transfers: *Payments* 5 − 2
Withholding Amount Basis Payables option: *Setup* 2 − 102
withholding tax
  recurring invoices: *Invoices* 4 − 102
  special calendar: *Setup* 2 − 152
Withholding Tax By Invoice Report: *Reports* 8 − 51
Withholding Tax By Payment Report: *Reports* 8 − 52
Withholding Tax By Supplier Report: *Reports* 8 − 54
Withholding Tax By Tax Authority Report: *Reports* 8 − 56
Withholding Tax Certificate Listing: *Reports* 8 − 58
Withholding Tax Details window: *Setup* 2 − 24
Withholding Tax Groups window: *Setup* 2 − 28
withholding taxes
  automatically withholding taxes: *Other Topics* 10 − 26
  creating withholding tax groups: *Setup* 2 − 27
  creating withholding tax invoices: *Other Topics* 10 − 27
  customizing automatic withholding tax: *Setup* 2 − 238
  defining certificates and exceptions: *Setup* 2 − 29
  defining income tax regions: *Setup* 2 − 57
  no withholding on manual payments: *Other Topics* 10 − 28
  overview: *Other Topics* 10 − 24
  Payables options: *Setup* 2 − 102
  Projected Withholding Tax window: *Other Topics* 10 − 29
  reports: *Other Topics* 10 − 29
  reviewing withheld amounts online: *Other Topics* 10 − 29
  setting up: *Other Topics* 10 − 25
  supplier options: *Supplier* 3 − 33
  suppliers: *Supplier* 3 − 7
  tax authorities: *Supplier* 3 − 23

View Period−To−Date Withheld Amounts window: *Other Topics* 10 − 31

woman−owned suppliers: *Supplier* 3 − 17

workbenches
Invoice: *WB* 1 − 5
overview: *WB* 1 − 2
Payment: *WB* 1 − 8

workflow. *See* Oracle Workflow

Workflow Background Process: *Setup* 2 − 173

X

XpenseXpress. *See* expense reports

XpenseXpress Report Listing. *See* Expense Report Template Listing

Z

zero−amount, creating zero−amount payments: *Payments* 5 − 42

zero−amount payments, allowing in a payment batch: *Setup* 2 − 109

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