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Preface

Welcome to Release 11*i* of the *Oracle Payables User Guide.*

This user 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 guide is organized and introduces other sources of information that can help you.

Audience for This Guide

Welcome to Release 11*i* of the Oracle Payables User Guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Payables

  If you have never used Payables, we suggest you attend one or more of the Payables training classes available through Oracle University.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide.*

See: Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use Payables.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains 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 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 tells you how to enter invoices in both the Invoices window and the Invoice Gateway window. 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 account for your transactions, and then view and update the accounting entries. It also describes how to use the Payables Transfer to General Ledger Program to transfer accounting entries to the General Ledger Interface. From this table 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 Intercompany Accounting.
- Finally, appendices A – J include information about menu paths, profile options, function security, attachments, hierarchical field defaults, alerts, open interface tables, credit card transaction interface tables, purchase order matching database tables, and predefined holds.

Finding Out What's New

From the expandable menu in the Payables HTML help window, choose the section that describes new features or what's new. This section describes:

- New features in 11*i*. This information is updated for each new release of Payables.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Other Information Sources

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

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

Your HTML help may contain information that was not available when this guide was printed.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Related User Guides

Payables shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Payables.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Payables (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User 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 Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications Flexfields Guide

This guide 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 guide also provides information on creating custom reports on flexfields data.

Oracle Applications User Interface Standards

This guide 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.

User Guides Related to This Product

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 guides when you set up and use Payables.

Oracle General Ledger User 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 Guide

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

Oracle Purchasing User Guide

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

Oracle Receivables User 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 Receivables Tax Manual

This manual provides everything you need to know about calculating tax within Oracle Receivables, Oracle Order Management, Oracle sales, and Oracle Web Customers. It includes information about implementation procedures, setup forms and windows, the Oracle Receivables Tax calculation process, tax reports and listings, and open interfaces.

Oracle Projects User Guide

If you install Oracle Projects, use this user 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 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.

Country–Specific Manuals

Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Payables to meet those requirements. Look for a user guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User Guide* for more information about using this software in the Czech Republic.

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 Guide

Use this guide when you set up Oracle Self–Service Expenses or the procurement card feature.

Oracle Self–Service Web Applications Implementation Manual

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

Oracle Property Manager User Guide

This guide describes how Oracle Property Manager enables companies to manage their leased and owned properties. Tenants can set up scheduled payments for rent and other expenses, export payment items to Oracle Payables, and pay their suppliers. Landlords can set up scheduled billings, export billing items to Oracle Receivables, and track their customers' accounts. Facilities managers can keep track of office space allocation and cost, using employee information from Oracle Human Resources. Lease administrators can abstract leases and track

lease history. Tenants and landlords can abstract leases and manage payments and invoices

Oracle Self–Service Expenses Implementation Manual

This book explains in detail how to configure Oracle Self–Service Expenses and describes its integration with Oracle Payables and Oracle Projects.

Oracle Treasury User Guide

This guide describes how to use Oracle Treasury to manage your financial market transactions and exposures. It also describes how to perform in–house banking.

Oracle Business Intelligence System Implementation Guide

This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

BIS 11*i* User Guide Online Help

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

Using Oracle Time Management

This guide provides information about capturing work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

Installation and System Administration Guides

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications–wide features such as Business Intelligence (BIS), languages and character sets, and self–service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One–Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One–Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product–specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how–to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

This guide 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

This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Oracle Payables, including Payables and related applications. 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 guides are available in paper format only.

Oracle Workflow Guide

This guide 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.

Training and Support

Training

We offer 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. We also offer Net classes, where training is delivered over the Internet, and many multimedia–based courses on CD. 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.

Do Not Use Database Tools to Modify Oracle Applications Data

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 guides.

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 such as 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 might 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.

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. Oracle Applications provides the E–business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling 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 company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Payables and this user guide.

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

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

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

CHAPTER

1

Payables Overview

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

Payables Overview

Oracle 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 tabbed regions.

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

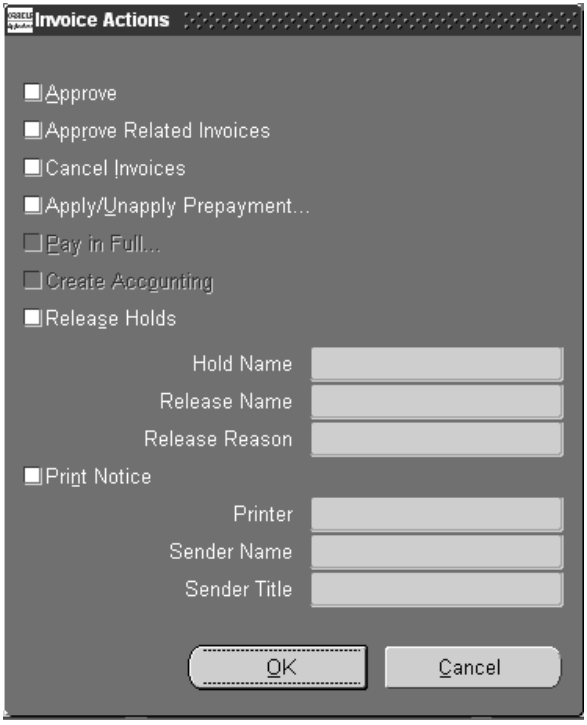
Use the Invoice Overview and the Payment Overview windows to review information from their respective workbenches. These windows also act as bridges between the two workbenches. For example, from the Invoices Overview, you can choose the Payments button to navigate to the Payments window.

Some 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 Guide).*

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;

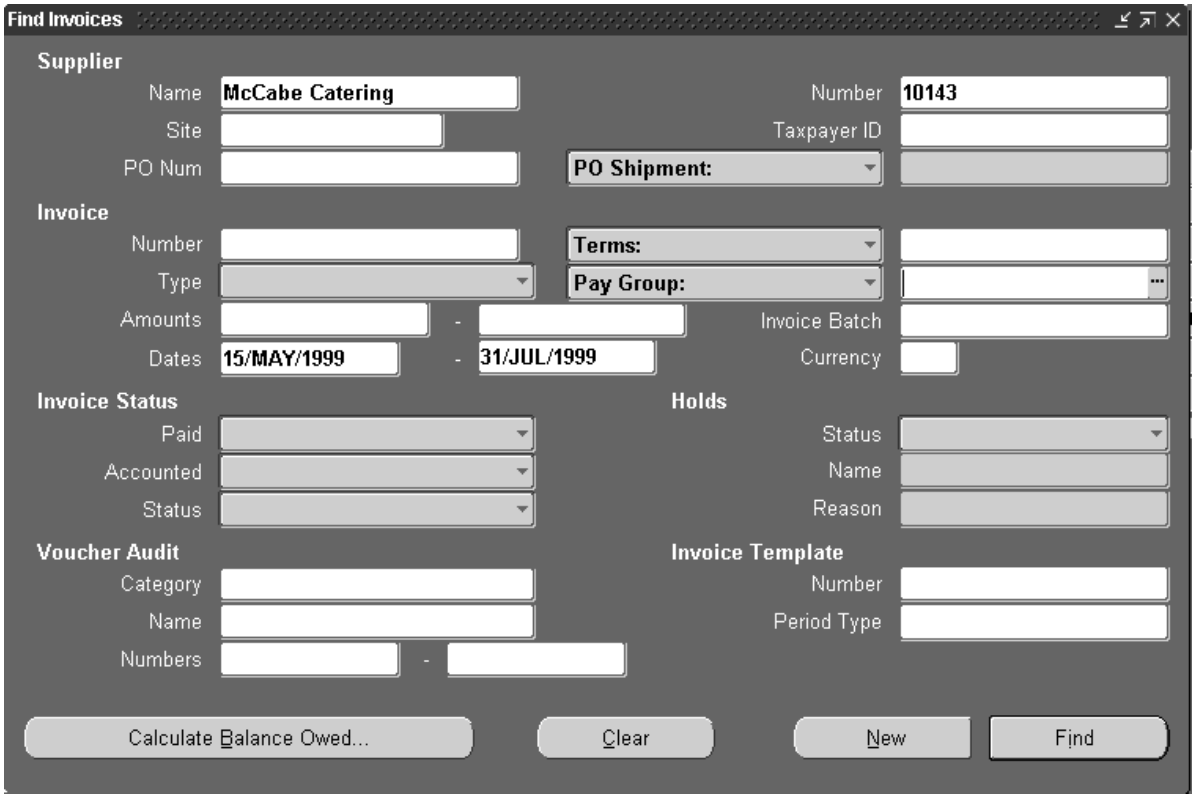
you can query an invoice then perform several transactions without having to find the invoice again. You can also keep multiple windows open at one time.

In Payables, the Invoices window, 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 Invoice 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 View menu. For example, from the Invoices

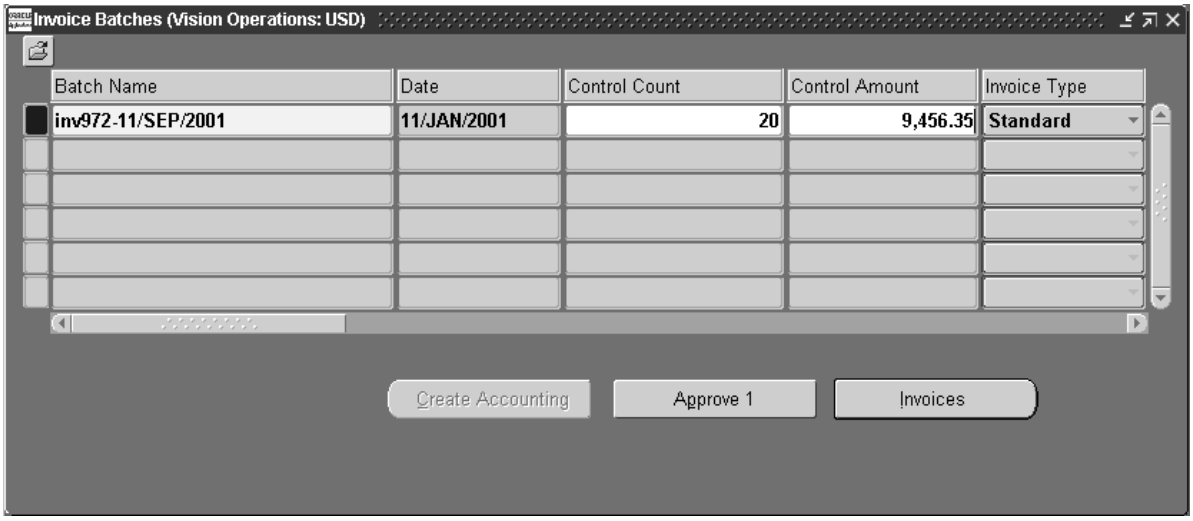
window you can use the Find Invoices window to query all approved invoices with a range of invoice dates.

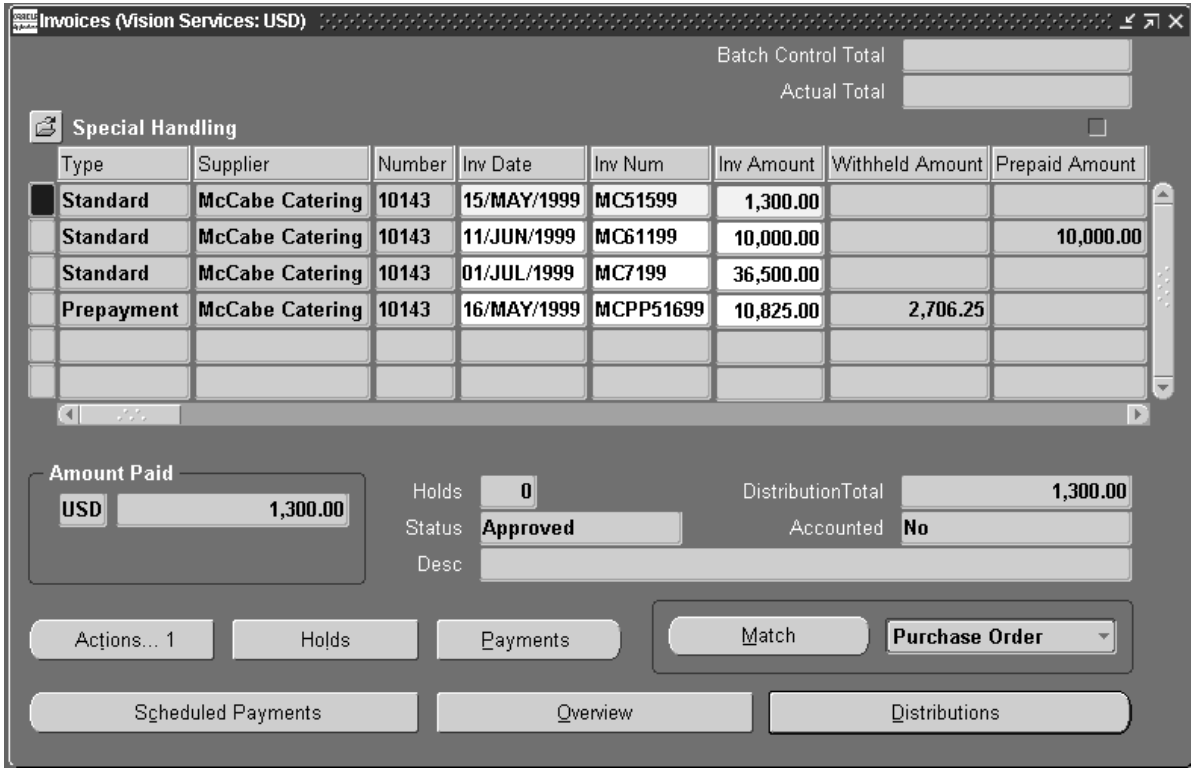


Payables opens other Find windows automatically when you are navigating to a window, so it can display in the window records that match criteria you specify. For example, when you select a credit memo in the Invoices window and choose the Match button, Payables automatically opens the Find Invoices for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



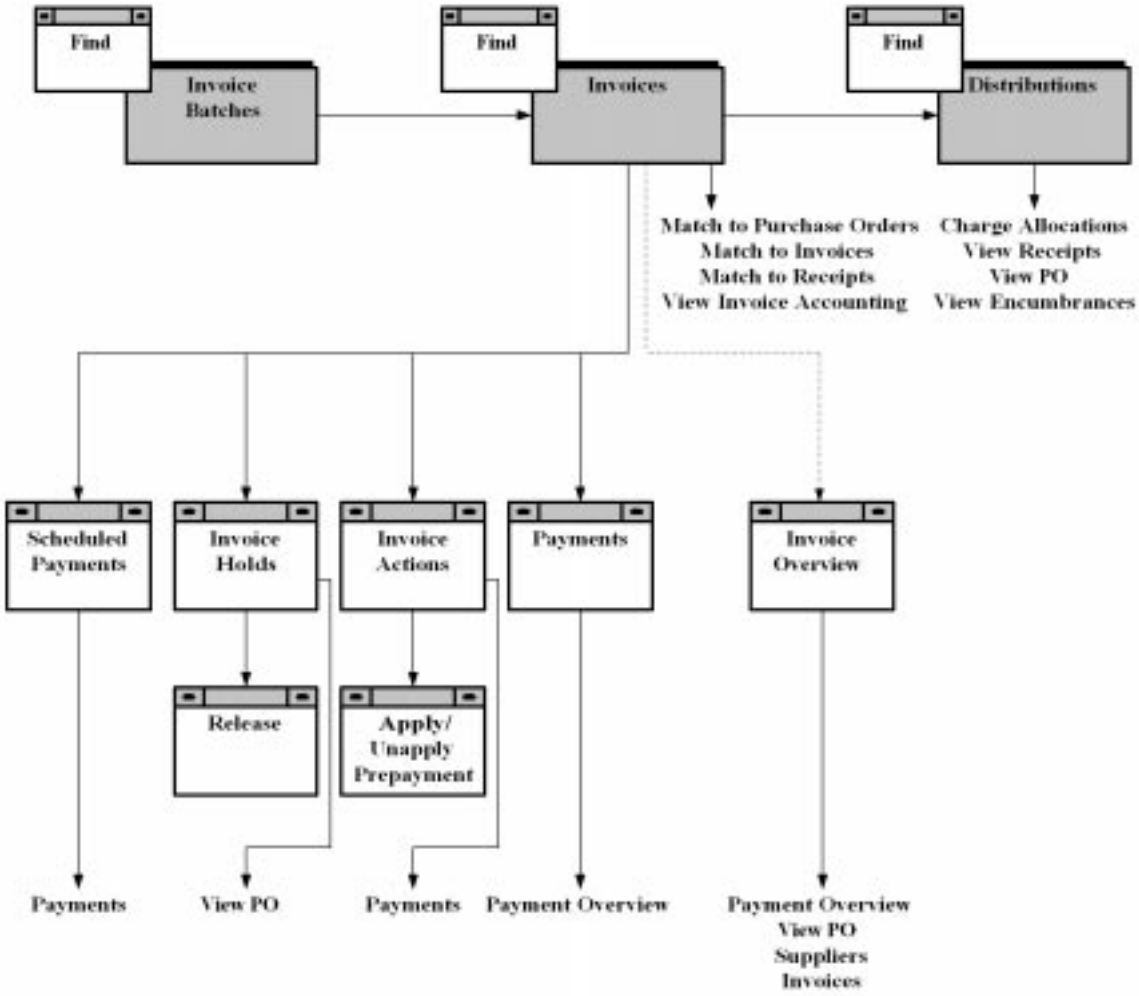


The Invoice Workbench is a group of windows that you use to enter, adjust, and review your invoices and invoice batches. The following is the window hierarchy in the Invoice Workbench:

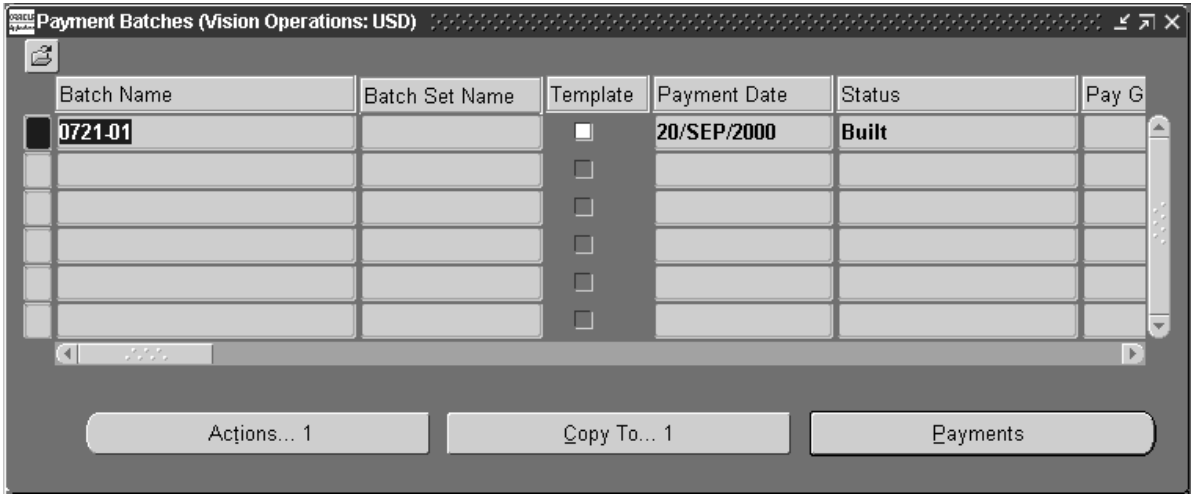
- **Invoice Batches**
  - Find Invoice Batches
- **Invoices**
  - Find Invoices
    - Calculate Balance Owed
  - Distributions
    - Find Invoice Distributions
  - Scheduled Payments
  - Invoice Holds
    - Release
  - Invoice Actions
    - Apply / Unapply Prepayments
  - Payments
- **Invoice Overview**

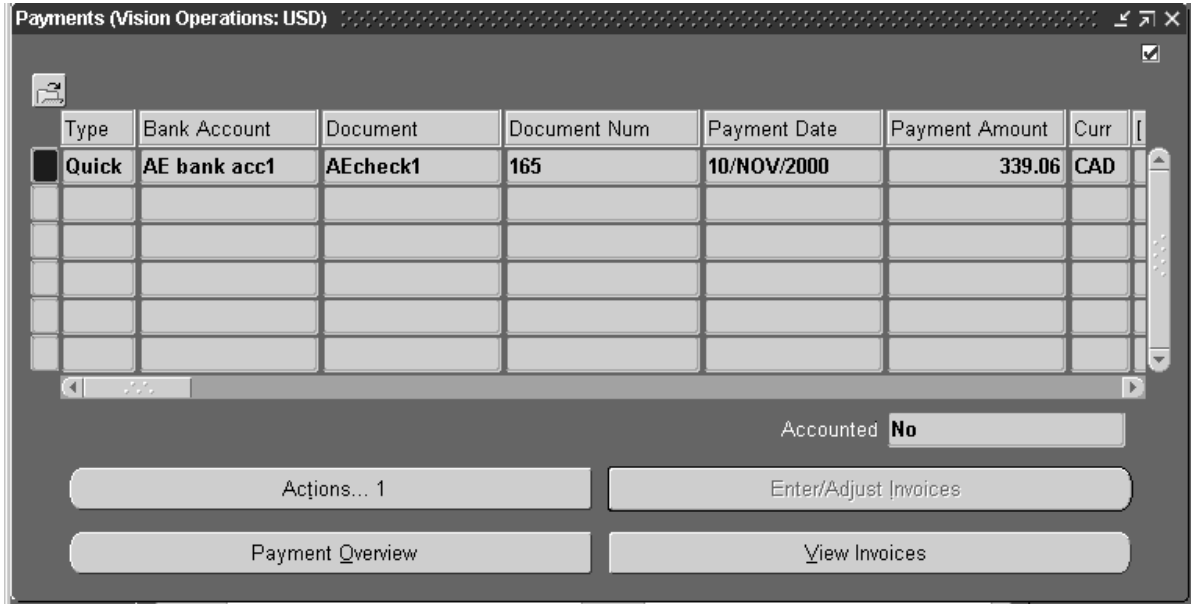
The following diagram shows how you can navigate between the windows in the Invoice Workbench. You navigate into the Invoices window or Invoice Batches window through the Navigator, and navigate to most windows by choosing buttons. You can access the Find windows from the View menu, and the Apply / Unapply Prepayment window by selecting the appropriate check box in the Invoice Actions window. You access the matching windows from the Invoices window by selecting Invoice, Purchase Order, or Receipt from the match poplist and then choosing the Match button.

THE INVOICE WORKBENCH



The Payment Workbench

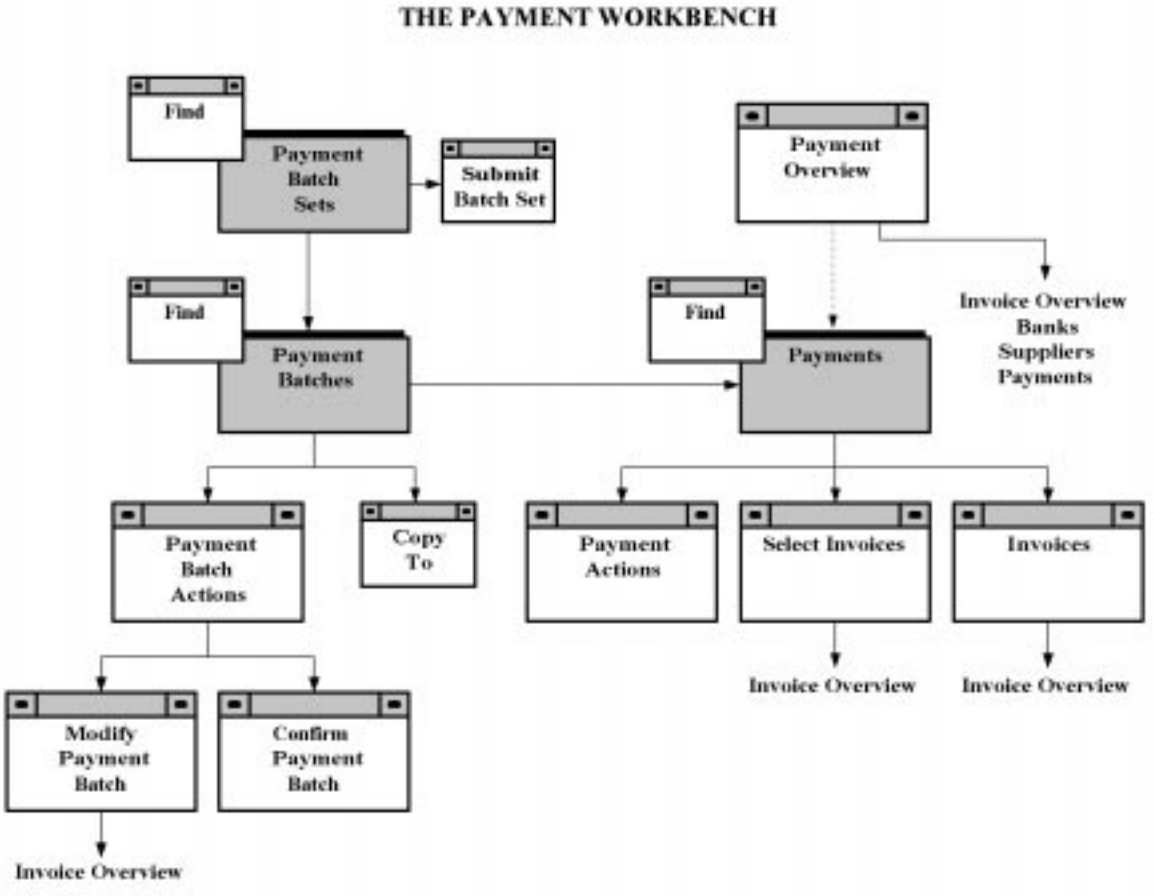




The Payment Workbench is a group of windows that you use to create, adjust, and review payments and payment batches. The following is the window hierarchy in the Payment Workbench:

- **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 Batch Sets**
  - Find Payment Batch Sets
  - Submit Batch Set
- **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 View menu, and the Modify Payment Batch and Confirm Payment Batch windows by selecting the appropriate check box in the Payment Batch Actions window.



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.

Note: Refer to the first section, Setting Up Oracle Payables, to see if a setup step is documented outside of the Payables User 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 Payables

Follow the steps in the following chart to set up your Payables system. The 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.

If you use this chart in online help, then you can easily access any documentation in other books by using hypertext links

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 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 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 systemwide 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, for example, to approve invoice records in the Payables Open Interface, you need to set up Oracle Workflow.

For more information, see: *Oracle Workflow User Guide.*

Payables Upgrade Steps

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

- Perform any setup for new or changed features. See the Oracle Applications Product Update Notes for information about new features. Then see the documentation about the new feature for details on any special setup.
- Set Profile Options (required if you are upgrading from character mode to GUI).

Payables Setup Steps Summary

Applications Setup Steps:

Step Number	Required?	Applications Setup Step Description	Window Name(s)	AIW Reference
❑ Step 1	Required	**Create application user sign–ons and passwords.** See: Users Window *(Oracle Applications System Administrator's Guide).*	System Administrator responsibility: Users	Common Applications
❑ Step 2	Required	**Define your chart of accounts.** See: Defining Your Chart of Accounts *(Oracle General Ledger User Guide)*, and Defining Your Account Structure *(Oracle General Ledger User Guide)*	General Ledger: multiple windows	Common Applications
❑ Step 3	Optional	**Define descriptive flexfields.** The structure of the Descriptive Flexfields (datatypes, value sets) should be consistent among windows that share flexfield information. For example, flexfields in the Invoice Gateway, Distributions Sets, Invoices, and Distributions windows must all have the same structure to work properly. See: Defining Descriptive Flexfields *(Oracle Applications Flexfields Guide).*	System Administrator responsibility: multiple windows	Common Applications
❑ Step 4	Optional	**Enable currencies that you plan to use.** See: Currencies Window *(Oracle General Ledger User Guide).*	Currencies	Common Applications
❑ Step 5	Optional	**If you want to enter foreign currency transactions, define additional rate types, and enter your daily rates.** See: Defining Conversion Rate Types *(Oracle General Ledger User Guide)*, Entering Daily Rates *(Oracle General Ledger User Guide)*, and Foreign Currency Transactions: page 6 – 2.	General Ledger: 1) Conversion Rate Types and 2) Daily Rates	Common Applications

Applications Setup Steps (Page 1 of 2)

Step Number	Required?	Applications Setup Step Description	Window Name(s)	AIW Reference
❑ Step 6	Required	**Define your accounting period types and accounting calendar periods**. See: Defining Period Types *(Oracle General Ledger User Guide)*, and Defining Calendars *(Oracle General Ledger User Guide)*.	1) Period Types and 2) Accounting Calendar	Common Applications
❑ Step 7	Required	**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 General Ledger User Guide)*.	(Define) Set of Books	Common Applications
❑ Step 8	Required	**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	Common Applications
❑ Step 9	Required	**After choosing your set of books, use the System Administrator responsibility to set the GL Set of Books Name profile option. If you are not using multiple organizations feature, set the option for the Oracle Payables application. If you are using multiple organizations feature, 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	Common Applications

Applications Setup Steps (Page 2 of 2)

Financials Setup Steps:

Step Number	Required?	Financials Setup Step Description	Window Name(s)	AIW Reference
❑ Step 10	Required with Defaults	**Define Payables Lookups.** See: Lookups: page 2 – 13.	Oracle Payables Lookups	Financial Common
❑ Step 11	Required with Defaults	**Define Purchasing Lookups.** See: Defining Lookup Codes *(Oracle Purchasing User Guide*).	Oracle Purchasing Lookups	Financial Common
❑ Step 12	Optional	**Define distribution sets. You can use a distribution set to automatically enter distributions for an invoice.** If you use Multiple Organization Support, perform this step for each organization See: Distribution Sets: page 2 – 17.	Distribution Sets	Financial Common
❑ Step 13	Optional	**If you use Payables to enter employees in your organization, enter employee lookups**. See: Adding Lookup Types and Values (*Oracle Human Resources User Guide).*	Oracle Human Resources Lookups	Financial Common
❑ Step 14	Required	**Enter locations.** See: Site Locations *(Oracle Human Resources User Guide).*	Location	Financial Common
❑ Step 15	Conditionally Required	**Enter employees.** If you have Oracle Human Resources installed, use the People window. See: Entering a New Person *(Managing People Using Oracle HRMS).* If you do not have Oracle Human Resources installed, use the Enter Person window. See: Enter Person: *(online help).*	Enter Person	Financial Common
❑ Step 16	Conditionally Required	**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 Guide).*	Inventory: Organization	Financial Common

Financials Setup Steps (Page 1 of 2)

Step Number	Required?	Financials Setup Step Description	Window Name(s)	AIW Reference
❑ Step 17	Required with Defaults	**Define payment programs.** See: Automatic Payment Programs: page 2 – 20.	Automatic Payment Programs	Financial Common
❑ Step 18	Optional	**Update country and territory information, and assign flexible address formats.** See: Countries and Territories: page 2 – 119, and Flexible Addresses *(Oracle Receivables User Guide or consult online help)*.	Countries and Territories	Financial Common
❑ Step 19	Optional	**Implement sequential voucher numbering.** See: Implementing Sequential Voucher Numbering: page 2 – 31.	System Administrator responsibility: multiple windows	Financial Common
❑ Step 20	Optional	**Implement Budgetary Control in General Ledger.** See: Setting Up Budgetary Control (*Oracle General Ledger User Guide*).	General Ledger: multiple windows	Financial Common

Financials Setup Steps (Page 2 of 2)

Payables Setup Steps

Step Number	Required?	Payables Setup Step Description	Window Name(s)	AIW Reference
❑ Step 1	Required	**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.*		Product
❑ Step 2	Required	**Select your primary set of books.** If you use Multiple Organization Support, perform this step for each organization. See: Choosing a Set of Books: page 2 – 34.	Choose Set of Books	Product

Step Number	Required?	Payables Setup Step Description	Window Name(s)	AIW Reference
❑ Step 3	Required	**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	Financial Common
❑ Step 4	Optional	**Set profile options.** See: Profile Options in Payables: page B – 2.	System Administrator responsibility: System Profile Values	Product
❑ Step 5	Required	**Define Financials options.** If you use Multiple Organization Support, perform this step for each organization. See: Financials Options: page 2 – 36.	Financials Options	Product
❑ Step 6	Required	**Define Payables options.** If you use Multiple Organization Support, perform this step for each organization. See: Payables Options: page 2 – 57.	Payables Options	Product
❑ Step 7	Optional	**Define special calendars for key indicators, recurring invoices, payment terms and withholding tax.** See: Special Calendar: page 2 – 87.	Special Calendars	Financial Common
❑ Step 8	Required	**Define your payment terms.** See: Payment Terms: page 2 – 89.	Payment Terms	Financial Common
❑ Step 9	Conditionally Required	**If you plan to use automatic withholding tax, define Tax Authority type suppliers. You must do this before defining tax codes and tax groups.** If you use Multiple Organization Support, set up Supplier Sites for Tax Authority type suppliers for each organization. See: Entering Suppliers: page 3 – 10.	Suppliers	Financial Common

Payables Setup Steps (Page 2 of 5)

Step Number	Required?	Payables Setup Step Description	Window Name(s)	AIW Reference
❑ Step 10	Required	**Define bank accounts.** If you use Multiple Organization Support, perform this step for each organization. See: Defining Banks: page 2 – 122.	Banks	Financial Common
❑ Step 11	Conditionally Required	**Define Suppliers.** If you use Multiple Organization Support, set up Supplier Sites for each organization. See: Entering Suppliers: page 3 – 10.	Suppliers	Financial Common
❑ Step 12	Optional	**Define request sets.** See: Defining Request Sets (*Oracle Applications User Guide).*	Request Set	Product
❑ Step 13	Conditionally Required	**Assign Reporting Set of Books.** If you use Multiple Organization Support, perform this step for each organization. If you use Multiple Reporting Currencies assign a primary set of books. See: Multiple Reporting Currencies manual.	Assign Reporting Set of Books	Product
❑ Step 14	Optional	**Define your purchase order matching and tax tolerances.** If you use Multiple Organization Support, perform this step for each organization. See: Invoice Tolerances: page 2 – 96.	Invoice Tolerances	Product
❑ Step 15	Required with Defaults	**Define invoice approval codes. You use these codes to apply and release holds from invoices.** See: Invoice Approvals: page 2 – 99.	Invoice Approvals	Product
❑ Step 16	Optional	**If you want to use Automatic Interest Calculation, define payment interest rates.** See: Interest Rates: page 2 – 104.	Payment Interest Rates	Product

Payables Setup Steps (Page 3 of 5)

Step Number	Required?	Payables Setup Step Description	Window Name(s)	AIW Reference
❑ Step 17	Optional	**If you want to use Payables to enter employee expense reports, create templates for entering expense reports.** If you use Multiple Organization Support, perform this step for each organization. See: Expense Report Templates: page 2 – 106.	Expense Report Templates	Product
❑ Step 18	Optional	**If you use recoverable tax, then define tax recovery rules.** If you use Multiple Organization Support, perform this step for each organization. See: Tax Recovery Rules: page 2 – 114.	Tax Recovery Rules	Product
❑ Step 19	Optional	**Define tax codes, and if you use automatic withholding tax, define withholding tax groups.** If you use Multiple Organization Support, perform this step for each organization. See: Tax Codes: page 2 – 146, Withholding Tax Groups: page 2 – 158, and Setting Up Withholding Tax: page 10 – 25.	1) Tax Codes and 2) Withholding Tax Groups	Product
❑ Step 20	Optional	**Define withholding tax certificates and exceptions.** If you use Multiple Organization Support, perform this step for each organization. Withholding Tax Certificates and Exceptions: page 2 – 161.	Withholding Tax Certificates and Exceptions	Product
❑ **Step 21**	Conditionally Required	**Define one or more reporting entities for your organization for income tax reporting.** If you use Multiple Organization Support, perform this step for each organization. See: Reporting Entities: page 2 – 165.	Reporting Entity	Product
❑ Step 22	Conditionally Required with Defaults	**Define additional United States 1099 income tax regions.** See: Income Tax Regions: page 2 – 168.	Income Tax Regions	Product

Payables Setup Steps (Page 4 of 5)

Step Number	Required?	Payables Setup Step Description	Window Name(s)	AIW Reference
❑ Step 23	Optional	**Define any additional payment formats.** See: Payment Formats: page 2 – 173. 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 – 60.	Payment Formats	Product
❑ Step 24	Required	**Open your Payables accounting period.** See: Controlling the Status of Payables Periods: page 2 – 178.	Control Payables Periods	Product
❑ Step 25	Optional	**Define the format for the Invoice Aging Report.** See: Aging Periods: page 2 – 182.	Aging Periods	Product
❑ Step 26	Required	**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 – 232.	System Administrator Responsibility: multiple windows	Product
❑ Step 27	Optional	**If you use credit cards, then set up credit card programs.** See: Setting Up Credit Card Programs: page 2 – 184	multiple	Product

Payables Setup Steps (Page 5 of 5)

See Also

Enabling Automatic Offsets: page 10 – 22

Payables Implementation Information: page 2 – 217

Payables Navigator Paths: page A – 2

Setting Up Intercompany Accounting: page 10 – 50

Setting Up Payables for Automatic Interest: page 10 – 9

Setting Up Payables for Budgetary Control: page 10 – 43

Electronic Payments: page 5 – 54

Setting Up Withholding Tax: page 10 – 25

Implementing Oracle Payables for Projects Integration *(Oracle Projects User Guide)*

Setting Up Your Accounting Method: page 2 – 55

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

Setting Up Your System for Matching: page 4 – 166

Setting Up Your System for Future Dated Payments: page 5 – 60

Setting Up Payables for Recoverable Taxes: page 4 – 126

Lookups

A lookup is any predefined value that was not defined in a setup window. Use the Oracle Paybles Lookups window to review and maintain sets of values, or *lookups*, that you use in Payables.

In some fields, you must select a value from a predefined lists of values. Sometimes the values on the list are items you have defined in a setup window, such as supplier names, payment terms, or tax codes. Other predefined sets of values are *lookups*, which you can view, and in some cases, update, in the Oracle Payables Lookups window.

A lookup category is called a *lookup type*, and the allowable values for the lookup type are called *lookup names*. For example, names of invoice types, such as Standard, Prepayment, Debit Memo, and so on, are lookup names for the lookup type of Invoice Type.

You can add lookup names to some lookup types. For lookup types that you can modify, you can define up to 250 lookup names. For example, you can define additional values for Source, which you specify when you import invoices. You cannot change lookup name values after you save them. To remove an obsolete lookup you can disable the code, enter an end date, or change the meaning and description to match a replacement code.

You can view all Payables lookups in the Oracle Payables Lookups window. However, you can't modify most lookups. For example, the Payables application uses lookups that you do not use for data entry, such as lookups that list exceptions on the Invoice Import Exceptions report.

If you use Multiple Language Support (MLS), you can define lookups in each of your installed languages. Select Translations from the toolbar or menu to enter the lookup name and description in other languages. When a user selects lookups from a list of values, the lookups on the list will appear in the user's language. For more information, see: the *Oracle Applications User Guide*.

For detailed information on defining and updating lookups, see: Lookups, *Oracle Applications Developer's Guide*, or see online help.

Purchasing Lookups

Note that in the Oracle Purchasing Lookups window you can add values for the following lookups that Payables uses:

- **FOB.** Supplier default for all new purchase orders. See: Entering Suppliers: page 3 – 10.
- **Freight Terms.** Supplier default for all new purchase orders. See: Entering Suppliers: page 3 – 10.
- **Minority Group.** Supplier classification for reporting purposes. See: Entering Suppliers: page 3 – 10.
- **Pay Group.** Groups invoices in payment batches. See: Paying Invoices in Payment Batches: page 5 – 17.
- **Supplier Type.** Supplier classification for reporting purposes. Enter this value in the Type field of the Classification region of the Suppliers window. See: Classification Region of the Suppliers window: page 3 – 18. Also defines tax recovery rules. See: Tax Recovery Rules: page 2 – 114.

Payables Lookups

You can add values for the following lookup types in this window:

- **AWT Certificate Types.** Define withholding tax certificates. Payables predefines the Standard lookup name. See: Withholding Tax Certificates and Exceptions: page 2 – 161.
- **AWT Rate Types.** Define Withholding Tax type tax codes. Payables predefines the following: Certificate, Exception, Penalty, and Standard lookup names. See: Tax Codes: page 2 – 146.

Attention: Oracle 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 – 230.

- **Bank Branch Type.** Payables predefines the following Bank Branch values that you enter in the Banks window: ABA, CHIPS, OTHER, SWIFT.
- **Card Brand.** Used in the Credit Card Programs window. Payables includes four card brands: American Express, Diner's Club, MasterCard, and Visa. See: Credit Card Programs: page 2 – 189.
- **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 – 129.

  Payables predefines three disbursement type values: Combined, Computer Generated, and Recorded.

- **Dont 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 – 27.

- **EDI Payment Format.** Payables predefines the following lookup names: CCD, CCP, CTP, CTX, PPD, PPP.

- **EDI Payment Method.** Payables predefines the following lookup names: ACH, BACS, BOP, FEW, FWT, SWT, ZZZ.

- **EDI Remittance Method.** Payables predefines the following lookup names: Do not route, EDI to Third party, EDI to payee, EDI to payee's bank, EDI to payer's bank.

- **EDI Transaction Handling.** Payables predefines the following lookup names: C, D, I, U, Z.

- **Source.** Used when you enter the source of invoices you want to import. See: Payables Invoice Import Program: page 4 – 239, or Payables Open Interface Program: page 4 – 261.

- **Tax Type.** Used to define tax codes. See: Tax Codes: page 2 – 146.

  Payables uses four predefined tax type values: Sales, Use, Offset, and Withholding Tax. In addition, it predefines the following tax codes for installations in Italy and Brazil. For details on these tax types, please refer to your country–specific documentation:

  – Italy: Custom Bill, Exempt Vat, Non Taxable, Self Invoice

  – Brazil: ICMS, IPI

Country–specific lookups

The following lookups are used only in certain localized versions of Payables. For more information refer to your country–specific documentation.

- **JE_Custom_Bill_Tax Type.** Used to define a Custom Tax type tax code. When a distribution has a Custom Tax type, the amount entered is a statistical amount and is reported in the Purchase VAT register.
- **JE_EEC_VAT_Doc.** Not implemented.
- **JE_Exempt_Tax_Type.** Not implemented.
- **JE_Nontaxable_Tax.** Used to define a Non Taxable type tax code.
- **JE_Self_Invoice_Doc.** Not implemented.
- **JE_Self_Inv_Tax_Type.** Used to define a Self Invoice type tax code. 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 Sales VAT registers.

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 use 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 Sales 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 Sales 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:** Taxable distributions created by distribution sets are always inclusive of tax when you use Automatic Tax Calculation even if you have not 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 Code. The Tax Code will default based on the Tax Code Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 105. 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.

   If you use Oracle Grants Management, you can enter a value for Award Number, to record the award associated with the project.

3. Save your work.

See Also

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

Entering Project Related Invoices and Distributions: page 4 – 160

Defaulting Tax in Payables: page 4 – 105

*I*mplementing Oracle Payables for Projects Integration *(Oracle Projects User Guide)*

Oracle Grants Management Integration: page 4 – 179

Automatic Payment Programs

If you use Oracle Payables, use the Automatic Payment Programs window to define payment programs. If you use Oracle 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 window 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 – 173

Setting Up Custom Payment Programs: page 2 – 221

Setting Up Custom Payment Formats: page 2 – 225

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 – 221.
- ❑ 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 – 221.
- ❑ 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.

Attention: If you have installed European localizations, the Automatic Payment Programs window displays any country–specific payment programs for your country in addition to the standard Oracle Payables programs. Also, if you have installed Oracle Receivables with European localizations, the Automatic Receipt Programs window displays any country–specific receipt or remittance format programs for your country in addition to the standard Oracle Receivables programs. For more information about the country–specific programs, please consult the Oracle Financials user guide for your country.

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 Payment Batches 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 payments.
- **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.

Voucher Numbers and Document Sequences

You can assign a unique voucher number to each invoice and payment document in your Payables system so you have a unique identifier for each document. For example, you may get two invoices with identical invoice numbers from two different suppliers. If you assign a voucher number to each, you can locate each invoice based on its unique voucher number.

Attention: Plan your setup carefully. Before you set up your system for voucher numbers, read this section and the related documentation on Document Sequences in the *Oracle Applications System Administrator Guide*.

Assigning unique voucher numbers to documents is called *document sequencing*. You can set up document sequencing for all of the documents you use in all of your Oracle Applications.

Voucher numbers provide proof of completeness. If you use sequential voucher numbers, you can confirm that no document has been lost. Even if invoices or payments are deleted, each voucher number retains audit records. You can also maintain an audit trail because you can trace a journal entry back to the original document in Payables.

When setting up document sequencing, you select a set of numbers, called a *sequence*, that you will assign to a type of document. The type of document is called a *document category*. For example, you may decide to assign the sequence of numbers to a document category of Credit Memo Invoices. Then, each Credit Memo you create will have a unique voucher number. Specifying the sequence that will be assigned to a category is called *assignment*.

When you create and save a sequence, you cannot change it. When you save it, a concurrent process starts that automatically generates the sequence. Wait until this process completes successfully before continuing with assigning the sequences to a category.

Attention: Do *not* use voucher numbers that exceed nine digits. If your a voucher number exceeds nine digits in Payables, then Payables cannot process the document.

Document Sequences

You can define any number of document sequences. When you define sequences, you define automatic sequences and (optionally) manual sequences.

- **Manual Sequences.** Enter voucher numbers manually by entering a number in the Voucher Number field when you create a document. Since numbers are entered manually, you can add coding to the number, for example, the transaction date. The system confirms only that the number is unique and that it is in the correct sequence for the document category. The system does not ensure that you have entered the next available document number in the sequence. Do not assign manual sequences to documents that Payables creates automatically (for example, electronic payments) because you cannot manually enter a voucher number for those documents.
- **Automatic Sequences.** Payables assigns numbers automatically when the document is created. Payables can assign numbers automatically for any document, whether it is created manually by users or automatically by Payables. If Payables creates a document automatically (for example, recurring invoices), then assign only an automatic sequence to it. When Payables automatically assigns sequence numbers it always assigns the next available number in the sequence. However, you may still have gaps in the sequence, for example, if there is a system problem while you are saving a document.
- **Gapless Sequences** (Type of Automatic Sequence valid only in the context of certain localizations): Payables assigns numbers automatically, it confirms that the document has been successfully created before it assigns the next available number in the sequence. This ensures that you have no gaps of unassigned numbers in the sequence.

For the following documents that users enter manually, you can assign either manual or automatic sequences:

- Manually entered invoices in the Invoice Gateway
- Manually entered invoices in the Invoice Workbench
- Manual payments
- Quick payments
- Invoices you import through the Open Interface Tables (Manual voucher numbers are possible but not recommended, since you

would have to enter correct voucher information for each invoice in the Open Interface Invoices window.)

For the following documents that Payables automatically creates, assign an automatic sequences.

- Invoices created during Payables Invoice Import (including expense reports)
- Invoices created from recurring invoice templates
- Payments created in a payment batch
- Interest invoices

Attention: Once you save your changes in the Document Sequences window, the only fields you can update are the Description fields and the Message check box.

For detailed information, see: What is a Document Sequence? and Sequence Assignments Window in the *Oracle Applications System Administrator's Guide*.

Document Categories

A document category is a set of documents (invoices or payments) that share similar characteristics. You can assign a single document sequence to one or more document categories. For example, you could assign one sequence to all invoice categories. Payables predefines the following categories for Payables documents:

- **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, Supplier Refund Payments, Wire Payments

When a document is created, Payables automatically assigns the default document category to the document.

- **Invoices:** Payables assigns a default invoice document category in the Document Category Name field in the Invoices window based on the value you select in the Invoice Type field in the Invoices window

- **Payments:** In the Payment Documents window, Payables defaults the payment document category based on the payment method you assign to the payment document.

  When you create a payment, the document category defaults from the payment document.

You can use the document categories that Payables provides and you can define additional categories. If you enable Document Category Override in the Invoices and Payments regions of the Payables Options window, you can override the default document category that Payables automatically assigns to invoices or payments. If you enable this Payables option for payments you can also override the document category in the Payment Documents window.

For detailed information, see: Define Document Categories *(Oracle Applications System Administrator's Guide).*

Additional Information About the Document Categories Window

The following is additional information for some of the fields in the Document Categories window. Use these hints as a reference while you are using the following documentation: Document Categories Window *(Oracle Applications System Administrator's Guide).*

Attention: Once you save a Document Category you cannot change it.

Application. The application that owns the tables where the voucher number will be stored: Oracle Payables.

Code. This is the code for the category that is stored in the application tables. When you select a document category for a document, the system stores this value in the DOC_CATEGORY_CODE column for the document record.

Name. Document category name that the user sees in the Document Category field in Payables windows. This is also the name you enter in the Category field of the Sequence Assignments window.

Table Name. The Payables table that stores the document (and the document's voucher number).

- **AP_INVOICES_ALL** stores all invoices.
- **AP_EXPENSE_REPORT_HEADERS_ALL** stores all expense report information before it is imported. This includes expense reports entered in Payables, Self–Service Expenses, and Projects.
- **AP_CHECKS_ALL** stores all payment information.

Sequence Assignments

In the Sequence Assignments window, you assign sequences to one or more document categories. You further specify a unique combination of Oracle Application, set of books, and document entry method (Manual or Automatic). The document entry method indicates whether Payables automatically creates the document or a user manually enters the document.

You can assign the same document sequence to more than one category if the application specified in the sequence is the same as the application specified for the category. For example, you can assign an automatic numbering sequence to documents you enter manually (such as category Standard Invoices) and documents created automatically (such as category Expense Reports), if both categories are in the same application (Payables). Remember that if Payables creates a document automatically, for example during Payables Invoice Import, then you need to assign an automatic sequence to the document category.

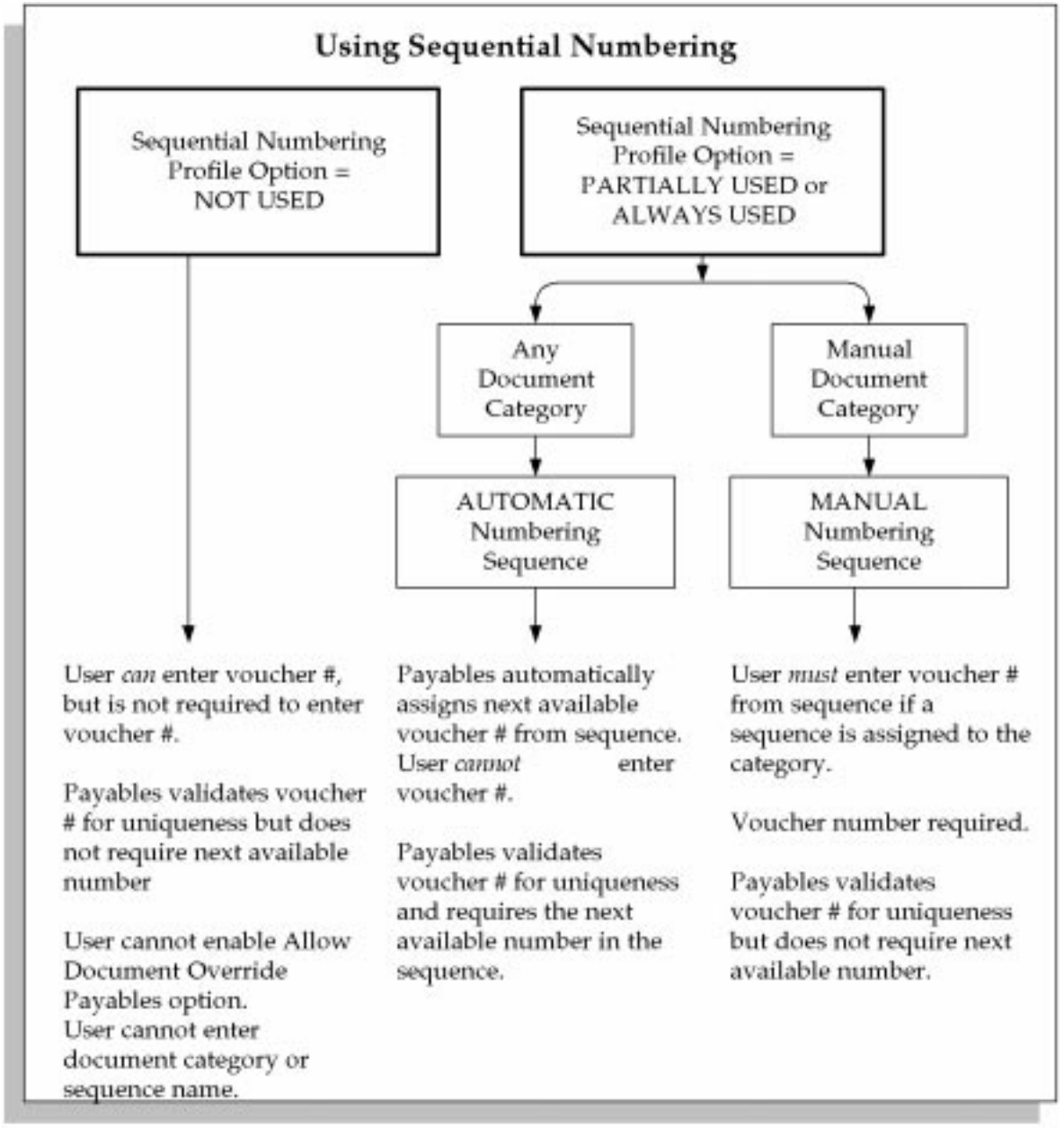
Sequential Numbering Profile Option

The Sequential Numbering profile option controls whether you can assign voucher numbers to documents, and whether you are required to assign voucher numbers to documents. This option can be enabled at the Responsibility, Application, Site, or User level. You can choose one of the following options:

- **Not used.** The system does not enforce sequential numbering. However, it does ensure that any numbers entered are unique.
- **Partially Used.** The system enforces sequential numbering for all of the sequences that are assigned to a document category. If you create a document and no active sequence has been assigned to its document category, then Payables displays 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.** The system enforces sequential numbering for all document categories. If you attempt to create a document and no active sequence has been assigned to its document category, then you cannot proceed until you define and assign a sequence.

Attention: We recommend that you do not change this value once you have set it. When you select Not Used, if you enter a number it is stored in the VOUCHER_NUM column. If you

select Partially Used or Always Used, the system populates the DOC_SEQUENCE_VALUE column. Consequently, if you update the value after you have been using voucher numbers, existing voucher number data, while not lost, is no longer displayed because the system is using a different column.


Using Sequential Numbering
Sequential Numbering Profile Option = NOT USED
Sequential Numbering Profile Option = PARTIALLY USED or ALWAYS USED
Any Document Category
Manual Document Category
AUTOMATIC Numbering Sequence
MANUAL Numbering Sequence
User *can* enter voucher #, but is not required to enter voucher #.
Payables validates voucher # for uniqueness but does not require next available number
User cannot enable Allow Document Override Payables option.
User cannot enter document category or sequence name.
Payables automatically assigns next available voucher # from sequence. User *cannot* enter voucher #.
Payables validates voucher # for uniqueness and requires the next available number in the sequence.
User *must* enter voucher # from sequence if a sequence is assigned to the category.
Voucher number required.
Payables validates voucher # for uniqueness but does not require next available number.

Document Sequencing Setup Examples

Example 1 You specify **Always Used** for the Sequential Numbering profile option. You create a document sequence named **Auto Expense** that uses automatic numbering. You assign the sequence to the document category **Expense Report,** used for invoices Payables Invoice Import creates from expense reports. When Invoice Import creates an invoice, it automatically enters Expense Report in the Document Category name field. When you commit the record, Payables enters the next available number from the **Auto Expense** sequence into the Voucher Number field. Payables ensures that the number assigned is unique for the **Auto Expense** sequence.

Example 2 You also create a document sequence named **Man Inv Standard** that uses manual numbering. You assign the sequence to a document category you create called **Standard Manual Invoice**. You enable the Document Category Override Payables option for invoices. When you manually enter a Standard invoice, you can 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 Inv Standard** sequence. Payables ensures that the number you assign is in the sequence and that it is unique within that sequence. When you enter voucher numbers in this manner, Payables does not require you to use the next available voucher number.

Implementing Sequential Voucher Numbering

The steps below are a summary of the steps to implement document sequencing. Refer to the *Oracle Applications System Administrator Guide* for details on each step.

Attention: Plan your document sequencing carefully. You cannot make changes to the important data in the Document Sequences and Document Categories windows after you save your work.

Prerequisite

- ❑ Plan every document category you will use (across all Oracle Applications), plan a sequence to assign to each document category, and decide if the sequence will be automatic or manual.

Remember not to assign manual sequences to documents that the system creates automatically.

❑ 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. Set the value to either Partially Used or Always Used.
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)*.

Attention: Do not use voucher numbers that exceed nine digits. If your voucher numbers exceed nine digits in Payables, then Payables cannot process your documents.

4. Assign Document Sequences to document categories in the Sequence Assignments window. See: Assigning a Document Sequence *(Oracle Applications System Administrator's Guide)*.
5. If you want to use custom document sequences, then in the Payables Options window, enable Document Category Override options in the Invoice region and the Payment region. You must enable this option for payments if you want to assign custom document categories to payment documents you define. See: Payables Options: page 2 – 57. You can change these options after you have set them.
6. Assign Default Document Category to Bank Account Payment Documents. See: Defining Banks: page 2 – 122.

See Also

Voucher Numbers: page 2 – 24

Making a Sequence or Assignment Inactive

In the Sequence Assignments window, you can disable an assignment by entering a To date. The To date is the last date that the assignment is active. Once you have disabled the assignment, you can then disable the sequence in the Document Sequences window. Once disabled, a sequence cannot be reactivated.

Attention: Always disable the assignment before you disable a sequence or you will have a category with an inactive sequence assigned to it.

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. If you are not using the Multiple Organization support feature, you can choose one primary set of books for each installation of 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. You have the option of setting up multiple organizations within one installation of Payables. Your system administrator associates a responsibility with 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 General Ledger User Guide)*.

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

1. Navigate to the Choose 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 Payables: page 2 – 2

Accounting Methods: page 2 – 50

Payables Options: page 2 – 57

Creating Dummy Accounting Reference Data, *Oracle Training Administration User Guide*

Multiple Organizations in Oracle Applications

Financials Options

Use the Financials Options window to define the options and defaults that you use for your Oracle Financial Application(s). Values you enter in this window are shared by Oracle Payables, Oracle Purchasing, and Oracle 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 Payables Users:

You are required to enter defaults for the Accounting Financials Options in the Accounting region. You define your tax defaults in the tax 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 Purchasing installed, you do not need to enter defaults in the Supplier – Purchasing region. If you do not have Oracle 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, and if you don't use recoverable tax, you don't need to enter defaults in the Tax Registration 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 – 11.

Attention Oracle Purchasing Users:

If Purchasing is the only Oracle application installed at your site, you are only required to enter information in the following regions: Accounting and Supplier Purchasing You define your tax defaults in the tax region.

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 Payables, Oracle Purchasing, and Oracle General Ledger installed, define your encumbrance options in the Encumbrance Financials Options region. See: Defining Encumbrance Types *(Oracle General Ledger User Guide)*.

Defining Financials Options

Prerequisites

- ❑ Define your set of books. See: Defining Sets of Books *(Oracle General Ledger User Guide)*
- ❑ Define your payment terms. See: Payment Terms: page 2 – 89. (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 Purchasing is installed.

▶ **To define financials options:**

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

   Accounting: page 2 – 39

   Encumbrance: page 2 – 40

   Human Resources: page 2 – 42

   Supplier – Purchasing: page 2 – 44

   Supplier Entry: page 2 – 45

   Tax: page 2 – 47

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

See Also

Creating Dummy Accounting Reference Data, *Oracle Training Administration User Guide*

Financials Options Window Reference

Accounting Financials Options

In this region you specify the maximum number of Payables Accounting Periods you allow.

Future Periods. 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. Payables uses this value to limit the number of future periods you can maintain in the Control Payables Periods window. You can enter invoices in future periods, but Approval applies holds that prevent you from paying them or creating accounting entries for them.

GL Accounts

Liability. Payables assigns this account as the default Liability Account for all new suppliers you enter. You can override this value during supplier entry. If you use Accrual Basis accounting, then the Liability Account for an invoice determines the liability account(s) charged when you create accounting entries for invoices.

Prepayment. The Prepayment account and description for a supplier site's invoices. The Financials option value defaults to new suppliers, and the supplier value defaults to new supplier sites.

When you enter a Prepayment type invoice, Payables will use this as the default GL account for each Item line you create.

Future Dated Payment. If you use future dated payments, then enter a value for Future Dated Payment account. This value defaults to all new suppliers and new bank accounts. The supplier value defaults to all new supplier sites. The bank account value defaults to new payment documents.

When Payables accounts for future dated payments, it uses the Future Dated Payment Account from either the supplier site or the payment document, depending on the option you select in the Payment Accounting region of the Payables Options window.

If you relieve liability payment time, this should be an asset account. If you relieve liability at future dated payment maturity, then this should be a liability account.

Discount Taken. 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.

PO Rate Variance Gain/Loss. Payables uses these accounts to record the exchange rate variance gains / losses for your inventory items. The variance is calculated between the invoice and either the purchase order or the receipt, depending on how you matched the invoice. These accounts are not used to record variances for your expense items. Any exchange rate variance for your expense items is recorded to the charge account of the purchase order. Payables calculates these amounts during Approval.

Expenses Clearing. Payables uses this as a temporary account to record information about credit card transactions imported from Self–Service Expenses using the Invoice Import program. When you import a credit card transaction, Payables creates a debit in this account. When payment for the expense is remitted, Payables reverses the original entry by creating a credit for the same amount.

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 encumbrances 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 accounting entries for invoices.

Payables creates encumbrances when you approve an unmatched invoice, when there is a variance between a matched invoice and the purchase order to which it is matched, and when the invoice encumbrance type is different from the Purchasing encumbrance type. See also: Encumbrance Entries in Payables: page 10 – 46.

Oracle 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 General Ledger in the Encumbrance Types window. See also: Encumbrance Entries in Payables: page 10 – 46.

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

Encumbrance Type. If you enable Use Requisition Encumbrance, you must select an encumbrance 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 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 and receipt matched invoices, and basic invoices (not matched). If you enable this option, Purchasing encumbers funds for purchase orders and Payables encumbers funds for variances during Approval for purchase order and receipt 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 when you create accounting entries. 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. 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 or receipt for which there is a variance. We recommend that you use an encumbrance type different from the

Purchasing encumbrance type so you can identify invoice encumbrances.

See Also

Invoice Variances: page 4 – 172

Budgetary Control In Payables: page 10 – 42

Encumbrance Entries in Payables: page 10 – 46

Defining Sets of Books *(Oracle General Ledger User Guide)*

Overview of Encumbrance Accounting *(Oracle General Ledger User Guide)*

Defining Encumbrance Types *(Oracle General Ledger User Guide)*

Entering Encumbrances *(Oracle General Ledger User 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 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 Reimbursement 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 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 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 – 150.

Payment Method. The invoice payment method you use most frequently. See: Defining and Maintaining Payables Payment Documents: page 2 – 129.

- **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.
- **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 – 104.

Always Take Discount. Enable this option to have Payables always take an available discount for a supplier, regardless of when you pay the invoice. See: Discounts: page 4 – 155.

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 Guide)*.

Inventory Organization. You need to choose an inventory organization if you use Purchasing. You can associate each of your Purchasing operating units with one inventory item master organization. When you associate your Purchasing operating unit with an inventory organization, items you define in this organization become available in Purchasing. You can only choose an inventory organization that uses the same set of books as your Purchasing operating unit. Do not change the Inventory Organization after you have already assigned one to Purchasing.

Ship Via. Freight carrier you use with suppliers. If the type of freight carrier you want does not appear in the list of values, use the Freight Carriers window to define a new shipping method. The value you enter here is the value in the Description field of the Freight Carriers window in Purchasing.

FOB. If the type of FOB you want is not in the list of values, use the Oracle Purchasing Lookups window to define a new FOB.

Freight Terms. The freight terms for a supplier identify whether you or your supplier pays for freight charges on goods you receive. You can define new freight terms in the Oracle Purchasing Lookups 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 Purchasing for a supplier site which is an RFQ Only Site.

Hold Unmatched Invoices. If you enable this option for a supplier site, Payables applies a Matching Required hold to an invoice if it has Item type distributions that are not matched to either a purchase order or receipt. Payables applies the hold during Approval. You cannot pay the invoice until you release the hold. You can release this hold by matching the invoice to either a purchase order or receipt, and resubmitting Approval, or you can manually release the hold in the

Holds window of the Invoice Workbench. Payables will not apply a hold if the sum of the invoice distributions by accounting code combination is zero.

Match Approval Level. Indicate how you want to match most invoices. Defaulting is in the following order but can be overridden at any level: Financials options > supplier > supplier site > purchase order shipment. The value at the purchase order shipment controls to which purchasing document type you can match an invoice.

- **Purchase Order.** Match invoices to purchase orders.
- **Receipts.** Match invoices to purchase order receipts.

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 – 57.

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 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

Rounding Rule. Select the method you want the system to use to round the tax amount when it calculates tax in Payables and Purchasing. For example, the calculated tax is 5.988 and your precision is 2 decimal places. If your rounding rule is Up and the currency is USD, then the system will enter 5.99 for the tax amount.

Payables uses the rounding rule you select to calculate tax on invoices, recurring invoices, expense reports, and purchase orders. The value you enter here defaults to new suppliers. You can override this value at any level. If you update it in the Financials 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 and the currency is USD.

- **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

Payables also uses the rounding rule you select to calculate the splitting of tax between recoverable and nonrecoverable tax lines. See: Calculation of Tax Distributions: page 10 – 38.

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

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

The system uses the value you enter for this option for all new tax amounts that are calculated automatically. This is the precision value

for tax calculation throughout the system and you cannot override it anywhere else.

The system will disregard any value you enter for Precision if you enter a value in the Min Accountable Unit field.

Min Accountable Unit. Indicate the smallest monetary unit to which you want to round the tax amount. For example, the currency is USD, the calculated tax is 5.541, and your Rounding Rule is Nearest. If your Mimimum 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 invoice distribution amounts may not match your invoice amount after rounding. This may cause a distribution hold on your invoice.

The system uses the value you enter for this option for all new tax 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.

Default Tax Code. Tax code default for the Invoice Tax Code option in the Suppliers window. In addition, you can include this tax code in your Tax Code Defaults hierarchy that you define in the Payables Options window. This hierarchy is used throughout Payables to default tax codes to documents. See: Defaulting Tax In Payables: page 4 – 105.

If you choose a tax code for which you have defined different tax rates for different effective date ranges, Payables will automatically use the appropriate rate during invoice entry based on the invoice date.

Member State. The location of your company or organization. Payables uses this country name to determine if your company 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 company or organization is located. Payables prints this number on the header of the Intra–EU VAT Audit Trail Report.

Enable Recoverable Tax. Enable this option if you want Payables to do any of the following:

- flag tax type distributions as recoverable for reporting purposes
- split taxes into separate recoverable and nonrecoverable lines. For more details, see: Partially Recoverable Tax: page 4 – 124.
- automatically calculate tax and prorate it back to the GL account of the taxable distribution. See: Using the Automatic Tax Calculation Feature to Prorate Tax in the Invoice Workbench: page 4 – 114.

Default Recovery Rate. If you want to specify a rate that will default to tax recovery rules and tax codes you define, then enter the rate.

Cash Basis Encumbrance. If you are using cash basis accounting for your secondary set of books, enable this option if you want to encumber nonrecoverable tax and recoverable tax against the expense account.

See Also

EU VAT Taxes: page 4 – 118

Accounting Methods

When you set up Payables you choose a primary accounting method. In the Payables Options window you can also choose a secondary accounting method. The accounting method determines the types of accounting entries Payables creates. For each accounting method, cash or accrual, you choose a set of books in which you will account for transactions. You cannot change your primary accounting method after you create accounting entries.

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

- **Cash Basis Accounting.** You account only for payments, and do not record liability information for invoices. The payment accounting entries typically debit your expense or asset account and credit your cash or cash clearing account. When you create accounting entries, Payables might also create entries 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.

- **Accrual Basis Accounting.** You create accounting entries for invoices and payments. The invoice accounting entries generally debit your expense or asset account and credit your liability account. For prepayments, Payables creates accounting entries that debit your prepayment account and credit your liability account. For prepayment applications, Payables creates accounting entries that debit your liability account and credit your prepayment account.

  Payment accounting entries typically debit the liability account and credit the cash or cash clearing account. Payables might also create accounting entries for discount taken and foreign currency exchange gain or loss.

  When you reconcile payments using Oracle Cash Management, Payables might also create accounting entries for cash clearing, bank charges, bank errors, and foreign currency exchange gain or loss between payment and reconciliation time.

- **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 and your secondary set of books. Invoice accounting entries are recorded for your accrual set of books, and payment accounting entries 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 company on an accrual basis, but require cash basis accounting information for certain regulatory reporting on a periodic basis.

Accrual Basis Accounting Examples

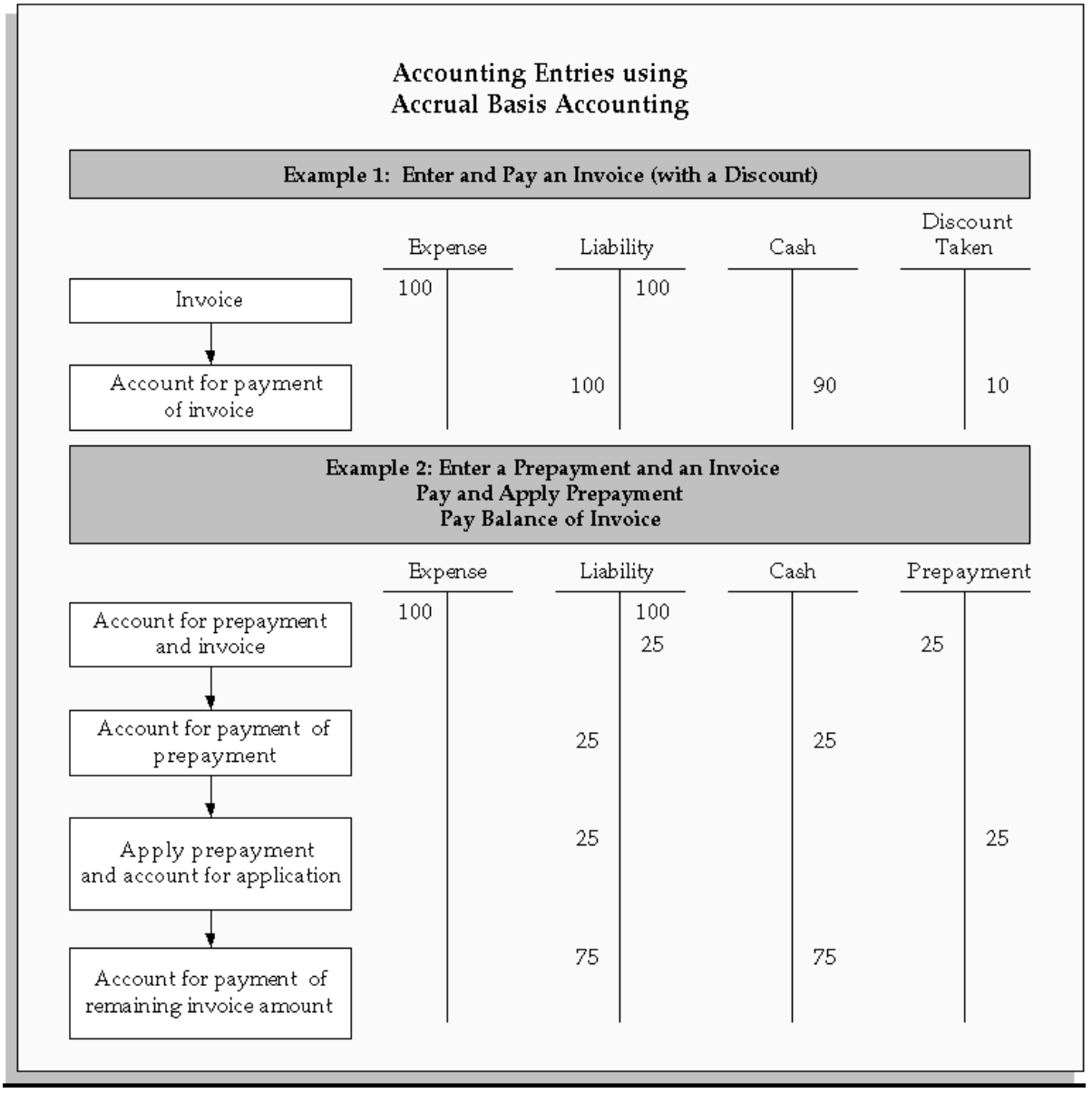
In the following examples, US Dollars is the functional currency for your set of books and you use accrual basis accounting. You account for payments at issue time only.

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 Payables creates accounting entries for the invoice, it debits the expense account and credits the liability account.

You pay the invoice five days later, taking the 10% discount. When Payables creates accounting entries, it records the liability and cash transactions along with the appropriate discount transaction.

Example 2 You enter and approve a $25 prepayment for a supplier site. You then enter and approve a $100 invoice for the same supplier site. When you account for the prepayment and invoice, Payables records the expense and liability transactions for the invoices.

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 create accounting entries for the prepayment application and the invoice. The prepayment application accounting entry debits the liability account for the amount of the prepayment and credits your prepayment account. The invoice payment accounting entry debits your liability account for the reduced invoice amount and credits your cash account.



Cash Basis Accounting Examples

In the following examples, US dollars is the functional currency for your set of books and you use cash basis accounting. You account for payments at issue time only.

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. Payables creates no accounting entries for the invoice.

You pay the invoice five days later, taking the 10% discount. When Payables creates accounting entries, it records the expense and cash transactions along with the appropriate discount transaction.

Example 2 You enter and approve a $25 prepayment for a supplier site. You then enter and approve a $100 invoice for the same supplier site. Payables records no accounting entries for the prepayment and 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 create payment accounting entries. The accounting entry prepayment application debits the expense account and credits the prepayment account for the amount of the prepayment. The payment accounting entry debits your expense account and credits your cash account for the reduced invoice amount.

Accounting Entries using Cash Basis Accounting

Example 1: Enter and Pay an Invoice (with a Discount)

	Expense	Cash	Discount Taken
Invoice			
Account for payment of invoice	100	90	10

**Example 2: Enter a Prepayment and an Invoice
Pay and Apply Prepayment
Pay Balance of Invoice**

	Expense	Cash	Prepayments
Account for prepayment and invoice			
Account for payment of prepayment		25	25
Apply prepayment and account for application			
Account for payment of remaining invoice amount	75 25	75	25

See Also

Defining Your Chart of Accounts *(Oracle General Ledger User Guide)*

Budgetary Control In Payables: page 10 – 42

Automatic Offsets: page 10 – 12

Foreign Currency Transactions: page 6 – 2

Intercompany Accounting: page 10 – 50

Oracle Cash Management User Guide

Encumbrance with Combined Basis Accounting: page 10 – 47

Encumbrance with Cash Basis Accounting: page 10 – 47

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.

Attention: After you create accounting entries, we strongly discourage you from changing your accountig method because this will probably cause your accounts to be out of balnace.

Prerequisite:

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

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

- In the Accounting Method tabbed 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

Budgetary Control In Oracle Payables: page 10 – 42

Foreign Currency Transactions: page 6 – 2

Intercompany Accounting: page 10 – 50

Automatic Offsets: page 10 – 12

Payables Options

Use this window to set control options and defaults used throughout Payables. You can set defaults in this window that will simplify supplier entry, invoice entry, and automatic payment processing. Although you need to define these options and defaults only once, you can update most of 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 Chart of Accounts *(Oracle General Ledger User Guide)*.
- ❑ Define your Financials options. See: Financials Options: page 2 – 36.
- ❑ Define your payment terms. See: Payment Terms: page 2 – 89.
- ❑ 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 Methods: page 2 – 58
   - Currency: page 2 – 60
   - Expense Report: page 2 – 62
   - Interest: page 2 – 63
   - Invoice: page 2 – 64
   - Invoice Tax: page 2 – 67
   - Matching: page 2 – 70

- Payment: page 2 – 71
- Payment Accounting: page 2 – 74
- Reports: page 2 – 78
- Supplier: page 2 – 80
- Tax Defaults and Rules: page 2 – 82
- Transfer to GL: page 2 – 85
- Withholding Tax: page 2 – 86

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

See Also

Account Default Hierarchy Chart: page E – 11

Invoice and Invoice Batch Default Chart: page E – 2

Payment and Payment Batch Default Chart: page E – 7

Payables Options Window Reference

- Payment Accounting: page 2 – 74
- Transfer to GL: page 2 – 85

Accounting Methods Payables Options

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

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 Primary Accounting Method is not a required field, you cannot create accounting entries until you have entered a primary accounting method. Payables creates accounting entries according to the accounting

method you choose. You cannot change your primary accounting method after you create any accounting 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.

Automatic Offset Method. Enable Automatic Offsets by selecting Balancing or Account as your Offset Method if you want Payables to automatically create balancing accounting entries for your invoice and payment transactions. For details, see: Automatic Offsets: page 10 – 12.

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

See Also

Accounting Methods: page 2 – 50

Defining Sets of Books *(Oracle General Ledger User Guide)*

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 create accounting entries for 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.

When you create future dated payments, you will not be required to enter an exchange rate for the maturity date. However, you should add an exchange rate for the maturity date after payment creation. Otherwise you will be unable to create accounting entries associated with the maturity date.

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

- **User.** Used to manually enter an 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.

Realized Gain/Loss. Payables uses these accounts as the default realized gain and loss accounts for payments from each of your bank accounts. If the exchange rate changes between invoice entry and payment, Payables automatically calculates the realized gain or loss and records it in this account. Payables records gains and losses only if you use accrual basis accounting. The Account for Gain/Loss Payables option controls when Payables accounts for gains and losses.

Rounding. Payables uses this account for currency rounding at the following times:

- 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 GBP, the payment will be for 100.00 GBP, and the rounding error of .001 will be recorded in this account.
- The functional currency amounts of payments do not equal the amount recorded as the liability. The system charges the remaining amount to the rounding account to fully relieve liability. This happens when you make the final payment of an invoice that is already partially paid.
- You have enabled automatic offsets and the cash account is pooled, and you have rounding errors. The system charges the remaining amount to the rounding account to fully relieve the cash clearing account. This happens when you make the final payment of an invoice that is already partially paid.

See Also

AutoRate Program: page 6 – 15

Entering Daily Rates (*Oracle General Ledger User Guide*)

Expense Report Payables Options

Default Template. The default expense report template that you want to use in the Payables Expense Reports window. You can override this value in the Expense Reports window. A default expense report template appears in the Expense Reports window only if the expense report template is active.

Payment 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. You can define additional values for Pay Group in the Purchasing Lookups window.

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.

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

If you use Self–Service Expenses and you enable this option, then Payables Invoice Import applies all outstanding, available advances, starting with the oldest, up to the amount of the Self–Service expense report.

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 Suppliers 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 Reports. 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 either a purchase order or receipt. 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 matched to a purchase order or receipt. 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 or receipt and resubmitting Approval, or you can manually release the hold in the Holds window of the Invoice Workbench. Payables will not apply a hold if the sum of the invoice distributions by accounting code combination is zero.

See Also

Payables Invoice Import Program: page 4 – 239

Entering Suppliers: page 3 – 10

Expense Reports: page 4 – 216

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.

Expense Interest Invoice Account. If you enable the Allow Interest Invoices option, you must enter an interest expense account. When Payables creates accounting entries for interest invoices, it uses this account as the expense account.

Liability Interest Invoice Account. If you enable the Allow Interest Invoices option, you must enter an interest liability account. Payables uses this account as the liability account when it creates accounting entries for interest invoices. 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 if you use Automatic Offsets. See: How Payables Builds the Offsetting Liability Accounts: page 10 – 15.

See Also

Automatic Interest: 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 in the Invoice Workbench.

Enabling this option also allows you to specify an invoice batch name to a group of invoice records when you submit Payables Open Interface Import.

Confirm Date as Invoice Number. If you enable this option, then 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 in the Invoices window and the Invoice Batches window. See: Submitting Online Approval for Invoices: page 4 – 147, and Submitting Online Approval for Invoice Batches: page 4 – 147.

Allow Adjustments to Paid Invoices. Enable this option if you want to allow users to update the distributions of a paid invoice. If you enable this option you can also reverse a match to a purchase order document and then match to another purchase order document that is not final matched. 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 creating accounting entries for the invoice.

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. Date Goods Received + Receipt Acceptance Days	Invoice Payment Terms
Yes	Most recent of the following: 1. Invoice Date 2. Terms Date 3. Date Goods Received + Receipt Acceptance Days	More favorable of the following: 1. Invoice Payment Terms 2. Purchase Order Payment Terms

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 allocate freight to invoice distributions, or enter freight distributions manually, then 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 – 129.

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

- **Invoice Date.** Invoice date you enter during invoice entry.

- **System Date.** Current date for your Payables system. The date you enter the invoice.
- **Goods Received/Invoice Date.** Date that you enter in the Date Goods Received field. If no value is entered, then the invoice date is used.
- **Goods Received/System Date.** Date that you enter in the Date Goods Received field. If no value is entered, then the system date is used.

Prepayment Settlement Days. Number of days you want Payables to add to the system date to calculate a default settlement date for a prepayment. Payables prevents you from applying the prepayment to an invoice until on or after the settlement date.

Prepayment Payment Terms. Payment terms that you want to use for all prepayments. For example, you may want to have immediate payment terms for all prepayment type invoices. Note that this value does not exist at the supplier or supplier site level; the value you enter here defaults to all prepayment invoices.

If you do not enter a value here, then Payables will default the supplier site value for invoice payment terms to prepayments you enter.

Invoice Tax Payables Options

Require Tax Entry at Header. If you enable this option, Payables requires you to enter a Tax Code and Tax Amount in the Invoices window when you enter an invoice. Note that this option does not apply to any imported invoices. If you use Automatic Tax Calculation at the header level, Payables automatically will calculate a Tax Amount for you, so you are required to enter a tax code only 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 Code with a zero–percent tax rate assigned to it.

If you enter a Tax Code 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 or Tax Code as your Calculation Level Payables option. If you allow override of the tax calculation level and you enter an invoice using Line or Tax Code level calculation, Payables will not require you to enter a Tax Code 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 codes on invoices. If you enable this option, Payables prevents you from entering Use tax codes on invoices. In addition, when you enable this option and enter a Use type tax code as the default tax code 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 allocate tax across selected invoice distributions.

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

Note that if you enable this option and if you process expense reports in Payables the import program will reject any expense reports that do not have at least one tax line. If an expense report has no tax, you can enter a zero amount line with a zero rate tax.

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 allocating tax across selected invoice distributions, or by matching to purchase orders, then 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 – 40.

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 Code and Tax Amount in the Invoices window. Payables copies the invoice tax code 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 – 34.

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

  When calculating tax amounts, group lines with the same tax code and Includes Tax check box setting together, calculate tax, and then round the tax amount.
- **Line**. Automatically create tax distributions based on the distribution Amount, Tax Code, and Includes Tax check box in the Distributions window.

  When calculating tax amounts, calculate tax for each distribution, round the tax amount, then add the tax amounts.

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 – 37.

Distribution Amounts Include Tax. Enable this option if you use Automatic Tax Calculation at the Line level or Tax Code 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, Prepayment 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 or Tax Code as your Calculation Level.

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

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

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

Note that if you enable Header as the Calculation Level Payables option, then you cannot enable this option. Therefore you can never enable the Includes Tax check box in any of the following windows: Distributions, Invoice Gateway, Expense Report Templates.

See Also

Automatic Tax Calculation Overview: page 10 – 34

Tax Codes: page 2 – 146

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. You cannot final match when you match invoices to receipts.

Attention: If you final match to a purchase order, any subsequent invoices matched to the purchase order will be placed on hold, and you cannot manually release the hold. See also: Final Matching Purchase Orders: page 4 – 82.

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, or on any imported invoices. You cannot override the account for a matched invoice distribution if you use encumbrance accounting, or perpetual receipt accrual. In addition, you cannot override the account if the purchase order is projects related and the item destination for the purchase order distribution is Inventory.

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. If you enable this option, make sure that the flexfield structure is the same for purchase order distributions and invoice distributions.

See Also

Automatic Interest: page 10 – 7

Payment Terms: page 2 – 89

Scheduling Invoice Payments: page 4 – 150

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.

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, only if you enable this Payables option.

If your Sequential Numbering profile option is set to 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. See also: Voucher Numbers: page 2 – 24.

Exclude Tax From Discount Calculation. If you enable this option, when you enter an invoice, and if you use Header level tax calculation, 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 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.

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.

If your Exclude Tax From Discount Payables option is enabled in this window and you enable this option, then the discount is prorated only to the expense lines and not the tax lines.

- **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 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: Automatic Offsets: page 10 – 12.

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

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. If you enable this option, you can reissue a Quick payment. You may need to reissue a check for a Quick payment if it is spoiled during printing. 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.

You cannot select the Void and Reissue option for future dated payments.

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 – 160.

If you enable this option, you must enter a value for the Bank Charge bearer field in the Supplier 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.

Payment Accounting Payables Options

Attention: You should not change any accounting options after you have saved your selection because that could result in the creation of inconsistent accounting entries in your system.

Account For Payment: Choose when you want to create payment accounting entries. You can select one or both options.

Payables creates the following accounting entries, depending on how the Account for Payment option is set. This accounting assumes you use accrual basis accounting. You specify the GL accounts when you define the payment document. Any accounting entries for gain and loss are controlled by the Account for Gain/Loss Payables option, so they are not included here.

- **Both (When Payment is Issued, and When Payment Clears):** Payables accounts for each payment you issue twice—once as an unreconciled payment and once again as a cleared payment. If you select both options you have the same functionality as the Allow Reconciliation Accounting option provided in previous releases.

Payables creates the following accounting entries after payment issue:

- **unreconciled payment**: debit the AP Liability account and credit the Cash Clearing account

  For future dated payments, debit the AP Liability account and credit the Future Dated Payment Account. Then, at payment maturity, debit the Future Dated payment Account and credit the Cash Clearing account.

Payables then creates the following accounting entries after payment reconciliation or clearing in Cash Management:

- **reconciled payment**: debit the Cash Clearing account and credit the Cash account
- **bank charges**: debit the Bank Charges account and credit the Cash account
- **bank errors**: account in Cash account and Bank Errors account. Debits and credits depend whether the bank error was a positive or negative amount

- **When Payment is Issued:** Payables accounts for each payment once, after payment issue. After you issue the payment, Payables creates the following accounting entries.

  - **unreconciled payment**: debit the AP Liability account and credit the Cash account.

    For future dated payments, debit the AP Liability account and credit the Future Dated Payment Account. Then, at payment maturity, debit the Future Dated payment Account and credit the Cash account.

  Although you can reconcile the payment in Cash Management, Payables does not create accounting entries for payment reconciliation, bank charges, or bank errors, or gain and loss at reconciliation.

- **When Payment Clears.** If you select only this option, Payables accounts for each payment once, after clearing. After you clear the payment in Oracle Cash Management, Payables creates the following accounting entries.

  - **reconciled payment**: debit the AP Liability account and credit the Cash (asset) account.
  - **bank charges**: debit the Bank Charges account and credit the Cash account.

– **bank errors**: account in Cash account and Bank Errors account. Debits and credits depend whether the bank error was a positive or negative amount.

See also: Accounting Methods: page 2 – 50.

Account For Gain/Loss: Select the time at which you will record currency gains or losses for foreign currency payments. If you selected Account For Payment When Payment Clears above, then the system enables the When Payment Clears option here and you cannot update it. See also: Gain / Loss Calculation: page 6 – 5.

The combination of Payables options you select and your accounting method control which gain and loss accounting entries Payables creates. The following tables show between which transactions Payables will calculate gains and losses, depending on your system setup:

Gain/Loss Accounting for Accrual Basis Accounting

	Account for Gain/Loss: Payment Issue Only	**Account for Gain/Loss: Payment Clearing Only**	**Account for Gain/Loss: Payment Issue and Payment Clearing**
Account for Payment: Payment Issue Only	Invoice –> Payment Issue	(not available)	(not available)
Account for Payment: Payment Clearing Only	(not available)	Invoice –>Payment Clearing	(not available)
Account for Payment: Payment Issue and Payment Clearing	(not available)	Invoice –> Payment Clearing When accounting for the Payment, Payables uses the invoice exchange rate so there's no gain / loss at payment time)	1) Invoice –> Payment Issue 2) Payment –> Payment Clearing For future dated payments: 1) Invoice –> Payment 2) Payment –>Payment Maturity, and 3) Payment Maturity –> Payment Clearing

Gain/Loss Accounting for Cash Basis Accounting			
	Account for Gain/Loss: Payment Issue Only	**Account for Gain/Loss: Payment Clearing Only**	**Account for Gain/Loss: Payment Issue and Payment Clearing**
Account for Payment: Payment Issue Only	(not available)	(not available)	(not available)
Account for Payment: Payment Clearing Only	(not available)	(not available)	(not available)
Account for Payment: Payment Issue and Payment Clearing	(not available)	Payment –> Payment Clearing	Payment –> Payment Clearing For future dated payments: 1) Payment Issue –> Payment Maturity, and 2) Payment Maturity –> Payment Clearing

You can select one or both options.

- **Both. (When Payment is Issued and When Payment Clears)**.
  - Cash Basis: Record currency gains and losses between payment time and payment clearing time.

    For future dated payments, records gains and losses between payment and payment maturity and then between payment maturity and payment clearing.
  - Accrual Basis: Record currency gains and losses between invoice time and payment issue time. For future dated payments, record gains and losses between invoice time and payment issue, and then between payment issue and maturity time of the payment.

    Then record currency gains and losses between payment time (payment maturity time for future dated payments) and payment clearing time

- **When Payment is Issued.** (Available only if you use accrual basis accounting). Record currency gains and losses between invoice time and payment issue.
- **When Payment Clears.** If this is the only enabled option, then Payables will record currency gains and losses between payment time and payment clearing time
  - Cash Basis: Records gains and losses between Payment Issue and Payment Clearing.
  - Accrual Basis: Record gains and losses between invoice and payment clearing.

Calculate Gain/Loss. Select the transaction level at which you want to calculate foreign currency gains and losses.

- **For Each Invoice.** Calculate the gain or loss for each invoice on the payment.
- **For Total Payment.** Calculate the gain or loss for the entire payment.

Use Future Dated Payment Account. You can define a future dated payment account at both the supplier site and the payment document level. This option controls which account Payables will use to create accounting entries for future dated payments.

- **From Payment Document**
- **From Supplier Site**

Reports Payables Options

Relieve Future Dated Payment Liability. This option controls whether the Accounts Payable Trial Balance report includes as liabilities invoices that you have paid with future dated payments.

Attention: Updating this option after you set it will not affect any accounting entries. However, updating the option may make trial balance reports that you have already submitted invalid. If you update this option, then you can resubmit recent trial balance reports for an accurate report of your liabilities.

If you use accrual basis accounting, then select the date that you relieve the liability for an invoice that you pay with a future dated payment. The option you select here should reflect the future dated payment account type that you use. For example, if the future dated payment account you use is a liability account, then you don't relieve liability

until the payment matures. Therefore you should select When Payment Matures as the option here.

Attention: The options you can select here are controlled by the setting of the Account For Payment option in the Payment Accounting tabbed region. If the Account for Payment When Payment is Issued option is not enabled, then the Relieve Future Dated Payment Liability option is set to When Payment Clears, and you cannot update it.

- **When Payment is Issued.** The Accounts Payable Trial Balance report will not include as liabilities any invoices paid with future dated payments.

  Choose this option if you relieve liability on the date that the payment document is created. If you select this option, then the future dated payment account you use should be an asset account.

- **When Payment Matures.** The Accounts Payable Trial Balance report will include as liabilities all invoices paid with future dated payments, and they will remain on the report until payment maturity.

  Choose this option if you relieve liability on the date that the payment status has been recorded as matured, which is usually the maturity date on the future dated payment document. On or after the maturity date, you can record a future dated payment as matured by updating its status from Issued to Negotiable. The maturity date is the date the bank disburses funds to the supplier.

  If you select this option, then the future dated payment account you use should be a liability account.

- **When Payment Clears.** The Accounts Payable Trial Balance report will include as liabilities all invoices paid with future dated payments, and they will remain on the report until payment reconciliation.

  If you do not account for payments at issue time, then the system will set this option for you. You cannot update this option unless you enable the Account for Payment at Issue Time Payables option.

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 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 Oracle Purchasing Lookups window.

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

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.** Current date of your Payables system**.**
- **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 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.

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 – 160.

- **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.

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

Attention: If you use electronic filing or 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 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 Electronic Media. 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 Electronic Media, 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 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 Defaults and Rules Payables Options

Use this region to set a hierarchy for Payables to use when it provides default tax codes. Payables will search the sources you enable, in the order you designate until it finds a tax code. When it finds a tax code, it will stop searching and default the tax code to the document you are creating. For detailed information on this feature, see: Defaulting Tax in Payables: page 4 – 105. See also: Tax Defaulting Restrictions and Considerations: page 4 – 107.

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 Tax from Purchase Order 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 Tax from Purchase Order option, Payables checks the Natural Account first.

Enforce Tax From Account. Enable this option if you want to enforce the relationship between the tax code 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 code, that the tax code matches:

- You have enabled the Enforce Tax From Account option.
- You have assigned tax codes 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 code 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 codes of all accounts that have tax codes assigned to them. If the tax code 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 – 104

Attention: Do not enable this option if you enable the Enforce Tax from Purchase Order 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 Tax from Purchase Order. Enable this option if you want Payables to verify that the tax code assigned to an invoice matches the tax code on the purchase order document to which you matched. If you enable this option, the primary tax code default will be from the purchase order, if the purchase order has a tax code. This is regardless of the rank you assign to the PO for Matched Invoices source in your Tax Code Defaults hierarchy. See: Defaulting Tax Codes: page 4 – 105.

If the purchase order shipment to which you matched is defined in Purchasing as taxable, and the tax codes on the invoice and the purchase order are not the same, Approval automatically applies a Tax Difference hold to the invoice. Approval also applies a Tax Difference hold to an invoice if the invoice and purchase order tax code 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 code 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 Defaults and Rules tabbed region.

Tax Code Defaults.

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

  You must enable this option if you want to enable the Enforce Tax from Purchase Order option in the Payables Options window. If you have enabled the Enforce Tax from Purchase Order option, then when defaulting a tax code 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 Code value you entered in the Invoice Tax region of the Supplier Sites window.

- **Supplier.** Invoice Tax Code 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 Code in the Suppliers window, and you cannot select the Supplier option for your Tax Code Defaults in the Payables Options window.

- **Account.** Tax Code 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 – 104.

  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 code 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 Tax from Purchase Order option and the invoice is purchase order matched.

- **Financials Options.** Value you entered for Tax Code in the Financials Options window.

- **Invoice Header.** Value you enter for Tax Code 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 code defaults from either the purchase order or the Distribution Set.

Transfer to GL Payables Options

Use this region to set defaults for submission of the Payables Transfer to General Ledger Process. If you use Oracle General Ledger you can also set defaults for submitting Invoice Import, which transfers accounting lines to Oracle General Ledger.

Transfer to GL Interface. Select the level at which you want to summarize accounting entries when you submit the Payables Transfer to General Ledger program. If Payables creates summarized journal entries, Payables combines all the invoice or payment transactions for a particular account or date into a single journal entry line. If you do not create summarized journal entries, then Payables creates a journal entry line for each accounting entry. The original accounting entries remain in Payables until you purge them.

- **In Detail.** Do not summarize the entries.
- **Summarize by Accounting Date.** Summarize the accounting lines by account and date.
- **Summarize by Accounting Period.** Summarize the accounting lines by account and accounting period.

Submit Journal Import. Enable this option if you want to submit journal import when you submit Payables Transfer to General Ledger. Journal Import imports accounting entries from the GL Interface into Oracle General Ledger.

Allow Override At Program Submission. If this option is enabled, then when users submit the Payables Transfer to General Ledger Process, they can change the defaults that you set in this region.

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.

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

Special Calendar

Use the Special Calendar window to define periods that Payables uses for automatic withholding tax, recurring invoices, payment terms, 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 Payment Terms, 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 General Ledger User Guide)*.

▶ **To set up a special calendar:**

1. In the Special Calendar window, select the Type of calendar you want to define:
   - Recurring Invoice
   - Withholding Tax
   - Payment Terms
   - Key Indicator
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, a recurring invoice template, a withholding tax type tax code, or payment terms.

   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 2002 should be sequenced 5–12, and January 2003 should be sequenced 1.

   Enter the From Dates and the To 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 From 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–03, Feb–03.

4. If you are defining a payment terms calendar, enter a due date for each period. For invoices with terms dates that fall anywhere within the period, a due date defines the date on which these invoices become due. Be sure to define periods with due dates for any terms date for which a user will enter an invoice or expense report.
5. Save your work.

See Also

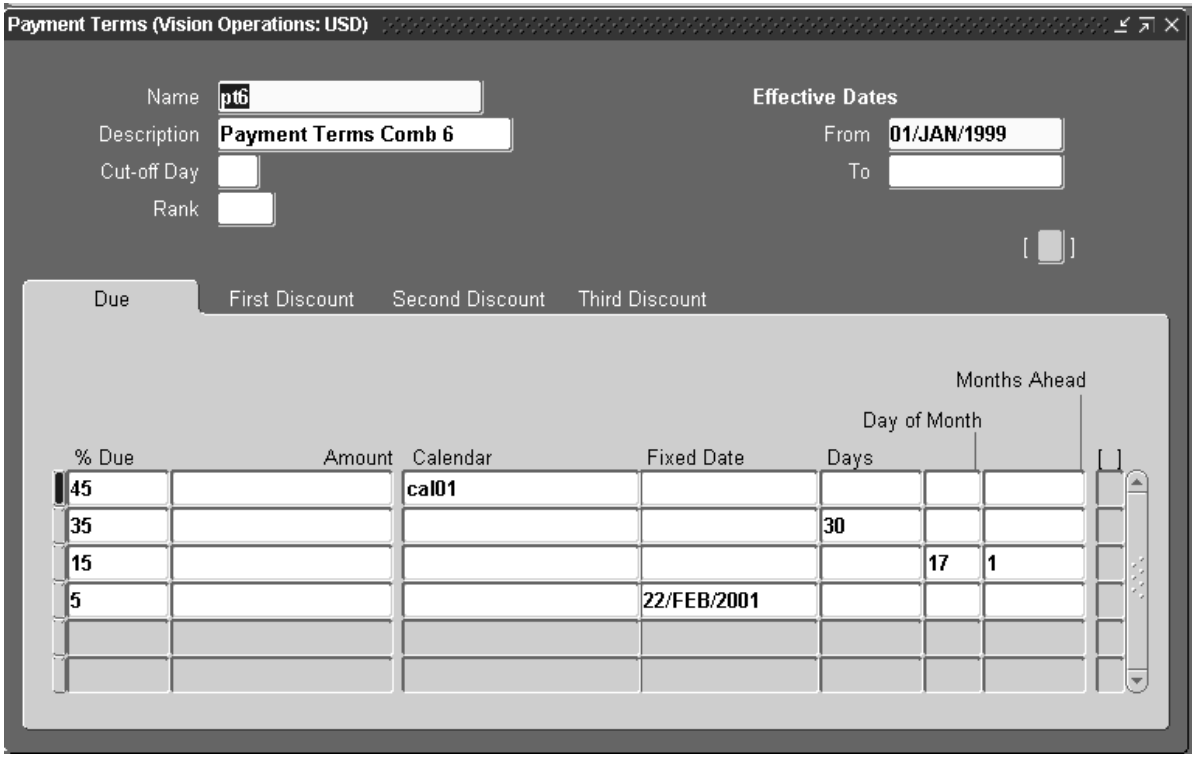
Key Indicators Report: page 8 – 148

Automatic Withholding Tax Overview: page 10 – 24

Entering Recurring Invoices: page 4 – 185

Payment Terms: page 2 – 89

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 one of the following:

- a specific day of a month, such as the 15th of the month
- a specific date, for example, March 15, 2002.
- a number of days added to your terms date, such as 14 days after the terms date
- a special calendar that specifies a due date for the period that includes the invoice terms date. Only due dates can be based on a

special calendar. Discount dates cannot be based on a special calendar.

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.

After you define your payment terms, in the Payables Options window you can select default 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 immediately recalculates the scheduled payment for the invoice. Thus, you must re–enter 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 immediately recalculate the scheduled payment using the same payment priority defaults as before and you will need to update the payment priority again.

If you use Multiple Language Support (MLS), you can define payment terms in each of your installed languages. Select Translations from the toolbar or menu to enter the payment term name and description in other languages. When a user selects payment terms from a list of values, the payment terms on the list will appear in the user's language. For more information, see: the *Oracle Applications User Guide*.

Prerequisite:

- ❑ If you are defining calendar–based payment terms, define one or more payment terms type special calendars. See: Special Calendar: page 2 – 87.

▶ **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 – 92.

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 make this payment term invalid on and after a certain date, enter that date in the [Effective Dates]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 tabbed region, enter one of the following to determine the due date on the scheduled payment line:

   - Calendar
   - 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 tabbed 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.

   Note: You cannot use a special calendar to define discount terms.

   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 – 94

Payment Terms Window Reference

Name. 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 Recalculate Scheduled Payment, 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 – 94.

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 – 94.

Calendar. If you enter a value in the Calendar field, Payables determines due dates for scheduled payments by using a special calendar. A special calendar is divided into periods, and each period has a due date assigned to it. When you assign due dates to the periods of a payment terms calendar, you can avoid weekends, holidays, and so on. You can define special calendars for payment terms in the Special Calendar window.

Note: If you use calendar–based terms, be sure to use calendars with periods defined for any invoice terms date that you will use. You cannot assign calendar–based terms in the Invoices window if there is not a period defined for the terms date. If you do so in the Invoice Gateway, then the system will use the terms date as the due date. If you do so for an expense report, you cannot import it.

Fixed Date. Specific month, day, and year on which payment terms are due.

% 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 is the same as or later than the Cutoff Day, then 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 – 36

Payment Schedule Recalculation: page 2 – 65

Scheduling Invoice Payments: page 4 – 150

Discounts: page 4 – 155

PAYMENT TERMS RESTRICTIONS:

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

CALENDAR. You cannot use a special calendar to define discount terms.

Signing Limits

Managers can approve an expense report only if the total amount of the expense report does not exceed their *signing limit*. The Manager (Spending) Approval Process in the Expense Reporting workflow uses the signing limits you define to determine which manager has authority to approve expense reports. You assign signing limits in your primary functional currency.

When you assign signing limits to a manager, you also specify a cost center to which this signing limit applies. You can give managers signing limits for multiple cost centers.

Multiple Reimbursement Currencies and Signing Limits

If you have set up Self–Service Expenses to allow multiple reimbursement currencies, users can specify a reimbursement currency different from your primary functional currency. If a user specifies a reimbursement currency different from your primary functional currency, the signing limits you assign to managers do not apply.

▶ **To assign signing limits:**

1. Navigate to the Employee Signing Limits window.
2. Select AP Expense Report as the document type.
3. Enter the name of the manager to whom you want to assign a signing limit.
4. Enter the cost center for which you want this manager to approve expense reports.
5. Enter a signing limit for this manager.
6. Save your work.

See Also

Setting Up Employees *(Oracle Self–Service Expenses Implementation Guide)*

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 or receipt, Payables checks that the invoice matches the purchase order or receipt within the purchase order 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 will not allow any variance at all. If you want a low tolerance, you can enter a very small percentage. If you enter no value, then Payables will allow infinite variance.

Payables displays next to the tolerance field the name of the Hold that Payables will apply to 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**. Purchase order matching tolerances apply to any purchase order matched invoice, including invoices matched to receipts.
- **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 all invoice amounts (in transaction currency) matched to a shipment and the amount of the purchase order shipment. Approval applies the Maximum Shipment Amount hold if the match exceeds the tolerance.
- **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 Sales, Offset, and user–defined tax types, Approval validates the tax amount of tax distributions against the sum of the distributions the tax is allocated to. If the implied rate of the tax distributions you enter is different from the rate you enter for

a particular tax code, including the tax tolerance you define, Approval applies Tax Variance hold to the invoice.

- **Tax Amount Range.** The amount of variance you allow between the actual invoice tax amount and the invoice calculated tax amount.

▶ **To make a tolerance inactive**:

- Deselect the check box for the tolerance.

Invoice Approvals

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

You can also determine whether to allow accounting entry creation for the hold codes you define. If you assign to an invoice a hold code that does not allow accounting, then you cannot create accounting entries for 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 TYPES (Holds and Releases)

Approval Hold Types	Approval Release Types	User Definable	Manual Release Allowed
Acct Hold Reason			No
Funds Hold Reason			Mixed
Insufficient Information			No
Invoice Hold Reason		✔	Mixed
Matching Hold Reason			Mixed
Variance Hold Reason			Mixed
	Acct Release Reason		N/A
	Funds Release Reason		N/A
	Sufficient Information		N/A

Table 2 – 1 (Page 1 of 2)

Approval Hold Types	Approval Release Types	User Definable	Manual Release Allowed
	Invoice Release Reason	✔	N/A
	Matching Release Reason	✔	N/A
	Variance Release Reason	✔	N/A
	Hold Quick Release Reason	✔	N/A
	Inv Quick Release Reason	✔	N/A

Table 2 – 1 (Page 2 of 2)

Defining Supplier Controls

You can automatically apply holds to invoices for a supplier site by enabling invoice controls for the site. Payables provides four types of controls that you can enable in the Control Information region of the Supplier Sites 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 – 19.

Defining Invoice Hold and Release Codes

▶ **To define invoice hold or release code:**

1. In the Invoice Approvals window 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.
2. 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 – 101
3. If you are defining a hold code, enable the Accounting Allowed option if you want to allow Payables to create accounting entries for invoices that have this hold code.
4. If you want to make the approval code inactive on and after a certain date enter a value in the Inactive On field.

5. Save your work.

See Also

Summary of Approval Hold Codes: page J – 2

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

Approval: page 4 – 145

Invoice Approvals Window Reference

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

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.

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

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.

For a summary of predefined approval codes listed by type, see: Summary of Approval Hold Codes: page J – 2.

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, Hold Quick Release Reason, and Invoice

Quick Release Reason. Release hold codes appear on a list of values for the Release field of the Invoice Actions and Invoice Holds windows of the Invoices form. You can define release codes for the following release types:

- **Invoice Release Reason.** You can use approval names with this release type to release one manually releasable hold for one invoice in the Invoice Holds window.
- **Invoice Quick Release Reason.** You can use approval names with this release type to release all manually releasable holds for one invoice in the Invoice Holds window.
- **Hold Quick Release Reason.** In the Invoice Actions window, you can use the approval name with this release type to release all holds from invoices that you query in the Invoice Workbench. In the Invoice Actions window, you can use only approval codes with this release type. Payables releases only the type of hold you entered as part of your search criteria.
- **Matching Release Reason.** You can use approval names with this release type 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.
- **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 if Payables can perform funds checking.
- **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.

Accounting Allowed. If this option is enabled, Payables creates accounting entries for invoices with this hold code. You can control this option only for holds of the type Invoice Hold Reason.

Manual Release Allowed. If you can release this hold manually, Payables enables this check box.

Inactive On. 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 adjust an inactive date at any time.

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 on overdue invoices only if you enable both the Allow Interest Invoices Payables option, and the Allow Interest Invoices option for the supplier site of an invoice.

Payables calculates interest based on the rate you enter in this window in accordance with the United States Promt Payment Act. The formula used compounds monthly, up to a maximum of 356 days interest. You can review the formula in the following discussion: Automatic Interest: 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, 2002. This new rate will be valid for four months. You enter two date ranges and interest rates, the first from today's date to November 30, 2002 (interest rate 7%) and the next from December 1, 2002 to March 31, 2003 (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.

Defining Payment Interest Rates

Prerequisite

- ❑ Enable the Allow Interest Invoices Payables option. See: Interest Payables Options: page 2 – 63

▶ **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.

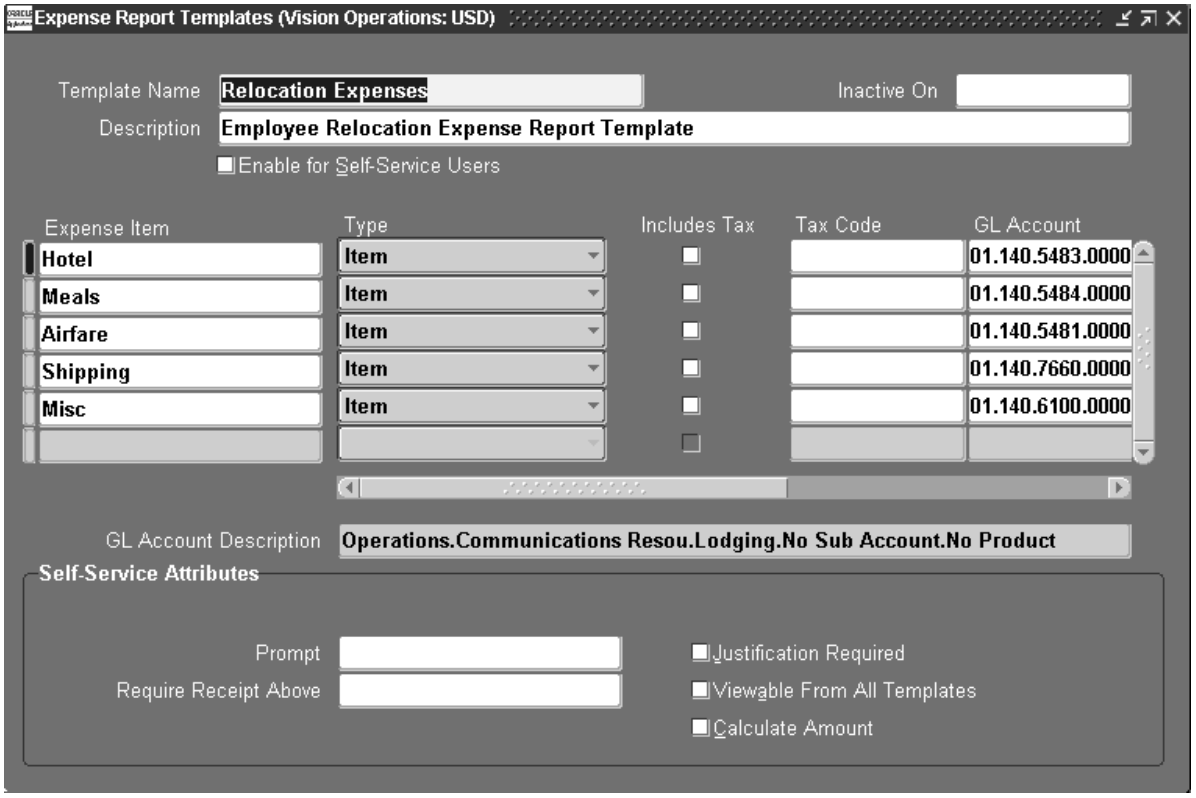
2. Save your work.

See Also

Interest Payables Options: page 2 – 63

Automatic Interest: page 10 – 7

Expense Report Templates



Use this window to define templates based on the expense report forms you regularly use in your company. 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 Payables 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 company. For example, define a Salesperson template to use when you enter expense reports for your salespeople. 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 salespeople have car allowances.

Expense Report Templates for Self–Service Expenses

If Oracle Self–Service Expenses is installed, employees can enter expense reports using a standard Web browser. Only templates that have the Enable for Self–Service Users option checked are available for use with Self–Service Expenses.

The self–service attributes in the Expense Report Templates window control some of the functionality of Self–Service Expenses. For example, you can use a self–service attribute to require employees to provide justifications for certain expense types. For complete descriptions of all the self–service attributes, see: Self–Service Attributes: page 2 – 112.

Project–Related Expense Report Templates

Employees can enter project–related expense reports via Self–Service Expenses. To create a project–related expense report in Self–Service Expenses, an employee must choose project–related expense items from the list of values on the Enter Receipts window. To create project–related expense items, you associate expense items with Oracle Projects expenditure types in the Expense Report Templates window. Employees can then associate a project number and a task number with the project–related expense items when they enter expense reports in Self–Service Expenses.

Each Oracle Projects expenditure type is assigned a unit of measure, such as, a currency, hours, miles. When defining a template you can only use expenditure types that have *currency* as a unit of measure in the Expense Report Templates window. Expenditure types with *cost rates* are not displayed in the Expense Report Templates window. The list of values for the Projects Expenditure Type field contains only expenditure types that have currency as a unit of measure.

Only the names defined in the Expense Item fields of a self–service enabled template appear on the list of values in the Enter Receipts page of Self–Service Expenses. To have the Oracle Projects expenditure types appear in this list of values, establish a separate template where the expense item names are identical to the expenditure type names. Instruct users who enter project–related expense reports to use this template.

Attention: Note that users cannot enter or view project–related information in the Payables Expense Reports window.

Defining Expense Report Templates

Prerequisites:

- ❑ Define your chart of accounts. See: Defining Your Chart of Accounts *(Oracle General Ledger User Guide)*.
- ❑ Define your tax codes if you associate tax codes with your expense report items. See: Tax Codes: page 2 – 146.
- ❑ If you use multi–organization support, log in with a responsibility assigned to the same organization as the users who will use the template. Note that if you use multi–organization support, users can select and use templates only if they have been defined by a user in the same organization.

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

1. In the Expense Report Templates window, enter a Template Name and Description. To specify a day on which the template can no longer be used, enter an inactive date.
2. To make an expense report template available for use in Self–Service Expenses, check the Enable for Self–Service Users option.
3. Enter a list of expense items (for example, airfare, meals, hotel, and so on).
4. Choose a Type for each expense item.
5. For each expense item, you can set a default value for the following fields. These will be the defaults for the item when a user enters an expense report:
   - Includes Tax check box
   - Tax Code
   - GL Account. You can enter one or more segments.
6. Save your work.

Prerequisites:

- ❑ If you want to use the Calculate Amount button, then customize the user extension. See: Calculate Amount Button *(Oracle Self–Service Expenses Implementation Guide).*
- ❑ Define an expense report template and check the Enable for Self–Service Users option.

▶ To define the values of the Self–Service attributes:

For each expense item on a self–service enabled template, you can optionally define one or more of the Self–Service Attributes. For complete descriptions of all the Self–Service Attributes see: Self–Service Attributes: page 2 – 112.

1. To have an expense item appear as an expense type on every self–service enabled template, check the Viewable From All Templates option.
2. To require employees to provide a justification when reporting a certain expense item, enable the Justification Required check box for that expense item.
3. To require that employees submit a receipt for an expense type when the reported amount exceeds a certain limit, enter a number in the Require Receipt Above field.
4. To have a name appear on the status bar of a browser when a mouse is over an icon, enter a name in the Prompt field. Note that the name you enter in the Prompt field appears in the list of values on the Enter Receipts page. If you enter a name different from the expense item name in the Prompt field, then the expense item name (as displayed on the template) does not appear in the list of values.
5. If you want the Calculate Amount button to appear when a user chooses an expense item, enable the Calculate Amount check box. Note that you cannot select this option unless this user extension has been customized.

▶ To define a project–related expense report template:

1. Query a self–service enabled expense report template, or define a new self–service enabled template.

2. Associate Oracle Projects expenditure types with the expense items on the template.

See Also

Expense Reports: page 4 – 216

Expense Report Template Listing: page 8 – 168

Expense Report Templates Window Reference

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

Inactive On. Date on 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.

Suggestion: Use different 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 Type field for the invoice distribution. For certain types of tax reporting, such as Value Added Tax, Payables uses the Type to relate tax distributions to the invoice item lines that were taxed. You can enter the following types:

- **Freight.**
- **Item**. Goods or services.
- **Miscellaneous.**
- **Tax.** Select Tax to define a tax expense.

Includes Tax. The Includes Tax check boxes on the Expense Report Templates window control the default behavior of the Includes Tax check boxes on the Expense Reports window and the Enter Receipts window of Self–Service Expenses. If checked on the Expense Report Templates window for an expense item, then by default the Includes

Tax check box is checked when a user chooses that expense item while building an expense report. The user can override this default if she wishes.

> **Note:** You can enable the Includes Tax check box only if Auto Tax Calculation is enabled at the line level.

For more information, see the Includes Tax option in the Expense Reports Window Reference: page 4 – 231. See also: Automatic Tax Calculation Overview: page 10 – 34.

Tax Code. Tax code associated with the expense item, for example, Sales Tax. Payables provides a default value during expense report entry based on the Tax Code Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 105. During expense report entry, if the hierarchy 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 code default source when you enter expense reports. You can always override this tax code on an expense report or the invoice distribution.

Payables requires a tax code for each Tax type expense item.

> **Note:** If an expense item is associated to an *inactive* tax code, then that expense item is unavailable for use when building an expense report.

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.

> **Note:** An expense item is *project–related* when a user associates a project number and a task number to an expense item in Self–Service Expenses. The *Project Expense Report Account Generator* defined in Oracle Projects assigns an account to each project–related expense item. The value in the GL Account is ignored for project–related expense types. For a description of the *Project Expense Report Account Generator* see: Default Account Generator for Expense Reports *(Oracle Projects User Guide)*.

Projects Expenditure Type. Oracle Projects expenditure type associated with an expense item. You define expenditure types in the Expenditure Types window of Oracle Projects.

Self–Service Attributes

If you have installed Self–Service Expenses, use the Self–Service Attributes region to define additional attributes for expense types that employees can use to enter expense reports in Self–Service Expenses. Payables does not use the fields in this region unless you install Self–Service Expenses. For more information, see: Self–Service Expenses Integration: page 4 – 215.

Prompt. This name is displayed in the Expense Type poplist in the Enter Receipts page.

Viewable From All Templates. Enable this option if you want this expense item to be viewable in Self–Service Expenses regardless of the template the employee selects.

Require Receipt Above. If you want to require employees to submit receipts for this expense type, then 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, then 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 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 *(Oracle Self–Service Expenses Implementation Guide)*.

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

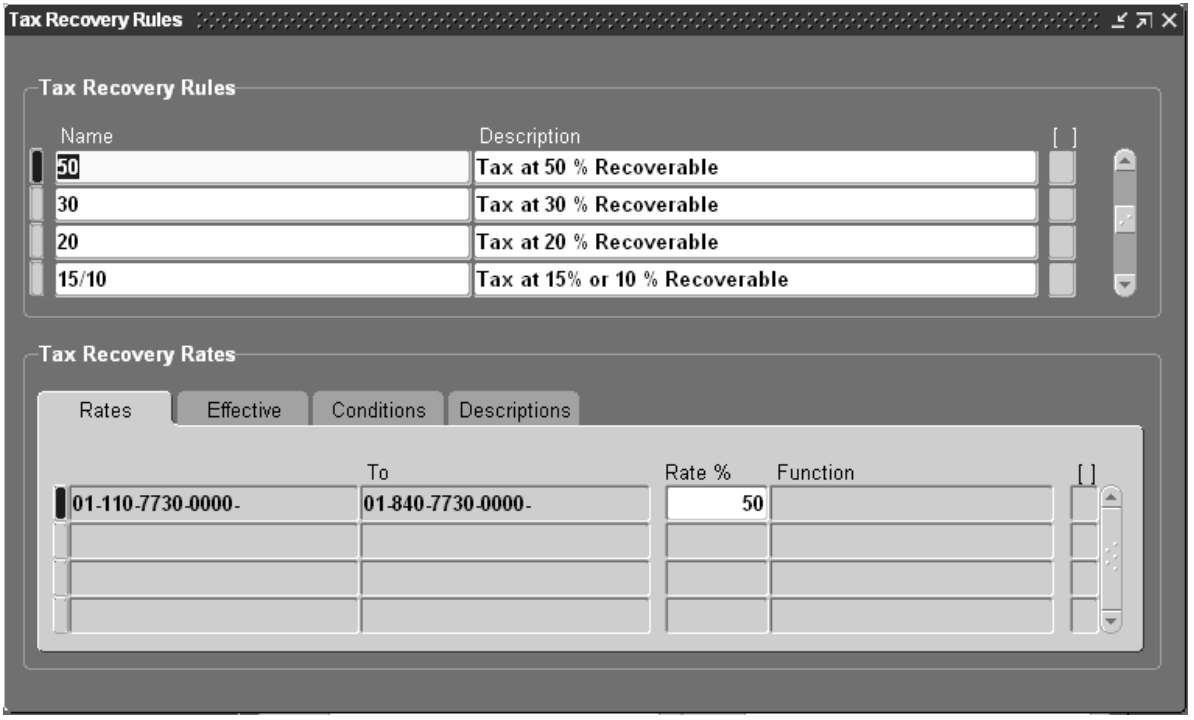
Justification field for Meal expense types. Employees cannot submit expense reports that are missing required justifications.

See Also

Expense Reports: page 4 – 216

Expense Report Template Listing: page 8 – 168

Tax Recovery Rules



If you record partially recoverable and nonrecoverable taxes in Payables or Purchasing, when you use a tax code for an invoice or purchase order distribution, the system calculates the recovery rate for the tax. In the Tax Codes window you specify the recovery rate by entering either a fixed percentage rate or a tax recovery rule. Use a tax recovery rule if the recovery rate varies, depending on the following distribution attributes:

- Distribution account
- Invoice date
- Condition (for example, supplier type)

In the Tax Recovery Rules window you can define tax recovery rules. Each tax recovery rule can have multiple rates. Each active rate must have a unique combination of account range, effective dates, and condition. For example, you set up a recovery rule with different recovery rates for January and February. When the system calculates the recovery rate for a January invoice distribution, it uses the January rate and for a February distribution it uses the February rate.

The degree of tax recovery can be influenced by factors such as:

- the nature of the business or the organization
- the nature of the goods or services purchased
- the intended usage for the items purchased

The account for a purchased item provides information about its recovery rate. For example, the account records information that might influence the recovery rate such as the division or cost center purchasing the item, and the natural account of the item. You can set up recovery rules to assign recovery rates based on the rate you assign to an account range.

When you define a recovery rule, you can specify the recovery rate with either a percentage rate or a PL*SQL function name. Specify a PL*SQL function name when you need to use a complex tax rule.

See Also

Tax Codes: page 2 – 146

Tax Codes Listing: page 8 – 171

Recoverable Tax: page 4 – 124

Setting Up Payables for Recoverable Tax: page 4 – 126

Tax Recovery Rules Listing: page 8 – 171

Tax Reporting Ledger *(Oracle Receivables Tax Manual or online help)*

Financial Tax Register *(Oracle Receivables Tax Manual or online help)*

Tax Recovery Rules Window Reference

Use this window to define rules that determine tax recovery rates. You can assign these rules to tax codes.

Tax Recovery Rules

Name. Name of the tax recovery rule.

Description. Description of the tax recovery rule.

Tax Recovery Rates

Account From/To. Account range that the recovery rate applies to.

When Payables checks whether an account is within an account range, it checks segment by segment, and ensures that each account segment is within the segment range. For example, you set up the following two ranges:

	Account From	Account To	(Segment Ranges)
1	00–10–00	99–10–99	00–99, 10–10, 00–99
2	00–11–00	98–12–99	00–98, 11–12, 00–99

You enter 97–11–00 as the account on a distribution, Payables uses the rate for the second range because 97 is within the range 00–98, 11 is within the range 11–12, and 00 is within the range 00–99.

Rates

Enter one of the following:

Rate %. The percentage of the tax that is recoverable. 100 means 100% recoverable, and 0 or blank in this field means 0% recoverable. This value defaults from the Financials Options window.

Function. If you have defined a PL*SQL function to calculate the rate, enter it here.

Effective Dates

From/To Date. Invoice or purchase order date range when the tax recovery rule is effective.

Enabled. Enable this option to enable the rate.

Conditions

Use this region to specify additional conditions for your recovery rate. Rates can vary depending on whether the distribution satisfies a particular condition. For example, you can define a recovery rule in which the recovery rate is 100% for manufacturing suppliers and 50% for wholesale suppliers.

Condition. In this release, the only condition you can use is supplier type. Select Supplier Classification as the condition if you want to assign a recovery rate based on the supplier's type. You assign a type to a supplier in the Type field in the Classification region of the Suppliers window. See: Classification Region of the Suppliers window: page 3 – 18.

Value. Classification for the Condition you select. For example, if you enter Supplier Classification as the Condition, then also enter a supplier classification, such as Wholesale or Manufacturing. You can define additional values for supplier type in the Oracle Purchasing Lookups window.

Descriptions

Description. Description of the tax recovery rate.

See Also

Tax Codes: page 2 – 146

Tax Recovery Rules: page 2 – 114

Tax Recovery Rules Listing: page 8 – 171

Setting Up Payables for Recoverable Tax: page 4 – 126

Recoverable Tax: page 4 – 124

Countries and Territories

Use this window to maintain country and territory information in Oracle 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 more than 200 predefined countries or territories.

Adjusting Country or Territory Information

▶ **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 Payables and Oracle Purchasing use member state codes to determine which suppliers to include in the Intra–EU VAT Audit Trail Report.
     - Oracle Receivables uses member state codes to determine which customers to include in the European Sales Listing.
   - **Address Style.** Address style data entry default for a country or territory. If you leave this field blank, the Oracle Financials default address style will be used. Oracle 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 Receivables User Guide)*.

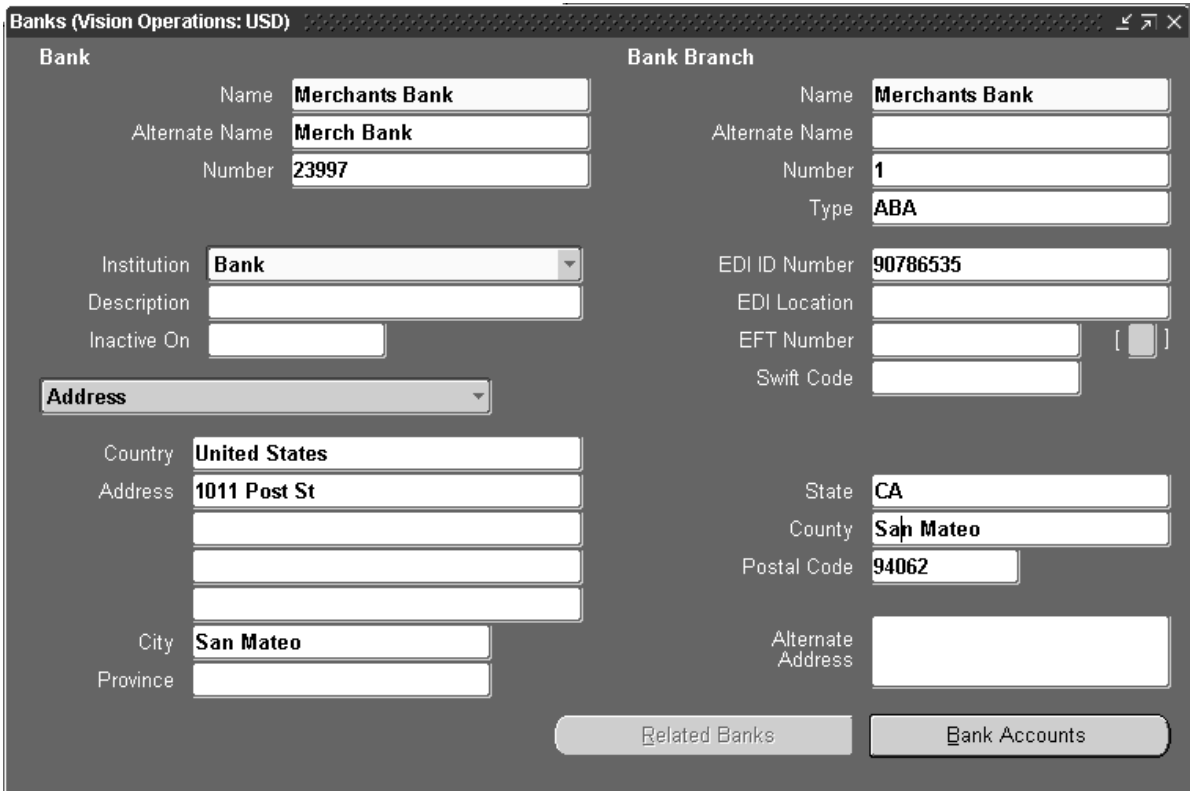
2. Save your work.

See Also

EU VAT Taxes: page 4 – 118

Intra–EU VAT Audit Trail Report: page 8 – 99

Banks



Use the Banks window to enter bank information for bank branches with which you do business. Some Oracle Financial Applications, including Oracle Receivables and Oracle Payables, share bank definitions, although not every application uses all available bank information. Each bank branch can have multiple bank accounts, and each bank 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 bank 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 – 124

Defining Multiple Currency Bank Accounts: page 2 – 128

Defining A Foreign Currency Bank Account: page 2 – 129

Defining and Maintaining Payables Payment Documents: page 2 – 129

Banks Window Reference: page 2 – 132

Bank Accounts Window Reference: page 2 – 135

Payment Documents Window Reference: page 2 – 140

Bank Charges: page 2 – 160

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. If you use Oracle 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 electronic versions of your receipt information which you send to them. These clearing

institutions then create copies 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 – 124.

▶ **To enter a clearing house:**

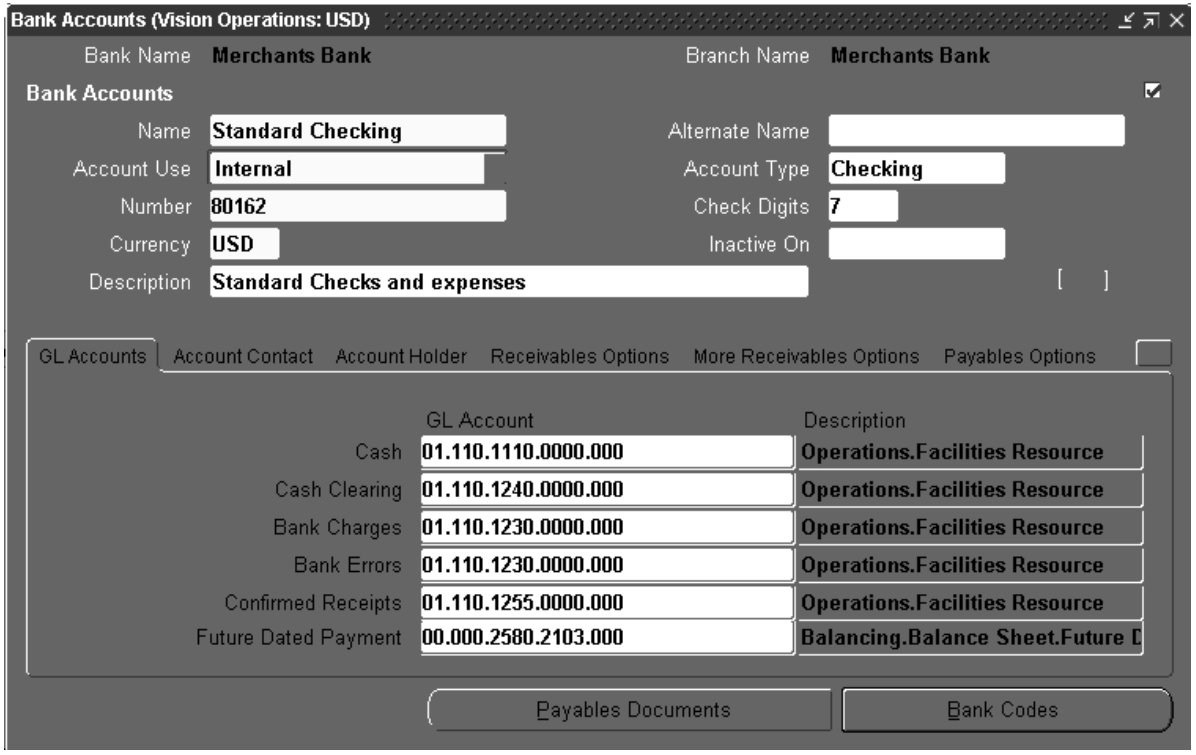
1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Clearing – USD."
2. Select Clearing House as the Institution.
3. Optionally enter the EFT (electronic funds transfer) 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 – 124.

See Also

Flexible Addresses *(Oracle Receivables User Guide or online help)*

Defining Bank Accounts



This section includes the following topics:

Defining Internal Bank Accounts: page 2 – 124

Defining Customer Bank Accounts: page 2 – 126

Defining Supplier Bank Accounts: page 2 – 127

Defining Multiple Currency Bank Accounts: page 2 – 128

Defining Foreign Currency Bank Accounts: page 2 – 129

Defining Internal Bank Accounts

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

Prerequisite

- ❑ You have installed Oracle Receivables.
- ❑ Define custom payment formats for Payables payment documents if you are defining a disbursement bank account. (Optional). See: Payment Formats: page 2 – 173.

▶ **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 (account numbers must be unique within a bank branch). 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 General Ledger User Guide)*.

   Optionally enter the Receivables Activity to use for earned and unearned discounts, or select from the list of values. Receivables Activities provide default general ledger accounts for discounts created in Oracle Receivables. See: Receivables Activities in the *Oracle Receivables User Guide*.
8. Optionally enter contact information in the Account 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 e–Commerce 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 the following accounts: Cash, Cash Clearing, Bank Charges, Bank Errors.
5. In the Payables Options region, enter default information for your payment batches. Record whether you allow zero–amount payments.

   If you use Automatic Offsets indicate if this is a pooled account.

6. Optionally enter contact information in the Account Contact region.
7. Proceed with Defining and Maintaining Payables Payment Documents: page 2 – 129.

Defining Customer Bank Accounts

If you use Oracle 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 Account Contact region.

5. Save your work.

See Also

Bank Accounts Window Reference: page 2 – 135

Automatic Receipts *(Oracle Receivables User Guide)*

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 only if you have installed Oracle Energy. 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 Contact 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 – 16

Defining Multiple Currency Bank Accounts

A multiple currency bank account is an account that accepts payments in more than one currency.

If you define a multiple currency bank account for payments, the currency of the bank account must be the same as your functional currency.

For information on reconciling multiple currencies see: Multi–Currency Handling and Multi–Currency Clearing *(Oracle Cash Management User Guide or online help)*.

Prerequisites

- ❑ Enable the Use Multiple Currencies Payables option. (Oracle Payables)
- ❑ Enable the currencies you need in the Currencies window. See: Currencies Window *(Oracle General Ledger User Guide)*.

▶ **To define a multiple currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 124.

   - 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 – 129. 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 General Ledger User Guide or online help)*.

▶ **To define a foreign currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 124.
   - If you are defining a bank account for disbursements, in the Payables Options tabbed region, enter Realized Gain and Realized Loss Accounts.

     Proceed with Defining and Maintaining Payables Payment Documents: page 2 – 129. 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 – 135

Foreign Currency Transactions: page 6 – 2

Creating Foreign Currency Payments: page 5 – 48

Entering Flexible Addresses *(Oracle Receivables User 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

Prerequisites

- ❑ Define payment formats. See: Payment Formats: page 2 – 173.
- ❑ If you use sequential numbering, and you want to assign a custom document sequence to the payment document, then 1) define and assign the custom sequence to the document category you want to use, and 2) enable the Allow Document Category Override option in the Payment region of the Payables Options window. See also: Voucher Numbers and Document Sequences: page 2 – 24.

▶ **To define a payment document:**

1. In the Bank Accounts window, query a disbursement bank account. Choose the Payables Documents button 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 want to use the payment document for future dated payments, then in the Future Dated payments tabbed region, set the Future Date Use option to either Allowed or Mandatory. If you use the future dated payment account from the payment document rather than the supplier site, then enter the account.

4. Save your work.

See Also

Payment Documents Window Reference: page 2 – 140

Voucher Numbers: page 2 – 24

Future Dated Payments: page 5 – 60

Making Payment Documents Inactive

▶ **To make a payment document inactive:**

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 Documents window.
3. For the payment document you want inactive, in the Inactive On field, enter 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 Documents 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 – 140

Bank Accounts Window Reference: page 2 – 135

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 e–Commerce 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 On. If you enter an Inactive On 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 e–Commerce Gateway User Guide*.

EFT Number. Your company's EFT (electronic funds transfer) user number. This number is used to identify your company on any EFT transmissions with the bank.

[ ] Use the global descriptive flexfield if your installation uses country–specific functionality. Refer to your country–specific documentation for information on any information you enter here.

Address Region of Banks Window

Enter address information for your bank account in this region.

Alternate Address. You can enter an alternate address for your bank branch if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Address field will not appear.

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 Contact 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 an electronic version of your receipt information which you send to them. These clearing institutions then create a file of your customer receipt information which they forward to each related remittance bank.

Branch. Enter the branch of the clearing house institution that you want to assign to this remittance bank branch. Oracle 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.

Clearing House Programs Region of the Banks Window

This region is only available if you are entering or reviewing information for a Clearing House.

Print Program. The printing program to assign to this remittance bank branch. Oracle Receivables uses this program to format the listing of remitted receipts for this bank branch. Receivables provides one standard remittance printing program. If you need a different remittance printing format, you need to copy then modify the standard program that Receivables provides.

Transmission Program. The name of the transmission program to assign to this bank branch. Receivables uses the transmission programs that you define to format your automatic remittances for this remittance bank branch.

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 company 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.** (Oracle Payables) 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 On. On and after this 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.

Description. Description of the Bank Account. For your reference only.

[ ] Use the global descriptive flexfield if your installation uses country–specific functionality. Refer to your country–specific documentation for information on any information you enter here.

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).

Alternate 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 of the organization or person that is responsible for generating this account's electronic payments (optional). This number is assigned by the bank.

Supplier Assignments Region of the Bank Accounts Window (Oracle Payables)

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 Suppliers and Supplier Sites windows. See: Bank Accounts Region of the Suppliers and Supplier Sites windows: page 3 – 16.

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. For future dated payments, on the payment's maturity date, Payables credits the cash account and debits either the future dated payment account or the clearing account (depending on how you account for payments).

If you set up Payables to account for payments at clearing time, then 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 defined in the next field. After you reconcile your payments using Oracle Cash Management, when you create accounting entries for the reconciled invoice payments, you 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, then when you create a payment, Payables creates a corresponding cash accounting entry 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 accounting entry.

Cash Clearing. If you set up Payables to account for payments at clearing time, enter the cash clearing account you are associating with a bank account. When you create accounting entries for your unreconciled invoice payments, you credit your cash clearing account using this account. After you reconcile your invoice payments using Oracle Cash Management, when you create accounting entries for the cleared payments, you 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.

For future dated payments, when the payment is recorded as mature, Payables debits the future dated payment account and credits the cash clearing account. After you reconcile your invoice payments using Oracle Cash Management, when you create accounting entries you debit the cash clearing account and credit the cash account.

Bank Charges. If you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a bank account. After you reconcile your invoice payments, using Oracle Cash Management, Payables 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 Account for Payment When Payment Clears Payables option and if you are using Oracle Cash Management to reconcile your payments, then 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 before 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.

Future Dated Payment. If you will use this bank account to disburse future dated payments, enter the default value for the future dated payment account. This value will default to payment documents you enter for this bank account. When Payables accounts for future dated payments, it uses the future dated payment account from either the payment document or supplier site, depending on how the Use Future Dated Payment Account Payables option is set.

Payables Options Region of the Bank Accounts Window (Oracle Payables)

You cannot enter Payables Options information for Supplier bank accounts.

Maximum Outlay. The largest currency outlay that you allow for a payment batch for this 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 you want Payables to use when creating accounting entries for realized exchange rate losses on foreign currency payments. If you use Payables, the default account is the Realized Loss Account from 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 companies with this bank account, then enable this option. When you enable the Automatic Offsets Payables option, Payables creates one offsetting liability distribution for each invoice distribution. If you then pay the invoice from a pooled bank account, then which Payables accounts for the invoice payment, Payables creates one corresponding cash accounting entry for each liability distribution. In addition, Payables builds the cash account based on the Cash Account defined for the bank account, and on the account segments of the liability lines. See: How Payables Builds the Offsetting Cash Accounts: page 10 – 18 for details.

If you do not use a pooled account, then when Payables accounts for the payment, it creates a single accounting entry for the Cash account, and uses the Cash Account that is defined for the bank account without modifying any account segments.

Account Contact 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 Guide*.

Payment Documents Window Reference

Use this window to define payment documents for your Internal bank accounts in Oracle Payables. Note that you do not need to define

payment documents for refunds because refunds do not use payment documents.

Document Information Region of the Payment Documents Window

Document Name. Name of the payment document.

Disbursement Type. The type of payment document. You can define additional disbursement types in the Oracle Payables Lookups window. They will 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 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 selected in the previous field.

Inactive On. 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 this date.

Additional Information Region of the Payment Documents 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. You cannot update the Last Used field if the document is in use by a payment batch.

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. You cannot update the Last Available field if the document is in use by a payment batch.

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.

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

If you do not enable your Sequential Numbering System Profile option, you cannot enable the Allow Document Category Override Payables option or enter a value in this field. If you do not enable the Allow Document Category Override Payables option, you cannot update the document category for a payment document, and you therefore cannot select a custom document category.

GL Accounts Region of the Payment Documents Window

Cash Clearing. If you have enabled the Account for Payment When Payment Clears 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 this cash clearing account using this account. After 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.

For future dated payments, when the payment is recorded as mature, Payables debits the future dated payment account and credits the cash clearing account. When you reconcile the payment, Payables debits the cash clearing account and credits the cash account.

Bank Charges. If you have enabled the Account for Payment When Payment Clears 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. After 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 Account for Payment When Payment Clears 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. After 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.

Future Dated Payments Region of the Payment Documents Window

Future Date Use. Select either Allowed or Mandatory if you want to allow this payment document to be used for future dated payments.

- **Mandatory.** Every time you use this payment document it will create future dated payments. The Future Dated Payment check box in the Payment workbench will be enabled and you cannot disable it.
- **Allowed.** You can use this document as a future dated payment document. When you use this payment document, the Future Dated payment check box in the Payment workbench will default to enabled. However, you can disable the Future Dated Payment check box for the payment if you want to use this payment document for a non–future dated payment.
- **Not Allowed.** You cannot use this payment document to create future dated payments. If you use a payment document with the not allowed option selected, you cannot enable the payment's Future Dated Payment check box.

Account. If you have enabled the payment document for future dated payments, you can enter a future dated payment account in this field. The value in this field defaults from the bank account. When Payables creates accounting entries for a payment, it uses the future dated payment account from either the supplier site or the payment

document, depending on which option you selected in the Payment Accounting region of the Payables Options window.

If you relieve liability for future dated payments when the payment is issued, then use an asset account. If you relieve liability at clearing time, then use a liability account.

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 Validation

During entry, the system validates bank numbers and bank account numbers for certain countries. This helps you detect data entry errors. Refer to your country–specific documentation for details.

Tax Codes

In the Tax Codes window, you define the tax names, or *tax codes*, you use on invoices to record invoice taxes you pay to suppliers and tax authorities. Each tax code has a tax type, a tax rate, and an account to which you charge tax amounts.

You can define tax codes that have different tax rates during an effective date range you specify. For example, you can define a tax code that has a 10% rate one year, and a 10.5% rate the next year. Payables automatically uses the correct rate depending on the invoice date.

You define the Tax Code Defaults hierarchy in the Payables Options window to determine the order in which Payables searches for tax codes when a Payables document requires a default tax code. See: Defaulting Tax in Payables: page 4 – 105.

You can assign tax codes to expense or asset accounts so that Payables will automatically enter the appropriate tax code when you enter an account. For more information see: Deriving Tax From an Account: page 4 – 104.

If you use automatic tax calculation, Payables calculates the invoice sales tax and automatically creates tax distributions. You do not need to define special tax codes for distributions that include tax. Simply select the Includes Tax check box when you enter the distribution, and Payables adjusts the calculation. See: Automatic Tax Calculation Overview: page 10 – 34.

During the Approval process, Payables uses the tax code to validate that you have entered tax distributions correctly. See: Tax Amount Verification During Approval: page 4 – 101.

Offset Tax Codes

Offset taxes are negative–rate taxes. In the Tax Codes window you can associate Offset taxes with Sales or User–defined taxes. When you use the Sales or User–defined tax on an invoice, you record the tax, but the associated Offset tax reduces or eliminates your tax liability.

To associate an Offset tax with a Sales or User–defined tax, first define the Offset tax. Then when you define the Sales or User–defined tax, enter the Offset tax code in the Offset Tax field. For details, see: Offset Taxes: page 4 – 117.

Withholding Tax Codes

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

Defining Tax Codes

Prerequisites

- ❑ Define tax types. See: Lookups: page 2 – 13.
- ❑ Define accounts. See: Defining Accounts *(Oracle General Ledger User Guide)*.
- ❑ (Optional) For recoverable taxes, to assign a tax recovery rule to a tax code, define tax recovery rules. See: Tax Recovery Rules: page 2 – 114.

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

1. In the Tax Codes window, enter a tax code. The tax code must be unique for the effective dates you use. For detailed information on any field, see Tax Codes Window Reference: page 2 – 151.
2. You can enter more than one rate for the tax code as long as the active effective dates are unique. For each tax rate, enter the following:
   - Tax code and tax type.
   - Tax rate percentage. For example, enter 5 if this is a 5% tax. If you are defining an Offset tax code, then enter a negative number.
   - In the From and To fields, enter the effective dates during which the rate is effective.
   - If the Enable Recoverable Tax Financials option is enabled, then in the Recovery Rules tabbed region enter either a recovery rule name or any recovery rate. For Sales or User–defined tax types, the recovery rate will default from the Financials option Default Recovery Rate but can be updated to be any percentage from 0 to 100. For Offset tax types, the recovery rate will default to zero and cannot be updated. If the Enable Recoverable Tax Financials

option is not enabled, this value will default to zero and cannot be updated.

- The Enabled check box will be selected by default.
- Account to which you will charge this tax if the Enable Recoverable Tax Financials option is not enabled. If it is enabled, then only recoverable tax amounts will be charged to this account.
- If you are defining a Sales or User–defined tax code and you want to associate an Offset tax with it, enter the Offset tax.
- Description of the tax code. We recommend that you use the same description for all tax codes that have the same tax code name (and different effective date ranges).

3. Save your work.

Defining Tax Codes for Withholding Taxes

Payables provides flexibility in defining withholding tax rates with specific controls. When you define a withholding tax code, you indicate first whether you will have any amount or rate controls by selecting one of the following rate structures:

- **Period Limit.** After you pay a certain amount for withholding tax in a period, Payables stops withholding taxes. For example, for each special calendar period, Payables will withhold no more than $10,000.
- **Flat Rate.** The withholding tax has no amount or period limits.
- **Amount Ranges.** The tax rate depends on how much you have already paid during a time period. Base the paid amount on the gross amount of total paid invoice amounts, or on the total amount of tax withheld. The time period can be either per withholding tax calendar period or per invoice. For example, define a tax that for each year will withhold at a rate of 10% until you pay $100,000 in invoices, and then it withholds at a rate of 15% after you pay $100,000.

In addition to these controls, the same withholding tax code can have different rates depending on the effective date. For example, a withholding tax has a rate of 10% one year and 11% the following year.

Prerequisites

- ❑ (Optional) Define AWT Rate Types. See: Lookups: page 2 – 13.

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 – 230.

- ❑ Define accounts. See: Defining Accounts (*Oracle General Ledger User Guide*).
- ❑ Define your tax authorities as Tax Authority type suppliers. See: Classification Region of the Suppliers window: page 3 – 18.
- ❑ Define Withholding Tax Periods if you want to be able to review online period–to–date amounts for a Withholding Tax code. See: Special Calendar: page 2 – 87.

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

1. In the Tax Codes window, enter a tax code. For detailed information on any field, see Tax Codes Window Reference: page 2 – 151.

   Enter Withholding Tax as the tax type, and enter a description of the tax code.

   Do not enter effective dates or a rate in this window. Enter them later in the Withholding Tax Details window.

2. Enter the account to which you will charge this tax.
3. Choose the Withholding Tax Details button. The Withholding Tax Details window opens. For detailed information on any field, see: Withholding Tax Details Window Reference: page 2 – 157.
4. In the Withholding Tax Details window, specify the tax authority by entering either its supplier name or supplier number. Enter the tax authority supplier site.
5. Select one of the following values for Rate Type, then complete the associated fields:

   - **Period Limit:** To limit the amount of tax withheld during a withholding tax calendar period select Period Limit. Then enter values for Calendar and Period Limit.
   - **Flat Rate:** If you do not want to control the tax based on amounts paid, then select this option.

- **Amount Ranges.** To base the rate on the amount of the total invoices paid to date or the amount withheld to date, choose Amount Ranges. Then enter values for Amount Basis (Gross or Withheld Amount) and Period Basis (Invoice or Period). If you choose Period for Period Basis, also enter a value for Calendar. If you choose the Amount Basis option, you can enter values in the Amount Range fields below.

6. To review online period–to–date withheld amounts for this tax code, then enter a special calendar name, if you haven't already.
7. To automatically create a tax withholding group for this tax code, select the Create Tax Group check box.
8. In the Tax Rates region, enter rate details. Enter the rate type.

Attention: You can define your own AWT rate types in the Oracle Payables Lookups window. Payables uses only the Standard AWT rate type. 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 – 230.

To set effective dates for the rate, enter values for one or both fields. The dates must not overlap.

Enter the rate percentage for the tax code you are defining. For example, enter 5 if this is a 5% tax.

Enter any comments for your future reference.

9. If you selected Amount Basis for the rate type, enter one or both Amount Range fields to set upper and / or lower amount limits for taxable amounts or tax amount.
10. Save your work.

See Also

Withholding Tax Groups: page 2 – 158

Entering Taxes on Invoices: page 4 – 97

Tax Codes Window Reference

For each tax code defined, the following fields are constant on every tabbed region of this window. Define them once for each code:

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

If the tax is recoverable or partially recoverable, you might want to use an asset account.

If you define a Sales, Withholding, or User–defined type tax, you should enter a tax expense account. Payables automatically creates one or more separate tax type distributions using the tax code account under the following conditions:

- Enable Recoverable Tax is not enabled and tax is automatically calculated at any calculation level
- Enable Recoverable Tax is enabled and there is a recoverable portion calculated at the Line or Tax Code level
- Enable Recoverable tax is enabled and the tax is 100% recoverable, and calculated at the Header level

When you define a Use tax, Payables does not use the account you define here because Payables does not create a tax distribution for a Use type tax.

Note that under the following circumstances the system ignores any value you enter for GL Account in this window, and assigns the tax distribution the same account as the taxable distribution:

- You use automatic tax calculation and the calculated tax distribution is nonrecoverable
- You create the tax distribution through allocation

You can choose to prorate your tax expense across selected invoice distributions when you use the Allocations window of the Invoice Workbench. You can also achieve proration automatically by setting up Recoverable Tax with recovery rates of zero.

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 Financials for Belgium User Guide.*

Rates Tabbed Region

Tax Code. A unique name for your tax. For example, CA Sales, 15% VAT, or Federal Withholding. Tax Codes appear with their tax types and descriptions in a list of values whenever you need to enter a tax code.

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 – 98.

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

For Withholding Tax type tax codes, do not enter a tax rate in this field. Enter tax rates for Withholding Tax type tax codes 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 code against the sum of the distributions to which the tax is allocated. If the implied rate of the tax distributions you enter is different from the rate you enter here for a particular tax code, including the tax tolerance you define, Approval applies a Tax Variance hold to the invoice.

For Use type tax codes, Payables uses the rate you enter here to determine the amount of your tax liability when you submit the Use Tax Liability report, but does not create an invoice distribution.

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

For tax codes with Offset tax types, you can enter only a rate less than zero. When you define an Offset tax code, enter the same rate (but with a negative value) as the tax code 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.

(Effective) From/To. Dates that define when a tax rate is used for a tax code. You can use effective dates to define tax codes with tax rates that change over time. For example, you can use effective date ranges to define a tax called California Sales that has an 8% rate from January through May, and a 8.25% rate from June forward. You can leave the To field null if you want a tax rate to be used indefinitely.

Effective dates cannot overlap for any active lines of the same tax code. You make effective dates active by checking the Enabled check box.

You cannot enter effective dates here if the tax type is Withholding. For Withholding type taxes, enter effective dates in the Withholding Tax Details window. Be sure to define effective dates for any transaction

that requires a tax code. For example, a user cannot enter a tax code in the Invoices window if no tax rate is defined for the tax code on the invoice date.

Attention: Be sure to provide an active tax rate for any date that a user may enter the tax code. For example, you can enter and save expense reports with tax codes that have no active tax rate assigned for the receipt date. However, these expense reports will be rejected during import.

Enabled. Select this option to activate the rate you entered for the Tax Code. The Enabled check box controls whether a tax code appears in a list of values. If this check box is enabled, the tax code appears in the tax code list of values in the following windows regardless of effective date range: Financials Options, Distribution Sets, Expense Reports, Expense Report templates, Suppliers, and Supplier Sites. The effective dates control only which rate is used for a tax code.

However, in the Invoices window, Distributions window, and Invoice Gateway window, an enabled tax code appears on the list of values only if the invoice date is within the tax code's effective date range.

You cannot disable a withholding tax here. Use the Effective Dates To field to disable a Withholding Tax type tax code.

Recovery Rules Tabbed Region

Use this region to indicate the tax recovery rate for this tax code. These values default to new purchase orders and invoice distributions. Users can override these options only if the Tax: Allow Override of Tax Recovery Rate profile option is enabled by the system administrator. Enter one of the following:

Rate. Fixed rate at which the tax is recoverable. If the Enable Recoverable Tax Financials option is not enabled, this value will default to zero and cannot be updated. If the Enable Recoverable Tax Financials option is enabled, then the rate will default from the Financials options Default Recovery Rate but can be updated to any value from 0 to 100. If you do not plan to reclaim taxes but are setting up the system to use Automatic Tax Calculation for proration, then enter zero.

Rule Name. Tax recovery rule name that determines the tax recovery rate when you use the tax code on a purchase order or invoice distribution. The rule determines the rate based on the distribution account, date, and condition. An example of a condition is supplier type. You define tax recovery rules in the Tax Recovery Rules window. See: Tax Recovery Rules: page 2 – 114. You can enter a value for Rule Name only if the Enable Recoverable Tax Financials option is enabled.

Other Tabbed Region

Description. Description of the tax code. The system displays the tax description in a list of values whenever you need to select a tax code. We recommend that you use the same description for each instance of the same tax code if you enter multiple effective date ranges. Doing so avoids confusing users who choose tax codes in setup forms.

Enable for Self–Service Users. If you have installed Oracle Self–Service Expenses, and you want this tax code to appear on the tax poplist in the Enter Receipts page of Self–Service Expenses, then enable this option. See: Entering Taxes on Expense Reports: page 4 – 122.

Offset Tax. If you are defining a Sales or User–defined tax code, you can associate an Offset tax with it by entering the name of the Offset tax code here. If you enter the Sales or User–defined tax code on an invoice distribution, Payables creates an Offset tax distribution based on the Offset tax you enter here when you choose the Calculate Tax button or during Approval. Payables will create the Offset tax only if you have enabled the Use Offset Taxes option at the supplier site level. For details, see: Offset Taxes: page 4 – 117.

Withholding Tax Details Window Reference

Rate Structure. Indicate whether will have any amount controls on this rate type.

- **Period Limit.** After you pay a certain amount for a withholding tax in a period, Payables does withhold further taxes. For example, for each special calendar period, Payables withholds no more than $10,000.

  If you select this value you must enter values for the Period Limit, and Calendar fields. You cannot enter values for the Amount Basis and Period Basis fields.

- **Flat Rate.** The withholding tax has no amount or period limits.

  If you select this value you cannot enter a value in the Amount Basis, Period Basis, and Period Limit fields.

- **Amount Ranges.** The tax rate depends on how much you have already paid during a time period. Base the paid amount on either the gross amount of total paid invoice amounts, or on the total amount of tax withheld. The time period can be per withholding tax calendar period or per invoice. For example,

define a tax that for each invoice that withholds at a rate of 10% until you have paid $1000 in tax, after which it withholds at 15%.

If you select this value you must enter values for the Amount Basis and Period Basis fields. If you select Period as your Period Basis, you must also select a Calendar. You cannot enter a value for Period Limit.

Tax Authority Name. Supplier name of the tax authority to which you want to link a Withholding Tax type tax code 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 tax payments.

Amount Basis. To enter amount ranges in the Tax Rates region, select Amount Ranges as the Rate Type and specify an Amount Basis and a Period Basis.

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 $10,000 subject to withholding tax, choose Gross as the Amount Basis, enter 0 as the From amount, and enter $10,000 as the To amount.

To define a tax rate with a *tax amount range*, select Withheld Amount as the Amount Basis. For example, to specify that you want a tax rate of 10% for the first $10,000 of tax, select Withheld Amount as the Amount Basis, enter 0 as the From amount, and enter $10,000 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. For example, to stop withholding after the system has withheld $1,000, set Amount Basis to Withheld Amount, and select your calendar. Then, in the Tax Rates Region, create one record with an amount range from 0 to 1000 with the appropriate rate, then enter a second record with an amount range from 1000 to null with a rate of 0. Because this is an alternate way of setting a period limit, you cannot enter a value for Period Limit if you enter a value for Amount Basis.

- **Gross Amount.** Amount range is based on invoice amount. For example, the range is 0 to 10,000. If the Period Basis is Period, the rate is effective for the sum of all invoices between 0 and $10,000 entered during each period. Or, if you use Invoice Period basis, and the rate is effective for each invoice that has an amount between $0 and $10,000.

- **Withheld Amount.** Amount range is based on the tax amount. For example, the range is 0 to 1,000. If the Period Basis is Period, then the rate is effective until Payables has withheld a total of $1,000 during each period. Or, if you use Invoice Period Basis, then the rate is effective for each invoice until you have withheld $1,000.

Period Basis. To enter amount ranges in the Tax Rates region, select Amount Ranges as the Rate Type, and specify an Amount Basis and a Period Basis.

- **Invoice.** Select Invoice if you want to apply an amount range to each invoice.
- **Period.** Select Period to apply an amount range to a Withholding Tax period. If you enter a value here, then specify the name of the special calendar that uses the periods you want to use.

Calendar. The name of the special calendar you want to associate with a Withholding Tax type tax code. Regardless of which Rate Type you select, if you enter a value here, you can review online period–to–date withheld amounts in the View Period–To–Date Withheld Amounts window. You define withholding tax special calendars in the Special Calendars window. See: Special Calendar: page 2 – 87.

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 code on an invoice or within a period. Payables will not withhold taxes for this tax code during a period once this limit is reached. Before you enter a value here, first enter the calendar for the periods you want to use. Any period limit you define applies only to those invoices entered in your functional currency.

The other way to set period limit is to select Amount Ranges for the Rate Type, select an Amount Basis, select a Period Basis of Period, and select a Calendar. Then in the Tax Rates region define an amount range (over your period limit) that has a rate of 0. To prevent conflicting period limits, you cannot enter a value for Period Limit if your Rate Type is Amount Ranges.

Create Tax Group. Enable this check box to automatically create a tax withholding group from a single Withholding Tax type tax code. To use a Withholding Tax type tax, you must assign it to a withholding tax group. You can define a Withholding Tax Group with multiple Withholding Tax type tax codes in the Withholding Tax Groups window.

Tax Rates region

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

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

Effective Dates: From/To. The effective dates for a rate. Complete 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 code 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–2001 to 31–DEC–2001 for two different amount ranges, one being 0 to 1000, the second being 1000 to 10000, then 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 values here only if you selected Amount Ranges as the rate type. Complete 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 within a period.

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

Comments. Enter any comments for your reference.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Special Calendar: page 2 – 87

Withholding Tax Groups

Use this window to define withholding tax groups that include multiple Withholding Tax type tax codes. You can assign the same tax code 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 code 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 codes 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 codes, 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 code, you can enable the Create Record Group option in the Withholding Tax Details region of the Tax Codes window to automatically create a withholding tax group with the one Withholding Tax type tax code.

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 codes. See: Tax Codes: page 2 – 146.

▶ **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 code in the tax group. 1 is the highest rank. You can assign the same rank to more than one tax code. For example, if you want to use the gross invoice amount to calculate withheld amounts for each tax code, assign each tax code a rank of 1.

   Enter each Withholding Tax type tax code 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 code.
4. Save your work.

See Also

1099 Reporting Overview: page 8 – 35

Automatic Withholding Tax Overview: page 10 – 24

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:

- Japan: Bank Charges *(Oracle Financials for Japan User Guide*)

Withholding Tax Certificates and Exceptions

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

Defining Withholding Tax Certificates and Exceptions

Prerequisites:

- ❑ Enable the Use Withholding Tax Payables option. See: Payables Options: page 2 – 57.
- ❑ Define Withholding Tax type tax codes. See: Tax Codes: page 2 – 146.
- ❑ Enter withholding tax details for suppliers: See: Withholding Tax Region of the Suppliers and Suppliers Sites windows: page 3 – 36.
- ❑ Payables predefines the Standard certificate type. Define additional certificate types in the Oracle Payables Lookups window. See: Lookups: page 2 – 13.

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

1. In the Withholding Tax Certificates and Exceptions 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 code 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.
5. Enter the certificate priority. If you have one or more certificates for the same Withholding Tax type tax code 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 code. If the certificate specifies that the supplier site is exempt from this tax code, then 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. If you specify a unique priority for each certificate, then you can enter overlapping effective date ranges on different certificates for the same Withholding Tax type tax code 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 Withholding Tax Certificates and Exceptions window, enter the supplier name, supplier number, and supplier site for which you want to define an exception.
2. In the Exception region, enter the Withholding Tax type tax code 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 make an exception rate for an invoice invalid.
6. Enter any comments that apply to the current tax exception.

7. Save your work.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Withholding Tax Certificates and Exceptions 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 Code. The Withholding Tax type tax code 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. You can define additional certificate types in the Oracle Payables Lookups window.

Certificate Priority. The certificate priority. If you have one or more certificates for the same Withholding Tax type tax code 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 code. Enter 0 if the certificate specifies that the supplier site is exempt from this tax code.

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 code 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 Code. The Withholding Tax type tax code 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 deactivate an exception rate for an invoice.

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

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 Electronic Media

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 Company 1, Company 2, and Company 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 Companies 1, 2, and 3. Payables sums up the paid invoice distributions that have these company balancing segment values in their accounts.

Balancing segment values must be unique across reporting entities. Therefore, the list of values for the Balancing Segment field of the Reporting Entity window displays only balancing segments not already assigned to other reporting entities.

Defining Tax Entities

Prerequisites

- ❑ Define the locations of each reporting entity. See: Site Locations *(Oracle Human Resources User 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 – 57.

▶ **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 Electronic Media 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 – 35

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 Electronic Media for this tax entity, the value should be nine digits or the 1099 Electronic Media 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 Registration 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 composed of Company 1, Company 2, and Company 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 Electronic Media Combined Filing Program reporting in the United States. If you enable the Combined Filing Payables option, when you submit the 1099 Electronic Media 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 that 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 1099 Electronic Media.

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 – 57.

▶ **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 – 35

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 Report.

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 Electronic Media 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.

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 User Guide).*

About Bank Statements *(Oracle Cash Management User Guide)*

Reconciling Bank Statements Automatically *(Oracle Cash Management User Guide)*

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 four 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 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 – 20.
- ❑ 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 – 57.

▶ **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 Due Date option.
3. Either 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.
- **Electronic.** You pay electronic payments either through the e–Commerce Gateway, or by delivering a payment batch file to your bank. For both methods, Payables creates a file during payment batch creation. For e–Commerce Gateway payments, the file is processed through the e–Commerce 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.

- **Clearing.** Payment method you use to account for intercompany 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.

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 Due 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 for each due date.

If you enable this options for future dated payments, the format groups all payments by maturity date. See: Maturity Date Calculation for Payment Batch Payments: page 5 – 62.

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, and 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 External Laser Format 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 – 20

Controlling the Status of Payables Periods

You enter and account for transactions in open accounting periods. The period statuses available in Payables are Never Opened, Future, Open, Closed, and Permanently Closed. When you first define a period, Payables assigns a status of Never Opened to the period. Payables does not allow transaction processing in a period that has never been opened. After you change the status to Future or Open you cannot change it back to Never Opened.

Your accounts payable periods are separate from your general ledger periods. For example, you can close your Q1 period in Payables before you close your Q1 period in General Ledger. For details on setting up general ledger periods, see: Defining Calendars *(Oracle General Ledger User Guide)*.

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 Control Payables Periods window update the Period Status to one of the following:

   - **Future**. Payables allows invoice entry and accounting in a Future period. However, you cannot transfer accounting entries to general ledger if the accounting date is in a future period. 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 Future Periods field in the Financials Options window. After you change the status of a Future period to Open, you cannot change it back to Future.

   - **Open.** You can record transactions and account for them in an Open period. You cannot open a period if it is an adjusting period. You define adjusting periods using the Define Calendar window. Adjusting periods can have overlapping dates.

   - **Closed.** Payables does not allow transaction processing in a Closed period. You can reopen a Closed period if the corresponding general ledger and purchasing periods are also Open. You cannot close a period in which any of the following conditions exist:

     – Accounted transactions that have not been transferred to general ledger.

– Future dated payments for which the Maturity Date is on or before the current date but that still have a status of Issued.

– Unaccounted transactions.

– Unconfirmed payment batches.

For details on Closing an Accounting Period, see: Closing an Accounting Period: page 2 – 179.

- **Permanently Closed.** Payables does not allow transaction processing in a Permanently Closed period. You cannot reopen a Permanently Closed period.

2. Save your work.

See Also

Defining Calendars *(Oracle General Ledger User Guide)*

Closing an Accounting Period

You close a Payables period after you have completed accounting for transactions for the period and you have transferred the accounting entries to general ledger.

You cannot close a period in Payables if any of the following conditions exist:

- **Accounted transactions that have not been transferred to general ledger.** Submit the Payables Transfer to General Ledger process to transfer accounting entries. See: Payables Transfer to General Ledger Process: page 7 – 34.
- **Future dated payments for which the Maturity Date is on or before the current date but that still have a status of Issued.** Submit the Update Matured Future Dated Payment Status Program: page 5 – 69.
- **Unaccounted transactions.** Submit the Payables Accounting process to account for transactions, or submit the Unaccounted Transaction Sweep to move any remaining unaccounted transactions from one period to another. See: Payables Accounting Process: page 7 – 13, and Unaccounted Transactions Sweep: page 8 – 16.

- **Unconfirmed payment batches.** Confirm all payment batches. See: Confirming Payment Batches: page 5 – 32.

Close a period when no one is entering any invoices or payments to prevent the following situation: Another user enters (but does not save) a transaction in an open period, you close the period, and the user then saves the transaction. If this does happen, and if your accounting practices permit it, you can just submit the Unaccounted Transactions Sweep program.

▶ **To complete the close process in Payables**:

1. **Approve all invoices and confirm all payment batches.**
   - See: Approval: page 4 – 145.
   - See: Confirming Payment Batches: page 5 – 32.
2. **If you use future dated payments, submit the Update Matured Future Dated Payment Status Program.** This will update the status of matured future dated payments to Negotiable so you can account for them.
   - See: Update Matured Future Dated Payment Status Program: page 5 – 69.
3. **Submit the Payables Accounting Process to account for all unaccounted transactions.**
   - See: Payables Accounting Process: page 7 – 13.
4. **Review the Unaccounted Transactions Report. Review any unaccounted transactions and correct data as necessary. Then resubmit the Payables Accounting Process to account for transactions you corrected.**
   - See: Unaccounted Transactions Report: page 8 – 144.
   - See: Payables Accounting Process: page 7 – 13.
5. **Transfer invoices and payments to the General Ledger and resolve any problems you see on the output report**:
   - Payables Transfer to General Ledger Program: page 8 – 144.
6. **Move any unresolved accounting transaction exceptions to the next period** (optional).
   - Submit the Unaccounted Transactions Sweep Program: page 8 – 16.
7. **In the Control Payables Periods window, close the period in Payables.**

- See: Controlling the Status of Payables Periods: page 2 – 178.

8. **Reconcile Payables activity for the period.** See: Reconciling Payables Activity: page 7 – 45. You will need the following reports:
   - Accounts Payable Trial Balance Report: page 8 – 134 (this period and last period).
   - Posted Invoice Register: page 8 – 139.
   - Posted Payment Register: page 8 – 142.
9. **If you use Oracle Purchasing, accrue uninvoiced receipts.** See: Purchasing Integration: page 4 – 165.
10. **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 – 46.

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.

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 – 68

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 cost center. See: Enter Person *(Managing People Using Oracle HRMS)*.

▶ **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 – 187.
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 – 189.
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 – 192.
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 – 193.
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 – 197.
6. Set up the Credit Card Transaction Employee Workflow. See: Credit Card Transaction Employee Workflow: page 2 – 198.

7. Set up the Credit Card Transaction Manager Workflow. See: Credit Card Transaction Manager Workflow: page 2 – 206.

8. Configure Self–Service Web Applications credit card functions using Web Applications Dictionary. See: Setting Up Credit Cards Using Web Application Dictionary: page 2 – 215.

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 Self–Service Web Applications, customize the online HTML help. Your employees will see this help when they use the help icon in Self–Service Web Applications. 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 – 193.

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 – 189.

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 Self–Service Web Applications. Each of these responsibilities includes the following functions:

- **Verify Open Transaction.** Use to update the status, cost center, 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 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 General Ledger User 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 On 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 – 193.

Inactive on. 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 the date it will become inactive.

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 – 187.
- ❑ 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.
- ❑ If necessary, define additional Card Brands in the Lookups window.

▶ **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 – 191.
2. Save your work.

Credit Card Programs Window Reference

Card Program Name. Name of the credit card program.

Inactive On Date on 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 Brand. The card brand (for example, American Express, Visa, or MasterCard) of the credit card. You can define additional Card Brand values in the Lookups window.

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 – 187.

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 Chart of Accounts *(Oracle General Ledger User 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 Self–Service Web Applications 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 Self–Service Web Applications 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 – 189.

▶ **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 – 194.
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 On. Date on 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 – 189.

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 Self–Service Web Applications, 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 – 10. An example of an exception is a transaction with an invalid cost center ID. This value defaults from the credit card program. See: Credit Card Programs: page 2 – 189.

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 Self–Service Web Applications users to enter account numbers directly in the Account field during transaction verification. This allows users to enter numeric accounts in Self–Service Web Applications 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 – 197.
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.

Expiration Date. Expiration date of the credit card.

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 On. Date on 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 cannot replace this workflow with a new workflow process. You can customize this process as necessary to meet your business requirements.

You initiate 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 – 22

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 – 193.
- ❑ Install Oracle Workflow. See *Oracle Workflow Installation Notes*.

▶ **To set up the Credit Card Transaction Employee Workflow:**

1. Install and set up Self–Service Web Applications to allow verification of transactions via Self–Service Web Applications. See: *Oracle Self–Service Web Applications Implementation Manual.*
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 Self–Service Web Applications. 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

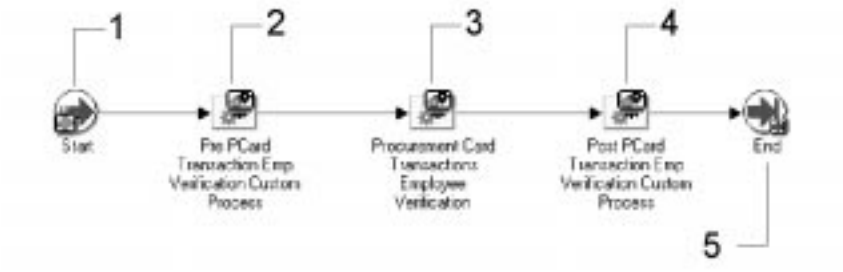
The Procurement Card Transactions Employee Verification process consists of four unique process–type activities.

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 Oracle8i 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 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



Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities None

Pre PCard Transaction Employee Verification Custom Process (Node 2)

You can customize this activity to meet your business needs. If you do not customize this activity, the activity will not affect the Workflow process.

Required No

Prerequisite Activities None

Procurement Card Transactions Employee Verification (Node 3)

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 – 193.

> **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 – 203.

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 Self–Service Web Applications, 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 (Node 4)

You can customize this activity to meet your business needs. If you do not customize this activity, the activity will not affect the Workflow process.

Required No

Prerequisite Activities None

End (Node 5)

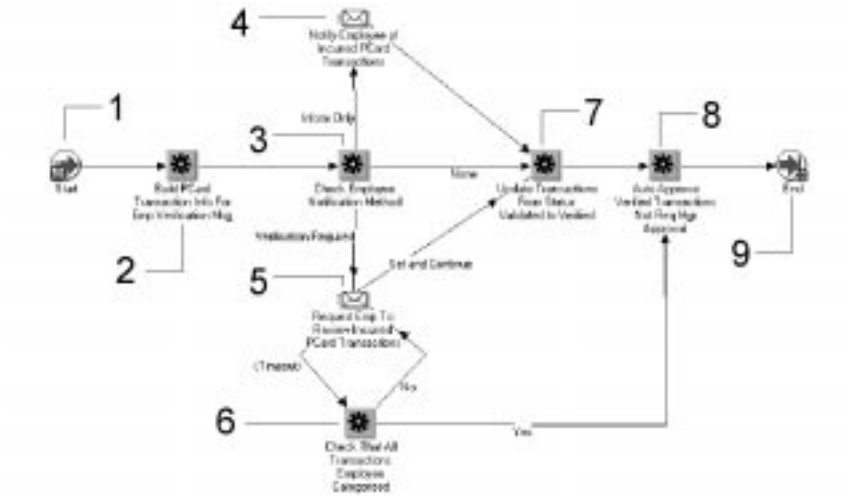
This function activity marks the end of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

Procurement Card Transaction Employee Verification



Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities None

Build PCard Transaction Info For Emp Verification Msg (Node 2)

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 Start

Check Employee Notification Method (Node 3)

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 (Node 4)

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 (Node 5)

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 Self–Service Web Applications.

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 (Node 6)

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 (Node 7)

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 (Node 8)

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 – 193. 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.

End (Node 9)

This function activity marks the end of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

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 – 23

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 – 193.
- ❑ 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**

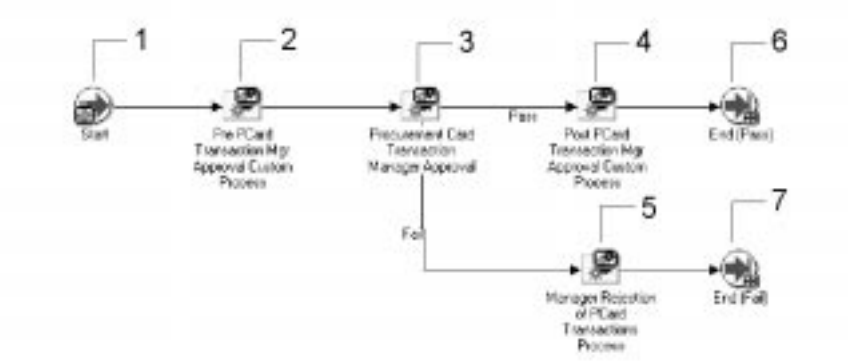
1. Install the Oracle Workflow Builder client component program.
2. The Credit Card Transaction Manager Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Self–Service Web Applications. Using the Oracle Workflow Builder program, you can open 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



Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	*WF_STANDARD.NOOP*
Result Type	None
Prerequisite Activities	None

Pre PCard Transaction Mgr Approval Custom Process (Node 2)

This activity is provided for you to customize to meet your business 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 (Node 3)

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 – 193. 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 – 213.

> **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 – 211.

Required Yes

Prerequisite Activities None

Post PCard Transaction Mgr Approval Custom Process (Node 4)

This activity is provided for you to customize to meet your business 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

Manager Rejection of PCard Transactions Process (Node 5)

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 – 213.

Required No

Prerequisite Activities None

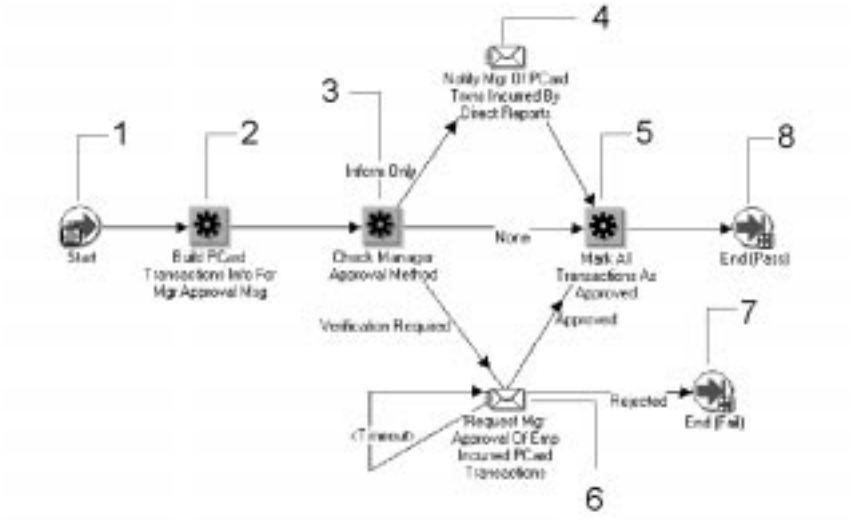
End (Nodes 6 and 7)

This function activity marks the end of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start



Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities None

Build PCard Transactions Info For Mgr Approval Msg (Node 2)

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 (Node 3)

This activity checks the manager verification method you selected in the Credit Card Profiles window. See: Credit Card Profiles: page 2 – 193. 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 (Node 4)

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

Mark All Transactions As Approved (Node 5)

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

Request Mgr Approval Of Emp Incurred PCard Transactions (Node 6)

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

End (Nodes 7 and 8)

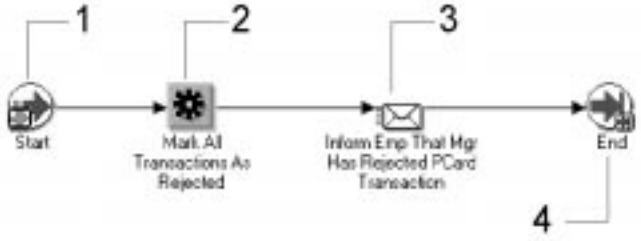
This function activity marks the end of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

Manager Rejection of Procurement Card Transaction Process



Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities None

Mark All Transactions As Rejected (Node 2)

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 (Node 3)

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

End (Node 4)

This function activity marks the end of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

Setting Up Credit Cards Using Web Application Dictionary

If your employees are using the Credit Cards responsibility of Self–Service Web Applications 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 – 2 (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 – 3 (Page 1 of 1)

See Also

Procurement Card Integration: page 4 – 180

Web Applications Dictionary, Oracle Configurator, and Object Navigator User 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 – 217
- Implementing the Invoice Payments Descriptive Flexfield: page 2 – 220
- Setting Up Custom Payment Programs: page 2 – 221
- Setting Up Custom Payment Formats: page 2 – 225
- Using the External Laser Format Payments Program: page 2 – 227
- Customizing Automatic Withholding Tax: page 2 – 230
- Using the Multiple Organization Support Feature: page 2 – 231
- Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report: page 2 – 232

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 the following 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 Notice.** This report produces a letter notifying a supplier that you have entered one or more invoices for the supplier in Payables.
- **Prepayment Remittance Notice.** This report produces a letter notifying a supplier that you have applied a prepayment to an invoice. Payables automatically prints the supplier name,

address information, and any related information, such as invoice number, on each of the letters it prints.

- **Invalid PO Supplier Notice**. This notice informs a supplier that you placed an invoice on hold because the supplier did not provide a valid purchase order number.
- **Tax Information Verification Letter.** This letter requests a supplier to confirm or provide tax information.

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.

If your installation uses multiple languages, you can customize the following notices in multiple languages. When Payables prints the notice, it prints it in the language assigned to the supplier site.

- **Print Invoice Notice.**
- **Prepayment Remittance Notice.**
- **Invalid PO Supplier Notice**.

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 Notice and Prepayment Remittance Notice, 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 Notice	APXINPRT.rdf
Prepayment Remittance Notice	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.

In addition to the predefined Build program, Payables provides several predefined payment programs designed to provide basic layouts for your payment documents.

- **APXPBFOR** Oracle Standard Format Payments Program
- **APXPBFOF** Oracle Form Feed Format Payments Program
- **APXPBFEG** External Standard Format Payments Program
- **APXPBFEF** External Form Feed Format Payments Program
- **APXPBFEL** External Laser Format Payments Program
- **APXPBFUS** Format Payments (U.S. Treasury)
- **APXPBFBC** Format Payments (BACS 1/2 Inch Tape)
- **APXPBSRA** Separate Remittance Advice
- **APXPBBLD** Build Payments Program
- **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 – 173, Defining Banks: page 2 – 122, and Automatic Payment Programs: page 2 – 20, and Custom Payment Programs: page 2 – 221

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 e–Commerce Gateway: page 5 – 54.

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: 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 – 20.

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 – 20.

▶ **To define a payment program:**

1. In the Automatic Payment Programs window enter a descriptive name for your payment program in the Name field.
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 – 173.

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 – 124.

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 each payment document with remittance advice 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 – 17.

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 Format
- Long Check Format
- Long Laser Format
- Short Check Format
- 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's 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 Long Laser Format, you may want to activate a MICR line, implement a special font, or define signature amount limits. See also: Using the External Laser Format Payments Program: page 2 – 227.

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 intercompany/interfund liabilities. See also: Payment Formats: page 2 – 173.

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 – 221.

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 – 17.

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 company 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 – 119.

▶ **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 External Laser Format Payments 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 External Laser Format Payments Program

Payables provides the External Laser Format Payments program and corresponding 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 Long Laser Format, you need to customize the automatic payment program used by the Long Laser 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 – 173, and Defining Banks: page 2 – 122.

▶ **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 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 Oracles Payables 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 – 229.

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 External Laser Format Payments 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 – 20.

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 – 173, and Defining Banks: page 2 – 122.

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. In addition to its original title, the oganization name is displayed in the header of reports also.

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 – 86.

When you use Oracle Applications Multiple Organization Support, Payables displays the user's organization name in each window title. if you use Multiple Reporting Currencies, payables also displays the currency.

Setting Up Print Styles and Drivers for the Supplier Mailing Labels Report

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 – 27.

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 – 24.

Suppliers

Set up suppliers in the Suppliers window to record information about individuals and companies from whom you purchase goods and services. You can also enter employees whom you reimburse for expense reports. When you enter a supplier that does business from multiple locations, you store supplier information only once, and enter supplier sites for each location. You can designate supplier sites as pay sites, purchasing sites, RFQ only sites, or procurement card 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 Supplier Sites window. When the system enters that information in a later transaction, it only uses 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, existing supplier sites are not updated.

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 – 5
- 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 – 8
- Setting Up Supplier Hierarchies: page 3 – 8
- Entering Employees as Suppliers: page 3 – 9
- Factoring Arrangements: page 3 – 9
- Entering Suppliers: page 3 – 10
- Suppliers and Supplier Sites Window Reference: page 3 – 14

- Supplier Restrictions: page 3 – 36
- Finding Suppliers: page 3 – 37
- Reviewing Suppliers: page 3 – 38
- Adjusting Suppliers: page 3 – 38
- Adding a New Supplier Site: page 3 – 40
- Updating a Supplier's Tax Status: page 3 – 41
- Identifying Duplicate Suppliers: page 3 – 42
- Supplier Merge Program: page 3 – 43
- Supplier Audit Report: page 3 – 48
- Supplier Merge Report: page 3 – 46
- Purchase Order Header Update Report: page 3 – 47

How Your Oracle Product Uses Supplier Information

Four Oracle financial applications use the Suppliers window: Payables, Purchasing, Assets, and Property Manager. 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. Assets and Property Manager require no additional information. However, for any product, you can record a variety of other supplier information in the many optional fields.

Oracle Payables

Before entering invoices for a supplier, you must enter at least one pay site for the supplier.

The following examples show how entering additional supplier information in the Suppliers and Supplier Sites windows can help you manage your Payables system:

- Record bank account 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. You can initiate a payment batch for a specific Pay Group or a range of Payment Priorities.

- Select the Hold Unmatched Invoices 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 or receipt.
- Create a supplier and link it to an employee so you can pay the employee's expense reports.

Oracle 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 Purchasing User 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 Purchasing User Guide)*.

Oracle Assets

Oracle Assets uses only the Supplier Name, Supplier Number, and Inactive On date.

Record additional supplier information for your own reference.

Oracle Property Manager

Payables imports lease invoices from Oracle Property Manager. You must enter at least one pay site for a supplier before importing invoices from Oracle Property Manager.

See Also

Supplier Restrictions: page 3 – 36

Multiple Organization Support

If you use the Multiple Organization Support feature, you cannot enter the following fields at the Supplier level: Liability account, Prepayment account, Distribution Set, Invoice Tax Code, and Future Dated Payment account. 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 Entry Financials Options: page 2 – 45.

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 – 43.

Suggestion: 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 a company, do not enter both Oracle Corp. and Oracle Corporation.

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. That is, the values for these Financials and Payables options become the defaults for the corresponding options in the Suppliers window. From the supplier, the system defaults values to corresponding fields for 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.

> **Note:** Updating default information at the supplier level does not update existing supplier sites. To update existing supplier site values, do so at the supplier site level.

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. That is, the values for these Financials and Purchasing options become the defaults for the corresponding options in the Suppliers window. From the supplier, the system defaults values to corresponding fields for 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 Purchasing User Guide)*.

See Also

Supplier Restrictions: page 3 – 36

Setting Up Supplier Tax Information

Paying VAT and Sales tax for suppliers

You select default sales type taxes for suppliers in the Invoice Tax Code 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 Code Defaults hierarchy. See: Defaulting Tax in Payables: page 4 – 105.

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 – 119. 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 record VAT taxes for reporting purposes; however, you do not pay them to the supplier if you use offset taxes. To use offset taxes, you must enable the Use Offset Taxes option in the Supplier Site window. When you use Offset taxes, 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 – 118.

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 – 131.

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 the Reporting Name field in the Tax Reporting Region. Payables uses the Reporting Name to produce documents for the IRS. If you report electronically, select an Organization Type in the Tax Reporting region. For more information, see Tax Reporting Region of the Suppliers Window: page 3 – 33.

If you enter nine zeros, 000000000, as the value for the Tax Identification Number (TIN) for a supplier, then the TIN will appear as null on the following reports: 1099 Electronic Media Report, 1099 Forms, or the Tax Information Verification Letter. You can enter this value (000000000) for suppliers that are waiting for their TINs and for whom you need to record 1099 payments.

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 as possible 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. Similarly, Payables prints up to 33 characters for the combination of the City, State, and postal Code. Because of the space constraints, you may want to

implement a standard for entering addresses to ensure that the 1099 has a complete mailing address when it is printed.

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 – 51.

Withholding Taxes for Suppliers

Enter withholding tax information for a supplier in the Withholding Tax region of the Suppliers and the Supplier Sites windows. Select Allow Withholding Tax 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 Number Validation

Payables provides country–specific validation of the Taxpayer ID, also known as the NIF, to alert you to data entry errors for Italy and Spain. Payables also validates the Tax Registration Number, also known as the VAT registration number, for Austria, Italy, The Netherlands, and Spain. See: Taxpayer ID Validation: page 3 – 49 and Tax Registration Number Validation: page 3 – 51.

See Also

Updating a Supplier's Tax Status: page 3 – 41

Setting Up Supplier Hierarchies

You can record the relationship between a franchise or subsidiary and its parent company by recording a value for the Parent Supplier field 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. Either enable the Automatically Create Employee as Supplier Payables option to have Payables do this automatically during Payables Invoice Import, or manually enter the employee as a supplier in the Suppliers window.

- To have Payables automatically create supplier information for employees during Invoice Import, enable the Automatically Create Employee as Supplier Payables option in the Expense Report region of the Payables Options window. If this option is enabled, then when you import employee expense reports, Payables uses information from the Enter Person window to create supplier and supplier site information for the employees. For example, if you import an expense report with HOME as the pay site and if the employee is not entered as a supplier, then Payables automatically enters a supplier record for the employee with a payment supplier site called HOME. The Supplier Type will be Employee, and the Employee Name and Number fields are automatically populated. See: Enter Person *(Managing People Using Oracle HRMS manual or online help)*.
- 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.

Note that when you update employee information in the Enter Person window, it automatically updates the supplier record, and vice versa.

Factoring Arrangements

If a supplier sells its 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 payment 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 – 36

Entering Expense Reports: page 4 – 219

Entering Suppliers

Prerequisites

- ❑ Verify that the supplier has not already been entered in the system. Use the Suppliers Report: page 8 – 32, and Supplier Audit Report: page 3 – 48.
- ❑ Define the following lookups in the Oracle Purchasing Lookups window: Pay Group, Supplier Type, Minority Group. See: Defining Lookup Codes *(Oracle Purchasing User Guide*).
- ❑ Define Supplier Types in the Oracle Payables Lookups window. See: Lookups: page 2 – 13.
- ❑ If you have installed Purchasing, complete Purchasing setup. See: Setting Up Purchasing.
- ❑ Define Financials Options. See: Financials Options: page 2 – 36.

- ❑ Define payment terms. See: Payment Terms: page 2 – 89. (optional)
- ❑ Define Distribution Sets. See: Distribution Sets: page 2 – 17. (optional)

Purchasing Prerequisites

- ❑ If you use Oracle Purchasing, define Supplier Types in the Oracle Payables Lookups window. See: Lookups: page 2 – 13.
- ❑ If you use Oracle Purchasing, define FOB codes, Minority Groups and Freight Terms codes in the Oracle Purchasing Lookups window. See: .
- ❑ If you use Oracle Purchasing, define Ship Via codes in the Defining Freight Carriers window. See: Defining Freight Carriers *(Oracle Inventory User Guide).*

▶ **To enter basic supplier information:**

1. In the Suppliers window, enter a unique Supplier Name.

Suggestion: Use a naming convention that minimizes risk of separate entries for the same supplier under different names. For example, if you consistently spell the full name of a supplier, do not enter both Oracle Corp. and Oracle Corporation.

2. If you enable the Supplier Number Entry 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.
3. 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.
4. 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, then enter the date in the Inactive On field.
5. Enter supplier information in the appropriate regions of the Suppliers 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 – 15
- Bank Accounts: page 3 – 16
- Classification: page 3 – 18
- Control: page 3 – 19
- EDI (Electronic Data Interchange): page 3 – 21
- General: page 3 – 22
- Invoice Tax: page 3 – 22
- Payment: page 3 – 26
- Purchasing: page 3 – 29
- Receiving: page 3 – 31
- Withholding Tax: page 3 – 36

6. In the Suppliers window, choose the Sites button to navigate to the Supplier Sites window. Enter at least one supplier site.

   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 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 – 15
   - Bank Accounts: page 3 – 16
   - Contacts: page 3 – 19
   - Control: page 3 – 19
   - EDI (Electronic Data Interchange): page 3 – 21
   - Invoice Tax: page 3 – 22
   - Payment: page 3 – 26
   - Purchasing: page 3 – 29
   - General: page 3 – 21
   - Tax Reporting: page 3 – 36

- Withholding Tax: page 3 – 36

7. Save your work.
8. You can enter another site by choosing the Down arrow key, or by choosing New from the File menu.

See Also

Supplier Restrictions: page 3 – 36

Entering Flexible Addresses *(Oracle Receivables User 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 – 36

Suppliers and Supplier Sites Header Field Reference

Inactive On. Date on which a supplier or supplier site will no longer appear on a supplier list of values.

Language. Language spoken at the site. This value controls the language in which Payables prints the following for this supplier: Invalid PO Supplier Notice, Prepayment Remittance Notice, Print Invoice Notice.

Site Name. Unique supplier site name that distinguishes the site from a supplier's other 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. For employees, site names are typically Home or Office.

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 it is required to pay or report on Value–Added Taxes (VAT).

Taxpayer ID. Supplier's Tax Identification Number (TIN). If a supplier is an individual, the TIN is the supplier's 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 window and in the Define Reporting Entities window. The Taxpayer ID you enter here will be displayed in all supplier lists of values to help identify your suppliers. See also: Taxpayer ID and Tax Registration Number Validation: page 3 – 8.

If you enter nine zeros, 000000000, as the TIN value, the TIN appears as null on the following reports: 1099 Electronic Media Report, 1099 Forms, and the Tax Information Verification Letter. You can enter this value (000000000) for suppliers that are waiting for their TINs, and for whom you need to record 1099 payments.

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. The Liability Account and description 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 this Liability Account to each supplier you enter. You can override this default. When you enter an invoice, Payables automatically defaults the supplier site's Liability Account to the invoice. You can also override 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. Payables uses this as the default GL account and account description for Item lines that Payables automatically creates for prepayments. 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.

Future Dated Payment. If you use future dated payments, enter the future dated payment account you want to use. The Financials option value defaults to new suppliers, and the supplier value defaults to new supplier sites. You can override these defaults.

When Payables creates a future dated payment, it uses the future dated payment account from either the supplier site or the payment document, depending on which option you select in the Payment Accounting region of the Payables Options window.

If you relieve liability for future dated payments when the payment is issued, then use an asset account. If you relieve liability at clearing time, then use a liability 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 – 36

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 – 127.

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 – 136.

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.

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. For all periods during which a supplier or site has active bank accounts, you must specify a primary bank account. 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.

Curr. Payables displays the currency you defined for the bank account.

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

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 in this region.

Type. Type of supplier. Use Type to group suppliers for reporting purposes. Several supplier reports use Type as a report parameter. You can also define tax recovery rules based on supplier type. You define supplier types in the Oracle Payables Lookups window. See: Lookups: page 2 – 13. If you are entering an employee as a supplier, you must select Employee in this field. Select Tax Authority for suppliers to whom you remit withholding taxes.

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 Oracle Purchasing Lookups window. See: Lookups: page 2 – 13.

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 companies.

Suggestion: Assign a variety of codes to distinguish among suppliers. For example, assign codes to distinguish between more reliable suppliers and less reliable suppliers. You can also assign codes to distinguish types of suppliers, such as original equipment manufacturers and suppliers of office products.

Woman Owned. You can use this designation for tracking business with companies owned by women.

See Also

Supplier Restrictions: page 3 – 36

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 On. Date on which this contact will no longer appear on the contact list for this supplier site.

Alternate Contact Name. You can enter an alternate name for your supplier site contact if you have enabled the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

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 to each individual invoice. You can enable several types of supplier related holds for a supplier site. Payables also provides these options at the supplier level, but only uses these values to provide defaults for new supplier sites that you enter. The options you enable at the supplier site level control Payables processing.

Hold All Payments. The most restrictive supplier site hold. By selecting Hold All Payments for a supplier site, you prevent any invoices for 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 deselect 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 matched to either a purchase order or receipt. 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 or receipt and resubmitting Approval, or you can manually release the hold in the Holds window of the Invoice Workbench. Payables will not apply a hold if the sum of the invoice distributions by accounting code combination is zero.

The default is the Hold Unmatched Invoices option you chose in the Financials Options window. However, if this is a supplier that the system automatically created during import, the default is the Hold Unmatched Expense Reports option you defined in the Expense Report region of the Payables Options window.

Hold Unapproved Invoices. If enabled, Payables automatically applies a Supplier hold to all unapproved invoices entered for that site, including any invoices you import. Payables applies this hold when you submit Approval. You can still pay invoices that were entered for the supplier site. You can manually release the Supplier hold in the Holds window of the Invoice Workbench. Deselect this supplier site option when you no longer want to hold unapproved invoices for a supplier site.

Payment 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. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount, changing the Invoice Amount Limit for the supplier site, or you can manually release the hold in the Holds window of the Invoice Workbench.

Invoice Match Option. For purchase order shipments, indicate whether you want to match invoices to purchase orders or to purchase order receipts. This option defaults in the following order and can be overridden at any level: Financials Options Supplier Supplier Site Purchase Order Shipment. If the supplier was created automatically during Invoice Import, the default value is Purchase Order, and you can change it to Receipts as appropriate.

- **Purchase Order.** Match invoices to purchase order shipments and/or distributions.
- **Receipts.** Match invoices to purchase order receipts.

See Also

Applying Holds: page 4 – 136

EDI (Electronic Data Interchange) 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 (EDI), see: Creating Payments with the Oracle e–Commerce Gateway: page 5 – 57.

EDI Location. Electronic Data Interchange (EDI) location code for this supplier site. This field appears only at the supplier site. For more information, see: *Oracle e–Commerce Gateway User Guide.*

EDI ID Number. This field is used only by Oracle Energy, if you have installed it, and it appears only at the supplier site.

Payment Method. How the electronic payment will be made.

Payment Format. Indicates type of information being transmitted with the funds if the Payment Method is ACH.

Remittance Method. Party responsible for sending the remittance advice to the payee.

Remittance Instruction. Text of specific wire or other electronic payment instructions for an intermediary or recipient financial institution (optional).

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 Supplier Sites Window

Customer Number. The number your supplier uses to identify your company or organization. This number appears on the Oracle Purchasing standard purchase order. This value is used for your reference only.

Shipping Network Location. Physical location of the supplier site. The location that you enter in this field appears on the list of values for the Ship To Location field in Oracle Purchasing's Purchase Order

window. Purchasing uses this information when it receives outside processing items. In Work in Process, when you have two consecutive outside processing operations on a routing, you can use the Ship To Location to specify that the supplier for the first outside processing operation is to ship the completed assemblies directly to the supplier for the next outside processing operation.

Site Uses

Pay. Supplier site to which you send payment of an invoice. You cannot enter an invoice for a supplier site that is not defined as a pay site.

RFQ Only. 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.

Purchasing. Supplier site from which you order goods or services. You must enter at least one purchasing site before Oracle Purchasing allows you to enter a purchase order.

Procurement Card. Supplier site that accepts the credit card brands of your procurement cards.

General Region of the Suppliers Window

Customer Number. The number your supplier uses to identify your company or organization. This number appears on the Oracle 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 Code. Tax code that represents the tax charges you generally receive on invoices from a supplier. Usually determined by the shipping location to which your supplier sends goods to you. The supplier value defaults from the Financials Options window, and the

supplier site value defaults from the supplier. You cannot enter an Offset tax in this field.

When Payables defaults a tax code value to a document such as an invoice, it uses the Tax Code Defaults hierarchy you define in the Tax Defaults and Rules 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 – 105.

If the Tax Calculation Level option for the supplier site is Header, the Tax Code value defaults to the Invoices window. If the Calculation Level option is Tax Code or Line, the Tax Code value defaults to the Distributions window. You can override this default during supplier site entry and invoice entry.

The list of values for this field lists all active tax codes, regardless of effective dates. If a tax code has different tax rates based on effective dates, then the tax rate for the tax code is determined by either the invoice date or, for expense reports, by the receipt date.

If you use the Multiple Organization Support feature, you can enter a value in this field only at the supplier site level.

Use Offset Tax. You can use offset taxes to record taxes on invoices while offsetting the tax liability. You can associate offset taxes with sales or user–defined taxes in the Tax Codes window.

When you enter an invoice, if a tax code you use has an associated offset tax and if you enable the Use Offset Tax check box for the supplier site, Payables creates a default offsetting tax distribution for each tax distribution on an invoice. You can use offset taxes to record the value added tax (VAT) name and amount without paying VAT to the supplier (the tax distribution and the offset tax distribution net to zero). For example, in the Tax Codes window, you can define an offset tax code named Offset 10 that has a negative 10% rate. You can then define a user–defined tax called VAT 10 that has a 10% rate. You can assign the Offset 10 tax to the VAT 10 tax. 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 Code for a supplier, the system deletes the offset tax code 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 enable this option 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 Calculation Override option in the previous window. For detailed information, see: Automatic Tax Calculation Levels: page 10 – 34.

- **Header.** Automatically calculate the tax amount and create tax distributions based on the Invoice Amount and Tax Code in the Invoices window.
- **Line.** Automatically create tax distributions based on the Distribution Amount, Tax Code, and Includes Tax check box in the Distributions window. Calculate amounts at the line level.
- **Tax Code.** Automatically create tax distributions based on the Distribution Amount, Tax Code, and Includes Tax check box in the Distributions window. Calculate amounts at the tax code level.
- **None.** Disable automatic tax calculation for this supplier or supplier site.

Allow Calculation Level Override. This field applies to the Calculation Level for tax. The Allow Calculation Level Override value defaults to the corresponding fields in the following windows in the order shown: Payables Options –> Suppliers (available only if you do not use Multiple Organization Support) –> Supplier Site –> Invoices. That is, 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.

You cannot adjust the default Calculation Level 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.

If you enable Allow Calculation Level Override for a supplier site, during invoice entry after you enter a Tax Code in the Invoices window, Payables opens a window in which you can change the calculation level. You can choose Header, Tax Code, or Line, or you can choose None, which disables tax calculation for the invoice. See also: Overriding Tax Calculation Level: page 10 – 37.

Rounding Rule. If you use automatic tax calculation, select the method for 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 enters 5.99 for the tax amount.

Payables uses the rounding rule 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 does not affect existing suppliers and defaults only to new suppliers. If you update this value in the Suppliers window, it does not affect existing supplier sites and defaults only to new supplier sites. If you update it in the Supplier Sites window, it does 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 $5.985 to $5.99.

Distribution Amounts Include Tax. Enable this option if you use automatic tax calculation at the Tax Code or 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 Code 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 Invoices, 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 the default for Pay Group and Allow Interest Invoices, which come from the Payables Options window, and the default for Exclude Freight From 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 calculates interest only for invoices that are overdue 365 days or less. If you enable this option, it is automatically enforced for all of a supplier's sites.

Payables automatically enables this option in this window 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. See: Automatic Interest: page 10 – 7 and.

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 to have "Attention Accounts Receivable" printed on your checks immediately below the supplier site name and before the address if your payment formatting program allows it. 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 on an invoice 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 this option is enabled for an invoice, Payables creates a separate payment for each invoice. If the option is not enabled for an

invoice, the invoice is 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 in the same payment batch. You define Pay Groups for suppliers and supplier sites in the Oracle Purchasing Lookups window. Examples of Pay Groups you can 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 has associated fixed–rate currencies (for example, euro). 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 the default for the Payment Currency field in the Invoices window. It is also the default currency for invoices you create for this supplier site by using Payment 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.** Pay electronic payments either through the e–Commerce Gateway, or by delivering a payment batch file to your bank. For both methods, Payables creates a file during payment batch creation. E–Commerce Gateway payment files are processed through the e–Commerce Gateway and delivered to your bank to create payments. Files for electronic funds transfers are formatted and delivered to your ap.out directory for you to deliver to your bank.

You must enter supplier bank account information to use electronic payments. See: Bank Accounts Region of the Suppliers and Supplier Sites window: page 3 – 16. 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.** Manually record an external wire transfer of funds between your bank and your supplier's bank.
- **Clearing.** Record invoice payments to internal suppliers.

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 – 150.

Terms Date Basis. Date from which Payables calculates a scheduled payment for a supplier. The default is one of the following Payables option you defined for Terms Date Basis.

- **System.** When you enter invoices, Payables defaults the system date as the terms date.
- **Goods Received.** When you enter invoices, Payables prompts you to enter the date you received the goods that are included on the 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 – 160. This field is not visible if you do not enable the Use Bank Charges Payables option.

- **Internal.** You pay bank charges.

- **Supplier/Negotiated.** Your supplier pays bank charges at a negotiated rate.
- **Supplier/Standard.** Your supplier pays bank charges at a standard rate.

See Also

Automatic Interest: 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.

Create Debit Memo From RTS Transaction. Enable this option if you want the system to automatically create a Debit Memo in Payables when you enter a Return To Supplier (RTS) in Purchasing. The value for supplier defaults from the Purchasing Options window.

> **Note:** This feature is not available in the base release of Payables release 11*i*. If your installation of Payables does not include this functionality, then you can call Oracle Customer Support to request it in a patch.

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.

Country of Origin. Country in which a product was manufactured. This value defaults to purchase orders and releases.

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.

Purchasing 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. If you enable this option for a supplier, and you also enable the Enforce Supplier Hold option in the Control region of the Purchasing Options window, then you can create a purchase order for the supplier, but you cannot approve the purchase order. To release this hold, deselect Purchase Order Hold here.

Ship–To Location. Location where a supplier sends shipments 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. Freight carrier 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. The value you enter is the value in the Description field of the Freight Carriers window in Purchasing.

If the supplier was created automatically during Invoice Import, the default value is Purchase Order and you can update it.

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 Purchasing User Guide)*.

Pay on. You can enter a value for the Pay On field only if the supplier site is a pay site. For more information, see: Payment on Receipt *(Oracle Purchasing User Guide)*.

- **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. Pay site to be used as the supplier site when the system creates invoices from this supplier site's receipts. This list of values is limited to active pay sites for the supplier.

- If this supplier site record is a pay site: If you want Payables to create invoices for a different pay site, then enter the site name (Optional). If you want to use this supplier site as the pay site, then leave the field blank.
- If this supplier site record is not a pay site: Enter the supplier site to use for payment of invoices for this supplier site's receipts (Required).

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.

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 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.

Match Approval Level. If you use Oracle Payables with Oracle Purchasing or another integrated purchasing product, you can perform online matching of invoices and original purchase orders or purchase order receipts. Matching ensures that you only pay for the goods and services you ordered and that your suppliers do not over–bill you. If you are billed for an item over the amount and quantity tolerances you define, the Payables Approval Program applies holds to the invoice and prevents payment until you release the holds.

- **2–Way.** When you match to a purchase order or receipt, Payables Approval performs these control checks:
    1. Quantity billed <= Quantity ordered
    2. Invoice price <= Purchase order price
- **3–Way**. Control checks 1 and 2, plus:
    3. Quantity billed <= Quantity received
- **4–Way.** Control checks 1, 2, and 3, plus:
    4. Quantity billed <= Quantity accepted

Note that when you query suppliers in this window you cannot use Match Approval Level as query criteria.

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 Purchasing User Guide)*

Defining Default Options *(Oracle Purchasing User Guide)*

Defining Accrual Options *(Oracle Purchasing User Guide)*

Defining Control Options *(Oracle Purchasing User Guide)*

Defining Internal Requisition Options *(Oracle Purchasing User Guide)*

Defining Numbering Options *(Oracle Purchasing User Guide)*

Tax Reporting Region of the Suppliers Window

You record supplier tax information to enable three defaults during invoice entry, and to provide tax reporting information. For more information, see: Entering Taxes on Invoices: page 4 – 97.

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. Choose from a list of 1099 Miscellaneous Tax types. This value defaults from supplier to invoice distributions. You can override this default during 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 company as the supplier name; however, the tax reporting name for the company is the name of the individual. The IRS levies penalties against a business 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. This reporting supplier site's address is printed on the 1099 form. 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 Tax Reporting region in the Supplier Sites window.

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 if you do not select a tax reporting site for this 1099 supplier.

State. Enable this field if you participate in the United States Internal Revenue Service Combined Filing Program and the 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 Electronic Media Report 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 Electronic Media Report.

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 – 97

Tax Codes: page 2 – 146

1099 Reporting Overview: page 8 – 35

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

Supplier Restrictions: page 3 – 36

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. This reporting supplier site's address is printed on the 1099 form Payables requires exactly one tax reporting site for each 1099 supplier for income tax reporting purposes.

Tax Registration Number. 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:

ACCOUNTS: All accounts you enter must consist of valid combinations of segment values.

Reviewing and Adjusting Suppliers

This discussion includes the following topics:

- Finding Suppliers: page 3 – 37
- Reviewing Suppliers: page 3 – 38
- Adjusting Suppliers: page 3 – 38

See Also

Identifying Duplicate Suppliers: page 3 – 42

Finding Suppliers

You can find suppliers by using the Find Suppliers window or by entering a query directly into the Suppliers 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 window, where Payables displays all suppliers that match the Find criteria. From the Suppliers window, 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 window, either by choosing the Find icon from the toolbar or by selecting Find from the View menu.

   Enter search criteria directly into the fields. You can enter complex criteria by entering information in several fields.

2. Choose Find to navigate to the Suppliers window, where Payables displays all suppliers that match your search criteria.

Reviewing Suppliers

You can review suppliers in the Suppliers and Supplier 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 – 37.
2. Review supplier information in the Suppliers window.
3. Choose the Sites button to open the Supplier Sites window
4. Sites appear in alphabetical order.
5. To see other sites do one of the following:
   - Choose the Up Arrow or Down Arrow key
   - Choose the Page Up or Page Down key
   - Choose Record from the View menu, and then choose either First or Last

See Also

Calculating a Supplier or Supplier Site Balance: page 4 – 296

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 defaults only 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 in entry mode. See: Finding Suppliers: page 3 – 37.
2. In the Suppliers window, make any changes in the appropriate fields. For detailed information on any field, see the Suppliers and Supplier Sites Window Reference: page 3 – 14.
3. Choose the Sites button to open the Supplier Sites window. Update information for any supplier sites.
4. Save your work.

Updating Supplier Invoice Holds

Holds are controlled at the supplier site. For example, if you have enabled the Hold All Payments option for a supplier and supplier site, and you disable the option for the supplier, but not the supplier site, all unapproved invoices for the supplier site will remain held for payment.

▶ **To update supplier holds:**

- In the Supplier Sites window, update the hold status.

See Also

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

Adding a New Supplier Site

▶ **To add a new supplier site:**

1. Find the Supplier. See: Finding Suppliers: page 3 – 37.
2. In the Suppliers window, choose the Sites button to navigate to the Supplier Sites window.
3. Navigate to a new supplier record in one of the following ways:
   - choose New from the File menu
   - use the [Down Arrow] key
   - choose the New icon on the tool bar
4. 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 – 15
   - Bank Accounts: page 3 – 16
   - Contacts: page 3 – 19
   - Control: page 3 – 19
   - EDI (Electronic Data Interchange): page 3 – 21
   - General: page 3 – 21
   - Invoice Tax: page 3 – 22
   - Payment: page 3 – 26
   - Purchasing: page 3 – 29
   - Tax Reporting: page 3 – 36
   - Withholding Tax
5. 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 – 37.
2. In the header region of the Suppliers window, make any changes to the Taxpayer ID or Tax Registration Number.

   In the tax reporting region, update any additional information. For detailed information on any field, see: Tax Reporting Region of the Suppliers window: page 3 – 33.
3. In the Suppliers window, choose the Sites button to navigate to the Supplier Sites window. If you need to change a supplier site's tax information, then in the Tax Reporting Region of the Supplier Sites window, change the Tax Registration Number, or Income Tax Reporting Site status. See: Tax Reporting Region of the Supplier Sites window: page 3 – 36.

   Attention: If you are updating an existing supplier to 1099 reportable status after you have entered invoices and made payments to the supplier, then you may want to use the Update Income Tax Details Utility to make mass updates to existing invoices.
4. Save your work.

See Also

Update Income Tax Details Utility and Report: page 8 – 18

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

1099 Reporting Overview: page 8 – 35

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 – 32.
- **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 – 48.

Supplier Merge Program

The Supplier Merge Program is a utility you can use to maintain your supplier records. You can use it to merge duplicate suppliers into a single, consolidated supplier. You can use it to merge transactions within the same supplier from one supplier site to a different supplier site. You can choose to merge all transactions for a supplier into a new supplier, or you can just choose to merge unpaid invoices. This option is useful in the case of an acquisition. In that case, you might want to leave all of the transaction history with the original supplier and only merge unpaid invoices to the new supplier who now wants to receive the payments.

Attention: Merging suppliers is an irreversible action. You cannot reverse the merge once it has completed. Before you initiate the merge program, you should be sure that the action you want to take is final.

When you merge supplier information you have different options. You can choose to merge both invoices and purchase orders. If you choose to merge invoices, then you can merge all invoices or just unpaid invoices. When you choose to merge all invoices, any associated payments are merged as well. The unpaid option will not transfer partially paid invoices or partially applied prepayments. If you have invoices with these conditions, then you must choose the option to merge all invoices. Alternatively you can complete payment of the invoices or application of the prepayments.

The Supplier Merge Program updates all information related to the transaction you choose to merge, depending on the other Oracle products you are using. If you choose to merge invoices, other information that is updated with the new supplier information is recurring invoice templates, accounting entries, project cost lines, fixed asset invoices, and inventory movement statistics. If you choose to merge purchase orders, then all related purchase order information is updated with the new supplier information. This includes information like receipt transactions, requests for quotations, supplier schedules, sourcing information, approved supplier lists, and MRP information.

Payables will not transfer invoices if the merge would create a duplicate invoice for the new supplier. We recommend that you review the invoices for both the old supplier and the new supplier before a merge so you can identify and resolve any duplicate invoices.

You can run the Invoice History Report for each supplier to get a listing of all invoices. If you find a duplicate invoice situation you need to decide what you want to do with the duplicate record. You can leave it

under the old supplier. If you want to merge it to the new supplier, then you need to alter the invoice number so the merge does not recognize it as a duplicate. If the invoice is unpaid, partially paid and not fully accounted, then you can adjust the invoice number, merge, and then proceed to cancel the invoice or take whatever action is needed. If the invoice is paid or fully accounted, then you must adjust it to be partially paid and accounted before you can change the invoice number. To do this you can enter a zero amount distribution line, and then you can increase the invoice amount. You can then alter the invoice number. Then you simply reduce the invoice amount back to the original amount and, if you choose, you can delete the distribution line you added. Note that you must have enabled the Allow Adjustments to Paid Invoices Payables option in order to change the invoice number.

As part of the merge program, Payables makes inactive any supplier sites from which you choose to merge all transactions. If you choose to merge all transactions for all sites, Payables automatically makes inactive the supplier as well.

After the Supplier Merge Program completes, it automatically produces the Supplier Merge Report as an audit trail of your supplier merge activity. The report lists all invoices and purchase orders updated by the merge. It also lists duplicate invoices that it did not merge. This information is not available online. If you need to retain this audit trail you should keep this report.

Prerequisites

- ❑ Identify duplicate suppliers. See: Identifying Duplicate Suppliers: page 3 – 42.
- ❑ If you merge invoices, the consolidated supplier site must be a pay site. See: General Region of the Supplier Sites window: page 3 – 21.
- ❑ If you merge purchase orders, the consolidated supplier site must be a purchasing site. See: General Region of the Supplier Sites window: page 3 – 21.
- ❑ Submit Payables Open Interface Import for any invoice records that are in the Open Interface tables for the duplicate supplier. The merge does not update any information in these interface tables since it has not yet been validated and created as invoices. Also, after a complete supplier merge, the supplier will be inactive, and you cannot import invoice records for inactive suppliers.

▶ **To initiate a supplier merge:**

1. In the Supplier Merge window, select which invoices to transfer to the new supplier and site: All, Unpaid, or None.
2. If you want to transfer all purchase order information to the new supplier, select PO.
3. Enter the supplier name and site from which you want to merge information. Enter the supplier name and site to which you want to merge information. If the supplier you want to transfer from has multiple sites that you want to merge, you must enter a row for each supplier and site combination.
   - If you are merging supplier sites for the same supplier, then enter the same supplier for both the From and To Supplier Names.
   - If you want the merge to automatically create an existing site belonging to the old supplier for the new supplier, along with merging information in that site, select Copy Site. When you do this you will not be able to enter a site in the To Supplier Site field.
4. Choose the Merge button. Payables submits a concurrent request to run the Supplier Merge Program.
5. Review the Supplier Merge Report after the request completes.

See Also

Purchase Order Header Updates Report: page 3 – 47

Supplier Merge Report: page 3 – 46

Supplier Merge Report

The Supplier Merge Program is a utility you can use to maintain your supplier records. You can use it to merge duplicate suppliers into a single, consolidated supplier. You can use it to merge transactions within the same supplier from one supplier site to a different suppler site. You can choose to merge all transactions for a suppler into a new supplier, or you can just choose to merge unpaid invoices. This option is useful in the case of an acquisition. In that case you may want to leave all of the transaction history with the original supplier and only merge unpaid invoices to the new supplier who now wants to receive the payments.

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 – 43.

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 – 43.

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. If you merge purchase order information, then any references to the supplier in blanket purchase orders, quotations, and autosource rules are updated to the new supplier.

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 – 43

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 Number is unique
- Length = 9
- Taxpayer ID must be numeric
- Check Digit is correct (last number)

- Complies with check digit validation

See Also

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Tax Registration Number Validation

Payables provides for Greece, 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.

Greece

- Tax Registration Number is unique
- All characters are numeric
- Length = 9 (can be prefixed with "EL")
- Check Digit (the 9th digit) is correct

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)*

CHAPTER

4

Invoices

This chapter tells you how to enter, adjust, approve, and review invoices and invoice batches. It explains how you can use the Invoice Gateway and the Invoice Workbench to enter invoices. 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 other products including Oracle Purchasing, Oracle Projects, and Oracle Assets.

This chapter describes holds and tells you how to apply or release an invoice hold.

It describes how to use Payables Open Interface Import to import invoices from the Invoice Gateway, e–Commerce Gateway, Property Manager. procurement card companies, and external systems. It also explains how to use Payables Invoice Import to import expense reports from Self–Service Expenses and Projects.

For information on invoice reports, see the Reports chapter.

Entering Invoices Overview

You can enter and import invoices into Payables in many ways:

Manual Invoice Entry

You usually enter supplier invoices in either the Invoice Workbench or the Invoice Gateway. You can match to purchase orders when entering these invoices. For information on the differences between these windows, see the following section, Differences Between Entering Invoices in the Invoice Gateway Window and the Invoice Workbench: page 4 – 5.

- **Invoice Workbench:** (Invoice Batches window, Invoices window, Distributions window, and the associated windows). Used to enter any invoice directly into the Payables system. Use this instead of the Invoice Gateway when entering complex invoices or invoices that require online validation and defaulting. Also used when entering an invoice that needs immediate action, such as payment. See: Entering Basic Invoices in the Invoice Workbench: page 4 – 44, and Entering Invoice Batches: page 4 – 55.
- **Invoice Gateway window:** Used for quick, high–volume invoice entry for invoices that do not require extensive validation and defaults. After entry, you import these into the Payables system. Validation and defaulting occur during import. See: Entering Invoice Records in the Invoice Gateway: page 4 – 11.

Automatic Invoice Creation

You can set up your system to automatically create periodic invoices, for example, rent invoices:

- **Recurring Invoices.** See: Entering Recurring Invoices: page 4 – 185**.**

Imported Invoices

You can import invoices or invoice information to create invoices in Payables. See: Payables Invoice Import Program: page 4 – 239, and Payables Open Interface Import Program: page 4 – 261.

- **Self–Service expense reports:** Expense reports your employees enter using a Web browser. See: Self–Service Expenses Integration: page 4 – 215.

- **Payables expense reports:** Expense reports entered in the Payables Expense reports window by the Payables department. See: Expense Reports: page 4 – 216.
- **Credit Card invoices:** Invoices for employee credit card expenses. The credit card company sends you these invoices as a flat file. See: Procurement Card Integration: page 4 – 180.
- **Oracle Projects and Personal Time and Expense reports. I**f you use Oracle Projects, project–related expense reports. See: Entering Project Related Invoices and Distributions: page 4 – 160
- **EDI invoices.** Electronic invoices transferred from Oracle e–Commerce Gateway. See: Running the EDI Invoice InboundProgram *(Oracle e–Commerce Gateway User's Guide).*
- **Invoices from external systems.** Invoices, such as invoices from legacy systems, loaded using SQL*Loader. See: Using SQL*Loader to Populate the Payables Open Interface Tables: page G – 1.
- **Oracle Property Manager invoices:** Lease invoices transferred from Oracle Property Manager. See: Oracle Property Manager Integration: page 4 – 178.

See Also

Entering Foreign Currency Invoices: page 4 – 92

Mixed Invoices: page 4 – 96

Prorating Freight and Miscellaneous Charges: page 4 – 50

Entering Freight on Invoices: page 4 – 129

Entering Taxes on Invoices: page 4 – 97

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

Approval: page 4 – 145

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

Scheduling Invoice Payments: page 4 – 150

Entering Prepayments: page 4 – 198

Finding Invoice Batches: page 4 – 289

Finding Invoices: page 4 – 290

Adjusting Invoices: page 4 – 299

Cancelling Invoices: page 4 – 311

Checking Funds for Invoices: page 10 – 43

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Invoice Overview: page 4 – 288:

Foreign Currency Transactions: page 6 – 2

Prepayments: page 4 – 195

Mixed Invoices: page 4 – 96

Invoice Overview: page 4 – 288

Invoice Notices: page 4 – 332

Discounts: page 4 – 155

Assets Integration: page 4 – 157

Oracle Inventory Integration: page 4 – 184

Differences Between Entering Invoices in the Invoice Gateway Window and the Invoice Workbench

You can enter invoices in either the Invoice Gateway window or the Invoice Workbench. The following discussion outlines the differences between entry in the two windows to help you decide when to use a particular window for invoice entry.

When You Should Use Invoice Gateway For Invoice Entry

Use the Invoice Gateway window for your everyday entry of invoice records. Use this window for rapid, high–volume entry of Standard and Credit Memo invoices that are not complex and do not require extensive online validation or defaulting of values during entry. You can use this window for purchase order matching and for applying prepayments to the invoice you are entering. See below for a list of invoice entry tasks that cannot be performed in the Invoice Gateway window, and that you should perform in the Invoice Workbench instead.

Use the Invoice Gateway window if you want to use the Open Interface Workflow. You can customize the Open Interface Workflow to process your invoice records before you import them. For example, you can perform custom validation of cost center information before you submit import.

When You Should Use the Invoice Workbench For Invoice Entry

Use the Invoice Workbench for entering and maintaining more complex invoices for which you require extensive online validation and online defaulting. You may also want to use the Invoice Workbench if you need to perform an action on the invoice immediately after entering it. For example, if you need to enter an invoice and create a payment for it, then enter the invoice in the Invoice Workbench so the record is immediately accessible for approval and payment.

Functionality available only by invoice entry in the Invoice Workbench

Use the Invoice Workbench to:

- Enter PO Default type invoices (which default supplier information from purchase orders)
- Enter Prepayment type invoices

- Enter Debit Memo type invoices
- Match Credit Memos to invoices
- Perform Header–level automatic tax calculation

Online results seen only in the Invoice Workbench

Although the following occurs during import, in the Invoice Workbench you can see online results of the following:

- Automatic tax calculation
- Tax account defaulting
- Allocation
- Automatic sequential voucher numbering

Tasks performed during invoice entry only in the Invoice Workbench

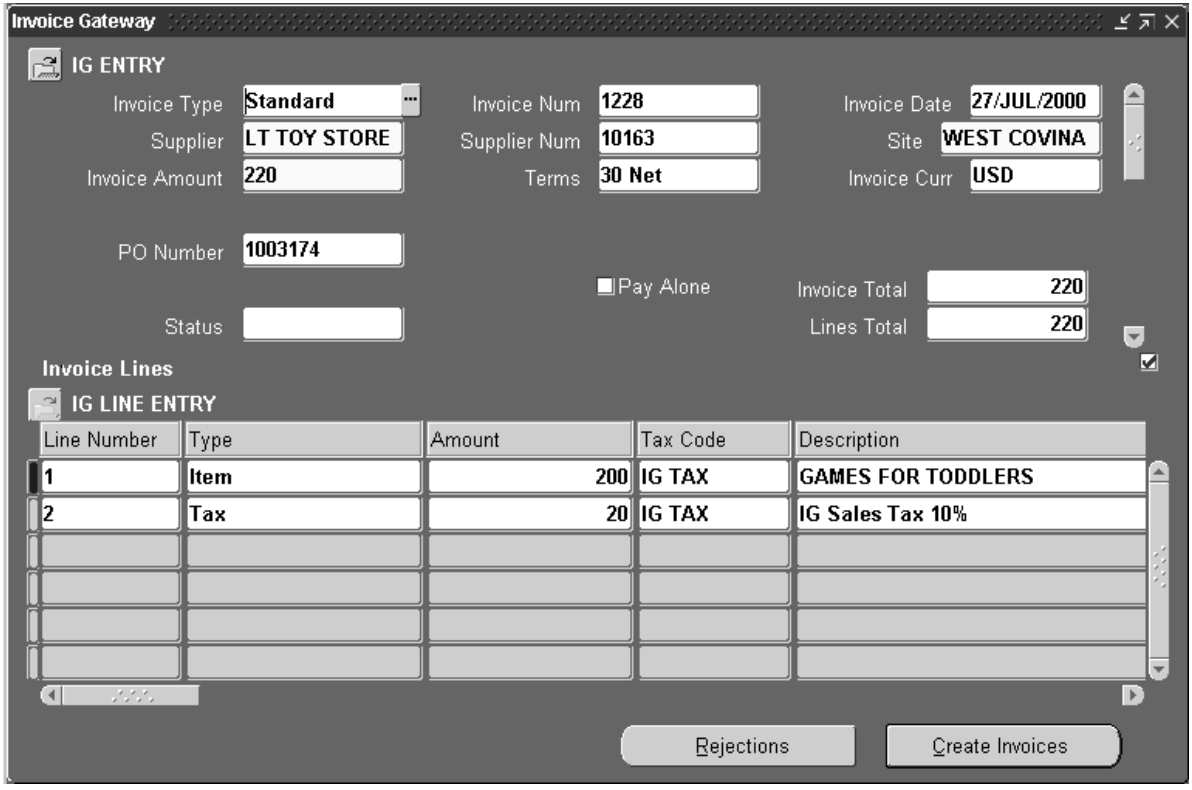
Although you can perform the following tasks in the Invoice Workbench after you have imported Invoice Gateway invoices, use the Invoice Workbench if you want to perform any of these tasks during invoice entry:

- Use invoice attachments
- Apply holds to single invoices
- Apply holds to scheduled payments
- Override default payment priority from supplier
- Override the Terms Date
- Create payments

Interface Differences

When you use the Invoice Gateway, you enter invoice header and line information in the same window, and can view only one record at a time. In the Invoice Workbench, you enter invoice header information in the Invoices window, and the related invoice distributions in the Distributions window. You can view multiple invoices at the same time in the Invoices window.

Invoice Gateway



You can enter invoices in either the Invoice Gateway window or the Invoice Workbench. The Invoice Gateway window is the quickest way to enter most invoices. Use this window to enter a large volume of invoices that do not require extensive online validation or extensive online defaulting of values.

> **Note:** Speed up invoice record entry by customizing Invoice Gateway folders. You can resize, rename, move, and hide fields to match your business process. See: Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*.

This section includes the following topics:

- Invoice Gateway Overview: page 4 – 8
- Entering Invoice Records in the Invoice Gateway Window: page 4 – 11
- Entering Purchase Order Matched Invoices in the Invoice Gateway: page 4 – 12
- Entering Price Corrections in the Invoice Gateway: page 4 – 16
- Finding Invoice Records in the Invoice Gateway Window: page 4 – 18
- Modifying Invoice Records in the Invoice Gateway Window: page 4 – 20
- Adding Invoice Records to An Existing Invoice Gateway Batch: page 4 – 21
- Creating Invoices From Invoice Gateway Invoice Records Import: page 4 – 22

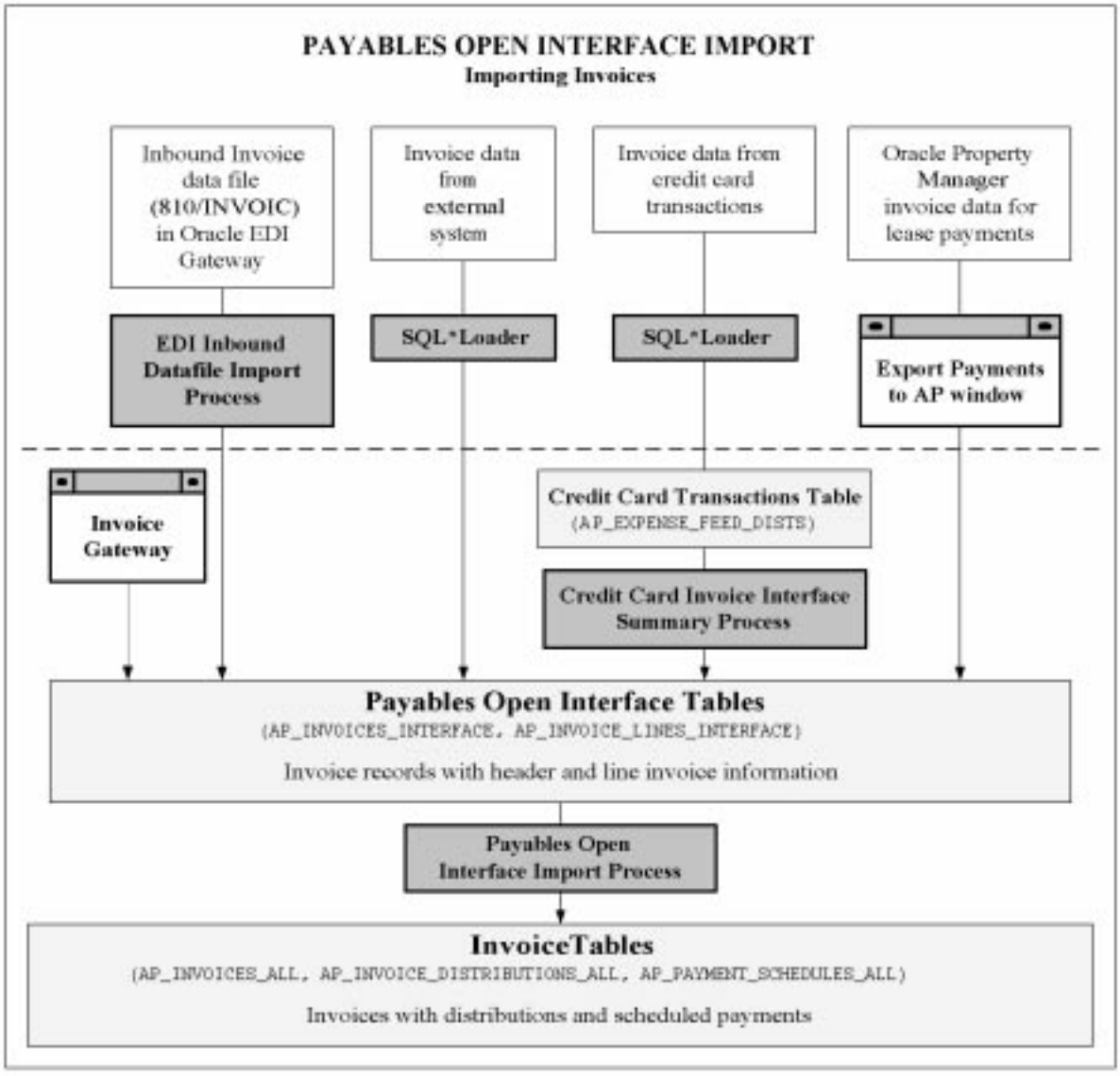
See Also

Invoice Gateway Window Reference: page 4 – 26

Invoice Gateway Identification Window Reference: page 4 – 24

Invoice Gateway Overview

Payables uses information you enter in the Invoice Gateway window to create invoices in Payables. You enter invoice header and line information in this window. This information is stored in the Payables Open Interface tables. Because the system performs limited validation and defaulting of invoice values while you are entering invoices, you can enter invoices more quickly in the Invoice Gateway than you can in the Invoice Workbench (the Invoice Workbench is the Invoices window and its associated windows).



After you enter invoice records in the Invoice Gateway, you can submit a customized workflow program to automate your business processes for managing invoices. For example, you can customize the workflow program to validate the cost center on all invoices before you import them.

You then submit the Payables Open Interface Import Program to validate the values you entered, provide any default values, and then create invoices with distributions and scheduled payments in the regular Payables tables.

After import, Payables provides a report that lists invoice records that were successfully imported and any that could not be imported because they had invalid or missing information. You can query the rejected invoice records in the Invoice Gateway window, correct them, and then resubmit them for import.

When you import invoice records successfully, Payables creates regular invoices that you can view, modify, and approve in the Invoice Workbench. After approval, the invoices are ready for payment.

After you successfully create invoices based on data in the invoice records, you can purge the invoice records from the Open Interface tables.

See Also

Submitting the Payables Open Interface Import Program: page 4 – 262

Payables Open Interface Troubleshooting: page 4 – 269

Payables Open Interface Purge Program: page 4 – 270

Payables Open Interface Workflow: page 4 – 272

Payables Open Interface Report: page 4 – 275

Payables Open Interface Tables: page G – 2

Entering Invoice Records in the Invoice Gateway Window

When you enter invoice records in the Invoice Gateway window, you group the invoice records by assigning the same Gateway Batch name to each invoice. When you enter a value for Gateway Batch in the Invoice Gateway Identification window, the system assigns that Gateway Batch name to each invoice record you enter. You can use the Gateway Batch name to query the group of invoice records in the Invoice Gateway window, and to identify a group of invoice records that you want to import together.

Note that if you have enabled the Use Batch Control Payables option and you want to maintain the grouping of invoices after import, then when you submit import for the Invoice Gateway batch, you can assign an Invoice Batch name to the group of invoices that Payables creates. You can then use the Invoice Batch name to query the same group of invoices in the Invoice Workbench.

Entering a Basic Invoice Record in the Invoice Gateway

Prerequisites

- ❑ Define suppliers with at least one pay site. See: Entering Suppliers: page 3 – 10.
- ❑ If you don't want to use Invoice Gateway as the source for all Invoice Gateway batches, define additional values for the import Source in the Oracle Payables Lookups window (optional). See: Lookups: page 2 – 13.
- ❑ Customize your Invoice Gateway folder forms to hide fields you don't use. For example, if you don't use Automatic Tax Calculation, hide the Includes Tax check box to prevent users from entering values in these fields and causing rejection of the invoice record during import. See: Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide)*.

▶ **To enter a basic invoice record in the Invoice Gateway window:**

1. Navigate to the Invoice Gateway. The Invoice Gateway Identification window opens. Enter a unique value for the Gateway Batch. For the Source, enter Invoice Gateway, or a source you defined in the Oracle Payables Lookups window. The Gateway Batch and Source values in the Invoice Gateway Identification window will default to all invoice records you enter.

2. In the Invoice Gateway window, enter the invoice header information. The following header fields are required:

   - Supplier or Supplier Num
   - Site
   - Invoice Amount

   Enter at least one invoice line. The following fields are required for each invoice line:

   - Line Type
   - Amount

   For descriptions of the other fields, see: Invoice Gateway Window Reference: page 4 – 26.

3. To add a new record in the Invoice Gateway batch, use the [down arrow] key or select the New Record icon from the toolbar. Perform step 2 for each invoice record.

4. If you want to import your invoice records now, choose the Create Invoices button and see: Creating Invoices From Invoice Gateway Invoice Records (Invoice): page 4 – 22. Or, you can import the batch later. See: Submitting the Payables Open Interface Import Program: page 4 – 262.

5. Save your work.

Entering Purchase Order Matched Invoice Records in the Invoice Gateway

When you enter a purchase order matched invoice record, the import process automatically creates invoice distributions for you based on your match. You can match to a purchase order receipt, and you can match to a purchase order at different levels: purchase order header, purchase order line, purchase order shipment, purchase order distribution.

Suggestion: When you are matching to a purchase order, also open the View PO window to have easy access to purchase order information.

Note: During import, the system does not check quantity or unit price tolerances. If the invoice exceeds the tolerances you have set in the Invoice Tolerances window, Payables applies a system hold on the invoice at Approval time.

Matching to a Purchase Order at the Invoice Gateway Header Level

Prerequisites

- ❑ Your purchasing information must be generated in Oracle Purchasing or transferred to Oracle Purchasing tables from an external purchasing system.
- ❑ A purchase order for the same supplier, supplier site, and currency as the invoice record you are entering must be approved and open.
- ❑ The purchase order is Standard, has only one line, and only one shipment. Also, the Match option for the shipment is set to Purchase Order.

▶ **To enter a purchase order matched invoice record at the header level:**

1. In the Invoice Gateway window, enter an invoice record.

   Enter a value in the invoice header for PO Number. If you want the purchase order terms to default to the invoice record then leave the Terms field empty.
2. Enter line information. The only required fields are Line Number, Type, and Amount.
3. Optionally enter a value for either Quantity Invoiced or PO Unit Price. During import the system provides the other value (Quantity Invoiced x PO Unit Price = Amount).
4. Save your work. The invoice record is ready for import. After you create invoices from the invoice records, you can view the distributions created by the match in the Distributions window of the Invoice Workbench.

Matching to a Purchase Order Shipment or Distribution in the Invoice Gateway

Prerequisite

- ❑ A purchase order for the same supplier, supplier site, and currency as the invoice record you are entering must be approved and open.

▶ **To enter a purchase order matched invoice record at the shipment or distribution level:**

1. In the Invoice Gateway window, enter an invoice record.

If you want the payment terms to default from the purchase order enter a PO Number and do not provide a value for Terms. The payment terms will default from the purchase order you identify here in the invoice record header.

2. In the Invoice Lines region, enter at least one line. Enter the Line Number, enter Item as the line type, and enter the Amount.

Attention: For purchase order matched lines, do not provide distribution information by entering a Distribution Set or Projects information, or the invoice will not import successfully. Also, do not enable the Prorate Across check box on purchase order matched lines.

3. For each line you want to match, enter the PO Number.

   If you are matching to a blanket purchase order, you must also provide values for both Release Number and PO Shipment Number.

4. Enter values in the relevant fields to match the invoice line to whatever level of detail you want: purchase order line, shipment, or distribution:

   - **PO Shipment.** To match to a shipment, enter the PO Line Number and PO Shipment Number. If you are matching to a purchase order line with multiple shipments, you must enter a value here. If you don't know the shipment number, and if the shipment has a unique Ship–To location for the purchase order, then you can match to the shipment by entering the Ship–To location exactly as it appears on the shipment.

     Note: If you match to a purchase order with only one line and only one shipment, then only the purchase order number is required. Also, if you enter a PO Line information, and that PO Line has only one shipment, then you are not required to enter shipment information.

   - **PO Distribution.** To match to a purchase order distribution, enter the PO Line Number, PO Shipment Number, and PO Distribution Number. If you want the GL Account populated with an Overlay GL Account, then you must specify the purchase order distribution.

5. Optionally enter a value for either Quantity Invoiced or PO Unit Price. During import the system provides the other value (Quantity Invoiced x Unit Price = Amount).

6. Save your work. The invoice record is ready for import After you create invoices from the invoice records, you can view and modify the distributions created by the match in the Distributions window of the Invoice Workbench.

Matching to Receipts in the Invoice Gateway

You can match to a receipt associated with a purchase order shipment. Specify the purchase order number and the receipt to which you want to match.

Prerequisite

- ❑ The Match option on the purchase order shipment is set to Receipt.

▶ **To enter a receipt matched invoice record:**

1. In the Invoice Gateway window, enter an invoice record.

   If you want the payment terms to default from a purchase order, enter a PO Number in the header and do not provide a value for Terms. The payment terms will default from the purchase order you identify here in the invoice record header.

2. In the Invoice Lines region, enter at least one line. Enter the Line Number, enter Item as the line Type, and enter the Amount.

   Attention: For receipt matched lines, do not provide distribution information by entering a Distribution Set or Projects information, or the invoice will not import successfully. Also, do not enable the Allocate Across check box on purchase order matched lines.

3. For each line you want to match, enter the PO Number, Line Number, and Shipment Number.

   If you enter a PO number of a blanket purchase order, then you must provide values for both Release Number and PO Shipment Number.

4. If you want the line to have the same account as the purchase order distributions for the receipt, then do not enter a value for Account. If you want to assign a particular account to the new invoice distributions, then enter that account.

5. Enter a Receipt Number and a Receipt Line Number. You can use the list of values to find out additional information associated with the receipt number, including packing slip and receipt date.

6. If you want to match further to the associated purchase order distributions, then enter the PO Line Number and PO Shipment Number. If you don't know the shipment number, and if the shipment has a unique Ship–To location for the purchase order, then you can match to the shipment by entering the Ship–To Location exactly as it appears on the shipment. Then enter the PO Distribution Number.
7. Optionally enter a value for either Quantity Invoiced or PO Unit Price. During import the system provides the other value (Quantity Invoiced x Unit Price = Amount).
8. Save your work. After you create invoices from the invoice records, you can view and modify the distributions created by the match in the Distributions window of the Invoice Workbench.

See Also

Invoice Gateway Window Reference: page 4 – 26

Entering Price Corrections in the Invoice Gateway

You use a price correction when a supplier sends you an invoice for a change in Unit Price. You can record a price correction when you match a Credit or Standard invoice record to a previously matched purchase order and adjust the invoiced unit price.

Prerequisite

- ❑ A purchase order for the same supplier, supplier site, and currency as the invoice record you are entering must be approved and open.

▶ **To record a price correction in the Invoice Gateway window for a purchase order shipment or distribution:**

1. In the Invoice Gateway window, enter the invoice record. If you are recording a price increase, enter a Standard type invoice record. If you are recording a price decrease, enter a Credit type invoice record.
2. In the Lines region, enter the line information. Enter Item as the line type.

Attention: For purchase order matched lines, do not provide distribution information by entering a Distribution Set or Projects information, or the invoice will not import successfully. Also, do not enable the Allocate Across check box on purchase order matched lines.

3. For each line you want to match, enter the PO Number. If you are matching to a blanket purchase order, then you must provide values for both Release Number and PO Shipment Number.
4. Enter values in the relevant fields to match the invoice line to whatever level of detail you want: purchase order line, shipment, or distribution:
   - **PO Line.** If you want to match to a purchase order line, enter the PO Line Number. If you don't know the line number and if the line has a unique inventory item or unique item description for the purchase order, then you can match to the line by entering either the Inventory Item ID or the PO Item Description exactly as it appears on the purchase order line.
   - **PO Shipment.** If you want to match to a shipment, then enter the PO Lines and PO Shipment Number. If you don't know the shipment number, and if the shipment has a unique Ship–To location for the purchase order, then you can match to the shipment by entering the Ship–To Location exactly as it appears on the shipment.
   - **PO Distribution.** If you want to match to a purchase order distribution, enter values for PO Line, PO Shipment, and PO Distribution Number.
5. Check the Price Correction check box.
6. Enter the Unit Price for the incremental amount of the price correction. During import the system provides the value for Quantity Invoiced (Quantity Invoiced x PO Unit Price = Amount).
7. Save your work. After you create invoices from the invoice records, you can view and modify the distributions created by the match in the Distributions window of the Invoice Workbench.

See Also

Invoice Gateway Window Reference: page 4 – 26

Finding Invoice Records in the Invoice Gateway Window

You can query any invoice record in the Invoice Gateway window if you entered it in the Invoice Gateway window and you have not yet purged the invoice record from the Payables Open Interface tables. If you have successfully imported the invoice record, we recommend that you view it in the Invoice Workbench, where you can see the new distributions, scheduled payments, and defaults that were assigned during import.

To find invoice records that are in the same Invoice Gateway batch, you can use the Invoice Gateway Identification window. Or, to find invoice records regardless of Invoice Gateway batch, you can perform a query directly in the Invoice Gateway window. For example, to see all invoice records that have been rejected in all batches, you can query all invoices with the Status of Rejected.

If you entered invoices in the Payables Open Interface from other sources such as e–Commerce Gateway or your credit card company and you want to view or modify them, do not use the Invoice Gateway Window; use the Open Interface Invoices Window instead.

Prerequisites

- ❑ You entered the invoice record using the Invoice Gateway window.
- ❑ The invoice record has not been purged from the Open Interface tables.

▶ **To find invoice records using the Invoice Gateway Identification window:**

1. The Invoice Gateway Identification window and the Invoice Gateway window appear.
2. In the Invoice Gateway Identification window, identify the invoice records you want to find by entering values for Gateway Batch and Source. You can additionally search for invoice records by Status. If you leave Status null, then the query will retrieve records regardless of status (unprocessed, rejected, and processed).
3. Choose the Find button. The Invoice Gateway window displays all invoice records that match your search criteria.
4. Use the [down arrow] key, or choose Next Record from the Go menu until the Invoice Gateway window displays the invoice record you want to see.

▶ **To find invoice records by performing a query in the Invoice Gateway window:**

1. Navigate to the Invoice Gateway. The Invoice Gateway Identification window and the Invoice Gateway window appear.
2. Go directly to the Invoice Gateway window. Do not use the Invoice Gateway Identification window.

   Note: If you use the Invoice Gateway Identification window, the Source and Gateway Batch values for each invoice record will default from the Invoice Gateway Identification window and will limit your query to that invoice batch and source.
3. From the Query menu, choose Enter.
4. Enter the identifying information in one or more fields. Or, to query all unpurged invoice records, enter no information.
5. From the Query menu, choose Run. The Invoice Gateway window displays all invoice records that match your search criteria.
6. Use the [down arrow] key, or choose Next Record from Go menu until the Invoice Gateway window displays the invoice record you want to see.

Modifying Invoice Records in the Invoice Gateway Window

In the Invoice Gateway window, you can modify any invoice record you entered in the Invoice Gateway window but have not successfully imported. If you have successfully imported an invoice record and want to modify it, you must use the Invoice Workbench.

When correcting problems with invoice records rejected during import, you can find the rejection reason by looking at the Payables Open Interface Import Report, or, you can query the record in the Invoice Gateway window and choose the Rejections button to see the rejection reason in the Rejections window. For a more detailed explanation of the rejection, see: Payables Open Interface Report: page 4 – 275.

Prerequisites

- ❑ You have not successfully imported the invoice record. (Imported invoice records have a status of ”Processed”).
- ❑ You have not purged the invoice record.
- ❑ Payables Open Interface Import is not currently processing the invoice record.

▶ **To modify an invoice record in the Invoice Gateway window:**

1. Find the invoice record. See: Finding Invoice Records in the Invoice Gateway Window: page 4 – 18.
2. Change the invoice record.
3. Save your work.

   If you are ready to submit Payables Open Interface Import, choose the Create Invoices button and see: Creating Invoices From Invoice Gateway Invoice Records (Import): page 4 – 22.

Adding Invoice Records to an Existing Invoice Gateway Batch

You can add invoice records to a Gateway Batch at any time. Either query an existing batch and add invoice records to it, or add invoice records to an existing batch by using the same Source and Batch Name when you enter new invoice records.

Prerequisite

- ❑ At least one invoice in the existing batch has not been purged.

▶ **To add an invoice records to an Invoice Gateway batch:**

1. In the Invoice Gateway Identification window specify the Gateway Batch and Source of the existing Invoice Gateway batch.
2. View the existing batch, or add invoice records without viewing the batch first:
   - To see the batch first, choose the Find button. The Invoice Gateway window displays the invoice records in the Invoice Gateway batch. To create a new record, either choose New Record from the menu, or use the [down arrow] key until the Invoice Gateway window opens a new record.
   - To add an invoice record to the batch without seeing the existing invoice records in the batch, choose the Enter button in the Invoice Gateway Identification window.
3. Enter the invoice record in the Invoice Gateway window.
4. Save your work.

See Also

Invoice Gateway Identification Window Reference: page 4 – 24

Creating Invoices From Invoice Gateway Invoice Records (Import)

The Payables Open Interface Import Program creates invoices using the invoice records you entered in the Invoice Gateway window. Once import creates invoices in Payables, you can view and modify them in the Invoice Workbench. You can also pay the invoices after you approve them.

There are two ways you can submit Payables Open Interface Import for invoice records you have entered in the Invoice Gateway window: Use the Create Invoices window, or submit the Payables Open Interface Import Program from the Submit Request window. If you submit import from the Submit Request window, you can optionally specify only the Source, and not the Invoice Gateway Batch Name (Group parameter). To submit the request from the Submit Request window, see: Submitting the Payables Open Interface Import Program: page 4 – 262.

Prerequisite

- ❑ If you use Open Interface Workflow, submit it before importing invoices. If you use workflow but have not yet submitted workflow for your invoice records, the invoice records can still be imported. See: Payables Open Interface Workflow: page 4 – 272.

▶ **To create Payables invoices by using the Create Invoices window:**

1. In the Invoice Gateway window, choose the Create Invoices button.
2. The Create Invoices window opens. Payables defaults values for the Source and Batch based on the last selected invoice record. You can override these values.
3. If you want to apply a hold to all invoices you are importing, enter a Hold Name.

   If you have enabled the Use Batch Controls Payables option, enter a value for Invoice Batch. Payables defaults the Invoice Gateway Batch name. You can override this value.

   If you want to assign a GL Date to any invoice record in the Invoice Gateway batch that does not already have a GL Date at the line or header level, enter a value for the GL Date parameter.

   If you want to purge invoice records from the interface tables after you successfully create new invoices from them, enable the Purge option. Purging does not affect invoice records that are rejected

during import. Alternatively, you can purge the invoice records later.

If you want to summarize the Audit section of the Payables Open Interface Report, select the Summarize Report option. If you do not select this option and you are importing a large number of invoice records, this report could be very lengthy.

4. Choose the Create Invoices button Payables submits the Payables Open Interface Import Program for the invoice records that match the Source and Batch parameters you specified in the Create Invoices window.

   After you choose the Create Invoices button, Payables displays the following message: Payables Open Interface Import is processing your invoices. You can query the status in the Requests window by using the following request ID: [concurrent request ID number].

   When your request has completed, you can view the invoices in the Invoice Workbench. They are ready for approval and payment.

See Also

Payables Open Interface Import Troubleshooting: page 4 – 269

Invoice Gateway Identification Window Reference

When you navigate to the Invoice Gateway window, the Invoice Gateway Identification window opens. Use this window to assign Source and Gateway Batch names to the invoice records you will enter in the Gateway Batch window. You can then use these values to identify invoice records for queries, and for import.

When you enter invoice records, the Source and Gateway Batch name values default from the values currently in the Invoice Gateway Identification window.

Source. Enter either Invoice Gateway, or enter a value that you defined in the Oracle Payables Lookups windows. If you enter a user–defined source, then use it only for one particular source type. For example, if you define a Source name that you use for Invoice Gateway invoice records, do not use it for any other method of entering data in the Open Interface tables. At import time, the Source differentiates between invoice records you enter in the Invoice Gateway window; credit card records from your credit card issuer; lease invoices from Property Manager; and invoice records you load using e–Commerce Gateway or SQL*Loader.

Gateway Batch. A Gateway Batch is used to group invoice records that you enter in the Invoice Gateway window. You can add invoice records to a batch at any time. You can use the Gateway Batch name to specify a group of invoice records you want to query, import, or purge together. You can import data in concurrent processes for the same Source by specifying a unique group (Gateway Batch) for each request. This reduces the processing time of your import. For example, if you have enter 200 invoice records, instead of submitting import for a single batch of 200 invoices, you can submit two batches at the same time for faster processing.

Note that if you use batch control for your invoice batches (the Use Batch Control Payables option is enabled) and you want to maintain the grouping of invoices after import, then when you submit import for the Invoice Gateway batch, you can assign an Invoice Batch name to the group of imported invoices. You can then query the invoice group in the Invoice Workbench by using the Invoice Batch name.

Status. Use this field to query invoice records with a particular status. You can query Rejected or Processed invoice records by specifying those statuses. If you provide no value for Status when you perform a query, the system retrieves invoice records regardless of status.

- **Rejected.** The import process has rejected the invoice. Read the Payables Open Interface Report to find the reason for the

rejection. Correct the invoice in the Invoice Gateway window and resubmit the import program.

- **Processed.** The invoice record has been successfully imported into Payables. You can query and modify the invoice in the Invoice Workbench. The invoice is ready for approval and payment.
- **Null.** The invoice record has not been processed by import.

See Also

Invoice Gateway: page 4 – 7

Invoice Gateway Window Reference: page 4 – 26

Invoice Gateway Window Reference

Enter invoice header and line information in this window. When you submit Payables Open Interface Import, Payables creates invoices with distributions and scheduled payments based on the invoice records you enter in this window. After an invoice record is imported successfully, you can view, modify, and approve it in the Invoice Workbench.

You can modify invoice records in the Invoice Gateway window if they have not been imported or purged. After you purge an invoice record from the Payables Open Interface tables, you can no longer query or modify the invoice record in the Invoice Gateway window.

Fields that are validated online have the following designation in this document: (LOV). This indicates that you can select from a list of valid, active values. Also, if you enter an invalid or inactive value in one of these fields, then the list of values will appear automatically. For information on the validation that Payables performs during the import process, see the Payables Open Interface Report: page 4 – 275, and see the validation information in the column descriptions of the Payables Open Interface Table Descriptions: page G – 4.

Suggestion: Customize your Invoice Gateway folder forms to prevent yourself from entering values that could cause rejection of the invoice during import. For example, if you don't use Automatic Tax Calculation, then hide the Includes Tax check box. Also, when you customize your folder, make sure that either the Supplier or Supplier Num field remains in front of the Invoice Num field. That way, when you enter the invoice number, the system can check for duplicate invoice numbers for that particular supplier. If you enter a duplicate invoice number, Payables immediately gives you an error message. Otherwise, you won't receive the message until you save your record.

Invoice Gateway Header Region

Enter the invoice header information in this region. The following information is required: Supplier Site, Invoice Amount, and either Supplier Number or Supplier Name.

Date Invoice Received. The date you receive an invoice.

If your Terms Date Basis Payables option is set to Invoice Received, and you provide a value, Payables will use this value as the Terms Date. If you don't provide a value here, then the invoice will be rejected.

Description. Description of goods and services listed on the invoice. During import, this value is the default for invoice header description. The description appears on the payment document remittance, and you can include it when you transfer journal entries to your general ledger.

Discountable Amount. Invoice amount applicable to discount. If you don't enter a value, during import Payables defaults the Invoice Amount as the Discountable Amount value.

Document Category. (LOV) Payables uses the document category to assign a unique voucher number to an invoice. Enter a document category only if *all* of the following conditions are true. If one or more of the following conditions are not true, then the invoice record will be rejected during import.

- You use automatic sequential voucher numbering (your Sequential Numbering profile option is set to either "Partial" or "Always").
- Your Document Category Override Payables option is enabled.
- The document category you enter has a valid sequence assigned to it.

If you enter a value for Document Category, then Payables will ignore any value you enter for Voucher Number in this window.

Payables predefines a document category for each invoice type. The predefined document category will default to the invoice during import if you use automatic sequential voucher numbering and you do not enter a value in this Document Category field. If you do not use voucher numbering (your Sequential Numbering profile option is set to "Not Used"), then do not enter a value, or import will reject the invoice.

Exchange Date/ Exchange Rate. Foreign currency rate information that Payables uses to convert a foreign currency invoice amount to your functional currency. If a rate is available based on the Exchange Rate Type and Exchange Date that you enter, then the Invoice Gateway window will display it. Do not overwrite any value that the system provides in this window or the invoice record will be rejected during import. If you have enabled the Require Exchange Rate Entry option in the Financials Options window and the exchange rate type is User then you must enter a value for Exchange Rate or the invoice record will be

rejected. See: Foreign Currency Transactions: page 6 – 2 and Entering Foreign Currency Invoices: page 4 – 92.

Exchange Rate Type. (LOV) Type of exchange rate between the invoice and your functional currency. If you have entered a foreign currency invoice record and do not enter a value for Exchange Rate Type, then during import Payables defaults the exchange rate type from the Exchange Rate Type field in the Payables Options window.

- **User.** An exchange rate entered by you manually during invoice entry or payment time. If you have enabled the Require Exchange Rate Entry option in the Financials Options window and the exchange rate type is User, then you must enter a value for Exchange Rate or the invoice record will be rejected.
- **Spot.** A daily exchange rate that 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.

GL Date. The default GL Date for the distributions for this invoice. Must be in an open or future period. During import, Payables looks for a GL Date value to assign to the invoice distribution. Payables assigns a value from the first source it finds, and it searches the following sources in the following order: 1) GL Date field in invoice record line, 2) GL Date field in invoice record header, 3) GL Date parameter from import submission, 4) GL Date Basis Payables option. If the system searches at the GL Date Basis level, the following occurs: If the GL Date Basis option is set to Goods Received / Invoice Date, then Payables uses the Goods Received Date, if it is populated. If not, then Payables uses the Invoice Date. If the GL Date Basis option is set to Goods Received / System Date, then Payables uses the Goods Received Date, if it is populated. If it is not, then Payables uses the system date at time of import.

If the Use PO Encumbrance option is enabled in the Financials Options window, then the date must be in the current encumbrance year.

Date Goods Received. The date you receive goods for invoice records.

If your Terms Date Basis Payables option is set to Goods Received, then if you provide a value, Payables will use this value as the Terms Date, and if you don't provide a value here, Payables will reject the invoice.

Invoice Amount. Total amount of the invoice. If you enter a Credit invoice, the amount must be a negative number. If you enter a Standard invoice, the amount must be zero or greater.

Invoice Curr. (LOV) The currency of the invoice. The Invoice Gateway window defaults the supplier site currency. You can override this value. After you import your invoice, you cannot change the currency. You can use the Invoice Actions window to cancel the invoice, then re–enter the invoice with the correct currency.

If you enter a currency other than your functional currency, then you must provide exchange rate information.

Invoice Date. Date on the invoice. If you do not enter a value, then import uses the system date at the time of import as the 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, then the Invoice Date must be in an open or future period.

Invoice Num. The invoice number provided by the supplier on the invoice. This value must be unique for the supplier. If you do not enter a value, then during import, Payables uses the system date at the time of import as a default. If you enter more than one invoice for a supplier, you must enter a unique value for the invoice number.

Invoice Type. (LOV) The type of invoice. Standard and Credit are the only invoice types you can enter in this window. If you do not enter a value for this field then a value will be assigned during import based on the amount of the invoice.

- **Standard.** A trade invoice you receive from a supplier. The amount of a Standard invoice must be zero or greater.
- **Credit.** Credit Memo. A negative amount invoice you receive from a supplier representing a credit for goods or services purchased. Note that in the Invoice Gateway you can match a credit memo to a purchase order to perform a price correction, but you cannot match a credit memo to an invoice. If you want to match to an invoice, then use the Invoice Workbench.

Liability Account. (LOV) Account for the invoice liability. Payables uses this account when you create accounting entries for 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. The Invoice Gateway window provides the supplier site Liability account as a default. You can override this value. Payables defaults this value to invoice distributions during import.

Pay Alone. A Pay Alone invoice is paid with its own payment document without including other invoices for the supplier. The Invoice Gateway window defaults to each record the Pay Alone value for the supplier site. You can override this value.

Payment Curr. (LOV) 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. If 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. (LOV) Use Pay Group to group in a payment batch invoices from multiple suppliers. The Invoice Gateway window defaults the supplier site's Pay Group. You can override this value.

Payment Method. (LOV) The payment method you use to pay the supplier site. The Invoice Gateway window defaults the supplier site's Payment Method to this field. You can override this value. During import Payables defaults this Payment Method to all scheduled payments of the invoice.

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 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.

Payment Rate Type. If the Payment Currency is different from the Invoice Currency and both are fixed–rate currencies, Payables displays EMU Fixed.

PO Number. (LOV) If you are matching the entire invoice record to a purchase order, then enter the number of a valid, open purchase order that has not been final matched. The purchase order must be for the

supplier site you entered. The list of values displays all available purchase orders for the supplier site you specified. If you match to a purchase order, then during import Payables uses purchase order information to create invoice distributions. If you want to override the account default that the purchase order provides, then see Account Overlay in Payables Open Interface Import: page G – 49.

If you do not enter a value for PO Number at the header, then you can still enter a PO Number for any line. However, if you want the invoice to use terms from a purchase order, you must enter the purchase order here. Payables uses terms from the purchase order you identify in this field if you match to a purchase order and do not enter a value for

Prepay Apply Amt. If you are applying prepayments, the maximum currency amount of the prepayments you want to apply to an expense report. If you leave this column and the PREPAY_NUMBER column blank, then Payables applies available prepayments up to the amount of the invoice. If you specify a prepayment number, then Payables enters the unapplied prepayment amount up to the amount of the invoice. You can decrease the amount Payables enters. Payables ensures that the prepayment amount does not exceed the invoice amount.

> **Note:** The prepayment is not actually applied until the import process. Therefore, to prevent overapplication of an prepayment, you cannot select a prepayment number that has been applied to another expense report that has not yet been imported.

Prepayment Distribution. (LOV) Distribution number of a specific Item distribution on the specified prepayment that you want to apply. Leave this field blank to apply all available prepayment Item distributions, starting with the lowest distribution number first, up to the amount of the invoice. This field is enabled after you enter a valid value for the Prepayment Number field.

Prepayment GL Date. Accounting date for the application of the prepayment. This will be the GL date on the new Prepayment type distribution on the imported invoice.

Prepayment Number. (LOV) 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 the invoice.

Site. (LOV) The supplier site address to which you want to remit payment. This site must be a pay site. If you print checks, Payables

prints this address on the check. The Invoice Gateway window defaults this value if you enter a supplier with only one active pay site.

Supplier. (LOV) Supplier Name. You must specify a valid supplier in either the Supplier field or the Supplier Number field.

Supplier Num. (LOV) Supplier number. You must specify a valid supplier in either the Supplier field or the Supplier Number field.

Terms. (LOV) Payment terms. This value defaults from the supplier site. You can overwrite that value. The system searches in the following order to find a value for payment terms and uses the first value it finds: 1) Invoice header terms (this field), 2) Purchase order terms if the invoice is purchase order matched. Payables uses the purchase order terms from the purchase order identified in the invoice header, even if the lines are matched to different purchase orders. 3) Supplier site.

The import process uses the invoice amount, payment terms, and terms date to create one or more scheduled payments for each invoice record. You define terms in the Payment terms window. See also: Payment Terms: page 2 – 89.

Transaction Code. USSGL Transaction Code. If you use Oracle Public Sector General Ledger, you may be required to maintain Standard General Ledger information for your invoice transactions. The import program imports any USSGL information that you enter in this field.

Voucher Num. Manual voucher number assigned to the invoice for internal tracking purposes. If you use automatic sequential numbering (your Sequential Numbering profile option is set to ”Partial” or ”Always”), then during import, Payables ignores any value you enter here. Do not enter a value with more than 9 digits or Payables will have problems processing the invoice.

Withholding Tax Group. (LOV) Enter a value if you want to apply multiple withholding taxes to this invoice. This value defaults from the supplier site.

You can also enter a value for Withholding Tax Group at the invoice line level. Any value you enter in the Withholding Tax Group field for an invoice line will override any value you enter here in the header.

Workflow Status. If you use Oracle Open Interface Workflow, this field shows you the workflow status of the invoice record.

- **Processing.** Workflow is currently processing invoice record.
- **Processed.** Workflow has processed the invoice record and it is ready for import.

- **Not Applicable.** All Gateway invoices are saved with this status. You can customize workflow to select invoice records with this status. Invoice records with this status can be imported before workflow processing.

[] (Descriptive Flexfield). You use descriptive flexfields to record custom data. The flexfield you use in this window will provide values to the invoice descriptive flexfield in Payables. Therefore, 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 in the Invoices window or you will experience validation problems when you try to access this information in the Invoice Workbench.

[ ] (Localization Descriptive Flexfield). If you are using a localization, you must enter appropriate values in this flexfield or the invoice will be rejected. For more information see your localization guide.

Display Only Region

Invoice Total. Payables displays the value you entered for Invoice Amount so you can compare it to the line total.

Lines Total. Payables displays the sum of the amounts in the Lines region for this invoice record. The sum of the invoice lines does not need to equal the Invoice Total when you submit import. For example, you may have a $10 tax line with a VAT tax that has an offsetting tax. The tax amount will be zero after the invoice record is imported and approved, but the lines will not equal the invoice total when you save the record in the Invoice Gateway.

Source. Source identifier used by Payables Open Interface Import. The value should be either Invoice Gateway, or a source name you defined in the Oracle Payables Lookups window.

Gateway Batch. Name of the Gateway Batch that you assigned in the Invoice Gateway Identification window.

Request ID. If you have submitted Payables Open Interface Import for this record, then the system displays the concurrent request ID. In the Requests window, you can use the request ID to query the status and results of the import process.

Status. The status of the invoice record.

- **Null.** The invoice record has not been processed by import.
- **Processed.** The invoice record has been successfully imported into Payables. You can query and modify the invoice in the Invoice Workbench. The invoice is ready for approval and payment.
- **Rejected.** The import process has rejected the invoice. Read the Payables Open Interface Report or choose the Rejections button to see the reason for the rejection. Correct the invoice in the Invoice Gateway window and resubmit import.

Invoice Gateway Lines Region

Use this region to enter line information for an invoice. Enter at least one invoice line per invoice. The following fields are required in this region: Line Type and Amount.

When Payables imports the invoice record it creates one or more distributions for the invoice based on the information you enter in this region. Payables uses distributions to create accounting entries for invoices. An invoice can have an unlimited number of distributions. Payables transfers accounting information to your general ledger during the Payables Transfer to General Ledger Program.

You can create distributions by entering lines, or you can create them automatically by using Distribution Sets, proration of charges, or purchase order matching.

Suggestion: Customize your Invoice Gateway folder window to hide fields for features you don't use. For example, if you don't use Automatic Tax Calculation, then hide the Includes Tax check box. This will prevent you from entering values that could cause rejection of the invoice during import.

1099 Type. Income tax type, for 1099 reporting purposes. If you do not use a Distribution Set to create invoice distributions, Payables uses the supplier site'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 – 35

You can update this field of the imported invoice in the Distributions window even after you have posted a distribution. You can use the Update Income Tax Details Utility to make adjustments to many distributions at once. See: Update Income Tax Details Utility and Report: page 8 – 18.

Account. (LOV) This value is the complete account (including balancing segment, cost center, and account) to charge when you create accounting entries for this distribution. Usually an expense or asset account. Do not enter a value for account if you provide account information by using any of the following: Distribution Set, proration, matching to a purchase order, or providing Projects information.

If you have defined a Distribution Set at the supplier site level and you do not enter account information here, then the Distribution Set account information from the supplier site will default to the invoice during import.

If you have Oracle Projects installed and you enter Projects information, do not enter a value here. The Invoice Gateway window will build the account for you after you save the invoice record.

Note that if you enter values for any of the following, during import they will override one or more segments of this account field: Overlay GL Account, Account Segment, Cost Center Segment, Balancing Segment. For more information, see: Account Overlay in Payables Open Interface Import: page G – 49.

Account Segment. If you want import to override the account segment of the account for this line, then enter the overriding value. For more information, see: Account Overlay in Payables Open Interface Import: page G – 49.

Import will reject the invoice record if you use a Skeleton Distribution Set and use the Prorate feature for the same line.

Amount. Amount to charge to the general ledger account. If this is a foreign currency invoice, enter the amount in foreign currency and enter exchange rate information. Since this window does not format your amounts according to currency, be sure not to exceed the precision of your currency. For example, if you are entering US dollars, do not enter more than 2 numbers after the decimal.

Balancing Segment. If you want to override the balancing segment of the account for this line during import, then enter the overriding value. For more information, see: Account Overlay in Payables Open Interface Import: page G – 49.

Cost Center Segment. If you want to override the cost center of the accounting segment of the account for this line during import, then enter the value. For more information, see: Account Overlay in Payables Open Interface Import: page G – 49.

Description. Description of the distribution. For tax distributions, the tax code defaults as the description during import. If you do not enter a value and you match to a purchase order, then during import, Payables assigns to the invoice the description from the purchase order line.

Distribution Set. (LOV) Used to create invoice distributions automatically when invoice is not matched to a purchase order or when you do not want to enter invoice distribution information manually. If you want to use a Distribution Set, you must enter one before you import the invoice record.

You can provide account information from only one of the following sources or the invoice will be rejected during import: Distribution Set, purchase order, Account field, allocation of a non–Item type line, Projects information.

Import will reject the invoice record if you use a Skeleton Distribution Set and use the Allocate feature for the same line.

If you want to override the account default that the Distribution Set, then see Account Overlay in Payables Open Interface Import: page G – 49.

Final Match. You can enable this option only if the line is matched to a purchase order, and the Allow Final Matching Payables option is enabled. For detailed information, see: Final Matching Purchase Orders.

Attention: Enable only if you are certain this is a final match to the purchase order. Once you approve a final matched invoice distribution, you cannot update the Final Match check box in the Distributions window.

GL Date. Payables uses the GL Date as the accounting date for the invoice. The date must be in an open or future period.

During import, Payables looks for a GL Date value to assign to the invoice distribution. Payables assigns a value from the first source it finds, and it searches the following sources in the following order: 1) GL Date on invoice record line, 2) GL Date on invoice record header, 3) GL Date parameter from import submission, 4) GL Date Basis Payables option. The following occurs if the system searches at the GL Date Basis level: If the GL Date Basis option is set to Goods

Received / Invoice Date, then Payables uses the Goods Received Date, if it is populated. If not, then Payables uses the Invoice Date. If the GL Date Basis option is set to Goods Received / System Date, then Payables uses the Goods Received Date, if it is populated. If it is not, then Payables uses the system date at time of import.

If the Use PO Encumbrance Financials option is enabled, then the date must be in the current encumbrance year.

Includes Tax. If the supplier site uses Line or Tax Code level automatic tax calculation, and you are not matching to a purchase order, then you can check this check box to indicate if a distribution amount includes a non–Use type tax (Sales, user–defined, etc.) If you check this check box, then during Approval of the imported invoice, Payables will use the line amount and Tax Code to create a tax distribution with the same Tax Code and the appropriate tax amount. Payables then subtracts the calculated tax from the distribution amount. For detailed information on automatic tax calculation, see: Automatic Tax Calculation Overview: page 10 – 34.

Income Tax Region. (LOV) Income tax region for the distribution. Do not enter a value here unless you also enter a value for 1099 Type, or import will reject the record. 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 Electronic Media Report, 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 Tax Region option in the Payables Options window, the default for this field during import 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 during import is the tax region you entered. See also: 1099 Reporting Overview: page 8 – 35.

Line Number. Unique line number for the invoice. If you value is entered, then import will assign numbers during import.

Match Option. This option indicates whether you are matching to a purchase order or a receipt. Note that the match option on the purchase order shipment controls whether you can match to receipts or purchase order.

Oracle Projects Project (LOV) **/Task** (LOV) **/Expenditure Information** (LOV)**/ Expenditure Type** (LOV). Oracle Projects is installed, enter values in these fields to associate an invoice with a project to charge the expenditures on an invoice to a specific project, task, or organization. The system uses the project information you enter to create an account

that defaults to the invoice distribution. You can override this project information in the Distributions window after you import the invoice.

> **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.

Overlay GL Account. Enter a value if you want to replace any or all segments of the complete account (for example, balancing segment, cost center, and account) for this line. If you enter a value here, it will replace any account created from a Distribution Set, purchase order matching, prorating non–Item type lines, or entering Projects information. You must use the account flexfield structure of your organization. For more information, see: Account Overlay in Payables Open Interface Import: page G – 49.

If you match to a purchase order distribution (or a purchase order shipment with one distinct account), then after you save the record, the Invoice Gateway will display the purchase order distribution account in this field. You can overwrite that value and perform the match with the new value you enter.

If you are matching, the Payables option Allow Matching Acount Override must be enabled.

PO Item Description. (LOV) To match to a purchase order line with a unique item description, enter the item description exactly as it appears on the purchase order. If the purchase order has more than one line with the same item description, then the invoice record will be rejected.

PO Distribution Number. (LOV) If you want to match an Item type invoice line to a purchase order distribution, then enter the purchase order distribution number.

PO Line Number. (LOV) If you want to match an Item type invoice line to a purchase order line, then enter the purchase order line number.

PO Number. (LOV) To match an Item type invoice line to a purchase order for the same supplier site, enter the purchase order number. You must specify the PO Number if you want to match in greater detail to a purchase order shipment, line, or distribution. If you are matching to a receipt, you can enter a value here to limit the list of values for the receipt. If you enter both PO Number and Receipt Number, then the match will be to the receipt only. Note that the match option on the purchase order shipment controls whether you can match to receipts or purchase order.

PO Shipment Num. (LOV) If you want to match an Item type invoice line to a purchase order shipment, then enter the purchase order shipment number.

PO Unit of Measure. (LOV) If you are matching an Item type invoice line to a purchase order item, you can specify the item by entering a unit of measure. For example, each, square feet, or months. This value is not required, but may be helpful during purchase order matching.

PO Unit Price. If you are matching an Item type invoice line to a purchase order distribution, then enter a value for either PO Unit Price or Quantity Invoiced. If you are performing a price correction, enter the incremental amount of the price correction in this field. During import, Payables calculates the value you do not enter (Quantity Invoiced x Unit Price = Match Amount).

Price Correction. You use a price correction when a supplier sends you an invoice for a change in unit price. You can record a price correction when you match a Credit or Standard invoice to a purchase order. Adjust the invoiced unit price of a previously matched purchase order shipment by matching a price correction to it.

To record a price increase, match a Standard invoice record to a purchase order shipment or distribution. To record a price decrease, match a Credit invoice record to a purchase order shipment or distribution. Check the price correction check box, and enter the Unit Price for the incremental amount of the price correction. Enter either Quantity Invoiced or Match Amount. Payables will calculate the remaining field (Quantity Invoiced x Unit Price = Match Amount).

Projects Quantity. Enter a value if you have installed Oracle Projects and you want to record a project quantity for the distributions that import creates from this line.

Prorate Across. Enable this check box to prorate tax, freight, or miscellaneous charges across lines with the same Prorate Group. Or, if you do not assign a Prorate Group, then Payables will prorate the cost to all lines during import. Payables prorates only Tax, Freight, or Miscellaneous lines. Do not enable this check box if the line is purchase order matched or if you are automatically calculating tax.

For other line in the prorate group, import creates a charge distribution and records the allocation. The new charge distribution has the same GL account as the line to which you allocate it. After Payables creates the distribution you can update the account any time before the invoice is accounted.

Prorate Group. If you want to prorate a charge to a group of lines, enter the same value to identify the Item lines in the group and the non–Item line you are allocating. For example, if you want to allocate tax to two Item lines, then enter the same line group number for the two Item lines and the Tax line. If you do not assign Prorate Groups, and you use the Prorate Across check box for a non–Item line, then Payables will allocate the cost to all lines during import.

Quantity Invoiced. Quantity Billed value you enter during a purchase order match. If you are matching an Item type line to a purchase order distribution, then enter a value for either Quantity Invoiced or Unit Price. During import, Payables calculates the value you do not enter (Quantity Invoiced x PO Unit Price = Amount). If the distribution is not matched to a purchase order distribution, Payables leaves the field blank. If this is a price correction, this value will be zero.

Receipt Num. (LOV) If you want to match the line to a receipt, then enter the receipt number. The list of values for this field can be limited by values you enter in other fields such as PO Number. The list of values for this field gives additional information, such as the packing slip number to help you select the correct line. Note that the Quantity in the list of values is the original quantity on the receipt, not the adjusted quantity.

Receipt Line Number. If you want to match the line to a receipt, then enter a Receipt Number and receipt line number. To ensure that you are matching to the correct receipt, you should also enter: PO Number, PO Line Number, and PO Shipment Number.

Recoverable. This check box indicates the amount of a tax line is recoverable.

Recovery Rate. If you record recoverable tax, this is the rate at which tax is recoverable for this line.

Ship–To Location. If you want to match an Item type invoice line to a purchase order shipment, enter a value if exactly one shipment on the purchase order has the Ship–To location you specify. Or you can match to a purchase order shipment by entering a value for PO Shipment Num.

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.

Tax Code. (LOV) Tax Code associated with the distribution line. 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

Code that the Tax distribution is paying. For detailed information, see: Entering Taxes on Invoices: page 4 – 97.

Payables enters the a default tax code in the Invoices window based on the Tax Code Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 105. If you enter a tax code in the Invoice Gateway and Invoice Header is the highest ranking applicable tax source, then during distribution creation, Payables assigns the tax code to each invoice distribution. If Payables defaults the distribution tax code from the Invoice Header, it will override any tax codes on the distributions created by Distribution Sets, purchase order matching, or the Account tax code default source.

If the distribution type is Item, you cannot enter an Offset tax code in this field. You can, however, enter a tax code with an associated Offset tax if Payables is set up for Offset taxes.

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. The distribution must be charged to a GL asset–type account, and assigned to an asset category. You can then create assets in Oracle Assets from the imported distribution information. If the distribution has an asset account, Payables enables this option during import and you cannot adjust it in the Distributions window. If the account is an expense account, Payables does not enable the check box during import, but you can enable it in the Distributions window if the distribution is unposted. For more information see: Assets Integration: page 4 – 157.

Transaction Code. USSGL Transaction Code. If you use Oracle Public Sector General Ledger, you may be required to maintain US Standard General Ledger information for your invoice transactions. Open Interface Import imports any USSGL information that you load into the interface tables and assigns the information to the invoices it creates.

Type. (LOV) Line Type is a required field. Valid line type values in this window are: Item, Tax, Freight, or Miscellaneous. Payables uses Type to differentiate between item, tax, freight, and miscellaneous charges. You can include purchase order information for a line only if the type is Item.

During import, Payables may create more than one distribution for each line and the distribution types may not match the line type you enter here. For example, if you enter a tax inclusive item line, during import, Payables will create an Item and a Tax distribution.

- **Item.** Standard item such as goods or services.

- **Freight.** Freight amount. For detailed information see: Entering Freight on Invoices: page 4 – 129.
- **Tax.** Tax amount. For detailed information on entering tax Type distributions, see: Entering Taxes on Invoices: page 4 – 97.
- **Miscellaneous.**

Withholding Tax Group. (LOV) Withholding Tax Group for the line. Enter a value if you want to apply multiple withholding taxes to this invoice line. If you do not enter a value, then during import, Payables will default the invoice header withholding tax group, if you entered one. For more information, see: Withholding Tax Groups: page 2 – 158.

[ ] (Descriptive Flexfield). You use descriptive flexfields to record custom data. The flexfield you use in this window will provide values to the invoice descriptive flexfield in Payables. Therefore, 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 in the Invoices window or you will experience validation problems when you try to access this information in the Invoice Workbench.

[ ] (Localization Descriptive Flexfield). If you are using a localization, you must enter appropriate values in this flexfield or the invoice will be rejected. For more information see your localization guide.

Display Only Region

Buttons

Rejections. Choose this button to navigate to the Invoice Gateway Rejections window. This window displays for the current record the reason that the record was rejected during its last submission to Payables Open Interface Import. This is the same rejection that appears on the Payables Open Interface Report. For more information on the rejection, see: Payables Open Interface Report: page 4 – 275.

Create Invoices. Choose this button to open the Create Invoices window. You can use this window to submit import which will validate your invoice records and create invoices from them. For more

information see: Creating Invoices from Invoice Gateway Invoice Records: page 4 – 22.

See Also

Invoice Gateway: page 4 – 7

Invoice Gateway Identification Window Reference: page 4 – 24

Distribution Sets: page 2 – 17

Entering Foreign Currency Invoices: page 4 – 92

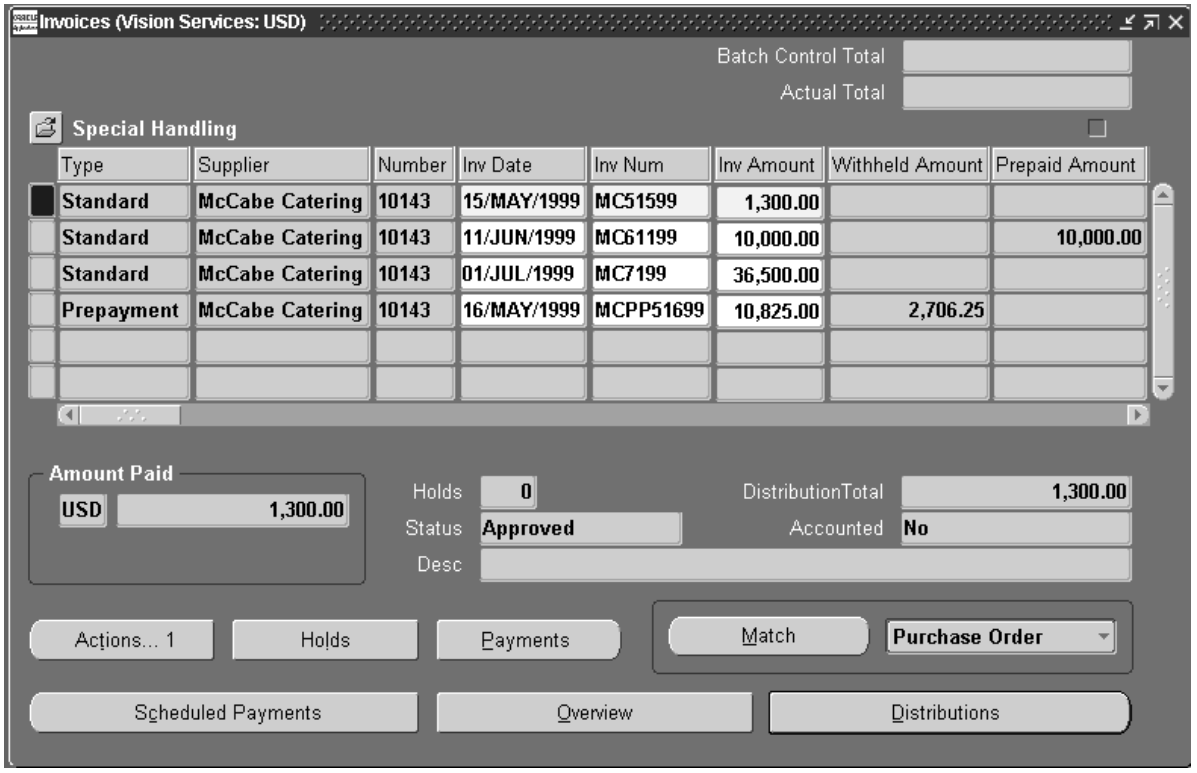
Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

Entering Project Related Invoices and Distributions: page 4 – 160

Entering Taxes on Invoices: page 4 – 97

Entering Invoices in the Invoice Workbench

Entering Basic Invoices in the Invoice Workbench



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 or receipt).

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].

   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 the Distributions button and enter the distributions 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.

9. Save your work.

See Also

Adjusting Invoices: page 4 – 299

Applying Holds: page 4 – 136

Applying Prepayments to Invoices: page 4 – 200

Approval: page 4 – 145

Attachments in Payables: page D – 2

Budgetary Control In Payables: page 10 – 42

Creating Single Payments: page 5 – 2

Entering Credit / Debit Memos: page 4 – 84

Entering Foreign Currency Invoices: page 4 – 92

Entering Freight on Invoices: page 4 – 129

Entering Project Related Invoices and Distributions: page 4 – 160

Entering Suppliers: page 3 – 10

Entering Taxes on Invoices: page 4 – 97

Financials Options: page 2 – 36

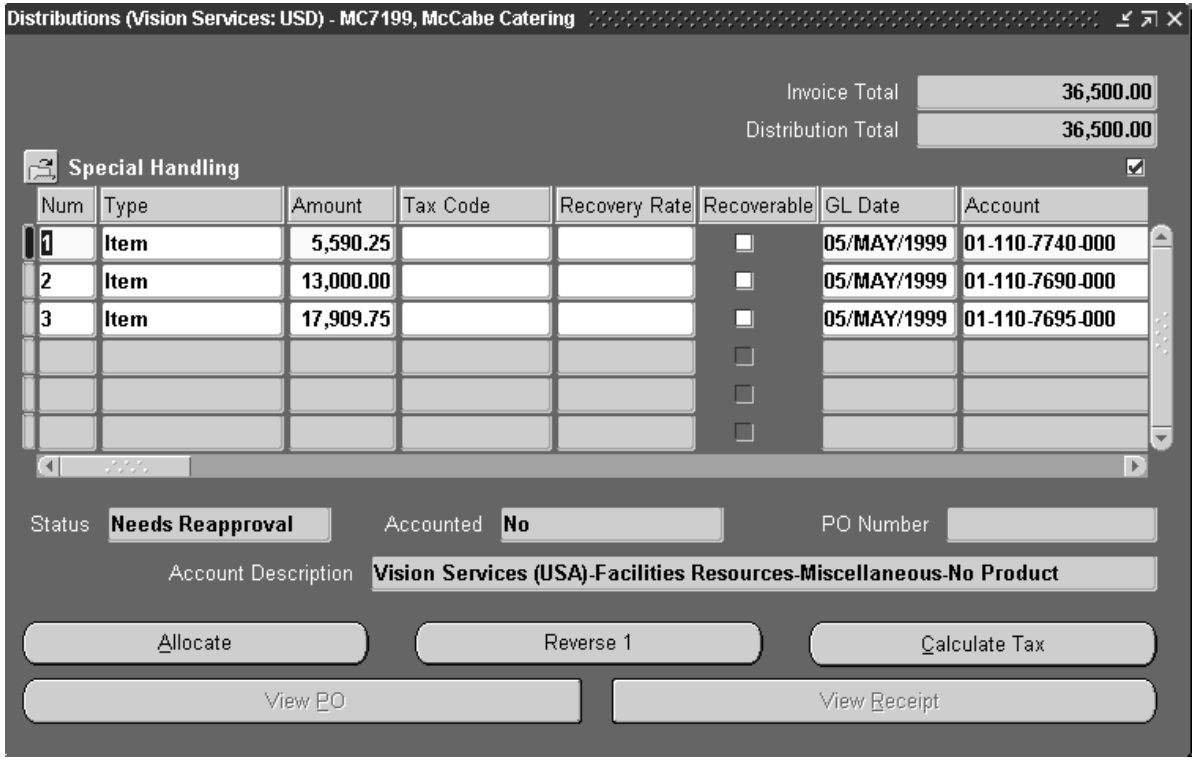
Payables Options: page 2 – 57

Payables Transfer to General Ledger Program: page 7 – 34

Paying Invoices in Payment Batches: page 5 – 17

Scheduling Invoice Payments: page 4 – 150

Entering Invoice Distributions in the Invoice Workbench



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 accounting entries for invoices.

You can enter distributions in the following ways:

- Enter manually in the distributions window. See: Entering Invoice Distributions Manually: page 4 – 48
- Use a Distribution Set. See: Distribution Sets: page 2 – 17
- Match an invoice to a purchase order or receipt. See: Entering Purchase Order Matched Invoices: page 4 – 70
- Create through Allocation. Creating Freight and Miscellaneous Charges by Allocating to Distributions: page 4 – 50

- Create Tax distributions through Automatic Tax Calculation. See Using the Automatic Tax Calculation Feature to Enter Tax: page 4 – 111
- Create Freight Distributions by using the Create Freight Disitribution check box in the Invoices window.

Entering Invoice Distributions Manually in the Distributions window

▶ **To enter distributions manually in the Distributions window:**

1. Select your invoice in the Invoices window and choose the Distributions button 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. Choose Freight or Tax for those types of charges.

   Warning: If you use Periodic Costing, if you enter a Tax, Freight, or Miscellaneous distribution, you need to Allocate the charges to one or more distributions. See: Creating Distributions By Allocating in the Invoice Workbench: page 4 – 49.

   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 Track as Asset check box. See: Assets Integration: page 4 – 157.
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 as the accounting date for a 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 – 352

Adjusting Invoices: page 4 – 299

Distribution Sets: page 2 – 17

Entering Freight on Invoices: page 4 – 129

Entering Taxes on Invoices: page 4 – 97

Invoice and Invoice Batch Default Chart: page E – 2

Payables Transfer to General Ledger Program: page 7 – 34

Creating Distributions by Allocation in the Invoice Workbench

You can use the Charge Allocations window to automatically create tax, freight, or miscellaneous distributions, just as the Prorate window did in previous releases.

The charge distributions you create are *allocated* Tax, Freight, or Miscellaneous distributions. Allocation associates a charge with the cost of an item on a receipt. This allocation information is used to record the full cost of a receipt item if you use one of the Periodic Costing options available in Oracle Cost Management. For details on Allocation, see: Allocation: page 4 – 57.

In the Charge Allocations window, you specify the following:

- the charge amount and type (freight, tax, or miscellaneous)
- the distributions to which the charge will be allocated
- The charge amount associated with each distribution. You can either specify an exact amount to allocate to each distribution, or you can prorate the charge amount across all selected distributions.

For each selected distribution, Payables creates a charge distribution and records the allocation. The new distribution has the same GL

account as the distribution to which you allocate it. After Payables creates the distribution you can update the account any time before the invoice is accounted.

For example, on a $110 invoice, you want to allocate $10 of a miscellaneous charge to two Item distributions. Enter the $110 invoice and enter two Item distributions, one for $75 and one for $25. Prorate the Miscellaneous charge of $10 to the two Item distributions. Payables creates two Miscellaneous distributions, one for $7.50 and one for $2.50. The Miscellaneous distributions have the same account as the Item distributions.

> **Note:** If you are matching to a purchase order shipment or receipt, then you have the option of allocating directly in the match window, without navigating to the Distributions window. If you are matching to a purchase order distribution, then allocate freight and miscellaneous charges in the Allocate window. See: Allocate Window: page 4 – 59.

See Also

Allocation Restrictions: page 4 – 68

Creating Freight and Miscellaneous Distributions by Allocating to an Item Distribution

▶ **To create freight or miscellaneous distributions by allocating to distributions:**

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices: page 4 – 44. If you are allocating freight, do not check the Create Freight Distribution check box.
2. Enter invoice distributions using the method of your choice. Select any Item or new distribution.

   > **Warning:** The selected record must be an Item or a new distribution if you want to use the Charge Allocations window to create new distributions.

   Choose the Allocate button. Payables opens the Charge Allocations window.
3. In the Charge Allocations window enter the information for the charge you are allocating:

Type: Enter either Freight or Miscellaneous.

Tax Code: Enter a tax code if the Freight or Miscellaneous charge is taxable. If you enter a tax code, then Payables includes this tax code on the Freight or Miscellaneous distribution it creates.

Amount: Amount of the charge. The system will create new charge distributions totalling this amount.

4. In the Allocations region, Payables displays all distributions. You can allocate freight and miscellaneous charges only to Item distributions.

   Select the distributions to which you want to allocate the charge by checking the check box to the left of the Item distribution. If a distribution is not eligible for allocation, for example, it is a tax distribution, you cannot select the check box.

Suggestion: You can use the Select/Unselect All button if you want to select or deselect all eligible distributions.

5. Specify the charge amounts allocated to each selected distribution. You can either prorate the charge amount to all selected Item distributions by using Prorate check box, or you can enter specific charge amounts for each selected Item distribution:

   - If you want to prorate the charge amount to all selected Item distributions in the window, then enable the Prorate check box. Payables will create distributions that have amounts proportional to the Item amounts on the selected distributions. For example, if you are allocating a $10 freight charge to two selected distributions, one for $75, and one for $25, and if you select Prorate, then Payables will create two freight distributions, one for $7.50, and one for $2.50.

   - If you want to specify the charge amounts, then enter a charge amount in the Allocated Amount field for each selected Item distribution. The sum of the charge amounts, which is displayed in the Allocated Total field, must equal the charge amount you entered in the Amount field.

6. If you want to use this window to create more allocated charge distributions (Tax, Freight, or Miscellaneous), then choose the New button. Payables saves your allocations and clears the Charge Allocations window so you can allocate new charges. For details on allocating Tax, see: Creating Tax Distributions by Allocating to Invoice Distributions: page 4 – 52.

7. Choose the OK button to allocate the Charge Amount to the selected the distributions and close the window. Payables

automatically creates the Freight or Miscellaneous distributions. You can review them in the Distributions window.

Creating Tax Distributions by Allocating to Invoice Distributions

You can use the Charge Allocations window to allocate tax to invoice distributions. Payables automatically creates tax distributions that total the tax amount you specify. The new Tax distributions have the same GL account as the non–tax distributions to which they are allocated. You can update the account after Payables creates the new Tax distributions. Note that you can also achieve this functionality automatically under certain conditions. See: Using the Automatic Tax Calculation Feature to Prorate Tax in the Invoice Workbench: page 4 – 114.

During Approval, Payables uses the tax rates of the tax codes to check that the tax amount is correct within the tolerances you defined. So, as always, you should make sure that the non–tax lines also have the appropriate tax codes.

Prerequisites

- ❑ If you use Automatic Tax Calculation, then disable it for this invoice. See: Disabling Automatic Tax Calculation: page 10 – 40.
- ❑ If you use any other features that automatically create tax distributions, then remove all automatically calculated tax distributions in the Distributions window.

▶ **To create tax distributions by allocating a tax charge:**

1. In the Invoices window enter all basic invoice information. See: Entering Basic Invoices: page 4 – 44. Do not enter a Tax Code or Tax Amount.
2. Enter invoice distributions using the method of your choice: receipt match, purchase order match, Distribution Set, or manual entry. Do not enter tax codes for the distributions and do not enter Tax type distributions. If you are matching to a purchase order shipment or receipt, then you have the option during the match of allocating in the Allocate window.

   In the Distributions window, select any Item or Prepayment distribution or any new record.

Warning: The selected record must be either an Item, Prepayment, or a new distribution if you want to use the Charge Allocations window to create distributions.

Choose the Allocate button. Payables opens Charge Allocations window and displays all distributions.

3. In the Charge Allocations window enter the information for the tax you are allocating:

   Type: Select Tax.

   Tax Code: Enter a tax code.

   Amount: Amount of the tax charge. The system will create new Tax distributions totalling this amount.

4. In the Allocations region, Payables displays all distributions. You cannot allocate Tax to a Tax distribution. Select the distributions to which you want to allocate tax charges by checking the check box to the left of the distribution. You cannot select the check box for distributions that are not eligible for allocation, for example, tax distributions.

Suggestion: You can use the Select/Unselect All button if you want to select or deselect all eligible distributions.

5. Specify the charge amount for each selected distribution. You can either prorate the tax charge across all selected distributions, or you can enter specific charge amounts for each selected distribution:

   - If you want to prorate the tax amount across all selected distributions, then enable the Prorate check box. During allocation, Payables will create tax distributions that have amounts proportional to the amounts of the selected distributions.

   - If you want to specify the allocation amounts, then enter a Charge Amount for each selected distribution. The sum of the charge amounts must equal the tax amount you entered in the Amount field.

6. If you want to create more allocated charge distributions, then choose the New button. Payables saves your allocations and clears the Charge Allocations window so you can allocate new charges.

7. Choose the OK button to allocate the Tax amount to the selected distributions and close the Charge Allocations window. Payables automatically creates tax distributions for you.

8. You can review the new Tax distributions in the Distributions window. If necessary, enter tax codes on the non–tax lines to

ensure that Approval checks the tax amount against the correct non–tax lines.

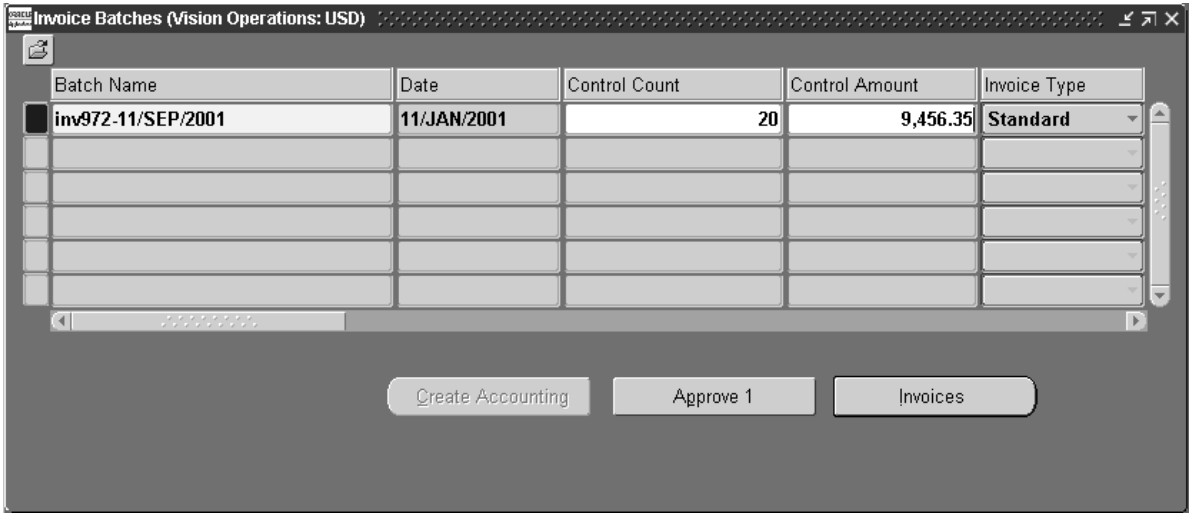
See Also

Charge Allocations Window Reference: page 4 – 61

Allocations Overview: page 4 – 58

Allocation Restrictions: page 4 – 68

Entering Invoice Batches in the Invoice Workbench



You can use invoices 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 online 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 – 57.
- ❑ Group unentered invoices into batches.
- ❑ Establish a systematic naming convention to help you locate batches. For example, you may want to include in your invoice batch name the date or the initials of the person who entered the batch.

  Suggestion: If you file physical documents by invoice batch name, a systematic naming convention will facilitate retrieval.

▶ **To enter an invoice batch:**

1. In the Invoice Batches window enter a unique value in the Invoice Batch Name field. 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 between the invoice amount and batch amount, 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 – 339

Approval: page 4 – 145

Adjusting Invoice Batches: page 4 – 298

Allocation

If you use one of the Periodic Costing options available in Oracle Cost Management to record costs of goods that you order, then when you manually enter distributions for *other charges* (tax, freight, or miscellaneous), you need to record the distributions to which they are allocated. Allocation enables you to record accurately all costs associated with a receipt.

If you Do *Not* Use Periodic Costing

If you have not installed Oracle Cost Management or do not use Periodic Costing, you do not need to record these allocations. However, you may find the Charge Allocation and Allocate windows useful for automatically creating charge distributions. If you do not use Periodic Costing, we suggest you read only the following allocation discussions:

- Creating Distributions by Allocation: page 4 – 49
- Charge Allocations Window Reference: page 4 – 61
- Allocate Window: page 4 – 59
- Allocation Restrictions: page 4 – 68

If You Use Periodic Costing

If you use Periodic Costing, then you may find all of the allocation discussions helpful:

- Allocations Overview: page 4 – 58
- Charge Allocations Window Reference: page 4 – 61
- Creating Distributions by Allocation: page 4 – 49
- Matching Charges to Material Receipts: page 4 – 64
- Recording Allocations for Periodic Costing: page 4 – 67
- Reviewing Allocation of Other Charges: page 4 – 69
- Allocation Restrictions: page 4 – 68

Allocation Overview

You can allocate charges other than the cost of goods to invoice distributions. Allocation records the amount of the tax, freight, or miscellaneous charge that is associated with an invoice distribution. If you allocate a tax, freight, or miscellaneous charge to a distribution that has been matched to a receipt, then the tax, freight, or miscellaneous charge is included in the cost of the item on the receipt. This enables you to accurately record all costs associated with a receipt item. For example, you have an invoice for $1813:

Distribution Type	Description	Amount	Allocated Amount (visible in the Charge Allocations window)
Item	Service	500	
Item	Computer	1000	10
Item	Printer	300	3
Freight	Freight	13	

You allocate the freight cost to the computer and printer, but not to the distribution for service. You can specify the freight amounts allocated to each invoice distribution, or you can have the system prorate the allocated amounts based on the Item distribution amounts.

The following table shows the charge distribution types that you can allocate, and to which distribution types you can allocate them. You cannot allocate Item, Prepayment, or Withholding Tax distributions to other distributions.

Charge Type	Eligible Distributions for Allocation
Freight	Item
Miscellaneous	Item
Tax	Item, Freight, Miscellaneous, or Prepayment

Automatic Allocation by Payables

Payables automatically records the charge allocation for tax, freight, or miscellaneous charge distributions when the Tax, Freight, or Miscellaneous charge distributions are created by any of the following methods:

- You prorate tax, freight, or miscellaneous charges during a match of a material invoice to a purchase order or receipt.
- Payables performs automatic Line or Tax Code level tax calculation.
- You create Freight, Miscellaneous, or Tax distributions by allocating to other distributions.

Payables does *not* automatically record tax, freight, or miscellaneous charge allocations when it creates distributions in any other way, including:

- Payables creates tax distributions created by Header level automatic tax calculation.
- Payables creates freight distributions because you use the Create Freight Distribution check box in the Invoices window.

During Approval, if the amount of a Freight, Miscellaneous, or Tax distribution is not fully allocated (either not allocated, or a corresponding distribution was reversed or deleted) and is not associated with a receipt, then Payables prorates the allocation to all eligible distributions on the invoice. For details on the allocation of taxes during Approval, see: Tax Allocation During Approval.

See Also

Allocation Restrictions: page 4 – 68

Allocate Window

Use the Allocate window to automatically create allocated tax, freight, or miscellaneous distributions when you are matching to a purchase order or receipt. Payables does not create the distributions until you choose the Match button in the matching window (Match to Receipts window, Match to Purchase Orders window, or Match to Purchase Order Distribution).

Notice that in the matching window Payables displays an Allocations region. If you want to change the allocated amounts, deselect the Allocate check box to clear the amounts. You can then re–enter the allocated charge by selecting the Allocate check box and re–entering the allocation information.

Each tax distribution you create using the Allocate window will have the same GL Account as the distribution to which it is allocated.

> **Note:** The Allocate window replaces the Prorate window, which was in releases before 11i.

Prerequisite

- ❑ If you are creating tax distributions and if you use Automatic Tax Calculation, disable it for this invoice.
- ❑ If you are creating tax distributions and you use any other features that automatically create tax distributions, remove all automatically calculated tax distributions from the invoice before you allocate.

Creating Charge Allocations During Matching

▶ **To create tax, freight, or miscellaneous distributions by using the Allocate window:**

1. In the Invoices window, enter all basic invoice information. If you are allocating freight, do not check the Create Freight Distribution check box.
2. From the Match poplist, choose the document you want to match to (Purchase Order or Receipt), and choose the Match button.
3. Use the find window to navigate to the matching window.
4. In the window in which you are matching, select the record to which you want to match and allocate.
5. Select the Allocate check box. The Allocate window opens.
6. For each charge you want to allocate, do the following:
   - Select the check box next to the charge: Tax, Freight, or Miscellaneous.
   - Enter the charge amount.
   - In the Tax Code field, if you are allocating a tax charge or if the charge you are entering is subject to tax, enter the tax code.
   - Payables enters this value in the Tax Code field of the distributions it creates, and in the Tax Code field of the allocated distribution.
   - (Optional) Enter a Description Prefix

- Payables constructs the descriptions of the new distributions by appending the Description Prefix you enter to the description of each distribution you prorate to.

7. Choose the OK button to save your work. You can review the allocation amounts in the Allocations region of the matching window.

   Payables creates allocated charge distributions for you when you save the match.

See Also

Allocation Restrictions: page 4 – 68

Charge Allocations Window

You can use the Charge Allocations window the following ways:

- Create and allocate tax, freight, or miscellaneous charge distributions. See: Creating Distributions by Allocation: page 4 – 49.
- Allocate an existing tax, freight, or miscellaneous charge distribution to one or more distributions to record costs for Periodic Costing. See: Recording Allocations for Periodic Costing: page 4 – 67.
- Review and update existing allocations for a charge. See: Reviewing Allocation of Other Charges: page 4 – 69.

The mode the Charge Allocations window uses depends on where your cursor is in the Distributions window when you choose the Allocate button. For example, if the cursor is in an Item, Prepayment, or blank distribution in the Distributions window, and you choose the Allocate button, then the Charge Allocations window opens and is empty, and you can use the Charge Allocations window to create distributions based on the information you enter. If the cursor is on an existing tax, freight, or miscellaneous distribution, then the window opens and shows you any distributions that the tax, freight, or miscellaneous charge distribution is allocated to, and any distributions available for allocation.

For Matching to Other Invoice Distributions Only

Use the Charge Allocations window to allocate charges to distributions on the same invoice, not to match to receipts. If you match to receipts and you are entering a tax, freight, or miscellaneous charge invoice such as a freight invoice from a freight supplier, and you want to match that freight charge to a receipt, see: Matching Charges to Material Receipts: page 4 – 64. If a tax, freight, or miscellaneous charge distribution is already matched to a receipt, then you cannot allocate it to another invoice distribution.

See Also

Allocation Restrictions: page 4 – 68

Charge Allocations Window Reference

The top part of this window describes the charge that is allocated. The Allocations region of this window shows the distributions to which you can allocate the charge, and the amount that is allocated.

Type. The type of charge: Tax, Freight, or Miscellaneous.

Tax Code.

- For a Tax charge: Tax code associated with the tax charge.
- For a Freight or Miscellaneous charge: Tax code applicable to the freight or miscellaneous distribution. This tax code will be added to the freight or miscellaneous distribution if you are creating it by using this window.

Amount. Amount of the tax, freight, or miscellaneous charge.

Allocated Total. Sum of the amounts you are allocating (values in the Allocated Amount fields). To save the allocation, this amount must equal the value you entered in the Amount field.

Prorate. Use this check box to prorate the charge amount across all eligible distributions.

Allocations Region

(Check box) Indicates that a distribution is selected for allocation.

Num. Distribution number of the eligible distribution.

Type. Type of the eligible distribution. You can allocate Freight and Miscellaneous charges to Item distributions only. You can allocate Tax charges to Freight, Miscellaneous, Item, or Prepayment distributions.

Description. Description of the eligible distribution.

Amount. Amount of the eligible distribution.

Allocated Amount. Amount allocated to the distribution. If you are currently allocating by proration, leave these fields empty. After you choose the OK button to allocate, Payables calculates the prorated amounts and populates these fields for you.

Buttons

Select/Unselect All. Selects or deselects all eligible distributions.

New. Allocates the charge amounts to selected distributions and clears the Charge Allocations window so you can allocate new charges.

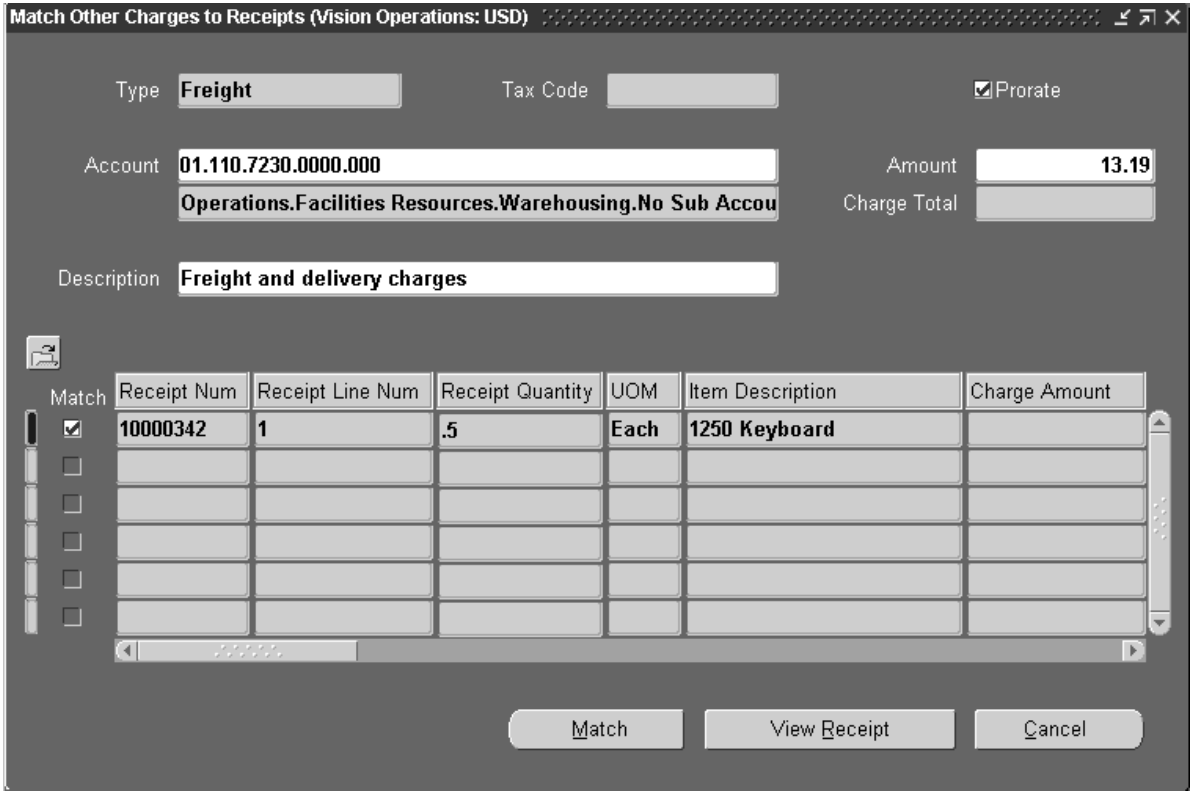
Cancel. Discards any changes and closes the window.

OK. Allocates the charge amounts to selected distributions and closes the window.

See Also

Allocation Restrictions: page 4 – 68

Matching Charges to Material Receipts



Complete the following steps to match an invoice for freight, tax, or miscellaneous charges to a material receipt. Note that this step is required for accurate costing data if you use Periodic Costing. When you match a freight, tax, or miscellaneous invoice to a receipt, the total cost of the goods on the receipt includes the freight, tax, or miscellaneous charges that are matched to the receipt. This kind of matching associates costs related to acquiring the goods that are on the receipt, but it does not affect the quantity and amounts billed on the purchase order shipment. If you have installed Oracle Costing, this information is then used by that product.

For example, you buy a $1000 computer from Company A. You hire Company B to ship it to you for $50. You receive the computer. When you get the freight invoice from Company B, you can match that freight invoice to the receipt for the computer from Company A. This associates the $50 freight charge with the cost of the $1000 computer, making the total cost of the computer $1050.

Prerequisites

- ❑ A purchase order for the same currency as the invoice you are entering must be approved and open. At least one receipt transaction exists for the purchase order.
- ❑ The Invoice Match option for the purchase order shipment you are matching to is set to Receipt.

▶ **To match a freight, tax, or miscellaneous invoice to a receipt:**

1. In the Invoices window, enter a Standard invoice for the freight, tax, or miscellaneous charge. Enter the supplier and supplier site. The supplier and site can be different from the supplier and site on the receipt.

   - If the supplier and site charging the freight, tax, or miscellaneous charge is the same as the supplier and site on the purchase order receipt, you can enter a PO Default invoice. Payables prompts you to enter the PO Number, then automatically defaults the Supplier, Supplier Number, Site, and Currency from the purchase order to the Invoices window.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44), but do not manually enter the distributions.

2. In the Invoices window, select Receipt from the Match button poplist. Choose the Match button. The Find Receipts for Matching window opens. Select either Freight, Tax, or Miscellaneous as the type. Payables creates invoice distributions with this type.

   Enter search criteria for one or more receipts to which you want to match the invoice. The search criteria can include purchase order information to help you identify each receipt. Note that values you enter in certain fields will affect lists of values for other fields. For example, if you enter a purchase order number, then the list of values for Receipt Number lists only receipt numbers for the purchase order you entered.

   The supplier and site on each receipt you are matching to can be different from the supplier and site on the invoice. Choose the Find button.

3. The Match Other Charges to Receipts window opens and displays the receipt lines that match your search criteria.

   You can choose the View Receipt button to see detailed information about any receipt. If the receipt you are looking for is not displayed, you can either return to the Find Receipts for Matching

window or enter a query directly in the Match Other Charges to Receipts window.

4. In the Match Other Charges to Receipts window, enter information for the distributions you want to create:

   - **Type.** This value defaults from the Find Receipts for Matching window.
   - **Amount.** Total tax, freight, or miscellaneous charge that you want to match.
   - **Tax Code.** If the charge type is Tax, enter the tax code. If the charge type is Freight or Miscellaneous, leave this field blank. (To allocate tax to freight or miscellaneous distributions, use the Charge Allocations window after you create the freight or miscellaneous distributions.)
   - **Account.** To assign an account to the new distributions enter a value here. If you have a default Payables option for Freight Account, it will default if you select Freight as the Type.

5. Indicate which receipt lines you want to match to by selecting the check box to the left of the receipt line.

6. Select the match amount for each selected receipt line by using one of the following methods. You can either prorate the match to all selected receipt lines, or enter specific charge amounts for each selected receipt line:

   - If you want to prorate the match amount to all selected receipt lines in this window, enable the Prorate check box. During the match, Payables creates distributions with amounts proportional to the amounts on the receipt lines you selected.
   - If you want to specify the match amounts, then enter a Charge Amount for each selected receipt line. The sum of the Charge Amounts must equal the tax, freight, or miscellaneous charge amount you entered in the Amount field.

7. Choose the Match button to complete the match, close the Match to Receipt window and the Find window, and return to the *current* invoice record.

   Review the new invoice distributions in the Distributions window. If you want to allocate tax to the new freight or miscellaneous distributions, choose the Allocate button in the Distributions window and complete the allocation in the Charge Allocations

window. Oracle Cost Management can then include the tax amount in the actual cost of the item on the receipt.

See Also

Allocation Restrictions: page 4 – 68

Recording Allocations for Periodic Costing

If you use one of the Periodic Costing options available in Oracle Cost Management to record costs of goods that you order, you need to allocate other charges (Tax, Freight, and Miscellaneous) to other invoice distributions that are matched to receipts. When a distribution is matched to a receipt, the distribution and any tax, freight, or miscellaneous distributions that are allocated to it are included in the cost of the receipt.

Allocating Tax, Freight, and Miscellaneous for Periodic Costing

Prerequisite

- ❑ The invoice is not yet accounted.

▶ **To allocate an existing tax, freight, or miscellaneous charge to another distribution**:

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices: page 4 – 44.
2. Enter the tax, freight, or miscellaneous charge distributions that you want to allocate to the matched distributions by using a Distribution Set, or manual entry. Enter invoice distributions by matching to a receipt.
3. In the Distributions window select the Tax, Freight, or Miscellaneous distribution that you want to allocate to a receipt–matched distribution.

   Warning: The selected distribution record must be a Freight, Miscellaneous, or Tax distribution that has not been matched to a receipt, or you cannot perform this step properly.

Choose the Allocate button. Payables opens the Charge Allocations window and displays all distributions to which you can allocate the charge.

4. In the Charge Allocations window, Payables displays in the top region the distribution Type and Charge Amount.

5. Select the distributions to which you want to allocate the charge by checking the check box to the left of the receipt line.

Suggestion: You can use the Select/Unselect All button as a toggle to select or deselect all eligible distributions.

6. Indicate the amounts of the allocation by using one of the following methods. You can either prorate the allocation amount to all selected distributions, or enter a specific charge amount for each selected distribution:

   - To prorate the charge amount to all selected distributions in this window, enable the Prorate check box.
   - To specify the allocation amounts, enter a Charge Amount for each selected distribution. The sum of the Charge Amounts must equal the tax, freight, or miscellaneous charge amount you entered in the Amount field.

7. Choose OK to have Payables allocate the Charge Amount to the selected the distributions and close the window.

Allocation Restrictions

CANCELLED INVOICES. You cannot modify allocations if the invoice is cancelled.

PAID INVOICES. If the invoice is partially or fully paid and the Allow Adjustments to paid Invoices Payables option is not enabled, you cannot create new charges in the Allocations window.

APPLIED PREPAYMENTS. If a prepayment invoice has been partially or fully applied, you cannot create new charges in the Allocations window.

ITEMS MATCHED TO MULTIPLE PO DISTRIBUTIONS. You cannot allocate a single nonrecoverable tax distribution to more than one Item distribution if the distributions are matched to different purchase order distributions.

ENCUMBERED TAX DISTRIBUTIONS: You cannot allocate a new Tax distribution to an Item distribution if encumbered Tax distributions

already exist for the item distribution. Also, you cannot change allocations for a nonrecoverable Tax distribution if it has been encumbered and if it is already been allocated to purchase order matched Item distributions.

ACCOUNTED ALLOCATIONS. You cannot adjust an allocation after you have accounted for the charge.

Reviewing Allocation of Other Charges

You can review or modify existing allocations of a Tax, Freight, or Miscellaneous distribution by selecting the distribution in the Distributions window and choosing the Allocate button. You can make any changes in the Charge Allocations window.

You cannot modify charge allocations after accounting for the invoice.

See Also

Selecting Multiple Records *(Oracle Applications User's Guide)*

Prorating Tax: page 4 – 52

Adjusting Invoice Distributions: page 4 – 304

Entering Purchase Order Matched Invoices

You can match Payables invoices to purchase orders to ensure that you pay only for the goods that you have ordered, or you can match to purchase order receipts to ensure that you pay only for goods that you have received. *Purchase order matched invoices* are invoices that you match to any of the following:

- Purchase order shipments
- Purchase order receipts
- Purchase order receipt lines
- Purchase order distributions

You can set up controls in your system to require you to purchase order match each invoice. You can also set an option on a purchase order shipment that controls whether invoices should match to that shipment directly or to a receipt. You set tolerances to specify the range of variance you will allow if the amounts or quantities on the invoice are greater than the amounts or quantities on the purchase order or receipt.

When you enter an invoice and match it, Payables automatically creates distributions for you and checks that the match is within the tolerance you define. See: Invoice Tolerances: page 2 – 96.

After you save the match, Payables updates the quantity billed for each matched shipment and its corresponding distribution(s) based on the amount you enter in the Quantity Invoiced field. Payables also updates the amount billed on the purchase order distribution(s).

> **Note:** You can match to purchase orders that have a status of Closed for Invoice.

Receipt and purchase order matching setup and functionality is described in detail in Purchasing Integration: page 4 – 165. The following section describes how to enter and match invoices.

You can match an invoice to a purchase order in different ways:

- **Receipt match.** Matching to receipts allows you to pay only for goods you receive, and to pay for partial shipments without getting invoice holds. In addition, any exchange rate variance is likely to be smaller because the time between the receipt and invoice is less than the time between the purchase order and invoice.

  If you use one of the Periodic Costing options available in Oracle Cost Management to record costs of goods that you order, it is critical that you always match to receipts to ensure accurate cost accounting. When you match an invoice for goods to a receipt, you

can also link other charges, such as freight, tax, and miscellaneous to that receipt, so that costing can include those charges in the cost of the goods. If you match to a purchase order instead of a receipt, you will not have accurate costing data. See: Matching to Receipts from the Invoice Workbench: page 4 – 78.

- **Purchase order shipment match.** Based on the Quantity Invoiced, 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 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 Order Shipments and Distributions From the Invoice Workbench: page 4 – 73 and Entering Purchase Order Matched Invoices in the Invoice Gateway: 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 Order Shipments and Distributions From the Invoice Workbench: page 4 – 73.

- **Price correction.** Use a price correction to adjust the invoiced unit price of previously matched purchase order shipments, distributions, or receipts without adjusting the quantity billed. You can enter an invoice to record a price increase, or you can enter a credit memo or debit memo to record a price decrease. You can use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have already matched to a purchase order. See: Recording Price Corrections in the Invoice Workbench: page 4 – 76 and Entering Price Corrections in the Invoice Gateway: page 4 – 16.

  When you match an invoice to the receipt before you return the goods to the supplier, you can match a credit memo or debit memo to a receipt to record the Payables part of a Return to Supplier transaction.

Purchase Order Matching Restrictions

CAN'T MATCH TO PROCUREMENT CARD POs: If a purchase order will be fulfilled in the procurement card process, you can't match an invoice to it.

See Also

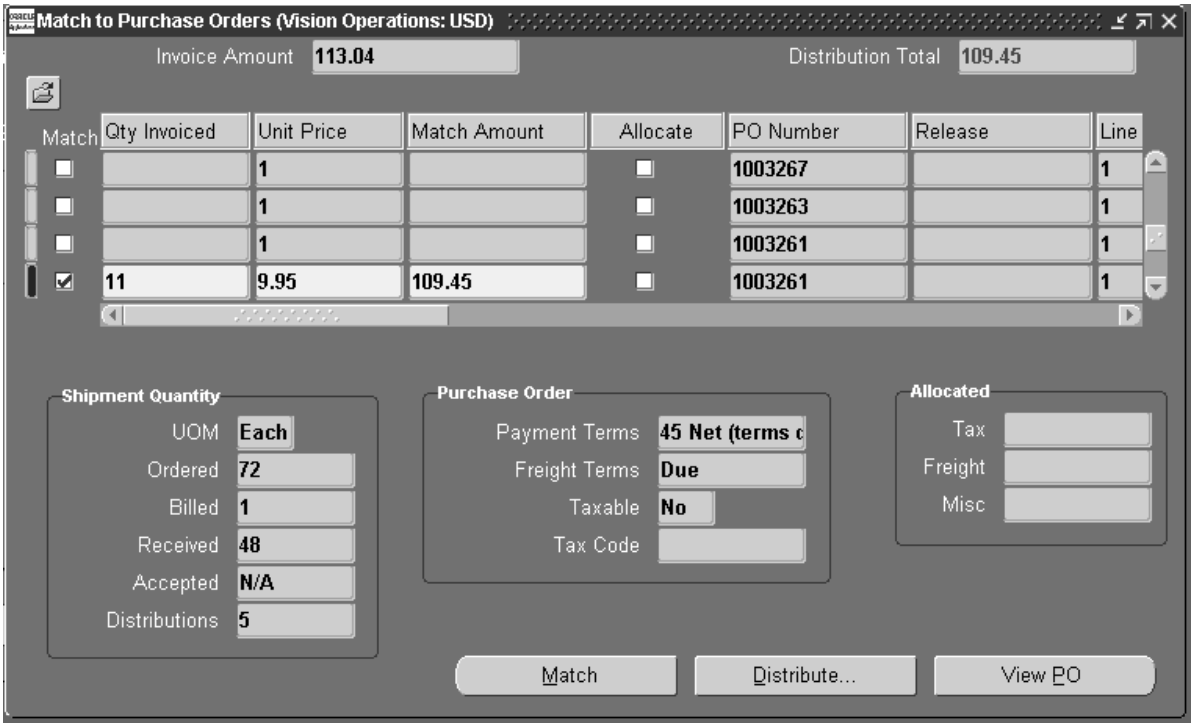
Purchasing Integration: page 4 – 165

Purchase Order Matching Database Tables: page H – 2

Invoice Matching Detail Report: page 8 – 80

Match to Purchase Orders Window Reference: page 4 – 336

Matching to Purchase Order Shipments and Distributions From the Invoice Workbench



Prerequisites

- ❑ Your purchasing information must be generated in Oracle Purchasing or transferred to Oracle Purchasing tables from an external purchasing system.
- ❑ A purchase order for the same supplier and currency as the invoice you are entering must be approved and open.

▶ **To match to specific purchase order shipments or distributions:**

1. Enter a Standard, PO Default, or Mixed type invoice in the Invoices window. If you enter PO Default type, Payables prompts you to enter a PO Number, then Payables automatically defaults the Supplier, Supplier Number, Site (if it is a pay site), and Currency from that purchase order to the invoice.

Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44), but do not manually enter distributions you want to match to purchase orders.

2. Select Purchase Order from the Match button poplist, then choose the Match button.
3. In the Find Purchase Orders for Matching window enter search criteria for the purchase order(s) to which you want to match the invoice.
4. Choose the Find button to navigate to the Match to Purchase Orders window.
5. The Match to Purchase Orders window opens. For detailed information on any field, see: Match to Purchase Orders Window Reference: page 4 – 336.

   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 unless the Recalculate Scheduled Payment option is enabled in the Payables Options window. If that option is enabled, Payables uses the more favorable payment terms between the purchase order and the invoice.
6. Create invoice distributions by matching to a purchase order. For each shipment you want to match, select the shipment in the Match to Purchase Orders window by checking the Match check box, and enter two of the following: Quantity Invoiced, Unit Price, Match Amount. Payables automatically calculates and enters the remaining field (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the purchase order shipment unit price.
7. If you want to allocate tax, freight, or miscellaneous charges to the distributions that this match will create, then check the Allocate check box.
8. If you want to match in further detail, you can match to purchase order distributions. The Shipment Quantity block displays the number of distributions for the current PO shipment:

   Enter a value for Quantity Invoiced, then choose the Distributions button. The Match to Purchase Order Distributions window opens. For each purchase order distribution you want to match to, select the purchase order distribution and enter the Quantity Invoiced.
9. Choose the Match button to save your match.

To review the new invoice distributions, choose the Distributions button in the Invoices window.

▶ **To match to all purchase order shipments (QuickMatch):**

1. In the Invoices window enter QuickMatch as the invoice Type. Enter the purchase order number.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44), but do not manually enter the distributions that will not be part of the price correction.

2. Select Purchase Order from the Match button poplist, then choose the Match button. Payables navigates to the Match to Purchase Orders window. Payables automatically selects all purchase order shipments for the purchase order you entered that have the Match Option set to Purchase Order and that have an unbilled quantity. Payables fully matches the invoice to the distributions of the matched shipments and automatically creates invoice distributions. You can adjust any of the selected shipments by overriding the defaults, including deselecting a shipment. For detailed information on any field, see: Match to Purchase Orders Window Reference: page 4 – 336.

3. 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 unless the Recalculate Scheduled Payment option is enabled in the Payables Options window. If that option is enabled, Payables uses the more favorable payment terms between the purchase order and the invoice.

4. Choose the Match button in the Match to Purchase Orders window to save your match.

   To review the invoice distributions Payables created, choose the Distributions button in the Invoices window.

See Also

Match to Purchase Orders Window Reference: page 4 – 336

Recording Price Corrections in the Invoice Workbench

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 or receipt.

Payables records and updates the invoiced unit price of previously matched purchase order shipments 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 correction for a purchase order shipment or purchase order distribution:**

1. Enter the invoice.

   - If you are recording a price increase, enter a Standard, PO Default, or Mixed invoice. If you select PO Default, Payables prompts you to enter the PO Number, then automatically defaults the Supplier, Supplier Number, Site (if it is a pay site), and Invoice Currency.
   - If you are recording a price decrease, enter a Credit Memo or Debit Memo type invoice. See: Entering Credit/Debit Memos: page 4 – 84.

   Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44) but do not manually enter the distributions that will not be part of the price correction.

2. Select Purchase Order or Receipt from the Match button poplist, then choose the Match button.

3. In the Find Purchase Orders for Matching or Find Receipts for Matching window, check Price Correction and enter the invoice number for which you are recording the price correction. Enter search criteria for the purchase order(s) or receipts to which you want to match the invoice.

4. Choose the Find button to navigate to the Match to Purchase Orders window or Match to Receipts window.

5. Payables opens the Match to Purchase Orders window or Match to Receipts window. For detailed information on any field, see: Match to Purchase Orders Window Reference: page 4 – 336. 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 unless the Recalculate

Scheduled Payment option is enabled in the Payables Options window. If that option is enabled, Payables uses the more favorable payment terms.

6. 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, 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).
7. 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. Select the purchase order distribution you want to match to and enter the Quantity Invoiced. Payables automatically calculates and enters the remaining field (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the Match to Purchase Orders window and you cannot change it.
8. Choose Match to save your match.

   To review the new invoice distributions, choose the Distributions button in the Invoices window.

See Also

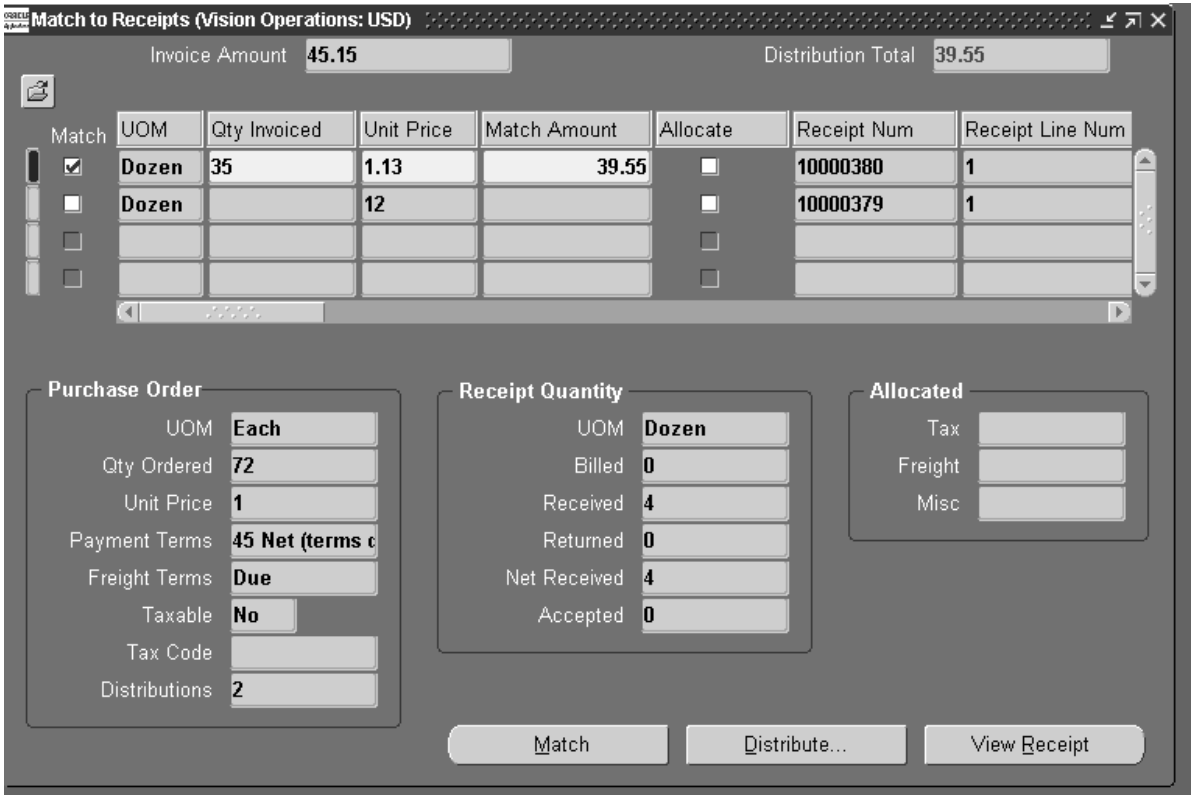
Invoice Overview: page 4 – 288

Purchasing Integration: page 4 – 165

Entering Taxes on Invoices: page 4 – 97

Entering Freight on Invoices: page 4 – 129

Matching to Receipts From the Invoice Workbench



You can match invoices to purchase order receipts. You can match in different ways, depending on the invoice type.

- **Invoice For Goods Received (Items):** You create distributions that correspond to the receipt or purchase order distributions to which you match. This updates the quantity billed on the purchase order shipment, purchase order distributions, and the receipt transaction. See: Matching to Receipts: page 4 – 79.
- **Freight/Tax/Miscellaneous**: If you enter an invoice that is only for freight, tax, or miscellaneous charges, you can allocate these freight, tax, and miscellaneous distributions to the receipt, but the invoice distribution type remains Freight, Tax, or Miscellaneous. You can match a tax, freight, or miscellaneous invoice to a receipt even if the receipt has a different supplier or site from the invoice. This type of match does not update the

quantity billed in Purchasing. See: Matching Other Charges to Material Receipts: page 4 – 64.

Matching to Receipts

Prerequisites

- ❑ The Invoice Match option for the purchase order shipment you are matching to is set to Receipt. When you enter the invoice, if the Invoice Match option for the supplier site is set to receipt then the match button will default to Receipt.
- ❑ A purchase order for the same supplier and currency as the invoice you are entering must be approved and open, and it must have at least one receipt entered against it.

▶ **To match an invoice to a receipt:**

1. Enter a Standard, PO Default, QuickMatch, or Mixed invoice in the Invoices window. Enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44), but do not manually enter distributions that will not be matched.
   - If you enter a PO Default invoice, Payables prompts you to enter the PO Number, then automatically defaults the Supplier, Supplier Number, Site (if it is a pay site), and Currency from the purchase order to the Invoices window.
   - If you enter a QuickMatch invoice, Payables prompts you to enter the PO Number. Payables automatically defaults the supplier, supplier number, site (if it is a pay site) and currency from the purchase order to the Invoices window. Select Receipt from the Match button poplist. Choose the Match button. Payables opens the Match to Receipts window and selects all receipts for the purchase order shipments that have the Match Option set to Receipt. Skip the next steps and go to step 5.
2. In the Invoices window select Receipt from the Match button poplist then choose the Match button. Payables opens the Find Receipts for Matching window.
3. In the Find Receipts for Matching window, select Item in the Type field to indicate that you are matching a material invoice. Payables will create distribution types that match the type entered here. Enter search criteria for the receipts to which you want to match the invoice. This can include the purchase order that the receipt

was created against, the packing slip, and so on. Choose the Find button to navigate to the Match to Receipts window.

If no records are found that match your search criteria, try broadening your search, and confirm that any criteria you enter is correct.

4. The Match to Receipts window displays the receipts that match your search criteria. The displayed receipts include receipts for purchase orders that have the Invoice Match option set to Purchase Order. However, you can match to a receipt line only if the Invoice Match option on the associated purchase order shipment is set to Receipt.

   Choose the View Receipt button to see detailed information about any receipt.

5. Create invoice distributions by matching to a receipt. In the Match to Receipts window, select each receipt line you want to match to by selecting the Match check box. Then for each receipt line enter two of the following: Quantity Invoiced, Unit Price, Match Amount. Payables automatically calculates and enters the remaining field (Quantity Invoiced x Unit Price = Match Amount). The Quantity Invoiced defaults from the unbilled quantity for this receipt. The Unit Price defaults from the purchase order shipment unit price if the unit of measure on the receipt is the same as that on the purchase order.

6. If you want to match in further detail, you can match to purchase order distributions. The Purchase Order block displays the number of distributions for the current PO shipment being matched::

   To match to purchase order distributions for the receipt, choose the Distribute button. Select the purchase order distribution you want to match to, and enter the Quantity Invoiced. Payables automatically calculates and enters the Match Amount (Quantity Invoiced x Unit Price = Match Amount). The Unit Price defaults from the match you made in the Match to Receipts window and cannot be updated here.

7. In the Match to Receipts window review the purchase order Payment Terms. You can change the invoice payment terms in the Invoices window. Payables uses the invoice payment terms to schedule invoice payment unless the Recalculate Scheduled Payment option is enabled in the Payables Options window. If that option is enabled, Payables uses the more favorable payment terms between the purchase order and the invoice.

8. If you want to allocate tax, freight, or miscellaneous charges to the distributions that this match will create, then check the Allocate check box.

9. Complete the match and save your work by choosing the match button. This completes the match, closes the Match to Receipts window and the Find Receipts for Matching window, and returns you to the current invoice record.

10. You can review the new distributions in the Distributions window. Enter any additional distributions.

Matching Restrictions

QUANTITY INVOICED: In the Match to Purchase Orders and Match to Purchase Order Distributions windows, the Quantity Invoiced must be in the same unit of measure as the purchase order shipment. In the Match to Receipts and Match to Receipt Distributions window, the Quantity Invoiced must be in the same unit of measure as the receipt.

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 GBP.

CONTROL/ACTUAL QUANTITY AND TOTAL: In the Match to Purchase Order Distributions 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.

Viewing Purchase Order Information

▶ **To view purchase order information:**

- Choose the View PO button in the Match to Purchase Orders window to navigate to the Purchase Order Shipments window.
- Choose the View PO button in the Match to Distributions window to navigate to the Purchase Order Distributions window.

See Also

Payment Overview: page 5 – 74

Purchasing Integration: page 4 – 165

Final Matching Purchase Orders

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.

If you then match another invoice to this purchase order, Approval places a Final Matching hold on the new 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. You can then match the invoice to a different purchase order or enter distributions manually.

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 also 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 places a Can't Close PO hold on the invoice. If you manually release the hold, Payables disables the Final Match check box.

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.

Note: You cannot final match to a purchase order when you are matching to receipts.

Prerequisite

- ❑ Enable the Allow Final Matching Payables option. See: Matching Payables Options: page 2 – 70.

▶ **To final match a purchase order:**

- ■ When you are matching an invoice or a credit / debit memo to a purchase order, check the Final Match option in either the Match to Purchase Orders window or the Match to Invoice Distributions window.

Attention: Check Final Match only if you are certain this is a final match against the related purchase order. Once you approve a final matched invoice distribution, you cannot update the Final Match check box for the distribution.

See Also

Closing Purchase Orders: page 4 – 175

Entering Basic Invoices: page 4 – 44

Scheduling Invoice Payments: page 4 – 150

Entering Purchase Order Matched Invoices: page 4 – 70

Invoice Tolerances: page 2 – 96

Purchasing Integration: page 4 – 165

Final Match (with Budgetary Control) *(Oracle 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 – 332.

This discussion includes the following topics:

- Entering Credit / Debit Memos: page 4 – 84
- Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 85
- Clearing a Credit: page 4 – 91

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 – 44.

   Enter Immediate Payment Terms, if appropriate.

2. Enter distributions. You can enter them manually (see: Entering Invoice Distributions: page 4 – 47) or enter them automatically in one of the following ways:

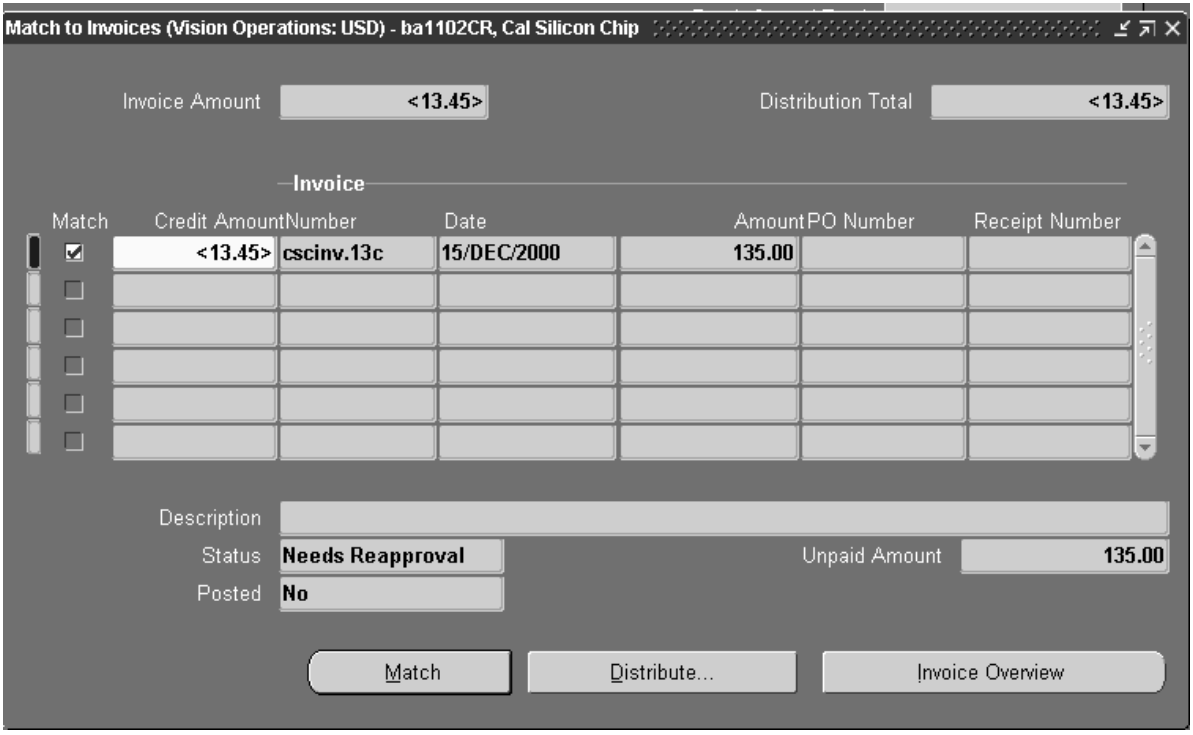
   - Enter a skeleton Distribution Set. See: Distribution Sets: page 2 – 17
   - Match to the original invoice you entered. See: Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 85.
   - Match to a purchase order or receipt. See: Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 85.

3. Save your work.

See Also

Recording a Refund from a One Time 1099 Supplier: page 4 – 135

Matching Credit/Debit Memos to Purchase Orders and Invoices



When you enter a credit / debit memo, you can match it to existing invoice(s), purchase orders, or receipts to have Payables automatically copy the accounting information and create invoice distributions for the credit / debit memo.

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.

You can match to an invoice even if it is paid and posted. 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 purchase order matched or not.

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 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 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.

  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 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. 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.

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.

- **Match to purchase order distributions.** Payables automatically creates invoice distributions for the credit/debit memo based on the purchase order distributions.

  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.

- **Match to a Receipt.** Match credit and debit memos to receipts when you return goods to a supplier after you enter an invoice for the goods.

- **Automatic Debit Memos.** If you enable the supplier site option, Create Debit Memo for RTS Transaction, then when you enter an RTS (Return to Supplier) transaction in Purchasing, the system automatically creates an unapproved Debit Memo in Payables that is matched to the receipt.

  > **Note:** This feature is not available in the base release of Payables release 11*i*. If your installation of Payables does not include this functionality, then you can call Oracle Customer Support to request it in a patch.

- **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 already matched to a purchase order or receipt. You can record a price correction by selecting Price Correction in the Find window when you match a credit/debit memo to a purchase order shipment, purchase order matched invoice distribution, or receipt. When you record a price correction for a credit/debit memo, you

are recording a price decrease from the original invoice. You must specify the number of the original invoice in the Find window.

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 in the Invoice Workbench: page 4 – 76

Matching Credit and Debit Memos to Invoices

You can match credit and debit memos to invoices only in the Invoice Workbench, not in the Invoice Gateway.

▶ **To match a credit /debit memo to an invoice or invoice distribution:**

1. In the Invoices window, enter a Credit Memo or Debit Memo type invoice. See: Entering Credit / Debit Memos: page 4 – 84.

   Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions. See: Entering Basic Invoices: page 4 – 44.

2. In the Invoices window, select Invoice from the poplist for the Match button. Choose the Match button.

3. In the Find Invoices to Match window, enter search criteria for the invoice. If you want to apply the credit / debit memo to a purchase order matched invoice, you can enter that purchase order number to see all invoices matched to that purchase order.

4. Choose the Find button. Payables navigates to the Match to Invoice window.

   To see more information about an invoice, select it and choose the Invoice Overview button.

5. Create invoice distributions by matching to one or more invoices. Select the invoice by selecting the left check box, and enter a Credit Amount.

   To match in further detail, continue the match at the invoice distribution: Choose the Distribute button. Select each invoice distribution you want to match to and enter a Credit Amount.

6. Choose the Match button 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.

Matching Credit and Debit Memos to Purchase Orders and Receipts

Each purchase order shipment indicates whether you should match to either a purchase order or receipt. You can match only to the document type (purchase order or receipt) specified by the purchase order shipment.

▶ **To match a credit /debit memo to a purchase order shipment or receipt in the Invoice Workbench:**

1. Enter a Credit Memo or Debit Memo type invoice. See: Entering Credit / Debit Memos: page 4 – 84.

   Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions. See: Entering Basic Invoices: page 4 – 44.

2. In the Invoices window, select either Purchase Order or Receipt from the Match button poplist. Choose the Match button. Payables opens the Find Purchase Orders for matching window or the Find Receipts for Matching window.

3. If this is a price correction, then check the price correction check box and enter a value for Invoice Number.

   If you want to associate an invoice with the credit memo, then enter the invoice number as search criteria. This link allows you to approve the invoice as a ”related invoice”. See: Approving Related Invoices: page 4 – 90.

   Enter search criteria for the document you want to match to and choose the Find button. Payables navigates to either the Match to Receipts or Match to Purchase Orders window.

4. Create invoice distributions by matching to one or more purchase order shipments or receipt lines.

   - To match to purchase order shipments, 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.
   - To match to a receipt lines select the receipt line 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.

Note: The Quantity Invoiced cannot reduce the Quantity Billed below zero.

5. If you want to match in further detail, choose the Distribution button and continue the match at the purchase order distribution level. If you are matching to a receipt, the Match to Purchase Order Distributions window displays items that were delivered.
6. If you want to automatically create allocated tax, freight, or miscellaneous distributions, enable the Allocate check box. See: Allocate window: page 4 – 59.
7. Choose the Match button 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 in 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 allocation.

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

You can clear a credit or debit memo you have entered and have been unable to include in a payment. For example, a supplier sends you cash in lieu of a credit invoice, and you have already entered a debit memo. You can pay the debit memo with a refund. See: Refunds: page 5 – 10.

Alternatively, you can perform the following task to enter a positive amount invoice to balance out the impact of the credit / debit memo.

▶ **To clear a credit that will not be used:**

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 write off account on the distribution if you do not want the accounts on the credit or debit memo to bear the impact of the unrecovered credit.

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 – 70.

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.

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 – 44), 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 General Ledger User's Guide)*.
- ❑ Enable the Use Multiple Currencies Payables option. See: Payables Options: page 2 – 57.
- ❑ 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 – 44), 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 General Ledger User's Guide)*.
- ❑ Disable the Require Exchange Rate Entry Payables option. See: Payables Options: page 2 – 57.
- ❑ Enable the Use Multiple Currencies Payables option. See: Payables Options: page 2 – 57.
- ❑ 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 – 44), 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 re–enter the invoice with the correct currency.

NO RATE HOLD: Payables will not allow you to create accounting entries an invoice in a currency other than your functional currency. Approval 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.

WITHHOLDING TAX: Payables will not create a payment for a foreign currency invoice if the following conditions are true: the invoice has a withholding tax group assigned that is set up with either a period limit or more than one amount range.

See Also

Foreign Currency Transactions: page 6 – 2

Entering Purchase Order Matched Invoices: page 4 – 70

Entering Credit / Debit Memos: page 4 – 84

Approval: page 4 – 145

Invoice Variances: page 4 – 172

AutoRate Program: page 6 – 15

Payables Options: page 2 – 57

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 – 70, and Matching Credit / Debit Memos to Purchase Orders and Invoices: page 4 – 85.

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 code 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 – 98
- Tax Codes: page 4 – 99
- Setting Up Tax Control Payables and Financials Options: page 4 – 99
- Tax Allocation During Approval: page 4 – 100
- Tax Amount Verification During Approval: page 4 – 101
- Tax Control Methods: page 4 – 102
- Deriving Tax From a Natural Account: page 4 – 104
- Defaulting Tax in Payables: page 4 – 105
- Entering Taxes When You Do Not Use the Automatic Tax Calculation Feature: page 4 – 108
- Using the Automatic Tax Calculation Feature to Enter Tax in the Invoice Workbench: page 4 – 111
- Using Automatic Tax Calculation in the Invoice Gateway: page 4 – 116
- Offset Taxes: page 4 – 117
- EU VAT Taxes: page 4 – 118
- Entering Use Taxes: page 4 – 121
- Entering Taxes on Expense Reports: page 4 – 122
- Invoice Tax Restrictions: page 4 – 122
- Recoverable Tax: page 4 – 124

- Tax Summary: page 4 – 127

See Also

Creating Tax Distributions by Allocating Tax to Distributions: page 4 – 52

Automatic Tax Calculation Overview: page 10 – 34

Tax Reporting Ledger *(Oracle Receivables Tax Manual or online help)*

Financial Tax Register *(Oracle Receivables Tax Manual or online help)*

Tax Types

Payables uses five types of taxes:

- **Sales.** Used to record sales tax charges.
- **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. See: Entering Use Taxes: page 4 – 121
- **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. See: Offset Taxes: page 4 – 117
- **User–defined** (VAT, GST). You can define in the Oracle Payables Lookups window as many tax types as you require for your tax authorities and tax rates. Payables treats user–defined taxes as Sales taxes. See: Lookups: page 2 – 13.
- **Automatic Withholding Tax.** A tax you use to withhold taxes from Payables expense reports and supplier invoices. See: Automatic Withholding tax Overview: page 10 – 24.

Tax Codes

You can create an unlimited number of tax codes for each tax type. In the Tax Codes window, you create tax codes 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. You can associate an Offset tax with a Sales or User–defined tax code. During supplier and supplier site entry, you can assign one withholding tax code, and one Sales, Use, or user–defined tax code. Payables assigns tax codes as defaults based on your Tax Code Defaults hierarchy. For information on defining tax codes, see: Tax Codes: page 2 – 146. For information on defaulting tax codes, see: Defaulting Tax in Payables: page 4 – 105.

You can assign tax codes to expense or asset accounts. For more information see: Deriving Tax From an Account: page 4 – 104.

You can define tax codes with different rates during effective dates you specify. For example, you can define a tax code that has a rate of 5% during one year, and 6% the following year. The invoice date determines the tax rate that Payables applies to the invoice.

If you record recoverable or partially recoverable taxes, you can also assign tax recovery rates or tax recovery rate rules to tax codes. See: Recoverable Tax: page 4 – 124.

Setting Up Tax Control Payables and Financials 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 codes 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 – 105, Automatic Tax Calculation Overview: page 10 – 34, and Invoice Tax Payables Options: page 2 – 67, Tax Financials Options: page 2 – 47.

Financials Options:

- Default Tax Code
- Rounding Rule
- Precision

- Min Accountable Unit
- Enable Recoverable Tax
- Default Recovery Rate
- Cash Basis Encumbrance

Payables Options:

- Exclude Tax from Discount Calculation
- Require Tax Entry at Header
- Use Automatic Tax Calculation
- Calculation Level
- Allow Calculation Level Override
- Distribution Amounts Include Tax
- Allow Override
- Enforce Tax From Purchase Order
- Tax Code Defaults
- Enforce Tax From Account

Tax Allocation During Approval

You can allocate taxes to taxable distributions in the Charge Allocations window. Allocation records the association between tax distributions and taxable distributions. This information is used if you use Oracle Costing to do periodic costing and in tax reporting. Allocation is automatic when you use line level or tax code automatic tax calculation or allocation can be done manually when you use the Other Charge Allocations window. If a tax distribution is not allocated or not fully allocated, then Approval reallocates tax distributions by prorating the tax amount across all taxable distributions. You can view allocations in the Allocations window. You can also use the Charge Allocations or the Allocate windows to automatically create allocated tax distributions. See: Creating Tax Distributions by Allocating Tax to Distributions: page 4 – 52, and Reviewing Allocation of Other Charges to Distributions: page 4 – 69.

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.

Approval first checks to see if the tax distribution is fully allocated. If it's not, then Approval automatically allocates the full tax amount by prorating it across taxable invoice distributions. The following distribution types can be taxable: Item, Freight, Miscellaneous, Prepayment.

Payables checks for tax variances and, if you match an invoice to a purchase order, it checks for invoice and purchase order tax code 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 codes associated with them that the tax code 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 code, and the tax code 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 code multiplied by the tax rate assigned to the tax code.

Type	Amount	Tax Code	Distribution Description
Item	100	An 8% Sales tax	Telephone
Tax	8	An 8% Sales tax	Tax on the telephone

If a taxable distribution does not have a tax code, then Approval assumes that all tax codes that are not specified on any other non–tax distributions are applicable to it. For example, if you want two tax codes to apply to one Item line, then enter the tax distributions as usual, in the appropriate amounts, and leave the Tax Code field for the Item distribution blank.

Type	Amount	Tax Code	Distribution Description
Item	100		Telephone
Tax	8	An 8% Sales tax	Tax on the telephone
Tax	5	A 5% Sales tax	Second tax on the telephone

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.

Approval then verifies that each tax distribution amount is within the tolerances you define. The tax amount should equal the sum of the distributions to which the tax was allocated multiplied by the tax rate of the tax code. Continuing with the previous example, Approval checks that the tax amount is $8 because the distribution to which it was allocated is $100 and the tax rate of the tax code is 8%.

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 tax code and amount and resubmit Approval.

Tax Control Methods

You can control tax code defaulting in Oracle Purchasing and Oracle Payables using the Item Method or the Account Method.

> **Note:** Although you can set up Payables to automatically default tax codes to invoices, in many tax regimes the supplier invoice is a legal document that governs the tax that is due,

and any defaulted tax code should be updated in accordance with the tax code shown on the supplier invoice.

Controlling Tax From Item and Destination: Item Method

Using the Item method, the tax code 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 code at all levels except the Account level. The Item Method is most suitable for implementations that are closely integrated with Oracle Purchasing, where tax codes 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 Purchasing User's Guide)*.

See: Defaulting Tax in Payables: page 4 – 105

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 code based on the expense or asset account, and ignores any tax codes from the supplier, supplier site, or Financials option. When you use this method, you assign to a tax code one or more expense or asset accounts. When you record a transaction, Payables checks if the expense or asset account has a tax code assigned to it, and if it does, Payables records the tax on that transaction in the tax account.

By validating the tax code for your invoice distributions against the tax code 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 Purchasing is not required.

See: Deriving Tax From a Natural Account (Account Method): page 4 – 104

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 code 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 codes 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 codes 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 code based on the Account, and if a tax code is not associated with the account, the system will then look for a tax code value at the next level in your hierarchy.

Assigning a Tax Code to a Natural Account

Prerequisites

- ❑ In the Tax Codes window in Payables, define the tax codes you want to use. See: Tax Codes: page 2 – 146.
- ❑ In the Tax Code Defaults region of the Payables Options window in Payables, include the Account source in your tax defaulting hierarchy. Optionally enable the Enforce Tax From Account option. See: Tax Code Defaults Payables Options: page 2 – 82.
- ❑ You do not use Automatic Tax Calculation at the Header level. See: Using the Automatic Tax Calculation Feature to Enter Tax in the Invoice Workbench: page 4 – 111.

▶ **To assign a tax code to the Account segment of your expense or asset account:**

- ■ 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 Approval to validate that the tax code matches the account, 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.

Defaulting Tax in Payables

You can set up your Payables system to default tax codes based on your business needs. You set the Tax Code Defaults hierarchy in the Tax Code Defaults region of the Payables Options window to determine 1) which sources you use for tax codes, and 2) the order in which Payables will search the sources to find a valid tax code value.

Payables uses the Tax Code Defaults option to provide a default tax code 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 code. There is no online tax code defaulting in the Invoice Gateway window. If you do not provide a value for tax code, then it will default during import based on the Tax Code Defaults hierarchy.

The following table shows the sources that documents throughout the system can use. A document can use a source from the hierarchy unless indicated by: N/A (not applicable).

Tax Code 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						

	Purchase Order	Supplier Site	Supplier	Natural Account	Financials Options	Invoice Header	Template
Prepayment							
Expense report	N/A	N/A	N/A			N/A	
Invoice imported via Open Interface Import						N/A	
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 Code Source Hierarchy to Duplicate Functionality in Previous Releases

If you are upgrading from Release 10.7 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	4
Financials Option	5
Natural Account	null
PO for Matched Invoices	null

Note: If your Validate Tax from PO Payables option was enabled before the upgrade, Payables will not automatically set the hierarchy during the upgrade.

Tax Defaulting Restrictions and Considerations

Attention: Although the Tax Code 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 codes 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 code in the Invoices window. (The Invoice Header has no account for which the system can assign a tax code). When you enter the distributions, Payables will automatically assign the natural account tax code to each distribution that has an account with a tax code associated with it. The tax distribution based on the invoice header may no longer correspond to the tax codes 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 Code 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 code value of the source, the system will not provide the changed default.
- In the Invoice Gateway, you can use only Line level or Tax Code level automatic tax calculation. Payables will create tax distributions based on the tax code and line amount. However, you can adjust the distributions in the Invoice Workbench after import.
- If Payables uses the Template source, it defaults the tax code 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 allocating.

> **Note:** If you want Payables to create tax distributions for you automatically by prorating across multiple distributions, see instead: Creating Tax Distributions by Allocating to Invoice Distributions: page 4 – 52.

Using the automatic tax entry methods helps ensure that allocation is complete and correct and therefore that the invoice will not be put on hold during Approval. However, you can also enter taxes for invoices manually in the Distributions window.

Payables assigns tax codes as defaults based on your Tax Code Defaults hierarchy. See: Defaulting Tax in Payables: page 4 – 105. 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 codes you use. In addition, if you have not allocated the taxes in the Allocations window, then Approval completes allocations for you. See: Tax Amount Verification During Approval: page 4 – 101.

Entering Tax Distributions Manually in the Invoice Workbench

Prerequisite

- ❑ You do not use Automatic Tax Calculation, or Automatic Tax Calculation is disabled for the supplier site. See: Disabling Automatic Tax Calculation: page 10 – 40.

▶ **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 – 44), but do not enter the distributions yet.
2. If you want Payables to automatically create a single tax distribution, enter a tax code and tax amount in the Invoices window. Payables will copy these values to the tax distribution it creates. If you want to create multiple tax distributions, do not enter a tax code 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 – 17, Matching to Purchase Orders: page 4 – 73, or Entering Invoice Distributions: page 4 – 47.

4. Navigate to the Distributions window.

5. If you entered a tax code and tax amount in the Invoices window, and Invoice Header is the source your Tax Code Defaults hierarchy uses, then Payables automatically enters a Tax type distribution with the same tax code and tax amount you entered; it does no tax amount calculation.

6. Indicate which non–tax (Item, Miscellaneous, or Freight type) distributions are subject to the tax amount on the tax distributions. Approval will complete the allocations for you.

   For each non–tax (Item, Miscellaneous, or Freight type) distribution, enter a tax code, 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 code. Approval does not require you to create a corresponding zero amount tax distribution. However, you might need to create one to comply with your local reporting requirements.

   For each non–zero–percent tax code you use for non–tax distributions, you must have a corresponding Tax type distribution with the same tax code. The amount of the tax distribution must equal the sum of the non–tax distributions with the same tax code multiplied by the tax rate associated with the tax code. For example, you enter two item type distributions, each for $50, and each with the same tax code that has a 8% tax rate. You must enter one $8 tax distribution with the same tax code.

   If more than one tax is applicable to a non–tax distribution, leave the distribution's Tax Code field empty. During Approval, Payables applies to that distribution all tax codes 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 code 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.

7. Complete invoice entry and save your work.

   After Approval, in the Allocations window you can view the completed tax allocations.

Entering Tax Lines Manually in the Invoice Gateway

In the Invoice Gateway, if a line is taxable, you must enter the tax code for it. If you do not use automatic tax calculation, then you must enter at least one tax line for each tax code that you use on the non–tax lines. In the Invoice Gateway, you cannot enter a line that is taxable by two different tax codes (unless one of the codes is an Offset tax code that is associated with the tax code you enter). If a tax code has an Offset tax assigned to it, then Payables will create the corresponding Offset tax line during Approval.

Prerequisite

- ❑ You do not use Automatic Tax Calculation, or Automatic Tax Calculation is disabled for the supplier site. See: Disabling Automatic Tax Calculation: page 10 – 40.

▶ **To manually enter Sales or user–defined type tax lines for an invoice:**

1. In the Invoice Gateway window enter all basic invoice information.
2. Enter lines automatically by entering a Distribution Set or by matching to a purchase order, or enter lines manually.
3. Indicate which non–tax (Item, Miscellaneous, or Freight type) lines are subject to the tax amount on the tax distributions.

   For each taxable non–tax (Item, Miscellaneous, or Freight type) line, enter a tax code. For tax–exempt lines, enter a zero–percent Sales or a zero–percent user–defined tax code. If you are not using proration, also create a corresponding zero–amount tax line.

   For each non–zero–percent tax code you use for non–tax lines, you must enter a corresponding Tax type line with the same tax code. The amount of the tax line must equal the sum of the non–tax lines with the same tax code multiplied by the tax rate associated with the tax code. For example, you enter two item type lines, each for $50, and each with the same tax code that has a 8% tax rate. You must enter one $8 tax line with the same tax code.
4. If you do not enter a tax code for an Invoice Gateway line, then during import, Payables will create a tax distribution for it with the tax code from the Tax Code Defaults hierarchy. So if you don't want a line to be taxable, remember to enter a zero–rate tax code for it.
5. Complete entry of the invoice record, and save your work. After import, approve the invoices.

Approval will complete the allocations for you. In the Allocations window you can view the completed tax allocations.

Using the Automatic Tax Calculation Feature to Enter Tax in the Invoice Workbench

Payables automatically creates tax distributions for you differently depending on what Calculation Level you use:

- **Header.** Payables creates unallocated tax distributions based on the following information in the Invoices window: invoice amount and tax code. See: Invoice Header Level Automatic Tax Calculation: page 4 – 111.
- **Line/Tax Code.** Payables creates allocated tax distributions based on the following information in the Distributions window: distribution amount, tax code, and Includes Tax check box. See: Distribution Level (Line and Tax Code) Automatic Tax Calculation in the Invoice Workbench: page 4 – 113 and Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation: page 10 – 38.

Invoice Header Level Automatic Tax Calculation

If the Automatic Tax Calculation feature is enabled and the Calculation Level on the invoice is Header, Payables automatically calculates the tax amount for you based on the tax code you enter for an invoice. Payables then creates a tax distribution based on the values in the Tax Code and Tax Amount fields of the Invoices window.

You can use Invoice Header automatic tax calculation only in the Invoices window, not the Invoice Gateway.

Prerequisites

- ❑ Set up Automatic Tax Calculation. See: Setting Up Automatic Tax Calculation: page 10 – 39.
- ❑ 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 – 22.

▶ **Automatically entering taxes at the Header Calculation Level:**

1. In the Invoices window enter all basic invoice information (see Entering Basic Invoices: page 4 – 44), but do not enter the distributions yet.

   Accept the default tax code, if there is one, or enter a Sales or user–defined tax code. If the Enable Recoverable tax Financials option is enabled, then only tax codes that have a recovery rate of 100 can be selected. Payables automatically calculates and enters the Tax Amount field based on the invoice amount and the tax rate assigned to the tax code.

   If you have enabled the Allow Override option at the supplier site, then you can choose the calculation level in the Tax Calculation field. 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 – 17, Matching to Purchase Orders: page 4 – 73, or Entering Invoice Distributions: page 4 – 47.

3. Choose the Distributions button to navigate to the Distributions window. Payables automatically creates one tax type distribution based on the tax code and tax amount in the Invoices window. Payables uses the GL account from the tax code.

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 code multiplied by the tax rate associated with the tax code, or Approval will apply a hold to the invoice.

5. Save your work. After invoice approval, you can view the completed tax allocations in the Allocations window.

Distribution Level (Line and Tax Code Level) Automatic Tax Calculation in the Invoice Workbench

When you enable the Automatic Tax Calculation feature, and Payables calculates at the Line or Tax Code 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 or exclusive of tax. If the non–tax distribution amount includes tax, then 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. If you use Recoverable Tax, you can also use the Tax Summary window to view and calculate tax for you. See: Tax Summary: page 4 – 127. When you use the Calculate Tax button, use the Tax Summary window, or submit Approval, Payables calculates tax only for distributions for which it has not already calculated tax.

For details on how Payables calculates the tax amounts, see: Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation: page 10 – 38

When Payables completes line level automatic tax calculation, it also completes the tax allocation. You can view the completed allocation in the Allocations window.

Prerequisites

- ❑ Set up Automatic Tax Calculation. See: Setting Up Automatic Tax Calculation: page 10 – 39.
- ❑ At the supplier site, either select either Line or Tax Code as the Calculation Level option, or enable the Allow Override option. See: Invoice Tax Region of the Supplier and Supplier Sites windows: page 3 – 22.

▶ **Automatically entering taxes at the Line or Tax Code Calculation Level:**

1. In the Invoices window enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44). If you have Invoice Header as your highest ranking applicable Tax Code Default Source and you want Payables to default a tax code to all distributions you

enter, enter a tax code. Since you are using Line or Tax Code 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 Code field, Payables opens a window that asks you at what level you want to calculate tax. Select Line or Tax Code.

2. If you want to enter any distributions automatically, enter a Distribution Set or match to a purchase order. See: Distribution Sets: page 2 – 17, or Matching to Purchase Orders: page 4 – 73.

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 or Tax Code level calculation.

4. Manually enter any remaining non–tax (Item, Freight or Miscellaneous type) distributions. See: Entering Invoice Distributions: page 4 – 47.

5. For every non–tax distribution enter a tax code, or accept or change the default if there is one. If you have a tax–exempt distribution, enter a zero–percent Sales tax code or a zero–percent user–defined tax code.

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 and allocations now, choose the Calculate Tax button. If you do not use the Calculate Tax button, Payables will automatically create tax distributions and allocations during Approval. If you use Recoverable Tax, you can choose Tax Summary from the Tools menu to use the Tax Summary window to view and calculate tax. See: Tax Summary: page 4 – 127.

8. Save your work.

Using the Automatic Tax Calculation Feature to Prorate Tax in the Invoice Workbench

If the Automatic Tax Calculation feature is enabled and the Calculation Level on the invoice is Line or Tax Code, then Payables automatically calculates the tax amount for you based on the tax code you enter for an invoice. If the Recoverable Tax feature is also enabled in the Financials Options window, and you have set up your tax codes with a

recovery rate of zero in the Tax Codes window, then all tax automatically created by the system will be charged to the GL account of the taxable distributions. Thus, proration can be achieved with no manual intervention during invoice entry.

Payables automatically creates tax distributions for you when you choose the Calculate Tax button, or, if you do not use the button, Payables creates tax distributions during Approval. You can also use the Tax Summary window to view and calculate tax for you. See: Tax Summary Window: page 4 – 127.

When you use the Calculate Tax button, use the Tax Summary window, or submit Approval, Payables calculates tax only for distributions for which it has not already calculated tax.

For details on how Payables calculates the tax amounts, see: Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation: page 10 – 38.

When Payables completes Line level automatic tax calculation, it also completes the tax allocation. You can view the completed allocation in the Allocations window.

Prerequisites

- ❑ Set up Automatic Tax Calculation. See: Setting Up Automatic Tax Calculation: page 10 – 39.
- ❑ At the supplier site, either select either Line or Tax Code as the Calculation Level option, or enable the Allow Override option. See: Invoice Tax Region of the Supplier and Supplier Sites windows: page 3 – 22

▶ **Automatically entering taxes at the Line or Tax Code Calculation Level:**

1. In the Invoices window enter all basic invoice information (see: Entering Basic Invoices: page 4 – 44). If you have Invoice Header as your highest ranking applicable Tax Code Default source and you want Payables to default a tax code to all distributions you enter, then enter a tax code. Because you are using Line or Tax Code level calculation, you cannot enter a Tax Amount.

   If you have enabled the Allow Override option at the supplier site, then you can choose the calculation level in the Tax Calculation field.

2. If you want to enter any distributions automatically, enter a Distribution Set or match to a purchase order. See: Distribution Sets: page 2 – 17, or Matching to Purchase Orders: page 4 – 73.

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 or Tax Code level calculation.

4. Manually enter any remaining non–tax (Item, Freight or Miscellaneous type) distributions. See: Entering Invoice Distributions: page 4 – 47.

5. For every non–tax distribution enter a tax code, or accept or change the default if there is one. If you have a tax–exempt distribution, enter a zero–percent Sales tax code or a zero–percent user–defined tax code.

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 and allocations now, choose the Calculate Tax button. If you do not use the Calculate Tax button, Payables will automatically create tax distributions and allocations during Approval. You can also choose View and Update Tax Summary from the Tools menu to use the Tax Summary window to view and calculate tax. See: Tax Summary: page 4 – 127.

8. Save your work.

Using the Automatic Tax Calculation Feature to Enter Tax in the Invoice Gateway

In the Invoice Gateway, the only types of automatic tax calculation you can use are Line level and Tax Code level.

Inclusive Line Level Automatic Tax Calculation in the Invoice Gateway

Prerequisite

❑ At the supplier site, select Line or Tax Code as the Calculation Level option. See: Invoice Tax Region of the Supplier and Supplier Sites windows: page 3 – 22.

▶ **To enter invoice lines in the Invoice Gateway by using tax inclusive automatic line level calculation.**

- When you enter invoice lines in the Invoice Gateway, use the Includes Tax check box to indicate if an invoice line includes tax. When Payables Open Interface Import creates distributions from the invoice record, it creates a tax distribution in the appropriate amount, and reduces the amount of the item distribution by the tax amount.

See Also

Automatic Tax Calculation Overview: page 10 – 34

Offset Taxes

Use Offset tax codes to record taxes on invoices, while reducing or completely offsetting tax liability. Offset taxes have negative–amount rates, so when you use them, you enter negative–amount invoice tax distributions. For example, 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).

For example, you enter an invoice with a $5 VAT tax distribution you want to offset. You also enter 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 make Offset tax entry easier, in the Tax Codes window you can associate Offset taxes with Sales or User–defined taxes. You enable the use of associated tax codes at the supplier site. If you have enabled the Use Offset Taxes check box at the supplier site, when you enter a tax code with an associated Offset tax, then Payables will create a new Offset tax distribution. Payables creates the new distribution at one of the following times:

- When you use the Calculate Tax button in the Distributions window
- During Approval

- When you choose the OK button in the Tax Summary window

For example, you can define an Offset tax code named Offset 10 that has a negative 10% rate. You can then define a user–defined tax called VAT 10 that has a 10% rate. You can assign the Offset 10 tax to the VAT 10 tax. You can always override the default Offset tax distribution on an invoice or manually enter additional offsetting tax distributions.

You enable the Use Offset Taxes check box at the supplier site and enter an invoice for $100 with a tax code of VAT 10. Payables creates both a $10 tax distribution and a –$10 offsetting tax distribution automatically either when you use the Calculate Tax button or during Approval.

You cannot enter an Offset tax in the Tax Code field in the Invoice Gateway, or the invoice record will be rejected during import. However, you can enter taxes that have associated Offset taxes. Payables creates a tax distribution for both the tax code you entered and for the Offset tax.

If you use have enabled the Recoverable Tax feature, note that Offset taxes are 100% recoverable.

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 – 119.

If your organization is VAT–registered, and you receive an invoice from a VAT–registered supplier site in the same EU member state, 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 to a VAT–registered supplier in an EU member state different from yours a default VAT tax code with an associated offsetting tax code, then Payables can automatically create VAT and

offsetting tax distributions for you when you enter invoices for that supplier.

Setting Up Payables for Offset Taxes

▶ **To set up Payables for Offset taxes:**

1. In the tax codes window, define an Offset tax. When you define it, enter Offset as the tax type, and enter a negative rate.

1. In the Tax Codes window, if you want to associate an Offset tax with a Sales or User–defined tax, then when you define the Sales or User–defined tax, enter the Offset tax code name in the Offset tax field.

2. In the Supplier Sites window, enable the Use Offset Taxes check box for any supplier sites for which you want to automatically create Offset tax distributions. If you do not enable this option and you enter a tax distribution for the supplier site, Payables will ignore any associated Offset taxes.

   You can also assign to the supplier site a default Tax Code that has an associated Offset tax.

Entering Offset Taxes

You cannot manually enter Offset taxes in the Invoice gateway. However, you can enter Sales or User–defined taxes that have an associated Offset tax if you have completed setup for Offset taxes.

Prerequisites

- ❑ Set up Payables for Offset taxes. See: Setting Up Payables for Offset Taxes: page 4 – 119.
- ❑ The invoice date is within the effective date range of the Offset tax code. (The Offset tax code is active).
- ❑ Ensure that Approval will not enter a duplicate Offset tax distribution: Either make sure that the Use Offset Taxes option is not enabled for the supplier site, or make sure that when you enter the Sales or User–defined tax that it does not have an associated User–defined tax.

▶ **To enter Offset taxes manually:**

1. Enter an invoice in the Invoices window. For the invoice amount, include the negative amount that will offset the tax. For example, if you are entering a $100 invoice and the VAT tax is $8, and the offsetting tax is –$8, then enter $100 as the invoice amount.
2. When you enter the distributions, for each distribution that is taxable, enter the Sales or User–defined tax in the tax code field. Or if the distribution is subject to another tax, then leave the tax Code field blank to indicate to Approval that both taxes apply to the taxable distribution. Note that Approval does not check if tax amounts are appropriate for Offset taxes.
3. Enter the tax distribution for the tax you want to offset, either manually or automatically. In the tax code field, enter the Sales or User–defined tax code.
4. Enter the offsetting tax distribution. In the Tax Code field, enter the Offset tax code. Enter a negative amount.
5. Save and approve the invoice.

Prerequisites

- ❑ Set up Payables for Offset taxes. See: Setting Up Payables for Offset Taxes: page 4 – 119.
- ❑ The Use Offset Taxes option is enabled for the supplier site.

▶ **To enter Offset taxes automatically:**

1. Enter an invoice. For the invoice amount, include the negative amount that will offset the tax. For example, if you are entering a $100 invoice and the VAT tax is $8, and the offsetting tax is –$8, then enter $100 as the invoice amount.
2. When you enter the distributions, for each distribution that is taxable, enter the Sales or User–defined tax in the Tax Code field Or, if the distribution is subject to another tax, then leave the tax Code field blank to indicate to Approval that both taxes apply to the taxable distribution. Note that Approval does not check if tax amounts are appropriate for Offset taxes.
3. Enter the tax distribution for the tax you want to offset, either manually or automatically. In the Tax Code field, enter the Sales or User–defined tax code.

4. If you use Line or Tax Code level automatic tax calculation, then you can choose the Calculate Tax button to automatically create the Offset tax distribution.
5. If you do not choose the Calculate tax button, then save the invoice. Note that the sum of the distribution amounts will not equal the invoice amount until after Approval.
6. Save and approve the invoice. During Approval, Payables first creates the Offset tax distribution, if you have not yet created one. Approval then checks that the positive tax amounts are appropriate for the taxable invoice distributions.

Entering Use Taxes

To record a Use tax you pay to a tax authority instead of a supplier, assign a Use type tax code 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 code'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 in the Invoice Workbench:**

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices: page 4 – 44.

   In the Tax Code field, enter a Use type tax code 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 the Distributions button to navigate to the Distributions window. For each distribution you enter with an Item, Freight, or Miscellaneous type, Payables defaults the tax code based on your tax defaults hierarchy. The tax code indicates that the distribution is taxable. If you have a tax–exempt distribution, clear the Tax Code field.

   Do not create a tax distribution for the Use tax.
4. Complete invoice entry and save your work.
5. To review your Use tax liability, run the Use Tax Liability Report.

▶ **To enter Use taxes for an invoice in the Invoice Gateway:**

1. In the Invoice Gateway, enter the invoice record.
2. For each Item, Freight, or Miscellaneous line that includes Use tax, enter a Use type tax in the Tax Code field. Do not enable the Includes Tax check box.
3. Complete invoice entry and import the invoice record.
4. To review your Use tax liability, run the Use Tax Liability Report.

INVOICE TAX RESTRICTIONS:

REQUIRE TAX ENTRY AT HEADER OPTION: If this option is enabled, you cannot enter Use tax codes for some invoices, either manually or through a supplier site default. In addition, you should not enable this option if you want to use Allocate window to prorate tax because if you enter a default tax and amount and then prorate, you may overstate your taxes.

Entering Taxes on Expense Reports

Payables and Self–Service Expenses use the following Payables tax features during expense report entry:

- Tax Code Defaults hierarchy
- Tax From Natural Account
- Require Tax Entry at Header
- Automatic Tax Calculation (inclusive Line or Tax Code level only)

This section describes how you use these features to record taxes on expense reports.

Tax Code Defaulting

Tax Code 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 Code field based on your Tax Code Defaults hierarchy. Note that for expense report templates, the only sources Payables uses are Financials Options

and Account. You define your Tax Code Defaults hierarchy in the Tax Code Defaults region of the Payables Options window. See: Tax Control Methods: page 4 – 102.

Tax Code 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 Self–Service Expenses, the value for the Tax Code field defaults based on your Tax Code Defaults hierarchy. Note that for expense reports, the only sources Payables uses are Financials Options, Account, and Template. Payables defaults the tax code 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 Self–Service Expenses users enter in the Enter Receipts page. If you use Line or Tax Code 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 Self–Service Expenses, Payables does not perform Header level automatic tax calculation, and it does not perform tax exclusive Line level or Tax Code level automatic tax calculation. The only automatic tax calculation Payables performs for these expense reports is tax inclusive Line level or Tax Code 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 Self–Service Expenses 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 Self–Service Expenses use 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 – 34. In addition, to use the Includes Tax check box in Self–Service Expenses, you must set the SS Expenses: 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 page of Self–Service Expenses.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Setting Up Supplier Tax Information: page 3 – 6

Tax Codes: page 2 – 146

Lookups: page 2 – 13

Tax Audit Trail Report (By Tax Code or Invoice): page 8 – 102

Use Tax Liability Report: page 8 – 106

Tax Codes Listing: page 8 – 171

Intra–EU VAT Audit Trail Report: page 8 – 99

Recoverable Tax

You can automatically account for recoverable, partially recoverable, and nonrecoverable taxes. In most cases of goods and services taxes, the business registered for tax purposes is required to collect the tax on the goods and services it provides (output tax), and can then reclaim the tax that is paid to produce those goods and services (input tax). In some cases, however, the tax paid is either not recoverable or is only partially recoverable.

In Oracle Payables, you can reclaim or recover tax based on a variable recovery rate, record the taxes for which you are liable, and ensure that you are recovering all allowable taxes.

Because nonrecoverable tax becomes part of the acquisition cost of the item, funds checking and budgetary control include nonrecoverable tax as part of the cost to fully recognize the commitment. Similarly, receipt accruals are also recorded inclusive of nonrecoverable tax to ensure that you are fully recognizing your liability. Nonrecoverable tax is also transferred to Oracle Projects as part of the project cost.

You can assign a recovery rate to a tax code to indicate the percentage of the of the tax that is recoverable. If the Enable Recoverable Tax Financials option is not enabled, then the system will enter 0 for the recovery rate, and it cannot be updated. If the option is enabled you can enter any rate from 0 (nonrecoverable) to 100 (recoverable). When you use a tax code with a recovery rate, Payables will create separate distributions for the recoverable and nonrecoverable portions of the tax, as necessary, and ensure that the Tax distributions have appropriate accounts.

Even if you do not intend to recover any tax, you can use this option to prorate taxes automatically. You can do this if you enable the Recoverable Tax feature, set the recovery rate of all your taxes to 0, and use automatic withholding tax. See: Using the Automatic Tax Calculation Feature to Prorate Tax in the Invoice Workbench: page 4 – 114.

When you use a tax code, Payables calculates the amount of the tax that is recoverable. The recovery rate is based on how the tax code is set up. A tax code can have either a recovery rate or a recovery rule assigned to it. The recovery rate will be based on one of the following options:

1. Fixed rate assigned to the tax code
2. Tax recovery rule assigned to the tax code. A rule is based on one of the following:
   - fixed rate
   - PL*SQL function

   Also, the rate for a recovery rule can vary, based on a unique combination of the following:
   - effective date range
   - account range
   - a condition, such as supplier type

Setting up Payables for Recoverable Tax, or for Using Automatic Tax Calculation for Proration

Step Number	Window Name	Option or Field Name	Description
❑ Step 1	Financials Options	Enable Recoverable Tax	You must enable this option.
❑ Step 2	Financials Options	Default Recovery Rate	This value defaults to the Recovery Rate field in the Tax Codes window and to the Rate % field in the Tax Recovery Rules window. You might want to set this to 100 if you routinely deal with recoverable taxes. Otherwise, we recommend that you set it to 0. For example, set it to 0 if you use Automatic Tax Calculation for Proration.
❑ Step 3	Financials Options	Cash Basis Encumbrance	If you are using cash basis accounting for your secondary set of books, enable this option if you want to encumber nonrecoverable tax and recoverable tax against the expense account.
❑ Step 4	Oracle Purchasing Lookups	All	If you use tax recovery rules that use supplier type, define any additional values for Supplier Type in the Oracle Purchasing Lookups window.
❑ Step 5	Suppliers	Type	If you use tax recovery rules that use supplier type, assign values for Supplier Type in the Suppliers.
❑ Step 6	Tax Recovery Rules	All	Define any tax recovery rules you want to use.
❑ Step 7	Tax Codes (Recovery Rules tabbed region)	Either Rule Name or Rate	Assign either a fixed tax rate or a tax recovery rule. If you are using Automatic Tax Calculation for Proration, assign 0% rates to all tax codes.
❑ Step 8	System Profile Values (System Administrator Responsibility)	Tax: Allow Override of Tax Code	Select a value for this option.
❑ Step 9	System Profile Values (System Administrator Responsibility)	Tax: Allow Override of Tax Recovery Rate	Select a value for this option. If you are setting up your system to use Automatic Tax Calculation for Proration, but do not intend to report on recoverable taxes, then do not enable this option.

See Also

Tax Recovery Rules: page 2 – 114

Tax Recovery Rules Listing: page 8 – 171

Tax Codes: page 2 – 146

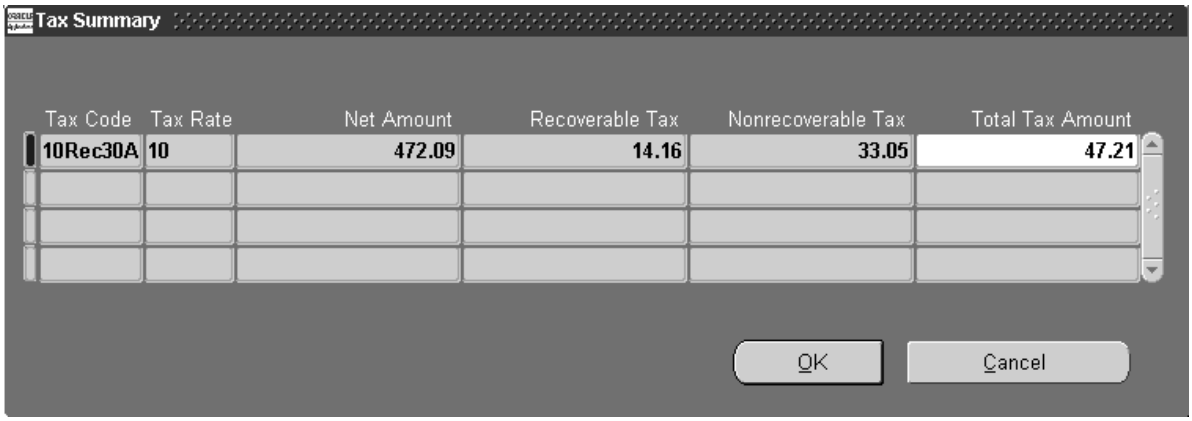
Tax Codes Listing: page 8 – 171

Setting Up Payables for Recoverable Tax: page 4 – 126

Tax Reporting Ledger (*Oracle Receivables Tax Manual* or online help)

Financial Tax Register *(Oracle Receivables Tax Manual or online help)*

Tax Summary Window



You can use the Tax Summary window to preview the calculated tax for an invoice. This window calculates tax based on the following:

- Your tax setup in Payables including:
  - Whether you use Automatic Tax Calculation, and at what level you use it (Line or Tax Code).
  - How you round tax (Up, Down, Nearest), and to what precision or minimum accountable unit you round.
- The details of each distribution including:
  - Tax codes.
  - The recovery rate.
  - The setting of the Includes Tax check box.

For example, if an Item line is Tax Inclusive, you can preview the details of the Tax distribution that Payables would create before you use the Create Tax button. When you open the Tax Summary window,

it displays amounts summarized by tax code for all taxable distributions on the invoice.

In the Tax Summary window you can override projected tax amounts. For example, you might want to do this if Payables rounds tax amounts up and your supplier rounded tax amounts down. Or, if you override a tax amount for a tax code with an associated Offset tax, you might want to override the Offset tax amount also,

Prerequisites

- ❑ The Enable Recoverable Tax Financials option is enabled.
- ❑ Automatic Tax Calculation is enabled for this supplier site.

▶ **To review calculated or projected tax in the Tax Summary window**

1. Enter the invoice and the taxable distributions.
2. In the Distributions window, select View and Update Tax Summary from the Tools menu. The Tax Summary window opens and shows the projected tax for the invoice.

   The Tax Summary window shows only distributions for which tax has never been calculated.
3. If you want to change the total amount of the tax, and have Payables automatically create the tax distributions for you, then change the value of Tax Amount and choose the OK button.
4. Choose OK or Cancel to close the Tax Summary window.
   - If you choose OK, Payables automatically creates all applicable tax distributions.
   - If you choose Cancel, Payables creates no distributions and closes the Tax Summary window.

Entering Freight on Invoices

You can record freight charges by manually entering freight distributions, by allocating freight to 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 – 44), 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 code 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

Creating Freight and Miscellaneous Distributions by Allocating to Invoice Distributions: page 4 – 50

Payables Options: page 2 – 57

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 – 44.
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 – 17, Entering Purchase Order Matched Invoices: page 4 – 70, or Entering Invoice Distributions: page 4 – 47.

   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 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 – 35

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 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 – 71.
- ❑ Enable the Use Batch Controls Payables option. See: Invoice Payables Options: page 2 – 64.
- ❑ If you are already in the next year, open the last period in the prior year in both General Ledger and Payables, for example, December 1998. Controlling the Status of Payables Periods: page 2 – 178.
- ❑ 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: Lookups: page 2 – 13.

▶ **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 – 55.

- 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.
   - 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 – 78.
4. Submit Payables Approval for the invoice batch. See: Approval: page 4 – 148.
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. See: Creating Zero–Amount Payments: page 5 – 52.
6. Account for the invoice and payment transactions, and transfer them to your General Ledger. See: Payables Transfer to General Ledger Program: page 7 – 34.
7. Post the journal entry in your General Ledger.
8. If you had changed any Payables options to complete this process, set them back.
9. 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. Enter a credit memo that you match to the original invoice, and then pay it with a refund. See: Refunds: page 5 – 10.

See Also

1099 Reporting Overview: page 8 – 35

Holds

Holds that you apply manually or that Payables applies, prevent payment and, in some cases, creation of accounting entries for 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 – 136
- Releasing Holds: page 4 – 140

See Also

Invoice Approvals: page 2 – 99

Summary of Approval Hold Codes: page J – 2

Invoice Holds Window Reference: page 4 – 334

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 Unapproved 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 – 99.
- ❑ Enter the invoice. See: Entering Invoices: page 4 – 44.

▶ **To apply a hold to an invoice:**

1. Find the invoice in the Invoices window. See: Finding Invoices: page 4 – 290.
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 – 44.

▶ **To apply a hold to a scheduled payment:**

1. Find the invoice in the Invoices window. See: Finding Invoices: page 4 – 290.
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 – 99.

▶ **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 (also known as vendor 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 or purchase order receipt (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 purchase order receipt or you can manually release the hold in the Invoice Holds window.
- **Hold Unapproved 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 during Approval. You will still be able to pay invoices that have previously been entered and approved 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 unapproved 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 – 145

Payables Transfer to General Ledger Program: page 7 – 34

Selecting Multiple Records *(Oracle Applications User's Guide)*

Checking Funds for Invoices: page 10 – 43

Releasing Holds

Release holds from invoices to allow payment and accounting entry creation for 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 all holds from an invoice it is not necessary for you to resubmit Approval before you can pay or create accounting entries for it. 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 releasable 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 – 141, and Releasing Holds from Multiple Invoices: page 4 – 142.
- **Scheduled Payment Hold.** You can release a scheduled payment hold in the Scheduled Payments window. See: Releasing Scheduled Payment Holds: page 4 – 143.
- **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 Unapproved 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 – 144

Summary of Approval Hold Codes: page J – 2

Invoice Holds Window Reference: page 4 – 334

Releasing Holds From an Invoice

Prerequisite

❑ Define your release codes in the Invoice Approvals window. See Invoice Approvals: page 2 – 99.

▶ **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 – 290.

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 – 99.

▶ **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 – 290. It is not necessary to enter a particular Hold Name in the Holds region of the Find Invoices window. In the Invoices window, select each invoice for which you want to release holds (use the CTRL key and at the same time right click with your mouse on each invoice to select it).

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 selected 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 – 99.

▶ **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 – 299

Invoice Tolerances: page 2 – 96

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.
- **Final Matching.** Invoice has one or more distributions final matched to a 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.
- **Dist Acct Invalid.** Invoice distribution has an invalid account. An invalid account prevents you from creating accounting entries for an invoice or payment.
- **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.
- **No AWT Period.** Approval did not find the period in the withholding tax special calendar. Create the period in the special calendar and resubmit Approval.

Approval

Before you can pay or create accounting entries for 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 – 147.
- Online by using the Approve button in the Invoice Batches window. See: Submitting Online Approval for Invoice Batches: page 4 – 147.
- Batch by submitting the Payables Approval program from the Submit Request window. See: Payables Approval Program: page 4 – 148.

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 accounting entries for the invoice. See also: Adjusting Invoices: page 4 – 299.

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 – 140

Payables Options: page 2 – 57

Purchasing Integration: page 4 – 165

Summary of Approval Hold Codes: page J – 2

Encumbrance Entries in Payables: page 10 – 46

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 – 57

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 – 299

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

Budgetary Control in Payables: page 10 – 42

Using Oracle Alert for Exception Reporting: page F – 2

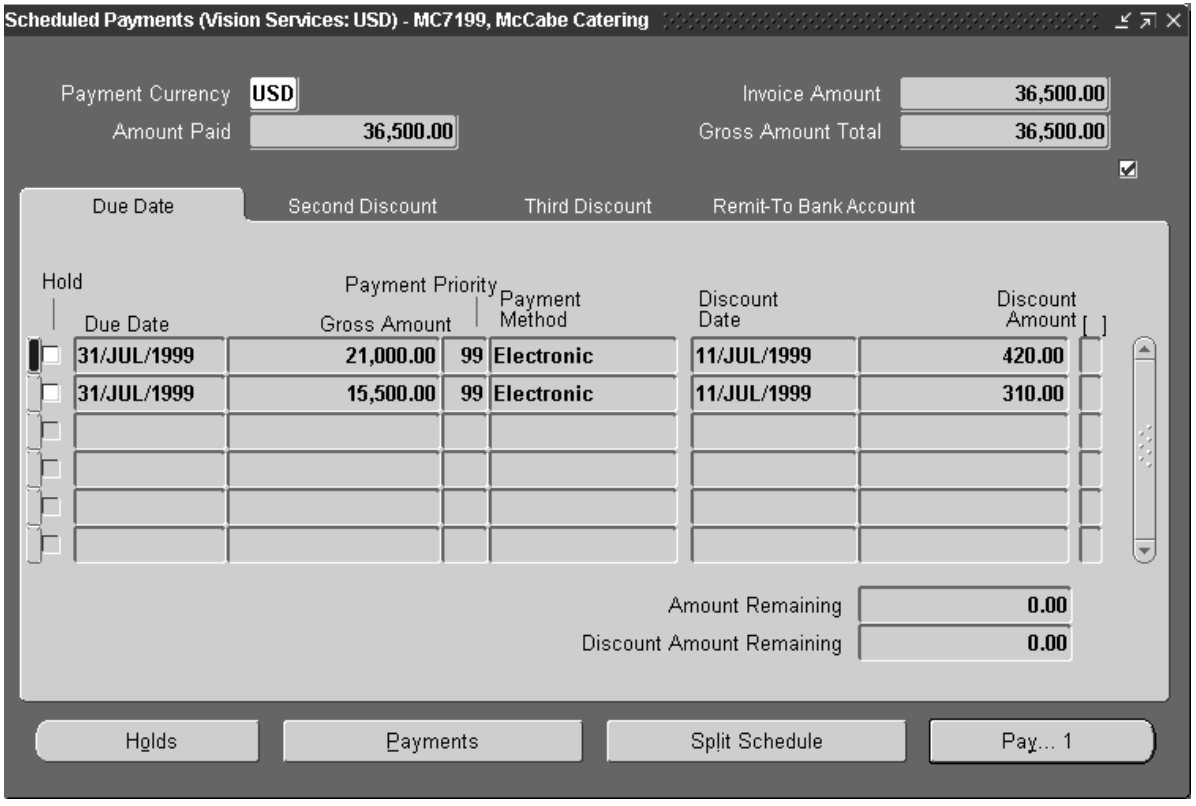
Invoice Variances: page 4 – 172

Budgetary Control In Payables: page 10 – 42

Automatic Offsets: page 10 – 12

Summary of Approval Hold Codes: page J – 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 – 65.

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 re–enter your changes.

See Also

Adjusting Scheduled Payments: page 4 – 310

Applying a Hold to a Scheduled Payment: page 4 – 138

Discounts: page 4 – 155

Financials Options: page 2 – 36

Payables Options: page 2 – 57

Payment Terms: page 2 – 89

Reviewing Payments: page 5 – 78

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.

Amount Remaining. Payables displays the unpaid amount of a selected scheduled payment line.

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 January 1, 2002, and the invoice payment terms are Net 30, the Due Date is January 30, 2002.

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 – 65.

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, automatic withholding amount, and prepayment amount from the gross amount to calculate the payment amount.

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 – 138.

Attention: Scheduled payment holds do not appear in the Holds field of the Invoices window.

You cannot enable this hold if the scheduled payment line has already been paid.

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, or Clearing).

Payment Priority. A number, between 1 (high) and 99 (low), that represents the priority of payment. The value for this field defaults from the invoice batch if you specified one in the Invoice Batches window. Otherwise it 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 January 1, 2002, 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 January 10, 2002, and the amount is $10.00. You select Second Discount, and the date is January 10, 2002, 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 – 14.

See Also

Adjusting Scheduled Payments: page 4 – 310

Applying a Hold to a Scheduled Payment: page 4 – 138

Discounts: page 4 – 155

Payables Options: page 2 – 71

Payment Terms: page 2 – 89

Reviewing Payments: page 5 – 78

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. The Exclude Tax From Discount option you specify in the Payables Options window controls whether Payables subtracts the tax amount from the invoice amount when it enters the invoice amount applicable to discount.

DISCOUNT RESTRICTIONS

BANK CHARGES: You cannot use the Discount feature if you enable the Use Bank Charges Payables option.

See Also

Payment Terms: page 2 – 89

Scheduling Invoice Payments: page 4 – 150

Scheduled Payments Window Reference: page 4 – 152

Payment Payables Options: page 2 – 71

Assets Integration

You can enter invoices for asset items in Oracle Payables and then import specified distributions into an interface table in Oracle Assets. You can then create assets from the distributions in Oracle Assets. For detailed information see: Create Mass Additions from Invoice Distributions in Oracle Payables *(Oracle Assets User's Guide)*.

Prerequisites

- ❑ Install Oracle Assets.
- ❑ Assign to Payables the same set of books you use for the Oracle Assets corporate book.
- ❑ If you use Oracle Inventory and Oracle Purchasing, set up your items with asset categories.

▶ **To record an invoice distribution as an asset:**

1. Enter the invoice in either the Invoices window or the Invoice Gateway.

   Enter the distribution description. This description will be imported into Assets.

   Enable the Track as Asset check box for the item line, and optionally, for the nonrecoverable tax line. 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. If you enter the invoice in the Invoice Workbench, Payables automatically enables the check box if you have entered an Asset type account.

2. Approve the invoice. See: Approval: page 4 – 145.
3. Account for the invoice. See: Payables Accounting Process: page 7 – 13.
4. Transfer the invoice accounting entries to General Ledger. See: Transferring Accounting Entries to Your General Ledger: page 7 – 33.
5. Submit the Mass Additions Create Program: page 8 – 15. Create Mass Additions for Assets process sends valid invoice distribution information from Payables to an interface table in Assets.
6. Prepare Mass Additions in Assets.

7. Review Mass Additions in the Oracle Assets Mass Additions window.

See Also

Entering Invoice Distributions: page 4 – 47

Create Mass Additions from Invoice Line Distributions in Oracle Payables *(Oracle Assets User's Guide)*

Oracle Assets User's Guide

Oracle Projects Integration

If you have installed Oracle Projects, you can record project information on supplier invoices, expense reports entered in the Invoices window, and on Self–Service Expenses employee expense reports which Payables converts into invoices. For each transaction, Payables records the project name, task, and expenditure information. The Account Generator creates an expense account for each invoice distribution that has projects information. Project–related transactions are interfaced back to Projects where the transactions are recorded and associated with particular projects.

This document includes the following topics:

- Entering Project–Related Invoices and Expense Reports: page 4 – 159
- Adding or Modifying Projects Information on Invoices: page 4 – 163

Entering Project–Related Invoices and Expense Reports

This discussion gives a brief overview of the ways in which you can add Projects information to expense reports and invoices. For detailed information on Payables Integration with Projects, see the Payables and Expense Report sections of the ”Integration with Other Oracle Applications” chapter in the *Oracle Projects User’s Guide.*

You can enter projects information on *supplier invoices.* These transactions are interfaced to Oracle Projects as supplier invoices. You can enter projects information on supplier invoices in the following ways:

- Use the Invoices window and the Distributions window to enter an invoice, and include projects information. You can specify projects information either by using a project–related Distribution Set or by entering the project information manually.
- Match an invoice to a project–related purchase order.
- Assign a project–related Distribution Set to a recurring invoice template.
- In the Distributions window, add Projects information to any existing supplier invoice you have entered or imported.

You can enter projects information on *expense reports. T*hese transactions are interfaced to Oracle Projects as expense reports. You

can enter projects information on expense reports in the following ways:

- Employees enter projects information on an expense report in the Enter Receipts window in Self–Service Expenses.
- Import expense reports from Projects.
- In the Distributions window, add projects information to any invoice you have entered or imported. This includes expense reports you entered in the Invoices window (invoice type of Expense Report), and expense reports you have entered in either the Payables Expense Reports window or Self–Service Expenses and that you have imported.

  Note: Only Self–Service Expenses expense reports are processed by the Expense Reporting Workflow, and any changes you make to an expense report after import will not be included in Workflow.

Entering Project–Related Invoices and Distributions

When you enter a project–related invoice, enter the projects information, either manually in the projects fields, or by entering a project–related Distribution Set for the invoice. These project values default to the Distributions window where you can override them, and where you can additionally add a value for Quantity.

If you match to a purchase order, then Payables automatically copies any projects information from the purchase order to the invoice distribution.

You can also import through the Payables Open Interface tables projects–related invoices from the Invoice gateway and other systems.

Note: Project fields will not appear in the Invoices window or Distributions window if you have not installed Oracle Projects.

Creating Project–Related Recurring Invoices

When you set up a recurring invoice template, assign a project–related distribution set to the template. All invoices created by the template will have the project information. You can override these values in the Distributions window after Payables creates the recurring invoice.

Entering Project–Related Self–Service Expense Reports

This section gives you an overview of the Self–Service Expenses project–related expense report process. Each step refers you to documentation where you can find more information on the step.

1. Set up Payables, Self–Service Expenses, and Oracle Projects to process project–related Self–Service expense reports.

   See: Setting Up Oracle Projects with Self–Service Expenses *(Oracle Self–Service Expenses Implementation Guide)*

2. In Self–Service Expenses, an employee enters an expense report with project–related receipts, either online (the Create New Expense Report function) or disconnected (the Upload Expense Spreadsheet function). For each project–related receipt, the employee enters a project number and a task number.

   When the employee submits the expense report in Self–Service Expenses, the system validates the project–related information, and then saves the expense report information in the Payables Invoice Import tables. If an expense line fails validation, Self–Service Expenses displays an error message on the View Receipts window. An employee must correct all errors before saving or submitting an expense report.

3. Once the expense report is submitted, the system starts the Expense Reporting Workflow process. Workflow uses the *Project Expense Report Account Generator* to assign an expense account to each project–related item on the expense report.

4. The Accounts Payable department (AP) reviews, audits, adjusts, and approves expense reports entered via Self–Service Expenses using the Expense Reports window in Payables. Note that project fields are not available in this window.

   After AP approves the expense report, it is ready for import. Any unverified receipts are subject to short payment during the workflow process.

   See: Workflow *(Oracle Self–Service Expenses Implementation Manual)*

5. You submit Payables Invoice Import to convert the expense report into an invoice. Select Self Service as the Source parameter to create invoices from expense reports entered in Self–Service Expenses. An expense report entered in Self–Service Expenses is not eligible for import until the Manager (Spending) Approval Process and the AP Approval Process complete successfully.

   See: Workflow *(Oracle Self–Service Expenses Implementation Manual)*

See: Payables Invoice Import Program: page 4 – 239.

If expense reports could not be imported, Payables prints the Invoice Import Rejections Report. If the expense report is rejected, correct the problems and resubmit Payables Invoice Import.

See: Invoice Import Report: page 4 – 253.

6. In the Payables Invoice Workbench, you can adjust project information in the Distributions window.

   See: Adding or Modifying Projects Information on Invoices: page 4 – 163.

7. In Payables, approve and pay the invoice.

See Also

Oracle Self–Service Expenses Implementation Manual

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

Creating a Project Related Distribution Set: page 2 – 18

Importing Expense Reports from Oracle Projects

When you enter expense reports in Oracle Projects or Oracle Personal Time and Expense (PTE), you can load them into Payables. You then submit the Payables Invoice Import process to creates invoices from the expense report information. You can then approve and pay the invoices. For detailed information on importing Projects expense reports, see: Integrating Expense Reports with Oracle Payables *(Oracle Projects User's Guide).*

Entering Project–Related Expense Reports in Payables

There are no project fields in the Expense Reports window. You can enter expense reports in the Invoice Workbench. Enter an invoice with the invoice type of Expense Report, enter an employee's name as the supplier, and enter projects information, either by using a project–related Distribution Set, or by manually entering projects information. The system automatically builds the expense account for the distribution based on the projects information on the distribution.

Adding or Modifying Project Information on Invoices

In the Distributions window, you can update or add project information on invoices, or expense reports that you have entered in Payables. After you post the invoice in Payables, you can interface them to Projects.

Adjusting Project–Related Invoices

If the project–related invoice is not accounted, then in Payables you can make any adjustments that you can to any other unposted invoice. See: Adjusting Invoices.

If the invoice has already interfaced to Oracle Projects, you can no longer adjust the total amount of the invoice. After interfacing the invoice to Projects, to make a change to an invoice distribution, you should add a reversing distribution with the incorrect information, and then add a new distribution with the correct information.

For example, if you entered a distribution for $500, with cost center 444 in the expense account, and you want to change the cost center to 445. Press the Reverse button to create a new distribution with the same information as the distribution you want to replace, including cost center 444, but an amount of –$500. Then add a new distribution for $500 with cost center 445. For more information see: Adjusting Expense Reports, and Adjustments, Supplier Invoice Adjustments in Payables *(Oracle Projects User's Guide)*.

If you have interfaced the invoice from Payables to Projects, then from Oracle Projects, you can make net–zero adjustments to Payables invoices based on regular Payables invoice update restrictions. These changes are recorded in both Payables and Projects, so they do not get interfaced back to Projects.

In Payables you can cancel an invoice after interfacing it to Oracle Projects. However, if you have made net zero adjustments in Oracle Projects, you must interface them to Payables before you can cancel the invoice.

Adjusting expense account information

The Account Generator creates an expense account for each invoice distribution that has projects information. If you change the project information on the invoice distribution, the system rebuilds the distribution accounts based on the new project information. You can override the account that Account Generator builds only if you enable the profile option: PA:Allow Override of PA Distributions in AP/PO.

You can make these changes in either Payables or in Projects if the invoice has already been interfaced to Projects. For detailed information, see: Accounting Transactions Created by the Account Generator, and Implementing the Account Generator for Project–Related Payable Invoices in Oracle Projects *(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 to purchase orders or purchase order receipts.

You can use many options in Payables to control purchase order and receipt matching. You can define invoice tolerances which Payables uses when approving your purchase order or receipt matched invoices.

If you use a purchasing system other than Oracle Purchasing and you want to match invoices, you must provide that purchasing information in several Purchasing tables in order to perform the matches. See: Purchase Order Matching Database Tables: page H – 2. 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:

- Setting Up Your System for Matching: page 4 – 166
- Integrated Supplier and Purchasing Information: page 4 – 167
- Purchase Order Matching: page 4 – 168
- Two–, Three–, and Four–way Approval: page 4 – 170
- Purchase Order Shipment and Distribution Matching: page 4 – 169
- PO Default and QuickMatch Invoices: page 4 – 171
- Payment on Receipt: page 4 – 171
- Invoice Variances: page 4 – 172
- Variance Accounts: page 4 – 173
- Defining Accrual and Variance Accounts: page 4 – 174
- Closing Purchase Orders: page 4 – 175
- Receipt Accrual: page 4 – 176
- Purging Payables and Purchasing Information: page 4 – 177

Setting Up Your System for Matching

You can set options and tolerances in Payables and Purchasing to control matching in your system.

In the Invoice Tolerance window you can set tolerances for the variance you will allow between invoices and purchase orders or receipts.

The following options and windows control matching in your system. The windows or document in which you can set the option are listed in the same order as the defaulting hierarchy. If a value defaults to another window or document, you can always override the default value.

- **Hold Unmatched Invoices (enabled, disabled)**
  - Financials Options window (Supplier Entry) and Payables Options window (Expense Reports)
  - Suppliers window
  - Supplier Sites window
- **Match Approval Level (2–way, 3–way, 4–way)**
  - Purchasing Options window
  - Suppliers window
  - Supplier Sites window
  - purchase order shipment
- **Invoice Match Option (Receipt, Purchase Order)**
  - Financials Options window
  - Suppliers window
  - Supplier Sites window
  - purchase order shipment
- **Automatic Creation of Debit Memo (enabled, disabled)**
  - Suppliers window
  - Supplier Sites window
  - return to supplier transaction

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, purchase order distributions, or purchase order receipts.

In addition, Payables and Purchasing share the lookup values that you use during supplier entry. You can create values for the following lookup types in the Oracle Payables Lookups window:

- Supplier Type
- Minority Group

You can create values for the following lookup types in the Oracle Purchasing Lookups window:

- FOB
- Pay Group
- Supplier Type
- Minority Group
- Freight Terms

See Also

Purchase Order Matching Database Tables: page H – 2

Entering Suppliers: page 3 – 10

Financials Options: page 2 – 36

Invoice Tolerances: page 2 – 96

Payables Options: page 2 – 57

Lookups: page 2 – 13

Purchase Order and Receipt 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 or receipts to ensure that you pay only for the goods or services you ordered. If you are billed for an item in excess of the amount and quantity tolerances you define in the Invoice Tolerances window, Approval applies a hold to the invoice, which prevents payment.

You can match a single invoice to multiple purchase order shipments and distributions, or you can match multiple invoices to a single purchase order shipment or distribution. Payables ensures that when you match an invoice to a purchase order that the invoice and purchase order have the same supplier and currency.

When you match an invoice to a purchase order or receipt, 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 may either cancel the invoice, or reverse the individual distributions which are incorrectly matched.

See Also

Approval: page 4 – 145

Releasing Holds: page 4 – 140

Entering Purchase Order Matched Invoices: page 4 – 70

Adjusting Invoices: page 4 – 299

Matching to Receipts from the Invoice Workbench: page 4 – 78

Purchase Order Shipment and Distribution Matching

You can match to purchase order shipments, purchase order distributions, and purchase order shipments for receipt transactions. 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 If you choose not to match to the distributions, Payables prorates the match amount across the available distributions for that shipment.

You may want to record a price correction for a purchase order shipment if you receive an invoice from the supplier that is an adjustment to the unit price of an invoice you previously matched to that 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 Invoice 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 invoice distributions. Payables reduces the billed quantity and billed amount on the matched purchase order distributions by the amount of the cancelled or reversed invoice distributions. You can then match these purchase order shipments and distributions to other invoices.

See Also

Matching to Receipts from the Invoice Workbench: page 4 – 78

Entering Purchase Order Matched Invoices: page 4 – 70

Adjusting Invoices: page 4 – 299

Cancelling Invoices: page 4 – 311

Recording Price Corrections: page 4 – 76

Two–, Three–, and Four–way Approval

Two–way approval verifies that purchase order and invoice information match within your tolerances as follows:

- **Quantity billed** on the purchase order shipment is less than or equal to **Quantity ordered** on the purchase order shipment.
- **Invoice price** on the purchase order shipment is less than or equal to **Purchase order price** on the purchase order shipment.

Three–way approval adds a third criterion to verify that receipt and invoice information match with the quantity tolerances you define:

- **Quantity billed** on the purchase order shipment is less than or equal to **Quantity received** on the purchase order shipment.

Four–way approval adds a fourth criterion to verify that acceptance documents and invoice information match within the quantity tolerances you define:

- **Quantity billed** on the purchase order shipment is less than or equal to **Quantity accepted** on the purchase order shipment.

When you match to a purchase order, Payables automatically performs two–way approval. In the Purchasing Options window you can choose to additionally use three–way or four–way approval. You can change the Match Approval Level 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.

See Also

Releasing Hold: page 4 – 140

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 copies the supplier name, supplier number, supplier site, and currency from that Purchase order to the invoice. When you choose the Match button, Payables will retrieve all purchase order shipments or receipt lines associated with the specified purchase order. You can then match to any shipment, distribution, or receipt line.

Enter QuickMatch as the invoice type if you want to match an invoice to all shipments or receipt lines 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 navigates to the match window, and selects all shipments that have an unbilled quantity. You can choose to complete the match or override the matching information.

See Also

Entering Purchase Order Matched Invoices: page 4 – 70

Mixed Invoices: page 4 – 96

Entering Receipt Matched Invoices: page 4 – 79

Payment on Receipt

If you have installed Oracle 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 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 import invoices that are matched to corresponding purchase orders. After the Payables Open Interface Import process completes, you can then approve and pay these purchase order matched invoices using standard Payables payment processing functionality. See: Payment on Receipt (*Oracle Purchasing User's Guide)*.

Invoice Variances

If you use accrual basis accounting, and have Oracle Purchasing installed, then Payables records variances when you approve and create accounting entries for an invoice distribution matched to either a purchase order or receipt. Variances are the differences between the purchase order and invoice in price, quantity, and, for foreign currency transactions, exchange rate. Invoice variances include nonrecoverable tax. Variance is calculated based on the invoice amount, not including any prepayment distributions.

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 / Receipt Rate
Invoice Distribution Amount	Invoice Qty x Invoice Price x Invoice Rate
Expense or Accrual Amount All in functional currency if this is a foreign currency transaction.	Invoice Distribution Amount – (Invoice Price Variance + Exchange Rate Variance)
Invoice Price Variance (IPV)	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 (ERV)	Invoice Qty x PO Price x (Invoice Rate – PO / Receipt 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 defined for price, quantity, and exchange rate differences in the Invoice Tolerances window.

See Also

Invoice Tolerances: page 2 – 96

Approval: page 4 – 145

Encumbrance Entries in Payables: page 10 – 46

Accounting Methods: page 2 – 50

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 Purchasing. When you create accounting entries for 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 create accounting entries for 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	Charge Account	Charge Account
Period End	Charge Account	Charge Account	Charge Account	Charge 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 PO 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 – 11.

Exchange PO Rate Variance Gain/Loss Account. Accounting Region of the Financials Options window in Payables or Purchasing. See: Defining Financials Options: page 2 – 37.

Expense Accounts Payable Accrual Account. Defining Accrual Options Region of the Purchasing Options window in Purchasing. See: Defining Accrual Options *(Oracle 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 – 96

Overview of Receipt Accounting *(Oracle Purchasing User's Guide)*

Defining Purchasing Options *(Oracle Purchasing User's Guide)*

Reconciling A / P Accrual Accounts Balance *(Oracle Purchasing User's Guide)*

Accrual Write–Offs *(Oracle Purchasing User's Guide)*

Receipt Accruals – Period End Process *(Oracle 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.

See Also

Final Matching Purchase Orders: page 4 – 82

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.

If goods receipt accruals are enabled, either using the perpetual or Period–end method, and the Enable Recoverable Tax option is enabled, then the receipt accruals will be accounted inclusive of nonrecoverable tax to reflect the liability on the receipt of goods. See: Recoverable Tax: page 4 – 124.

See Also

Variance Accounts: page 4 – 173

Accrual Reconciliation Report (*Oracle Purchasing User's Guide)*

Accrual Write–Off Report *(Oracle Purchasing User's Guide)*

Overview of Receipt Accounting *(Oracle 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

Oracle Property Manager Integration

You can use Payables to make payments for leases that you record in Oracle Property Manager. In Property Manager, you abstract a lease, authorize payment, and then export the lease payment information to Payables by using the Export Payments to Payables window in Property Manager. This loads the invoice information into the Oracle Payables Open Interface. To import this information into Payables and create Payables invoices, use the Source of Oracle Property Manager when you submit the Open Interface Invoice Program. You can then query, approve, and pay the lease invoices in Payables.

See Also

Oracle Property Manager User's Guide

Oracle Grants Management Integration

If you install Oracle Grants Management, you can record an award ID in the following windows:

- Invoices
- Distribution Sets
- Distributions

If you enter an award ID in the Invoices window, it defaults to invoice distributions. You can also add award ID information to Distribution Sets to default the award ID to distributions. In the Distributions window you can add a value for award ID to any imported invoice distributions.

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 Self–Service Web Applications 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 Self–Service Web Applications credit card program.** See: Setting Up Credit Card Programs: page 2 – 184.
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 I – 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 – 10.
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 Self–Service Web Applications 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 – 198.

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 – 206.

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 – 181.

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 – 13.

   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 – 145.

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 check box in the Don't Pay If Status region of the Credit Card Programs window. See: Credit Card Programs: page 2 – 189.

Card holders can create multiple distributions per transaction in the Open Credit Card Transactions page of Self–Service Web Applications. 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:**

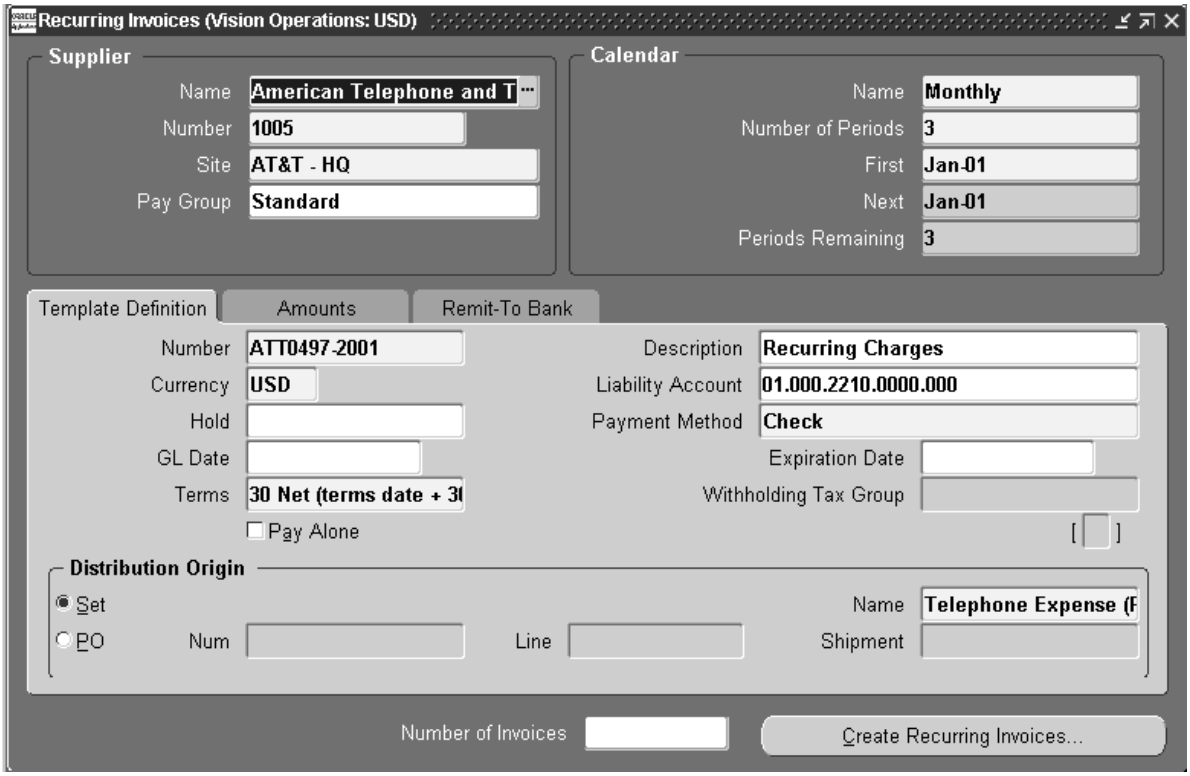
1. In the Invoices window, query the invoice for which you want to record movement statistics.
2. From the Tools menu choose Movement Statistics.

   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 – 186
- Creating Recurring Invoices: page 4 – 188
- Withholding Taxes from Recurring Invoices: page 4 – 190

When Payables creates recurring invoices, the invoice date is the first date of the period in which the recurring invoice is created. The Terms Date depends on the Terms Date Basis setting at the supplier site, but is calculated differently than for regular invoices:

- If the Terms Date Basis is set to System Date, then the Terms Date is the same date that the recurring invoice was created.
- If the Terms Date Basis is set to anything else, then the Terms Date is the invoice date, which is the first day of the period in which the recurring invoice is created.

See Also

Recurring Invoices Window Reference: page 4 – 191

Recurring Invoice Restrictions: page 4 – 190

Defining a Recurring Invoice Template

Prerequisite

- ❑ Define periods in the Special Calendar window. See: Special Calendar: page 2 – 87.
- ❑ If you want to use a Distribution Set for the recurring invoices, define a Full Distribution Set. See: Distribution Sets: page 2 – 17.

▶ **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 – 186.

▶ **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 Unapproved 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 – 186.

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 – 158

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 – 97

Foreign Currency Transactions: page 6 – 2

Adjusting Invoices: page 4 – 299

Scheduling Invoice Payments: page 4 – 150

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.

Periods 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.

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.

Remit–To Bank Account 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 – 185

Defining a Recurring Invoice Template: page 4 – 186

Creating Recurring Invoices: page 4 – 188

Withholding Taxes from Recurring Invoices: page 4 – 190

Special Calendar: page 2 – 87

Prepayments

A *prepayment* is a type of invoice you enter to make an advance payment to a supplier or employee. For example, you need to pay a deposit on a lease, or 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 two types of prepayments: Temporary and Permanent. *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 invoice 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.

In the Invoice Workbench you can enter and apply prepayments. In the Invoice Gateway you cannot enter prepayments, but you can apply existing prepayments to invoices you enter.

You enter a prepayment as you enter any other invoice. However, you additionally specify 1) the prepayment type, Temporary or Permanent, and 2) the settlement date, the date after which the prepayment can be applied to an invoice. You can also apply a hold to a prepayment if you want to control payment of it.

On a prepayment, you can enter any number of distributions, either manually, or automatically by purchase order matching, distribution sets, or allocating. You can enter all types of distributions, including Tax distributions created by automatic tax calculation and automatic withholding tax. You can also take discounts on prepayments.

You can apply paid Temporary prepayments on and after the prepayment settlement date. You can apply only Item distributions from the prepayment. The prepayment remains available until you apply the full amount of the prepayment Item distributions to one or more invoices. You can review the Prepayment Status Report to check the status of all prepayments in Payables. See: Prepayments Status Report: page 8 – 91.

When you enter a Standard invoice in the Invoice Workbench, or enter an expense report in the Expense Reports window, Payables notifies you if you have available prepayments for the same supplier.

You apply prepayments to invoices and expense reports differently, depending on where you enter them: Invoice Workbench, Invoice

Gateway, Expense Reports window, or Self–Service Expenses. See the window–specific documentation for details.

When you apply a prepayment, Payables creates a negative amount Prepayment type distribution on the invoice, and reduces the prepayment's available applicable amount. For example, if you apply a $100 Prepayment distribution to an invoice, Payables creates a negative $100 Prepayment distribution, and reduces the Amount Available on the prepayment Item distribution by $100. The account of the Prepayment distribution on the invoice defaults from the Item distribution on the prepayment.

When you apply a prepayment, in addition to updating fields in the Apply / Unapply Prepayments window, Payables updates the following fields. For Invoice Gateway invoices and expense reports, these values appear after import:

- For the invoice:
  - Invoices window: Prepaid Amount; Status is updated to reflect that the invoice has been paid or partially paid
  - Distributions window: Prepayment Number; Prepayment Distribution
- For the prepayment:
  - Invoices window: If you have applied all Item distributions, the invoice Status will change from Available to Fully Applied
  - Distributions window: Prepay Amt Remaining

This discussion includes the following topics:

- Foreign Currency Prepayments: page 4 – 197
- Matching Prepayments to Purchase Orders: page 4 – 197
- Entering Prepayments: page 4 – 198
- Applying and Releasing Holds on Prepayments: page 4 – 199
- Paying Prepayments: page 4 – 200
- Applying Prepayments to Invoices: page 4 – 200
- Applying Prepayments to Expense Reports: page 4 – 204
- Automatic Tax Calculation When Applying Prepayments: page 4 – 205
- Withholding Tax When Applying Prepayments: page 4 – 205

- Unapplying Prepayments: page 4 – 205
- Cancelling Prepayments: page 4 – 207
- Find Prepayments to Apply Window: page 4 – 208
- Find Invoices to Apply Window: page 4 – 209
- Recording a Refund of a Prepayment: page 4 – 209
- Apply / Unapply Prepayments Window Reference: page 4 – 210

Foreign Currency Prepayments

If you use accrual basis accounting, Payables uses the prepayment's original exchange rate when it accounts for the Prepayment distribution on an invoice. This credits the prepaid asset account for the correct amount. Because the prepayment application pays the invoice, Payables then records any gain or loss between the functional currency amount of the payment (original prepayment) and the functional currency amount of the invoice (invoice amount that the prepayment relieved). If the exchange rate accounting causes unequal debits and credits for the transaction, Payables accounts for that difference in a rounding entry to balance the transaction.

Matching Prepayments to Purchase Orders

You can match a prepayment to a purchase order. The accounting entries for the prepayment matched to the purchase order debit the default prepayment account (unless you choose to override your invoice distributions). Payables creates an encumbrance for the prepaid amount against the default prepayment account.

The match is treated like a reservation of the quantity billed. Payables does not calculate the invoice price variance or exchange rate variance at this point. Furthermore, you cannot change the unit price during the prepayment match to purchase order. A final match to the purchase order is not allowed either. When the matched prepayment is applied to an invoice, Payables reverses the matched quantity on the prepayment to reflect the balance of the total quantity matched.

The following example illustrates a prepayment application to a purchase order: You contract to attend a $5,000 trade show and the show requires a prepaid deposit of $1,000. Enter a purchase order for: quantity 5,000, unit price one, unit of measure each, currency USD.

Match a prepayment deposit of $1,000 to the purchase order. You get an invoice for $5,000 and enter the invoice amount as $5,000. Match the invoice to the purchase order, and then apply the prepayment.

After you have completed invoice entry and the prepayment application, in the Invoices window you will see that the invoice amount is $5,000 and the prepaid amount is $1,000.

Applying the invoice to the prepayment reverses the prepayment from the purchase order, resulting in a net match of $5,000. The prepayment application ensures that you don't overpay the trade show fee.

Entering Prepayments

You can enter a Prepayment type invoice only in the Invoices window. You cannot enter a Prepayment type invoice in the Invoice Gateway.

Prerequisites

- ❑ (Optional) Enter a prepayment account at the supplier site. This value will default to any distributions you enter manually.
- ❑ (Optional) Set a default value for the prepayment payment terms in the Payables Options window. If you do not enter a default value, payment terms default from the supplier site.

▶ **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 – 44. Before entering distributions, proceed with the next three steps.
2. Select a Prepayment Type:
   - **Temporary.** You can apply this prepayment to invoices after you approve and pay it, and after the settlement date.
   - **Permanent.** You cannot apply this prepayment to invoices.
3. The Settlement Date that defaults here is calculated based on your Prepayment Settlement Days Payables option. You can update this value. You cannot apply a Temporary prepayment to invoices or expense reports before the settlement date.

4. If you want to restrict the prepayment's application to invoices matched to a particular purchase order, enter a value for Prepayment PO Number.
5. Enter the distributions. You can enter distributions manually or automatically with Distribution Sets, purchase order matching, allocation, and automatic tax calculation. See: Entering Invoice Distributions: page 4 – 47.

   If you do not enter distributions automatically, then when you navigate to the Distributions window and enter Item distributions, Payables defaults the prepayment account from the supplier site.
6. Review or modify the scheduled payments.
7. Approve the prepayment as you would any other invoice. See Approval: page 4 – 145.
8. Save your work. The prepayment is ready for payment. You must fully pay prepayments. After you fully pay a Temporary prepayment, it is available to be applied.

See Also

Implementing Sequential Voucher Numbering: page 2 – 31

Applying and Releasing Holds on 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 – 136.

You release holds from a prepayment just as you would for any other invoice. See: Releasing Holds: page 4 – 140.

Paying Prepayments

Pay a prepayment just as you would any other invoice. However, you cannot partially pay a prepayment; you must fully pay it. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 17. You must fully pay a prepayment before you can apply the prepayment to an invoice.

Applying Prepayments to Invoices

You can apply the available amount of Item type distributions from 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.

Prerequisites

- ❑ The invoice type is Standard, Mixed, or Expense Report.
- ❑ Today's date is on or after the Settlement Date of the prepayment.
- ❑ The invoice date is on or after the date of the prepayment.
- ❑ The prepayment is type Temporary, fully 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.
- ❑ If the prepayment has a value in the Prepayment PO Number field, then the invoice must be matched to the same purchase order.

Applying Prepayments in the Invoice Workbench

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. For invoices you enter in the Invoice Workbench, you can apply a prepayment either after you approve an invoice, or while you are entering it. If you use Line level or Tax Code level automatic tax calculation, you might want to time the entry of the prepayment application either before or after tax

calculation, depending on whether you want to create separate Tax distributions for your Item and Prepayment distributions. If you apply the prepayment before the invoice is approved, Payables creates one Tax distribution. If you approve the invoice first, Payables creates one Tax distribution for the prepayment and one Tax distribution for the item.

When you apply a prepayment to an invoice, you can see all available prepayment Item distributions for the same supplier in the Apply / Unapply Prepayments window. You can partially apply a Prepayment distribution by applying only a portion of its available amount.

To apply a prepayment, you can either create or query the prepayment and then select the invoice to which the prepayment will be applied, or you can create or query the invoice and then select the Prepayment distributions you want to apply. If you want to apply specific Prepayment Item distributions to the invoice, then you must query the invoice and apply the prepayment to the invoice. Otherwise, Payables will apply the amount of the application across the available Prepayment Item distributions, starting with the first Prepayment Item distribution, up to the application amount.

When you apply a prepayment, you can print a Prepayment Remittance Notice, which you can send to the supplier. This notice states that a prepayment has been applied to an invoice and this may result in a decreased payment or nonpayment of the invoice.

▶ **To apply a prepayment to an invoice in the Invoice Workbench:**

1. In the Invoices window, query either the prepayment or the invoice to which you want to apply it.
2. Choose the Actions button and select the Apply / Unapply Prepayment check box. Choose OK. The Apply / Unapply Prepayments window opens. This window shows different information depending on what you queried, an invoice or a prepayment. For details on any field, see: Apply / Unapply Prepayments Window Reference: page 4 – 210.

   - If you initially queried a prepayment, Payables displays all invoices that are not fully paid and to which the prepayment can be applied. If you want to limit available choices, enter a query or use the Find Invoices to Apply window by choosing Find from the View menu.

     Check the Apply check box for each Prepayment distribution you want to apply to the invoice. Enter the amount to apply for

each prepayment. Optionally change the GL Date, which is the accounting date for the new Prepayment distributions that Payables creates when you apply a prepayment. If you want to see more information on an invoice, select it and choose the Invoice Overview button.

- If you initially queried an invoice, Payables displays all approved and paid Prepayment distributions that 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 View menu.

  Check the Apply check box for each Prepayment distribution you want to apply to the invoice. Enter the amount to apply for each prepayment. Optionally change the GL Date, which is the accounting date for the new 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.

3. If you want to print a Prepayment Remittance Notice for the supplier, select the Print check box.
4. Choose the Apply / Unapply button to apply the prepayment amounts you specified and to save your work.
5. Review the new Prepayment distributions for the invoice in the Distributions window. On the Prepayment distributions you can adjust the values in the description fields. Make any necessary adjustments to account for tax on the invoice. See: Adjusting Tax When Applying Prepayments: page 4 – 200.
6. Save any changes and approve the invoice. Any unpaid amount remaining on the invoice is ready for payment.

Applying Prepayments in the Invoice Gateway

For Invoice Gateway invoices, you specify the prepayment information when you enter the invoice record. During import Payables applies the prepayment. You can also apply prepayments to invoices in the Invoice Workbench after you import them.

Note that for Invoice Gateway invoice records Payables applies the prepayment during import, so the available prepayment amount is available to apply to other invoices until import. If you apply the available prepayment amount to more than one invoice, Payables will apply the prepayment in order of oldest invoice to newest, not to exceed the prepayment amount.

When you enter an invoice record in the Invoice Gateway, Payables does not notify you if you have available prepayments for the same supplier. You can submit the Prepayments Status Report to get the prepayment details you need to successfully apply the prepayment.

You can apply one or all prepayment Item distributions. If you do not specify a value for Prepayment Distribution, Payables will apply the Prepayment Amount across all available Prepayment Item distributions in chronological order, starting with the first Prepayment Item distribution, up to the prepayment amount. You cannot apply more than the total amount of available prepayment Item distributions, and you cannot apply more than the total amount of the Standard invoice you are entering. Payables will not let you enter a number for Prepayment Amount that exceeds the unpaid invoice amount. If you enter a number for Prepayment Amount that exceeds the amount available for prepayment, Payables rejects the invoice record during import. If you enter only a Prepayment Amount and do not identify a specific prepayment, Payables applies available prepayments, starting with the oldest, up to the amount of the invoice.

Additional Prerequisite for the Invoice Gateway

❑ Get up–to–date prepayment information from the Prepayments Status Report. See: Prepayments Status Report: page 8 – 91.

▶ **To apply a prepayment to an invoice in the Invoice Gateway:**

1. In the Invoice Gateway window, enter a Standard type invoice record.
2. Enter the following fields to apply a prepayment to the invoice during import.
   - **Prepayment Number:** Invoice number of the prepayment.
   - **Prepayment Distribution:** Distribution number of the prepayment Item distribution you want to apply. Leave blank to prorate the amount across all available prepayment Item distributions.
   - **Prepay Apply Amt:** Amount of the prepayment you want to apply.
   - **Prepayment GL Date:** Accounting date for the prepayment application. This will be the GL Date on the Prepayment distribution that import creates for the invoice.

3. Submit Payables Open Interface Import to import the invoice record. Payables applies the prepayment amount to the invoice during import.
4. View the new distributions for the Standard invoice in the Distributions window. On the Prepayment distributions you can adjust the value in the Description field. Make any necessary adjustments to account for tax on the invoice. See: Adjusting Tax When Applying Prepayments.
5. Save any changes and approve the invoice. If there is any remaining unpaid amount on the invoice, it is ready for payment.

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

In the Expense Reports window, you apply prepayments, also known as advances, to expense reports during expense report entry. You can specify whether you want Payables to apply to an expense report all outstanding and available advances, one specific advance, one specific advance Item distribution, 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. If you do not specify an advance Item distribution to apply, then Payables applies available advance Item distributions, starting with the one with the lowest distribution number. See: Applying Advances Against Expense Reports: page 4 – 223.

For expense reports entered in Self–Service expenses, advances are applied during Invoice Import if the Apply Advances Payables option is enabled. Payables applies all outstanding, available advances, starting with the oldest, up to the amount of the expense report.

Automatic Tax Calculation When Applying Prepayments

If you use automatic tax calculation, Payables will create the correct Tax distribution for you based on the taxable invoice amount. If you use line level or tax code level tax calculation and your Prepayment distribution has a tax code assigned, Payables calculates the tax amount net of the Prepayment distribution amount. If you use header level tax calculation, you might need to manually adjust the invoice amount and tax amount if the Prepayment distribution has a tax code assigned.

Withholding Tax When Applying Prepayments

If you use automatic withholding tax, Payables creates the correct withholding tax distributions. If you have your Withholding Tax Payables option set to Apply Withholding Tax at Invoice Approval Time, then you may want to time the entry of the prepayment application before the invoice is approved. If you apply the prepayment before the invoice is approved, Payables creates a Withholding Tax distribution net of the prepayment amount. If you approve the invoice first, Payables creates a Withholding Tax distribution based on the taxable invoice amount. When the prepayment is applied then you will have to manually adjust the withholding tax amount and the withholding invoice if you have your Withholding Tax Payables option set to create withholding invoice at invoice approval time or at payment time.

Unapplying Prepayments

If you mistakenly apply a prepayment to an invoice, you can unapply it. It is then available to apply to another invoice. When you unapply a prepayment, you must unapply the full prepaid amount. Payables increases the amount available for the prepayment by the unapplied amount. Payables creates a positive amount Prepayment distribution on the invoice, with the same attributes as the existing Prepayment distribution it is reversing. Payables then updates the status of the invoice to unpaid or partially paid.

You can review in the Distributions window the Prepayment distributions applied to an invoice.

You unapply prepayments in the Invoice Workbench. However, if the prepayment was applied before your Payables system was upgraded to Release 11i, you unapply the prepayment by submitting the Unapply Preupgrade Prepayment program from the Submit Request window.

▶ **To unapply a prepayment in the Invoice Workbench:**

1. In the Invoices window query the invoice or the prepayment.
2. Choose Actions and select the Apply / Unapply Prepayment check box. Choose OK.

   Payables displays all existing prepayment applications. Select each Prepayment distribution you want to unapply by checking the Unapply check box. You cannot modify the prepayment amount because you must unapply the complete amount that 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 View window. If you want to see more information on a prepayment or an invoice, select it and choose Invoice Overview.

   If you want to print a Prepayment Remittance Notice for the supplier, select the Print check box.
3. Choose the Apply / Unapply button to unapply the prepayment amount(s) and save your work.
4. If you had manually adjusted any amounts on the invoice to account for tax, then undo those adjustments.

Unapplying Prepayments Applied Before Upgrading to 11i

If you applied a prepayment to an invoice before upgrading to 11i, you cannot unapply the prepayment in the Invoice Workbench. To unapply this prepayment, you must submit the Unapply Preupgrade Prepayment program from the Submit Request window. You cannot unapply more than one prepayment application at a time.

Note that accounting for this is different from the procedure described for prepayment unapplication event. Because prepayments were different before Release 11i, accounting for this unapplication will be a payment adjustment on the invoice and an invoice adjustment for the prepayment.

Prerequisite

- ❑ The prepayment was applied before Payables was upgraded to Release 11i.

▶ **To unapply a prepayment by submitting the Unapply Preupgrade Prepayment program:**

1. In the Name field of the Submit Request window, choose Unapply Preupgrade Prepayment. The Parameters window opens.
2. Enter the report parameters to specify the prepayment you want to unapply:
   - **Invoice Number.** The list of values includes only invoices that had prepayment applications that were applied before the upgrade.
   - **Prepayment Number.** The list of values shows only prepayments that were applied to the invoice number you entered in the Invoice Number parameter.
   - **GL Date.** The accounting date on which the unapplication is recorded. This should be in an open or future period.
3. In the Submit Request window, choose the Submit button to unapply the prepayment.

See Also

Approval: page 4 – 145

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 – 205.
2. Void the payment document used to pay the prepayment. See: Voiding Payments: page 5 – 82.
3. Cancel the prepayment (see above, To cancel an unapplied prepayment).

Find Prepayments to Apply Window

When you are in the Apply / Unapply Prepayments window you can narrow your search for prepayments to apply by using the Find Prepayments to Apply window.

▶ **To use the Find Prepayments to Apply window:**

1. In the Apply / Unapply Prepayments window, choose Find from the View 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.
   - **Prepayment Amounts Available.** 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.

Find Invoices to Apply Window

When you are in the Apply / Unapply Prepayments window you can narrow your search for invoices to apply by using 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 View 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.

Recording a Refund of a Prepayment or Advance

Note: We recommend that to record a refund, you enter a standard invoice and apply the prepayment to it. Then enter a debit memo and pay it with a Refund payment in the Payments window. See: Refunds for Prepayments: page 5 – 10.

Alternatively, record the refund by using the following method.

Recording Refunds by Paying a Standard Invoice

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 refund of a prepayment:**

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 to debit your cash account.
2. Approve the invoice.
3. Choose the Actions button to navigate to the Invoice Actions window. Select the Apply / Unapply Prepayment check box and choose OK.
4. Select the prepayment you want to apply. Enter the refund amount in the Amount To Apply field. Optionally change the GL Date.
5. 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. This credit balances the debit you entered on the invoice (Step 1) to the Cash account.

Apply/Unapply Prepayments Window Reference

Payables provides two ways to apply prepayments to an invoice. You can do either of the following:

- Create or query an invoice and apply one or more prepayments to the invoice.
- Create or query the prepayment and apply it to one or more invoices.

Selecting an Invoice and Applying it to a Prepayment

When you select an invoice and choose the Apply / Unapply Prepayment option in the Invoice Actions window, the Apply / Unapply Prepayments window opens. It automatically displays all prepayments that have been applied to the invoice, and all available Prepayment distributions that you can apply to the invoice. Payables displays prepayment item type distributions that meet the following criteria: same supplier, and invoice currency as the invoice. The prepayment's Settlement Date is on or before today's date. The prepayment's date is on or before the date of the invoice. The prepayment is type Temporary with a status of Available.

Invoice Amount. Amount of the invoice. All amounts displayed in this window are in the invoice currency.

Invoice Amount Unpaid. Amount of the invoice that is unpaid by payments and prepayments. You can apply remaining prepayments up to this amount.

Apply. Use the Apply check box to select prepayments to apply to the invoice.

Amount To Apply. Enter the amount of the prepayment Item distribution you want to apply. This amount cannot exceed the amount of the Prepayment distribution that is unapplied. The total amount of prepayments you apply cannot exceed the unpaid amount of the invoice.

GL Date. Accounting date of the prepayment application. This value will be the GL Date on the Prepayment distribution that Payables creates.

Number. Invoice number of the prepayment.

Dist. Distribution number of the prepayment Item distribution.

Tax Code. Tax code on the prepayment Item distribution. This value defaults to the tax code on the Prepayment distribution that Payables creates. You cannot update this value in the Distributions window.

Amount Available. Amount of the prepayment that you can apply. This is the original distribution amount minus any existing amounts applied to invoices.

Site. Payables displays the supplier site to which the prepayment was paid.

Print. To print a Prepayment Remittance Notice for the supplier when you apply a prepayment, choose this option. The Prepayment Remittance Notice is a letter notifying the supplier that you have

applied a prepayment to an outstanding invoice. Payables prompts you to enter the following information for the letter signature block: Name of Sender, Title of Sender, Phone of Sender. See: Prepayments Remittance Report: page 8 – 157.

Description. Payables displays the description of the selected distribution. This value defaults to the new Prepayment distribution, and you can modify the description in the Distributions window.

Account. Account to which the prepayment was charged. This account defaults to the new Prepayment distribution, and you cannot modify the account in the Distributions window.

PO Num/Receipt Num. If the Prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.

Buttons

Invoice Overview. If you select a Prepayment record and then choose this button, Payables opens the Invoice Overview window and displays information on the prepayment.

Apply/Unapply. Choose this button to apply or unapply selected prepayment amounts. You can review the updated distributions for the invoice in the Distributions window.

Existing Prepayment Applications

This region of the window shows all prepayment amounts you have already applied to the invoice. It shows the amount applied, the GL date and tax code on the invoice Prepayment distribution, the prepayment invoice number and distribution number, and the prepayment's supplier site. It also shows the description and account description of the prepayment Item distribution, as well as the purchase order number or receipt number if the Item distribution was matched.

If you unapply a Prepayment distribution, you must unapply the full amount that you previously applied. You select the Unapply check box to identify a distribution you want to unapply.

Selecting a Prepayment and Applying it to an Invoice

If you select a prepayment and choose the Apply / Unapply Prepayment option in the Invoice Actions window, Payables displays invoices that

meet the following criteria: same supplier and invoice currency as the prepayment. The invoice date is on or after the date of the prepayment.

Prepayment Amount. Amount of the prepayment in the invoice currency.

Prepayment Amount Remaining. Amount of the prepayment that is unapplied to invoices and available for application.

Apply. Use the Apply check box to select invoices to which you will apply the prepayment.

Amount To Apply. Enter the prepayment amount you want to apply. This amount cannot exceed the Invoice Amount Unpaid. The total amount of invoices you apply cannot exceed the Prepayment Amount Remaining.

GL Date. Accounting date of the prepayment application. This value will be the GL Date on the Prepayment distribution that Payables creates.

Invoice Number. Invoice to which you are applying the prepayment.

Amount Unpaid. Amount of the prepayment that you can apply. This is the original invoice amount minus withholding tax and any existing prepayments or payments.

Site. Invoice supplier site.

Print. To print a Prepayment Remittance Notice for the supplier when you apply a prepayment, choose this option. The Prepayment Remittance Notice is a letter notifying the supplier that you have applied a prepayment to an outstanding invoice. Payables prompts you to enter the following information for the letter signature block: Name of Sender, Title of Sender, Phone of Sender. See: Prepayments Remittance Report: page 8 – 157.

Description. Payables displays the description of the selected invoice.

Existing Prepayment Applications

This region of the window shows all invoices to which the prepayment has been applied. It shows the amount applied, the GL date and tax code on the invoice Prepayment distribution, the invoice number that the prepayment has been applied to, and the invoice supplier site. It also shows the Prepayment distribution number, description and account description of the prepayment Item distribution, as well as the

purchase order number or receipt number if the Item distribution was matched.

If you unapply a Prepayment distribution, you must unapply the full amount that you previously applied. You select the Unapply check box to identify a distribution you want to unapply.

Buttons

Invoice Overview. If you select an invoice record and then choose this button, Payables opens the Invoice Overview window and displays information on the invoice.

Apply/Unapply. Choose this button to apply or unapply selected prepayment amounts. You can review the updated distributions for the invoice in the Distributions window.

See Also

Prepayments: page 4 – 195

Applying Prepayments to Invoices: page 4 – 200

Unapplying Prepayments: page 4 – 205

Self–Service Expenses Integration

If you install Oracle Self–Service Expenses, your employees can enter expense reports using a Web browser. These expense reports are stored in the Payables Interface tables. Workflow processes these expense reports for you and gets the necessary approvals. You can then import the expense reports using Payable Invoice Import. Import creates invoices from the expense reports. The invoices are ready for Approval and payment. For detailed information see: *Oracle Self–Service Expenses Implemenation Manual (available on your documentation CD).*

See Also

Payables Invoice Import Program: page 4 – 239

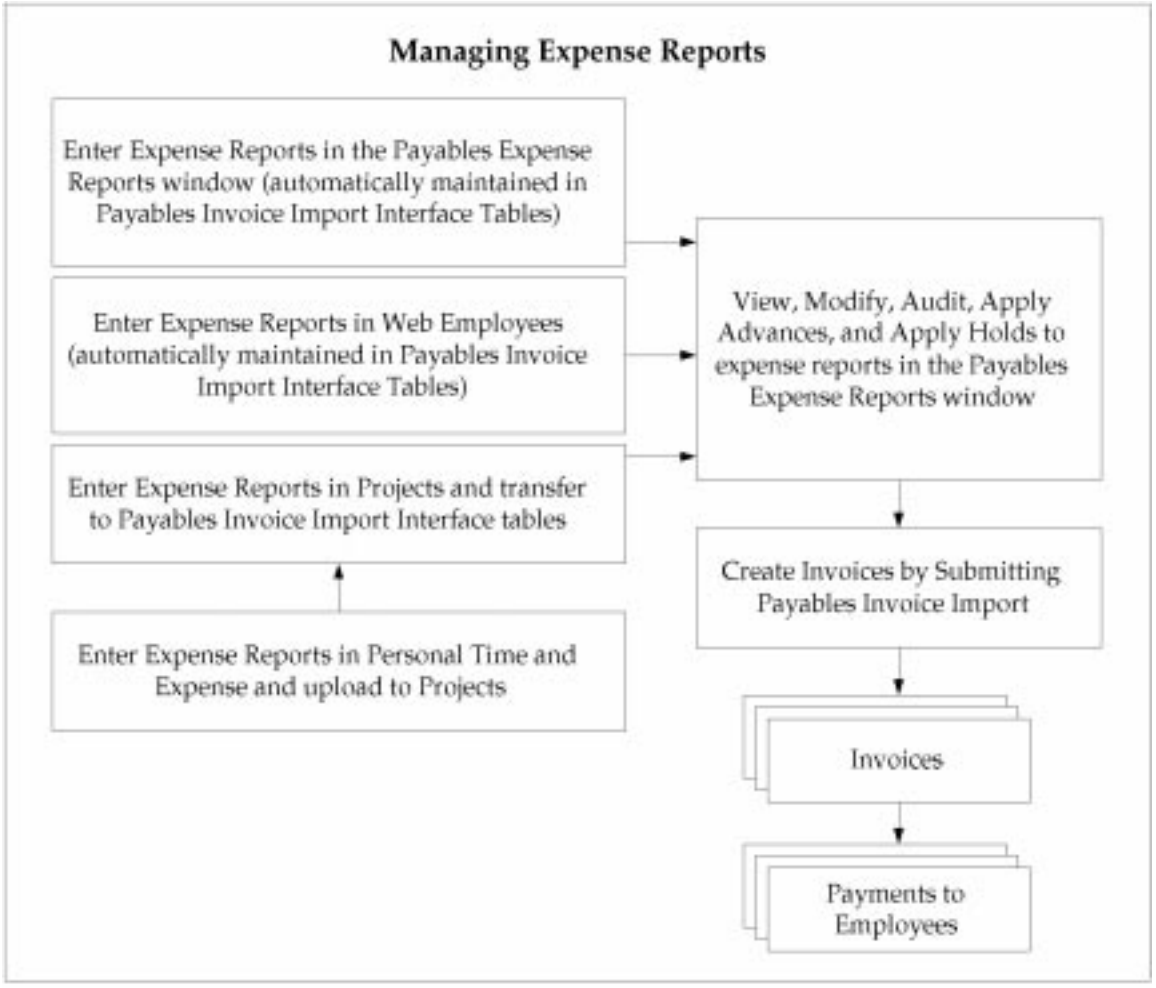
Expense Reports

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 Self–Service Expenses
- 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 and account for the invoices. 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 *(Managing People Using Oracle HRMS manual or online help).*
2. Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options: page 2 – 42, and Expense Report Payables Options: page 2 – 62.
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 – 62.
- 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 – 9.

4. For Payables and Self–Service expense reports, define expense report templates that model the different expense report formats your employees use. See: Expense Report Templates: page 2 – 106.
5. Enter expense reports in any of the following products.
   - Payables. See: Entering Expense Reports in Payables: page 4 – 219.
   - Oracle Self–Service Expenses. See: Self–Service Expenses Integration: page 4 – 215.
   - 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 – 223, and Applying Advances to Expense Reports: page 4 – 223.

   Optionally modify or review Payables or Projects expense reports. Review, audit and approve Self–Service Expense Reports. See the following:
   - Modifying and Reviewing Payables Expense Reports: page 4 – 226
   - Modifying and Reviewing Oracle Projects Expense Reports: page 4 – 226
   - Reviewing, Auditing, and Approving Self–Service Expenses Expense Reports: page 4 – 227
7. Submit Payables Invoice Import to create invoices and invoice distributions for the expense reports. See: Payables Invoice Import Program: page 4 – 239. Review the Invoice Import reports. If there are exceptions, correct any expense reports that caused exceptions and resubmit Payables Invoice Import.

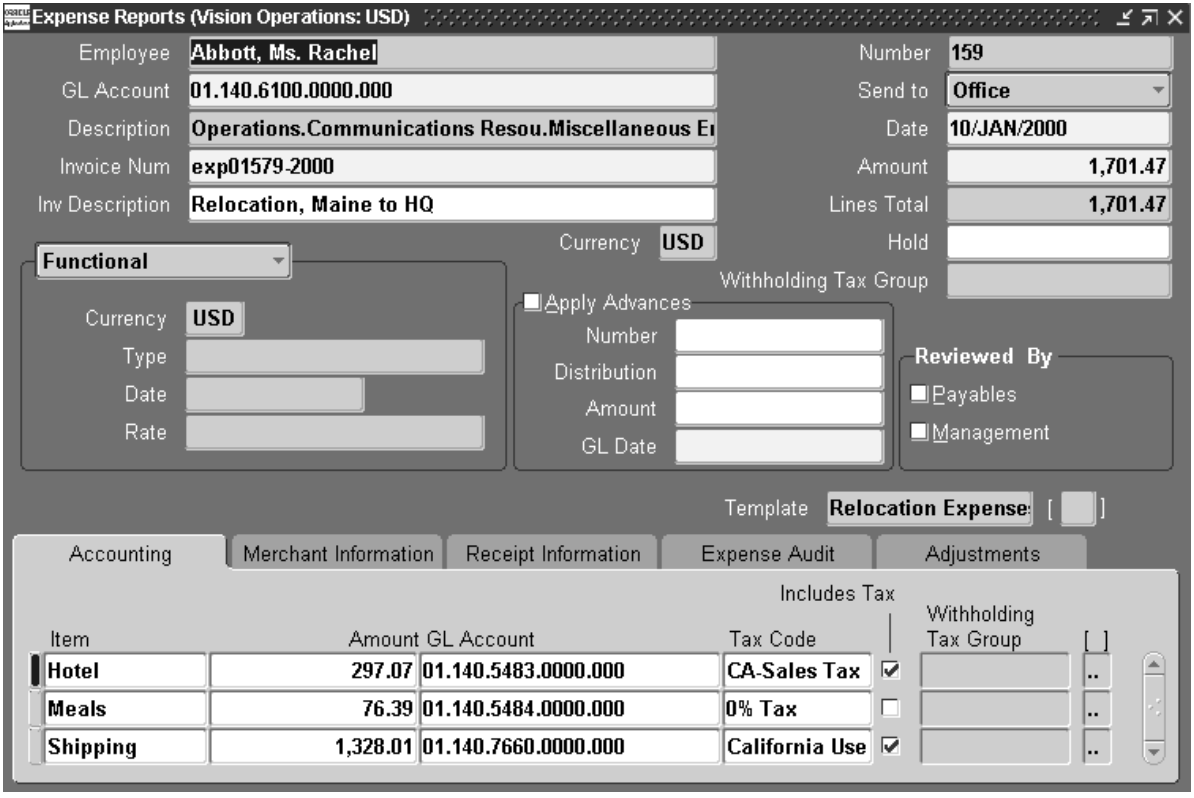
8. Pay the invoices as you would any other invoices. See: Creating Single Payments: page 5 – 2, or Paying Invoices in Payment Batches: page 5 – 17.

Entering Expense Reports

You can enter expense reports in the following products.

- Oracle Payables (see below).
- Oracle Self–Service Expenses.
- 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 *(Managing People Using Oracle HRMS manual or online help)*.
- ❑ Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options: page 2 – 42, and Expense Report Payables Options: page 2 – 62
- ❑ Define expense report templates. See: Expense Report Templates: page 2 – 106.
- ❑ 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 – 34.

▶ 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 Code, 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 Code 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 Never Opened accounting period, then Payables does not import the expense report, and Payables lists the expense report on the Invoice Import Exceptions report. If the period ending Date is in a Closed period, Invoice Import uses the first day of the next Open or Future accounting period as the GL date.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Expense Report Templates: page 2 – 106

Expense Reports Window Reference: page 4 – 231

Payables Invoice Import Program: page 4 – 239

Purging Expense Reports or Invoices You Have Imported: page 4 – 251

Recording VAT Details on an Expense Report

You can record VAT details on an expense report in the Expense Reports window. You can also enter or update VAT information in the Distributions window after the Payables Invoice Import program has created invoices from expense reports. See: Merchant Information Tabbed Region: page 4 – 237, and Receipt Information Tabbed Region: page 4 – 237.

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 – 92.

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 – 57.
- ❑ 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 – 219.
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 accounting entries for the invoice if you select a hold that prevents accounting.

Prerequisite

- ❑ Define User–defined holds in the Invoice Approvals window. See: Invoice Approvals: page 2 – 99.

▶ 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 – 140.

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 – 99

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 the 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.

> **Note:** The advance is not actually applied until the import process. Therefore, to prevent overapplication of an advance, you cannot select a prepayment number that has been applied to another expense report that has not yet been imported.

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 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 – 62

> **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 – 195

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.

You can quickly open an expense report you have saved as an icon on your Navigator. When you have the expense report 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 Expense Reports window and query the expense report. See also: Using the Navigator's Documents Region *(Oracle Applications User's Guide)*.

This section includes the following topics:

- Modifying and Reviewing Payables Expense Reports: page 4 – 226
- Modifying and Reviewing Oracle Projects Expense Reports: page 4 – 226
- Reviewing, Auditing, and Approving Oracle Self–Service Expense Reports: page 4 – 227

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 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.
- ❑ Submit the 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 Self–Service Expense Reports

If your employees submit their expense reports using Self–Service Expenses, you can use Payables to review, audit, and approve the expense reports submitted by your employees. You can view Self–Service 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 Self–Service expense reports. For more information, see: *Oracle Self–Service Implementation Manual.*

Attention: Oracle Workflow, in its standard configuration, requires accounting review for expense reports entered in Self–Service Expenses that include 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 an expense report entered in Self–Service Expenses, it *cannot* be imported using Payables Invoice Import.

Attention: For an expense report entered in Self–Service Expenses 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 be checked automatically. Once Management approves an expense report that includes only 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 Self–Service Expenses:**

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 – 223.
3. Optionally apply holds to the expense report. See: Applying Holds to Expense Reports: page 4 – 223.
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 – 106

Self–Service Expenses Integration: page 4 – 215

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 – 239

▶ **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 – 17.

See Also

Voucher Numbers: page 2 – 24

Entering Employees as Suppliers: page 3 – 9

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 Self–Service Expenses, 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.

Amount. Total amount of the expense report.

Inv Description. Description of the expense report. This will become the invoice description and it will appear on reports.

Currency. Currency that will be the invoice currency and the currency in which the invoice will be paid.

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.

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 account for the invoice until you release the hold by using the Invoice Holds window.

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.

Functional Region

This region displays functional currency information.

Currency. Expense report currency. Payables displays your functional currency and you cannot update it. This will be the invoice 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

Currency. 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 the expense report currency, which is your functional currency. If the expense report invoice currency is a fixed–rate currency such as euro or another EMU currency, you can change the payment currency 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, is type Temporary, has been fully paid, is not fully applied, and 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 – 223.

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 the expense report.

Distribution. Distribution number of a specific Item distribution on the specified prepayment that you want to apply. Leave this field blank to apply all available prepayment Item distributions, starting with the lowest distribution number first, up to the amount of the 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 the expense report. If you specify a prepayment number in the Number 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.

GL Date. Accounting date for the application of the advance. This will be the GL date on the new Prepayment type distribution on the expense report invoice.

Reviewed Region

The Reviewed region is used by Payables only if you install Self–Service Expenses.

Payables. Enable this check box if the Accounts Payable department has completed a review of an expense report entered in Self–Service Expenses, 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. The list of values includes all active templates. If you use multiple–organization support, the list of values is limited to templates defined for your organization. If a default expense report template was selected in the Payables Options window, then that template is the default in this field if it is still active.

Expense Reports Window Tabbed Regions

The following two fields appear in each of the tabbed regions of the Expense Reports window.

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.

> **Note:** You can associate tax codes with expense items in the Expense Report Templates window. If an expense item is associated with a tax code that is now inactive, then you cannot select the item in the Expense Reports window.

Amount. The amount of 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 Self–Service Expenses. Instead, adjust the expense item amount to zero.

Accounting Tabbed 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 invoice entry. You cannot enter an account that you have defined as a summary account.

Tax Code. Tax code for this expense item line. Payables does not allow you to enter a tax code with an Offset tax type in this field. If the tax code does not have a valid rate on the receipt date then Invoice Import will reject it. The default for this field is from your Tax Code Defaults Hierarchy. See: Defaulting Tax in Payables: page 4 – 105.

If you enter an expense line with a tax code, then enter a Tax type expense item line with the same tax code 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 code, and the tax code 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 code multiplied by the tax rate assigned to the tax code.

Payables will perform inclusive automatic tax calculation if you use Line or Tax Code level automatic tax calculation, you enter a Tax Code, 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 – 122.

Attention: Invoice Import will reject expense reports that have a tax code without a valid tax rate on the tax date. On expense reports, the tax date is the receipt date. If there is no receipt date, then import uses the expense report date as the tax date.

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 Code. 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 – 122.

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.

Merchant Information Tabbed Region

Name. Used to record VAT on expense reports. Name of merchant that issued the receipt with the VAT charge. For example, name of hotel that issued a bill that included a VAT charge. This value is not validated against suppliers defined in Payables.

Document Number. Used to record VAT on expense reports. Number of the receipt or invoice that included the VAT charge. For example, receipt number of hotel bill that included a VAT charge.

Tax Reg Number. Used to record VAT on expense reports. Tax registration number for the merchant that issued the VAT–inclusive receipt. This number is used for reporting and reclaiming VAT.

Taxpayer ID. Used to record VAT on expense reports. Taxpayer ID number of the merchant that issued the VAT–inclusive receipt. Also known as the NIF in Europe or the NIT in Latin America.

Receipt Information Tabbed Region

Receipt Date. Used to record VAT on expense reports. Date of the receipt or invoice that included the VAT charge. For example, receipt date of hotel bill that included a VAT charge. This date is used as the tax effective date. If you do not provide a value here, then Payables will use the invoice date as the tax effective date.

Country of Supply. Used to record VAT on expense reports. Two–letter ISO designation for the country of origin of the goods or services.

Reference. Used to record VAT on expense reports. This entry is not validated and can be used for any notes for internal use.

Expense Audit Tabbed Region

The Expense Audit region is used by Payables only if you install Self–Service Expenses.

Justification. The justification for the expense item. Entered by an employee in Self–Service Expenses.

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 Tabbed Region

Adjustment or Short Payment Reason. The adjustment reason is used by Payables only if you install Self–Service Expenses. 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 – 241

Payables Invoice Import Program

Use Payables Invoice Import to create Payables invoices from expense reports you enter in Payables, Self–Service Expenses, 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 accounting entries for them. Figure 4 – 1 below illustrates the Payables Invoice Import Process.

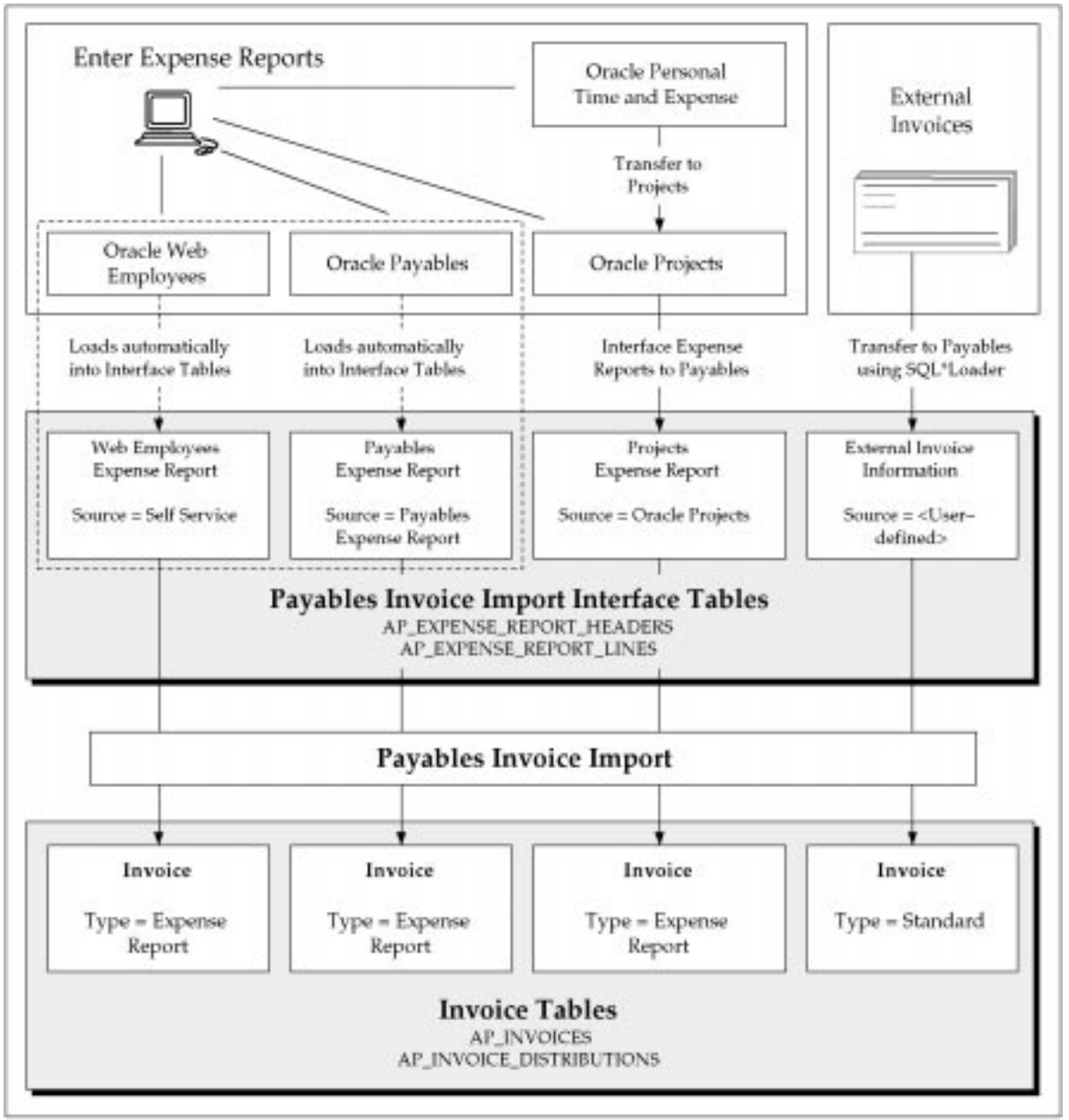
When you import invoices, Payables records the source of the imported invoices and the imported invoice details. Payables Invoice Import verifies all your expense report and invoice information to ensure it creates valid, fully–distributed invoices, ready for approval and payment. If the expense report 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 11 you are able to import external invoices only through the Payables Open Interface Import process. See: Payables Open Interface Program: page 4 – 261.

You should plan to move existing processes from the Payables Invoice Import Interface Tables to the Payables Open Interface Tables. In a future release we will no longer support import of external invoices through Payables Invoice Import. 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. If you need detailed documentation on the Invoice Interface tables, please refer to the Appendix in the *Oracle Payables User's Guide,* Release 11 or earlier. You can get an online version of the *Oracle Payables User's Guide* on the MetaLink Web site.

Figure 4 – 1

The Payables Invoice Import Process



This discussion covers the following topics:

- Importing Expense Reports from Payables or Oracle Self–Service Expenses: page 4 – 241
- Importing Expense Reports from Oracle Projects: page 4 – 243
- Importing Invoices from Other Accounting Systems: page 4 – 246
- Purging Expense Reports or Invoices You Have Imported: page 4 – 251
- Payables Invoice Import Parameters: page 4 – 248
- Resolving Payables Invoice Import Exceptions: page 4 – 252

Creating Invoices from Payables and Self–Service Expense Reports

When you enter expense reports using the Expense Reports window in Payables, or in Self–Service Expenses, Payables automatically saves the expense information in the Payables Invoice Import Interface Tables. 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 Self–Service Expenses. See: Entering Expense Reports: page 4 – 219, or see the Self–Service Expenses online help.
- ❑ 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 Payables or Self–Service Expenses:**

1. In the Submit Request window, choose Payables Invoice Import as the Name.

2. Enter the report parameters. For more information on report parameters, see: Payables Invoice Import Parameters: page 4 – 248. If you use batch control, enter a Batch Name.

   - Select Payables Expense Reports for the Source to create invoices from expense reports entered in Payables.
   - Select Self Service for the Source to create invoices from expense reports entered in Self–Service Expenses.

   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 or all of Self Service 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 – 253
   - Payables Invoice Import Exceptions Report: page 4 – 254

- Payables Invoice Import Prepayments Applied Report: page 4 – 259

See Also

Entering Expense Reports: page 4 – 219

Financials Options: page 2 – 36

Entering Employees as Suppliers: page 3 – 9

Payables Options: page 2 – 57

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 Payables, 2) submit Payables Invoice Import, and 3) Tieback Invoices from Oracle Payables. However, you can submit these processes individually.

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 – 248. 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 – 253
- Payables Invoice Import Exceptions Report: page 4 – 254
- Payables Invoice Import Prepayments Applied Report: page 4 – 259

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 – 57

Defining Financials Options: page 2 – 37

Integrating Expense Reports with Oracle 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 lookup value in the Oracle Payables Lookups window 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, a value for the Source lookup, 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 after Release 11i 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 – 261.

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: in your pre–Release 11i Payables user's guide.
- ❑ 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 in your pre–Release 11i Payables user's guide, and see *Oracle8i Server Utilities.*

- ❑ Define a new Source lookup value to identify the source of the invoices. See: Setting Up Payables to Import Non–Oracle Invoices in your pre–Release 11i Payables user's guide, and Lookups: page 2 – 13.
- ❑ 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 – 248. If you use batch control, enter a Batch Name. In the Source field, select the source name you defined in the Oracle Payables Lookups 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 – 253
- Payables Invoice Import Exceptions Report: page 4 – 254

Use SQL*Plus to correct any exceptions before resubmitting Payables Invoice Import.

Importing Invoices From Other Accounting Systems Restrictions:

SOURCE LOOKUP. When you load an invoice record into the Payables Invoice Import Interface Tables, make certain that the lookup Source value you specify is identical to the code in the Oracle Payables Lookups window.

See Also

Payables Options: page 2 – 57

Defining Financials Options: page 2 – 37

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 name of the source of the expense reports, or the user–defined name of the external invoices. Payables automatically creates invoices from the source you enter.

- **Payables Expense Reports.** Expense reports entered in Oracle Payables. 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.
- **Self Service.** Expense reports entered in Self–Service Expenses.
- **User–defined.** External invoices transferred to the Payables Invoice Import Interface tables.

GL Date: You can enter a GL Date only if the source you select is Payables Expense Report or Self Service. 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.

If you leave the GL Date parameter blank, then Payables uses the GL Date Payables option defined in the Payables Options window to determine the default GL date for invoice distribution lines. If the GL Date Payables option is Invoice or Invoice Received Date, Payables enters the Period Ending Date of the expense report as the default GL

Date for all imported expense reports. If the GL Date Basis Payables option is System or one of the Goods Received Date options, Payables enters the system date as the default GL Date for all imported expense reports. If you enter a GL date when submitting Invoice Import, Payables enters that date on the invoice distribution lines created by the Invoice Import process.

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 – 42).

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 Payables expense reports from the Payables Invoice Import Interface Tables, enter the purge date you want Payables to use. Payables will delete all records for Payables expense reports that were entered before this date and have already been imported.
- **Oracle Projects:** To purge Oracle Projects expense reports from the Payables Invoice Import Interface Tables, enter the purge date 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.
- **User–defined:** To purge all records from the Payables Invoice Import Interface Tables, set the purgeable flags in the Tables to Yes, and enter the purge date you want Payables to use. Payables will delete all records for expense reports and invoices that were entered before this date and have been imported.
- **Self Service:** To purge Self–Service expense reports from the Payables Invoice Import Interface Tables, enter the purge date you want Payables to use. Payables will delete all records for Self–Service expense reports 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 – 254.

1. Review the Payables Invoice Import Exceptions Report to identify the reason(s) your information did not import properly. Determine the exact nature of the problem by consulting the Payables Invoice Import Exceptions Report: page 4 – 254.
2. If the import process fails for records with a source of Oracle Projects or a User–defined source, you may need to correct the problem outside of Payables.
   - **Oracle Projects:** The tieback process updates all expense reports as rejected in Oracle Projects. Correct rejected expense reports in Oracle Projects.
   - **User–defined:** 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, Self–Service 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 – 254.

Report Submission

Payables automatically prints this report when you submit the Payables Invoice Import process. See: Payables Invoice Import Program: page 4 – 239.

Selected Report Headings

Source. Source of the imported invoices.

- **Payables Expense Reports.** Expense reports entered in the Payables Expense Reports window.
- **Self Service.** Expense reports entered via Self–Service Expenses.
- **Oracle Projects.** Expense reports entered in Oracle Projects or Oracle Personal Time and Expense.
- **User–defined.** Externally created invoices transferred to Payables Invoice Import Interface Tables.

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.

See Also

Lookups: page 2 – 13

Automatic Offsets: 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 – 239. 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 Reports 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 code 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 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 – 9

Financials Options: page 2 – 36

Payables Options: page 2 – 57

Approval: page 4 – 145

Foreign Currency Transactions: page 6 – 2

Voucher Numbers: page 2 – 24

Budgetary Control In Payables: page 10 – 42

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

Enter Person *(Managing People Using Oracle HRMS manual or online help)*

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 – 239.

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 – 195

Applying Advances Against Expense Reports: page 4 – 223

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:

- Invoice Gateway. You can enter Standard and Credit invoices in the Invoice Gateway window.
- Supplier invoices (ASC X12 810/EDIFACT INVOIC) transferred through Oracle e–Commerce 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 G – 1.
- Credit card transactions you have transferred using the Credit Card Invoice Interface Summary. See: Credit Card Invoice Interface Summary: page 8 – 13.
- Lease invoices you have transferred from Oracle Property Manager. See: Property Manager Integration: page 4 – 178.

  Note: Use Payables Invoice Import to import expense report data from the Payables Invoice Interface tables. See: Payables Invoice Import Program: page 4 – 239.

This section includes the following topics:

- Submitting the Payables Open Interface Import Program: page 4 – 262
- Payables Open Interface Troubleshooting: page 4 – 269
- Open Interface Invoices Window: page 4 – 270
- Payables Open Interface Purge Program: page 4 – 270
- Payables Open Interface Outbound Advice: page 4 – 271
- Payables Open Interface Workflow: page 4 – 272
- Payables Open Interface Report: page 4 – 275

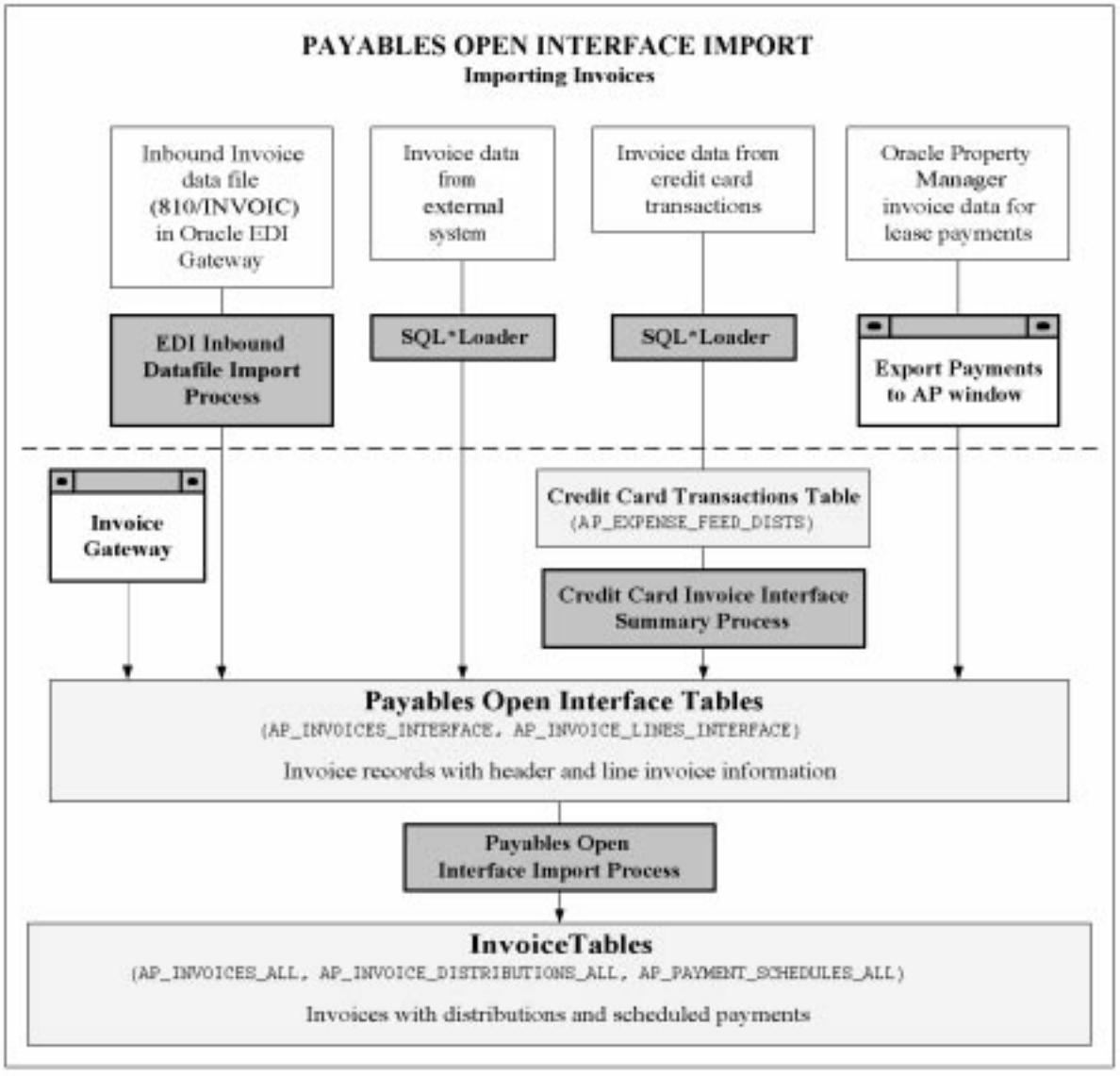
See Also

Payables Open Interface Tables: page G – 2

Submitting the Payables Open Interface Import Program

Use Payables Open Interface Import to create invoices from invoice records in the Payables Open Interface tables. During Import, Payables validates invoice records and rejects invoice records that have insufficient or invalid data. Successfully imported invoices have distributions and scheduled payments, and can be queried, modified and approved in the Invoice Workbench. After invoices are approved they are ready for payment.

Suggestion: Set up your system to submit Payables Open Interface Import after each business day so you don't use system resources while users are online.



Importing e–Commerce Gateway Invoice Records

If you are importing invoices through the Oracle e–Commerce Gateway, you can submit the e–Commerce Invoice Inbound set. This program set submits both the e–Commerce Gateway Program, which populates the Payables Open Interface Tables with the electronic invoice records your supplier provides, 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 e–Commerce Invoice Inbound transaction, see: Running the e–Commerce Invoice Inbound Program *(Oracle e–Commerce Gateway User's Guide)*. The discussion below describes how you can submit 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 corrected e–Commerce invoice records.

Payables supports the outbound application advice (824/APERAK) for e–Commerce 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 e–Commerce trading partners via the e–Commerce Gateway.

Importing Invoice Gateway Records

When you enter invoice records in the Invoice Gateway window, you can choose the Create Invoices button to submit the Payables Open Interface Import program from the Create Invoices window. Alternatively, you can submit the import program from the Submit Request window, as described below.

Prerequisites

- ❑ Enter suppliers and at least one supplier pay site in the Payables Suppliers window. See: Entering Suppliers: page 3 – 10.
- ❑ If you use Workflow, Workflow has completed processing records.

  Note: If you want Payables to import Invoice Gateway invoice records, import will select these records for import even if workflow has not yet processed them.

Additional Prerequisites for e–Commerce (810/INVOIC) Invoices

- ❑ In e–Commerce Gateway, define the trading partner. See: Defining Trading Partner Data *(Oracle e–Commerce Gateway User's Guide)*.
- ❑ In Oracle e–Commerce Gateway, enable the Inbound Invoice Transaction for each supplier you define as a trading partner. See: Enabling Electronic Transactions *(Oracle e–Commerce Gateway User's Guide)*.
- ❑ In Oracle e–Commerce 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 e–Commerce Gateway User's Guide)*.

- ❑ Use Oracle e–Commerce Gateway to submit the e–Commerce Gateway Invoice Inbound Program from the Run e–Commerce Inbound Datafile Import Process window. See: Running the e–Commerce Invoice InboundProgram *(Oracle e–Commerce Gateway User's Guide)*.

Additional Prerequisites for Invoices You Transfer Using SQL*Loader

- ❑ Use the Oracle Payables Lookups window to define a Source type lookup. In the Type field of the Oracle Payables Lookups window, select Source. Enter any name in the Name field, except e–Commerce Gateway, Credit Card, Oracle Property Manager, ERS, or another existing source. See: Lookups: page 2 – 13.
- ❑ Transfer invoices into the Payables Open Interface tables. See: Using SQL*Loader to Populate the Payables Open Interface tables: page G – 1.

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 – 13.

Additional Prerequisites for Invoices You Transfer from Property Manager

- ❑ Transfer lease invoices into the Payables Open Interface tables using the Export Payments to Payables window in Property Manager.

▶ **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 as appropriate. For more information on report parameters, see Payables Open Interface Import Parameters: page 4 – 267. 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 a single group, enter the Group. This allows you to import smaller sets of records concurrently for the same source, which improves your performance. If you are importing invoice records that you entered in the Invoice Gateway window, enter the Invoice Gateway Batch Name as the Group.

To use invoice batch control, enter an Invoice Batch Name.

To apply a hold to each invoice this process creates, enter a Hold Name.

To summarize the Audit section of the Payables Open Interface report, select the Summarize Report option. If you do not select this option and you are importing many invoices, this report could be very long.

3. Choose OK to save the parameters. Choose Submit to submit Payables Open Interface Import.

   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 a report so that you can review the invoices Payables Open Interface Import successfully created, and those that could not be imported. See:

   Payables Open Interface Report: page 4 – 275

   Fix problems that are identified in the report, and then resubmit Payables Open Interface Import.

   - If you entered invoice records in the Invoice Gateway window, update the records in the Invoice Gateway window.
   - To update all other types of invoice records, either use the Open Interface Invoices window to make changes in the Payables Open Interface tables, or purge the rejected records and load a new flat file into the interface table.

See Also

Payables Options: page 2 – 57

Defining Financials Options: page 2 – 37

Payables Open Interface Import Troubleshooting: page 4 – 269

Account Overlay in Payables Open Interface Import: page G – 49

Payables Open Interface Import Parameters

Source. Choose the source of the invoices from the list of values.

- **Invoice Gateway.** Invoice records you entered in the Invoice Gateway window. If you did not specify a source when you entered the invoice records then Invoice Gateway was automatically entered as the Source for all invoice records during entry.
- **e–Commerce Gateway.** Supplier invoices (ASC X12 810/EDIFACT INVOIC) transferred through Oracle e–Commerce Gateway.
- **Credit Card.** Credit cards transactions from the credit card issuer.
- **Oracle Property Manager.** Lease invoices from Oracle Property Manager.
- **User–defined.** Invoices you load from other accounting systems using a custom SQL*Loader program. You define Source type lookups in the Oracle Payables Lookups 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 reduces the processing time of your import. Payables Open Interface Import imports data with the source and group combination you specify.

If you are importing invoice records from the Invoice Gateway window, enter the Invoice Gateway Batch name. If you did not enter a value for Invoice Gateway Batch name during entry, then no value was assigned to Gateway Batch Name (GROUP_ID). If you do not specify a Group during import, Payables imports invoice records for all Invoice Gateway batches that match the Source name you specify.

Invoice Batch Name. You can enter a batch name only if you have enabled the Use Batch Control Payables option. If you have enabled this option, you must enter an invoice batch name. Payables groups the invoices created from the invoice records you import and creates an invoice batch with the batch name you enter.

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 Invoice Batch Name during the subsequent import.

If you are importing invoice records that you entered in the Invoice Gateway, you may want to enter the Invoice Gateway Batch name for consistency.

Hold Name. If you want to apply a hold to all invoices that the invoice process creates, enter an invoice hold name. You can define your own holds in the Invoice Approvals window.

Hold Reason. Payables displays the invoice hold reason description.

GL Date: To assign a GL Date to any invoice in the batch that does not already have a GL Date at the line or header level, enter a value for the GL Date parameter. If you do not enter a value here, or at the line or header level, then during import the system assigns a GL Date based on the GL Date Basis 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.

Purge. Enter Yes if you want Payables to delete from the Payables Open Interface tables 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.

Summarize Report. If you want to summarize the audit portion of the Payables Open Interface Report, enter Yes. If you do not select this option and you are importing a large number of invoice records, this report could be very long.

Payables Open Interface Import Troubleshooting

You may experience two types of errors 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 a problem exists at the invoice level, the invoice is rejected without further validation. Examples of these fatal errors are:

- No supplier or supplier site
- Duplicate invoice number

If the invoice level information is correct, Payables validates all values at the line level, and the rejections report lists all line level problems. If a distribution is rejected, the whole invoice is rejected.

Correct the data in one of the following ways:

- If you entered invoice records in the Invoice Gateway window, update the records in the Invoice Gateway window.
- Use the Open Interface Invoices window to correct problems directly in the Payables Open Interface tables for invoice records entered in any way other than Invoice Gateway.
- 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 a failure occurs in the e–Commerce Gateway Program or the Payables Open Interface Program, you can query the program in the Requests window. Read about errors in the log file.

Payables Open Interface Import commits in cycles of 1000. For example, if an error stops the import program when it is validating the 350th invoice record, the system will have already committed the first 300 invoices.

Open Interface Invoices Window

Use this window to update records in the Payables Open Interface tables. Note that this window performs no validation. The field names in this window correspond to the table columns. For detailed descriptions of the columns in the interface, see: Payables Open Interface Tables: page G – 2.

Attention: We recommend that you use the Invoice Gateway window to update any invoice records you entered in the Invoice Gateway window.

Payables Open Interface Purge Program

Use the Payables Open Interface Purge Program after you submit the Payables Open Interface Import program. This program purges records from the Payables Open Interface tables (AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE). Purge only invoices that you successfully imported, or enter Yes for Purge All to purge all records in the table that match the Source and Group program 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 e–Commerce Gateway, Credit Cards, Invoice Gateway, Oracle Property Manager, or a Source type lookup you defined in the Oracle Payables Lookups 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. If you entered the invoices in the Invoice Gateway window, enter the Invoice Gateway Batch name. The Group must exactly match the value in the GROUP_ID column 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

reduces purge process time. The Payables Open Interface Purge Program purges data with the Source and Group combination you specify.

Purge All. Enter Yes 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 to purge only records that have been successfully imported.

Payables Open Interface Outbound Advice

This program creates notification data about e–Commerce invoices processed during Payables Open Interface Import. You can send this notification to your supplier via the e–Commerce Gateway. See: Outbound Application Advice (824 / APERAK) *(Oracle e–Commerce 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 e–Commerce Gateway because you are creating a notification about e–Commerce Gateway transactions.

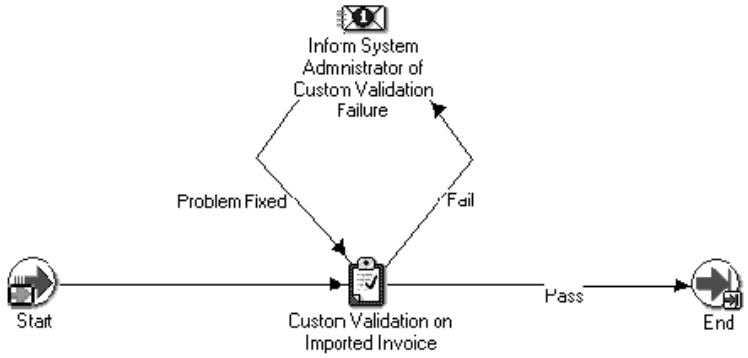
Group. (Optional) Choose the Group of the invoices for which you want to submit this report.

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.

Payables Open Interface Workflow

The Payables Open Interface Workflow is a workflow template that must be customized before it processes any data. If the workflow is submitted before customization it will run but no validation or actions are performed. You cannot replace this workflow with a new process. 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 can 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, then once an invoice record has successfully completed workflow, it is ready to be imported into the Oracle Payables application tables.



When the workflow is submitted it looks 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. Additionally, you can customize workflow to select records with a null value. You need to do this if you want to select Invoice Gateway records. All Invoice Gateway records are saved with no value for WORKFLOW_FLAG.

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 for any invoices that are not from the Invoice Gateway. If you need to correct invoice records that were entered in the Invoice Gateway window, then use the Invoice Gateway window. Once you correct the data, return to the Oracle Applications Notification window, and choose the Respond button. Enter Problem Fixed. Oracle Payables automatically resubmits the invoice to workflow.

Suggestion: To schedule the automatic import of data and initiation of workflow as a recurring process, use the Submit Request Set window. For example, if you integrate with Oracle e–Commerce Gateway for inbound invoices, you may want to create a request set containing the three programs, e–Commerce Invoice Inbound, Payables Open Interface Workflow, and Payables Open Interface Import. You can schedule this request set to run regularly, for example, every six hours.

Submitting the Payables Open Interface Workflow

The program can be added to a request set along with the Payables Open Interface Import routine to handle a complete loading of data into the application tables. This task describes how to submit the process individually.

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. If you want to process invoice records from the Invoice Gateway, customize the workflow to select invoice records with a null WORKFLOW_FLAG.

- ❑ 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 you have customized Workflow to additionally select records with the WORKFLOW_FLAG set to null, then if you do not want a record selected for import, set the flag to D.

Workflow Submission

You submit this program from the Submit Request window. It will process all records that have not yet been processed. 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 Oracle Payables Lookups 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. If you entered the invoices in the Invoice Gateway window, then enter the Invoice Gateway Batch name. 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 invoices that Payables has successfully imported. If you choose to summarize the report when you import, then the Audit section will list only the number of invoices selected for import, and the number of successfully imported invoices.

The Rejections section lists invoices that Payables was not able to import and lists the rejection reasons.

If the import program finds a reason to reject the invoice record at the invoice header level, it will record that reason on the report and will not process the invoice record further. Therefore, even if the invoice record has more than one error, the report may list only the first error the import program finds.

If you entered the invoice records in the Invoice Gateway, then you may find the following table helpful: How the Invoice Gateway Populates the Open Interface Tables: page G – 54. This table shows you the column that the Invoice Gateway field populates.

Report Submission

Payables automatically generates this report when you submit the Payables Open Interface Import process. See: Payables Open Interface Import Program: page 4 – 239.

Report Headings

Source Name. The source of the invoices you entered as a parameter when you submitted the report.

- **e–Commerce Gateway.** Flat file sent electronically from your supplier and processed through Oracle e–Commerce Gateway.
- **Invoice Gateway.** Invoice record you entered in the Invoice Gateway window.
- **User–defined source.** Lookup value with Source type you define for invoices loaded into the open interface tables using SQL*Loader or the Invoice Gateway window.

- **Credit Card.** A credit card transaction you transferred to the Payables Open Interface tables using the Credit Card Invoice Interface Summary.
- **Property Manager.** Lease invoices you transferred from Oracle Property Manager.
- **ERS.** Evaluated Receipt Settlement. Payables uses this source name to automatically create invoices from receipts.
- **RTS.** Return to Supplier. Credit memos automatically created by the system from Purchasing returns.

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 report 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.** Accounting information is missing for this line.

- **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.
- **Applying More Than Avail.** You are applying a prepayment to the invoice and the amount you are applying is greater than the prepayment amount available for application. You can see a prepayment's available amount in the Amount Remaining field of the invoices window, or on the Prepayments Status Report. See: Prepayments Status Report: page 8 – 91.
- **AutoTax Calc Off.** The Payables Option Use Automatic Tax Calculation is not enabled and you have provided a value for Amount Includes Tax.
- **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.
- **Cannot Incl Tax.** You have matched this invoice line to a purchase order, and you have provided a value for Amount Includes Tax. Purchase order lines do not include tax so you cannot perform inclusive automatic tax calculation on them.
- **Doc Cat not Req.** The Sequential Numbering profile option is set to "Not Used", and you have entered a value for DOC_CATEGORY_CODE.
- **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 an invoice line number (LINE_NUMBER) exist for this invoice.
- **Duplicate Voucher.** You attempted to assign a voucher number to an invoice and another invoice already exists with the same voucher number.
- **GLOBAL_ATTR_Value_Found.** You have installed a localized version of Payables and you provided an invalid value in the GLOBAL_ATTRIBUTE_CATEGORY column.

- **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 Num.** Inactive purchase order number (PO_NUMBER).
- **Inactive Tax Code.** Inactive tax code (TAX_CODE).
- **Inactive Terms.** Inactive payment terms (TERMS_ID or TERMS_NAME).
- **Incl Tax Calc Off.** Supplier Site is not enabled for inclusive tax calculation. The Supplier Site must be set to Line Level tax calculation. In addition, the Amount Includes Tax check box must be checked, or the override for this value must be enabled.
- **Inconsistent Allocation Information.** You cannot allocate ”other charge” lines on an invoice to both receipts and to items on that invoice.
- **Inconsistent AWT Group.** Values exist for Automatic Tax Withholding group in the following columns, and the groups do not match: (AWT_GROUP_ID) and (AWT_GROUP_NAME).
- **Inconsistent Curr.** You tried to match an invoice record to a purchase order that has a different currency. Invoice and purchase order currency must be the same.
- **Inconsistent Dist Acct.** Values exist for distribution account in the following columns and the accounts do not match: (DIST_CODE_CONCATENATED) and (DIST_CODE_COMBINATION_ID).
- **Inconsistent Dist Info.** You can provide account information by using only one of the following sources: account, Distribution Set, proration, projects information, purchase order matching.
- **Inconsistent Dist Set.** Values exist for distribution set in the following columns and the distribution sets do not match: (DISTRIBUTION_SET_ID) and (DISTRIBUTION_SET_NAME).

- **Inconsistent Info Entered.** Your Use Multiple Currencies Payables option is not enabled and you have entered a currency that is not your Functional currency.
- **Inconsistent Inv Type/Amt.** 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 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 the following columns, and the information does not match: (PO_HEADER_ID) and (PO_NUMBER).
- **Inconsistent PO Line Info.** Values exist for purchase order line information in 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 the following columns, and the information does not match: (PO_LINE_LOCATION_ID) and (PO_SHIPMENT_NUM).
- **Inconsistent PO Supplier.** The value you provided for supplier does not match the supplier on the purchase order.
- **Inconsistent Rate**. Exchange rate type and exchange rate date do not match the exchange rate.
- **Inconsistent Receipt Information.** The RCV_TRANSCATION_ID you provided is not a valid value for the RECEIPT_NUMBER you provided.
- **Inconsistent Release Info**. You have provided values for both PO_RELEASE_ID and RELEASE_NUM and they do not match.
- **Inconsistent Suppl Site.** Values exist for supplier site in the following columns and the sites do not match: (VENDOR_SITE_ID) and (VENDOR_SITE_CODE).
- **Inconsistent Supplier.** Values exist for supplier in the following columns, and the suppliers do not match: VENDOR_ID, VENDOR_NUM, VENDOR_NAME.
- **Inconsistent Terms Info.** Values exist for terms information in the following columns and the information does not match: (TERMS_ID) and (TERMS_NAME).

- **Insufficient PA Info.** You must provide values for all of the following Projects columns: PROJECT_ID, TASK_ID, EXPENDITURE TYPE, EXPENDITURE_ITEM_DATE, AND EXPENDITURE_ORGANIZATION_ID.
- **Insufficient Receipt Information**. Payables is unable to complete the match because the receipt information provided in columns RECEIPT_NUMBER and RCV_TRANSACTION_ID is not sufficient to identify a unique receipt transaction.
- **Insufficient Prepay Info.** You did not provide enough information to successfully apply a prepayment to the invoice. You must provide at least a prepayment amount or prepayment number.
- **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 the overlay feature with the following values Overlay GL Account, BALANCING_SEGMENT, COST_CENTER_SEGMENT, or ACCOUNT_SEGMENT is invalid.
- **Invalid Assignment.** You have entered a valid value for DOC_CATEGORY_CODE, but the document category does not have an active, automatic sequence assigned to it.
- **Invalid AWT Group.** Withholding tax group must be a valid value in AP_AWT_GROUPS.NAME.
- **Invalid Currency Code.** This must be a valid value for currency code 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.** This must be a valid value for account in the GL_CODE_COMBINATIONS table.
- **Invalid Distribution Set.** The distribution set must be a valid value in AP_DISTRIBUTION_SETS.
- **Invalid Doc Category.** Payables uses the Invalid Category rejection for one of the following three reasons: 1) The Document Category Payables option is enabled and you have entered one of the following values for DOC_CATEGORY_CODE: 'INT INV', 'MIX INV', 'DBM INV', 'CHECK PAY', 'CLEAR PAY', 'EFT PAY', 'FUTURE PAY', 'MAN

FUTURE PAY', 'PREPAY INV', 'REC INV', 'WIRE PAY', 'EXP REP INV', 2) You entered "Standard Invoices" as the DOC_CATEGORY_CODE and the invoice amount is less than zero, or you entered "Credit Memo Invoices" and the invoice amount is greater than zero. Or, 3) The document category specified is not valid in FND_DOC_SEQUENCE_CATEGORIES for AP_INVOICES or AP_INVOICES_ALL.

- **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 or the Match Option on the purchase order shipment is to Match to Receipts.
- **Invalid Inv Type Lookup.** Invalid invoice type lookup code. Type must be either Standard or Credit.
- **Invalid Invoice Amount.** You did not provide a value for Invoice Amount.
- **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 Liability Acct.** The liability account must be valid in the GL_CODE_COMBINATIONS table.
- **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 the SHIP_TO_LOCATION_CODE column is invalid.
- **Invalid PA Acct.** The account for this line could not be built by Account Generator.

- **Invalid Pay Curr Code.** Invalid payment currency code. This must be a valid value in FND_CURRENCIES.CURRENCY_CODE.
- **Invalid Pay Group.** The value you entered for Pay Group is invalid. The value must be a valid lookup value for Pay Group.
- **Invalid Pay Method.** This value must be one of the following: CHECK, CLEARING, EFT, WIRE. (To enter EFT in the Invoice Gateway window, enter Electronic).
- **Invalid PO Dist Num.** Invalid purchase order distribution number. This must be a valid value in PO_DISTRIBUTIONS.DISTRIBUTION_NUM.
- **Invalid PO Info.** You provided values for more than one of the following, and the information does not match: PO receipt, PO header, PO line, PO release, and PO shipment.
- **Invalid PO Line UOM.** Invalid purchase order line Unit of Measure. This must be a valid value in PO_LINES.UNIT_MEAS_LOOKUP_CODE.
- **Invalid PO Num.** You can obtain a list of active, valid values for purchase order number 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, or line number is invalid.
- **Invalid PO Release Num. Y**ou have provided an invalid value for either RELEASE_NUM or PO_RELEASE_ID.
- **Invalid PO Shipment Num.** Invalid purchase order shipment number.
- **Invalid Prepayment Information.** You are tying to apply a prepayment to an invoice and you have provided invalid prepayment information. For example, you may have specified an incorrect invoice number for the prepayment, or you may have specified a prepayment that is not available. Submit the Prepayments Status Report to get up–to–date information on available prepayments. See: Prepayments Status Report: page 8 – 91.
- **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 for Standard type invoices.
- **Invalid Receipt Information.** You provided an invalid value in at least one of the following columns: RECEIPT_NUMBER and RCV_TRANSACTION_ID.
- **Invalid Sequence.** The document category you entered has a valid, automatic sequence assigned to it. However, Payables was unable to retrieve the next value from the sequence.
- **Invalid Shipment Type.** Shipment Type should be Blanket, Scheduled, or Standard, and the purchase order should be approved.
- **Invalid Supplier.** You can obtain a list of valid values for supplier from the PO_VENDORS table.
- **Invalid Supplier Site.** You can obtain a list of valid values for supplier site from the PO_VENDOR_SITES table.
- **Invalid Tax Code.** You can obtain a list of active, valid values for tax code in AP_TAX_CODES.
- **Invalid Tax Region**. You provided an invalid value for Tax Region (INCOME_TAX_REGION). You can obtain a list of active, valid values for tax code in AP_INCOME_TAX_REGIONS.
- **Invalid Tax Type.** Invalid tax type. You cannot use the OFFSET tax type, 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 Type 1099.** The value for TYPE_1099 is not a valid value.
- **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.
- **INVALID_GLOBAL_ATTR1–20.** You have installed a localized version of Payables and you provided an invalid value in the GLOBAL_ATTRIBUTE_CATEGORY column.

- **INVALID_GLOBAL_CONTEXT.** You have installed a localization and the value you provided for the GLOBAL_ATTRIBUTE_CATEGORY column is not a valid value for the localization.
- **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 Tax Calc Off.** The Supplier Site Automatic Tax Calculation level is not set to Line, and you have provided a value for Amount Includes Tax.
- **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. The line must have an INVOICE_ID that matches the INVOICE_ID of an invoice header.
- **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 Code Default hierarchy you defined in the Payables Options window.

- **No Tax Rate on Date.** You are applying a prepayment to an invoice. The tax code on the Prepayment distribution does not have a rate defined for the Prepay GL Date. Either change the Prepay GL Date or, in the Tax Codes window, define a rate for the tax code that is effective on the Prepay GL Date.
- **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 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.
- **Override Disallowed.** The Sequential Numbering profile option is set to Partial or Always, you have entered a value for DOC_CATEGORY_CODE, and the Allow Document Category Override Payables option is disabled. You cannot enter a value in this column unless you enable the Allow Document Category Override Payables option.
- **PA Flexbuild Failed.** Account Generator did not build an account for the invoice.
- **Pay X Rate Not Fixed.** Invoice currency and payment currency are not associated fixed–rate currencies.
- **Pay Rate Overwritten.** You are paying the invoice in a related fixed–rate currency. You provided a value for payment cross rate which was incorrect. During import the value you entered was overwritten by the value stored in General Ledger.
- **Skeleton Distribution.** This line does not have a type of Item, and you tried to use a Skeleton distribution set.
- **Release Missing.** You have matched to a blanket purchase order and you have not provided a value for Release Number.
- **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.

- **UOM Does Not Match Receipt.** Unit of Measure does not match the Unit of Measure on the receipt.

See Also

Lookups: page 2 – 13

Common Report Headings: page 8 – 8

Financials Options: page 2 – 36

Payables Options: page 2 – 57

Approval: page 4 – 145

Foreign Currency Transactions: page 6 – 2

Voucher Numbers: page 2 – 24

Budgetary Control In Payables: page 10 – 42

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

Site Locations *(Oracle Human Resources User's Guide)*

Reviewing and Adjusting Invoices

This section includes the following topics:

- Invoice Overview: page 4 – 288
- Finding Invoice Batches: page 4 – 289
- Finding Invoices: page 4 – 290
- Reviewing Invoice Distributions: page 4 – 292
- Reviewing Payment Information: page 4 – 293
- Payments Window Reference: page 4 – 293
- Reviewing Invoice Batches: page 4 – 294
- Reviewing Invoices: page 4 – 295
- Calculating a Supplier or Supplier Site Balance: page 4 – 296
- Adjusting Invoice Batches: page 4 – 298
- Adjusting Invoices: page 4 – 299
- Adjusting Invoice Amounts: page 4 – 301
- Adjusting Invoice Exchange Rates: page 4 – 303
- Adjusting GL Dates: page 4 – 303
- Adjusting Invoice Distributions: page 4 – 304
- Adding New Invoice Distributions: page 4 – 307
- Reversing Invoice Distributions: page 4 – 308
- Adjusting Scheduled Payments: page 4 – 310
- Cancelling Invoices: page 4 – 311
- Identifying Duplicate Invoices: page 4 – 313
- Invoice Adjustment Chart: page 4 – 315
- Invoice Distribution Adjustment Chart: page 4 – 326

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
- Purchase Order Information

> **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. If you are in entry mode, then choose the Invoices button to navigate to the Invoices window to adjust the invoice.

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].

> **Note:** You can view the detail accounting lines for the transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t–accounts.
>
> See: Viewing Accounting Lines: page 7 – 26

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 – 66

Invoice Batches Window Reference: page 4 – 339

Finding Invoices

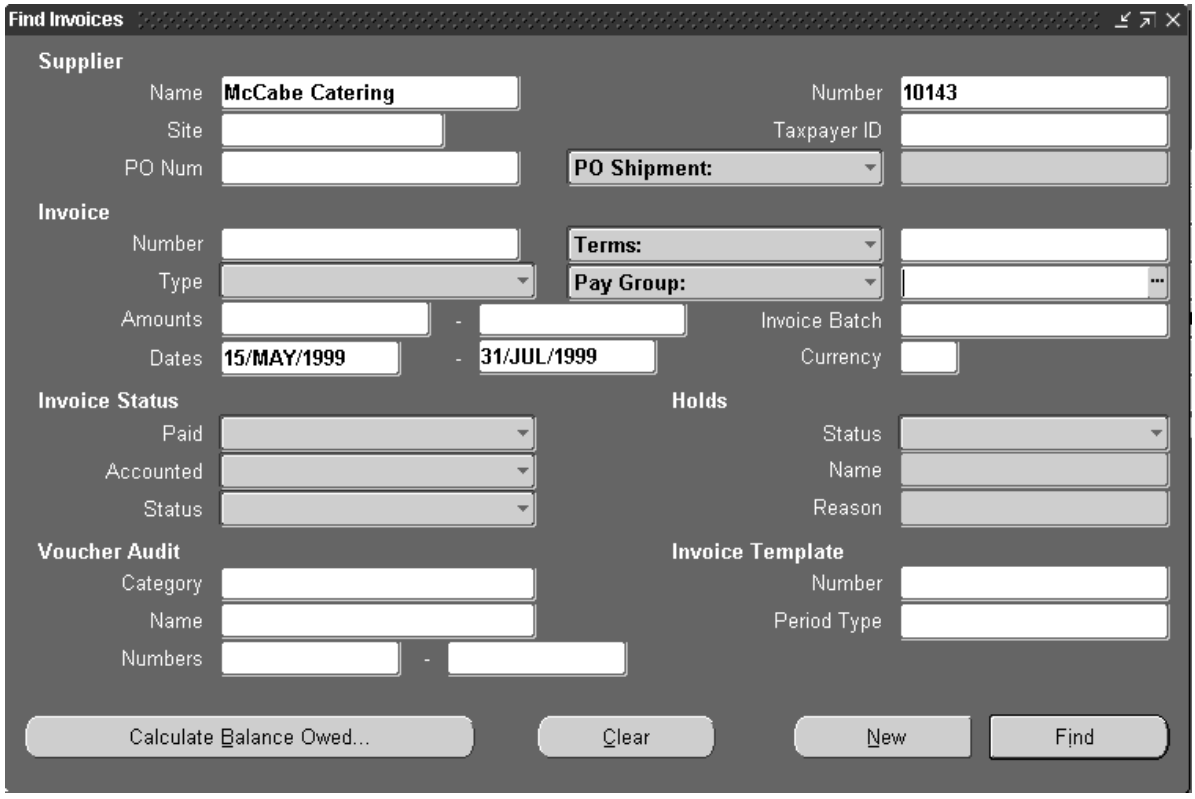
You can find invoices to respond to supplier inquiries, including questions regarding invoice payment status, invoice payment date, reasons an invoice has not been paid, and total balance due for a supplier or supplier site. You can also find invoices to make adjustments to them or to perform actions 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 – 289.

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 – 288.

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 View 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 – 288

Adjusting Invoices: page 4 – 299

Reviewing Invoice Distributions

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 accounted status, GL date range, amount range, and account range.

▶ **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 View 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 – 295

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. 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.

GL Date. Payment GL Date.

Payment Amount. Amount of the payment.

Payment Date. The GL Date for the payment lines 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.
- **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.

Void. Payables enables this check box if you have voided the payment.

[] (Descriptive Flexfield). Payables displays any values from the Payment's descriptive flexfield. If you use a local version of Payables, consult your county–specific documentation for more information on this flexfield.

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.

Reviewing Invoice Batches

Prerequisite

❑ Enable the Batch Control Payables option. See: Payables Options: page 2 – 57.

▶ **To review invoice batches:**

1. Find the invoice batch. See: Finding Invoice Batches: page 4 – 289.
2. To see detailed information on any invoice in the batch, in the Invoice Batches window choose the Invoices button.

Reviewing Invoices

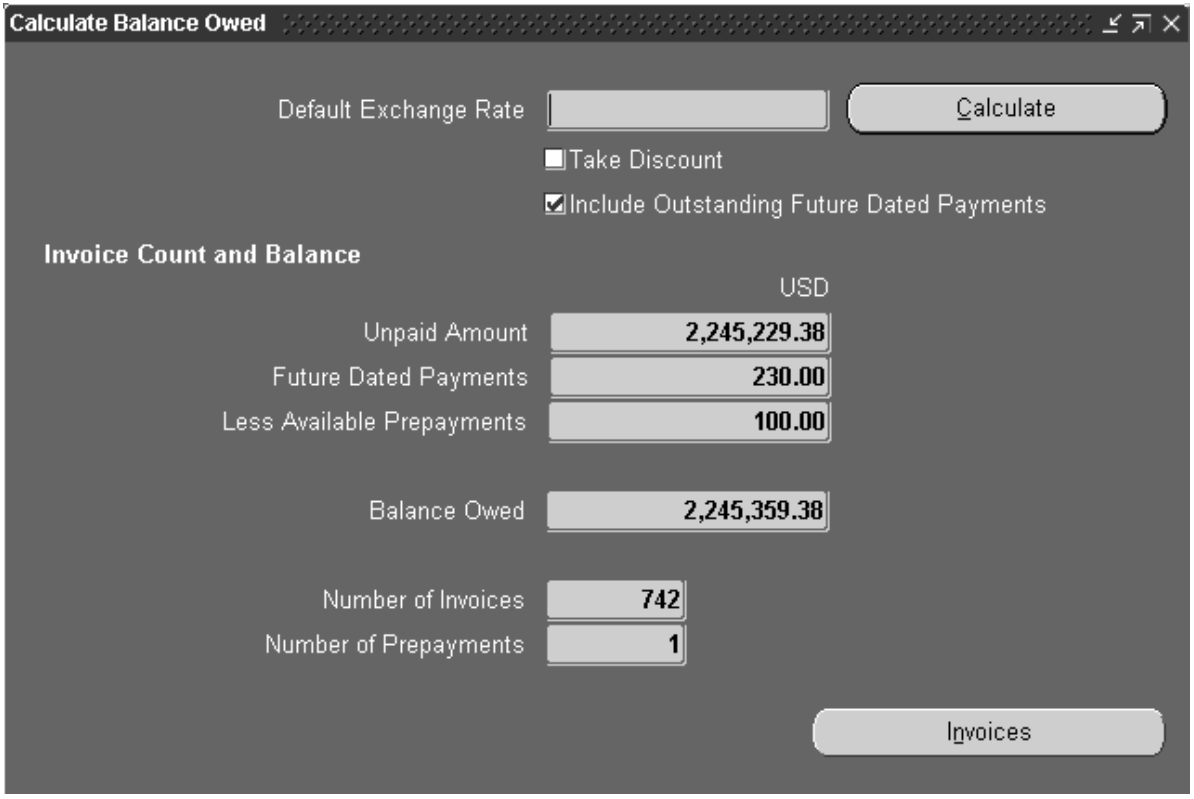
You can review invoices in either the Invoice Workbench or the Invoice Overview window. If you want to be able to enter complex query criteria, review multiple invoices, or review all details about invoices, use the Invoice Workbench. If you just want to review high level invoice information for a single invoice, such as invoice status, active holds, scheduled payments, and actual payments, use the Invoice Overview window. See: Invoice Overview: page 4 – 288.

> **Note:** You can view the detail accounting lines for the transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t–accounts.
>
> See: Viewing Accounting Lines: page 7 – 26

▶ **To review invoices in the Invoice Workbench:**

1. Find the invoice using the Find Invoices window. See: Finding Invoices: page 4 – 290.
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



The Calculate Balance Owed window shows how much you owe a supplier and how many unpaid invoices you have in the system for the supplier.

▶ **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 View 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. If you do not enter a currency, all invoices are included regardless of currency and the balance is shown in the functional currency.

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 unpaid and available 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 View 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. Payables displays the amounts in both the entered currency and your functional currency.

   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 unpaid and available prepayments.

Calculate Balance Owed Window Reference

This window shows a supplier balance for the invoices that match the criteria you enter in the Find Invoices window.

Default Exchange Rate: 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.

Balance Owed: Unpaid invoice amount minus available prepayments. If you have enabled the Include Outstanding Future Dated Payments

check box, then Payables also subtracts the sum of any outstanding (issued but not matured) future dated payments

Number of Invoices: Number of unpaid invoices, not including unpaid prepayments.

Number of Prepayments: Number of available prepayments.

See Also

Supplier Customer Netting Report *(Oracle Receivable User's Guide*)

Adjusting Invoice Batches

▶ **To adjust an invoice batch:**

1. Find the invoice batch. See: Finding Invoice Batches: page 4 – 289. 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 – 299.

   - **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 – 308

Adjusting Invoices

Authorized users can make adjustments to invoice details, distributions, and scheduled payments, even if the invoice has been accounted or paid. After you make an adjustment to an invoice, you may need to submit Approval before you can pay it. If you adjust payment terms or any scheduled payment information on an approved invoice, you do not need to resubmit Approval.

See: Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308 for more information on adjusting different types of invoices and invoice distributions.

Remember that some invoice values, such as the withholding tax group, distribution set, and projects information, are used when you create *new* invoice distributions. If you change these values at the invoice header level, they do not affect any existing invoice distributions. If you want to change this information on the invoice distribution, then you must change it 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.

Adjusting Purchase Order Matched Invoices

If you accidentally matched to the wrong purchase order document (purchase order, shipment, distribution, or receipt), 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. For details on when you can update any field, see:Invoice Adjustment Chart: page 4 – 315

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 – 76.

When Adjustments to Paid Invoices Can Cause Accounting Problems

Warning: Certain Adjustments to Paid Invoices Can Result in Incorrect Accounting

If you have enabled the Allow Adjustments to Paid Invoices Payables option, you can adjust certain information on a paid invoice. Usually the desired adjustment is to the invoice distributions to correct account information. In certain cases, adjustments you make to invoice distributions will cause incorrect accounting because Payables cannot automatically make corresponding adjustments to related accounts. Payables warns you when you try to adjust a distribution in these cases. If you still want to make adjustments, then create a manual journal entry in your general ledger to correct the other accounting.

Adjusting an invoice in the following situations can cause accounting errors:

- The payment and/or clearing of the payment has been accounted, and one of the following is true:
  - You use Automatic Offsets and the adjustment you are making crosses your offset method (account or balancing segment). For example, your offset method is account and the adjustment is to multiple accounts.
  - Your accounting method for your primary or secondary set of books is cash basis. Because cash basis accounting entries are created at payment accounting time, Payables cannot account for invoice adjustments after the payment has been accounted.
  - You took a discount on the invoice payment and the discount distribution method is not system account. Payables is not able to adjust the accounting, if, for example,

you have prorated your discount across your invoice distributions and you are now changing the account on a distribution.

- Your invoice has a prepaid amount and the prepayment application has been accounted, and one of the following is true:
  - You use Automatic Offsets. Since a prepayment application works like a payment, it may pose a problem in this case. For example, the accounting for the prepayment application relieves your invoice liability, so if you now adjust other invoice distributions Payables is not able to rebuild your offset liability account.
  - Your accounting method for your primary or secondary set of books is cash basis. Since a prepayment application works like a payment and cash basis accounting entries are created at payment accounting time, Payables cannot account for invoice adjustments after the payment has been accounted.

See Also

Invoice Adjustment Chart: page 4 – 315

Budgetary Control In Payables: page 10 – 42

Invoice Variances: page 4 – 172

Unrealized Gain / Loss Report: page 8 – 96

Purchasing Integration: page 4 – 165

Adjusting Invoice Amounts

▶ **To adjust the amount of an invoice:**

1. Find the invoice. See: Finding Invoices: page 4 – 290.
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. Note that you can unapply Prepayment type distributions but you

cannot reverse them or adjust their amount. Also, you cannot reverse Withholding Tax distributions if the invoice has been paid or partially paid.

- 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 the Scheduled Payments button 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 – 307

Reversing Invoice Distributions: page 4 – 308

Adjusting Scheduled Payments: page 4 – 310

Entering Purchase Order Matched Invoices: page 4 – 70

Approval: page 4 – 145

Entering Basic Invoices: page 4 – 44

Invoice Adjustment Chart: page 4 – 315

Adjusting Invoice Exchange Rates

You can change the Exchange Rate of an invoice at any time before you pay it or create accounting entries for it. 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 – 15.

See Also

Entering Foreign Currency Invoices: page 4 – 92

Foreign Currency Transactions: page 6 – 2

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308

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 as the invoice accounting date.

If you are allowed by your business rules, you can use the Unaccounted Transactions Sweep program to transfer all unaccounted invoice and payment transactions from one accounting period to another. You can submit this program when you need to close a period that has unaccounted invoices or payments in it.

See Also

Payables Transfer to General Ledger Program: page 7 – 34

Unaccounted Transactions Sweep Program: page 8 – 16

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308

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 create accounting entries for it, but not after you pay or apply it.

See Also

Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308

Adjusting Invoice Distributions

If you have not yet created accounting entries for an invoice distribution, you can update most of the invoice distribution details, including Description, GL Date, Income Tax Type, Withholding Tax Group, and Income Tax Region. If you have not yet created accounting entries for the distribution 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 – 315.

For Prepayment type distributions, the only fields you can adjust are Tax Code and Description. You cannot reverse or delete Prepayment distributions. However, you can unapply them.

You cannot adjust invoice distributions for a paid invoice if you disable the Allow Adjustments to Paid Invoices 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. Approval will also reallocate any Tax, Freight, or Miscellaneous charges that are not already fully allocated, or that were allocated to reversed distributions. If the charge is not fully allocated, Approval will remove any existing allocations and prorate the charge across all eligible distributions.

Many factors affect whether you can adjust invoice distributions such as if you create interest invoices automatically. For a complete list of restrictions, see: Invoice and Invoice Batch Adjustment Restrictions:

page 4 – 308. For a chart that shows each field and when you can adjust it, see: Invoice Distribution Adjustment Chart: page 4 – 326.

Purchase Order Matched Distributions

You can adjust the GL Date, Income Tax Type, and, under some circumstances, the Account fields of a purchase order matched invoice distribution. You can change the Account only if you have not yet accounted for the invoice and if you have enabled the Allow Matching Account 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 Adjustments to Paid Invoice Payables option.
- ❑ The distribution type is not Prepayment. The only fields you can modify on Prepayment distributions are Tax Code and Description.

▶ **To update invoice distributions:**

1. Find the invoice. See: Finding Invoices: page 4 – 290.
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 – 307.
   - **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 – 308.
   - **Rematch to Purchase Orders.** Reverse a purchase order matched distribution, see: Reversing Invoice Distributions: page 4 – 308, then match to a new purchase order shipment

distribution or receipt see: Matching to Purchase Orders: page 4 – 73.

- **Adjust Account.** If you have not yet accounted for the distribution and you do not use encumbrance accounting, adjust the Account.

  Note: If a distribution has been accounted and you want to make a change then you must reverse the distribution and create a new distribution

- **Unapply prepayments.** You can unapply Prepayment type distributions. Select the Actions button, choose Unapply prepayments, and choose OK. See: Unapplying Prepayments: page 4 – 205

- **Adjust GL Date.** Payables uses the GL Date of the invoice distribution as the accounting date. See: Adjusting GL Dates: page 4 – 303.

- **Adjust Track as Asset.** If you have Oracle Assets installed, the distribution is unaccounted, and the distribution has an expense type account, you can adjust the Track as Asset check box. If the Track as Asset check box is enabled for a distribution, and you have defined an asset category for the account, then 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 – 82.

- **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 accounted for 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 your 1099 reports. 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.

- **Adjust other Fields.** To see when you can adjust other fields, see: Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308 and Invoice Distribution Adjustment Chart: page 4 – 326.

3. Save your work.
4. If you changed the distribution amount, added distributions, reversed distributions, or changed the tax code, 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 – 308

Adding New Invoice Distributions

Prerequisites

- ❑ The invoice has not been cancelled.
- ❑ If the invoice is paid or partially paid, the Allow Adjustments to Paid Invoices Payables option is enabled.

▶ **To add invoice distributions to an existing invoice.**

1. Find the invoice. See: Finding Invoices: page 4 – 290. In the Invoices window add a distribution in one of the following ways:
   - If you want to manually add a distribution, choose the Distributions button to navigate to the Distributions window and add one in the usual manner. See: Entering Invoice Distributions Manually in the Distributions Window: page 4 – 48.
   - If you want to create new distributions by matching the invoice to new purchase order shipments, distributions, or receipts choose the Match button and match. See: Matching to Purchase Orders: page 4 – 73.
   - If you are adding a distribution to a credit or debit memo, and you would like to match it to an existing basic invoice, choose Match and match to an invoice in the Match to Invoices window.

See: Matching Credit/Debit Memos to Purchase Orders and Invoices: page 4 – 85.

2. Adjust the Invoice Amount accordingly.
3. Choose the Scheduled Payments button to navigate to the Scheduled Payments window. Adjust the scheduled payment amounts to match the new invoice amount. See: Adjusting Scheduled Payments: page 4 – 310. Choose OK.
4. Save your work.

Reversing Invoice Distributions

Prerequisites

- ❑ If the distribution is an Automatic Withholding Tax distribution, then the invoice has not been paid or partially paid.
- ❑ The distribution type is not Prepayment.

▶ **To reverse invoice distributions:**

1. Find the invoice. See: Finding Invoices: page 4 – 290.

   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. If the distribution was allocated, either manually recreate the allocations, or Approval will automatically reallocate for you.
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 an encumbrance reversal entry that reverses the invoice distribution encumbrance entry created when you approved the invoice. You cannot update the reversed invoice distribution because Payables will use it to create the reversing encumbrance entry.

ADJUSTING ACCOUNT: If the distribution is purchase order matched, you must enable the Allow Matching Account 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.

CANCELLED INVOICES: If you have cancelled an invoice, you cannot adjust any invoice or invoice distribution information for that invoice. However, if the invoice is unaccounted, you can delete it.

DELETING REVERSED DISTRIBUTIONS. If you have reversed a distribution, you cannot delete it or the associated reversal line.

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: 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.

ACCOUNTED DISTRIBUTIONS: You cannot adjust most of the information on an accounted distribution.

See Also

When Adjustments to Paid Invoices Can Cause Accounting Problems: page 4 – 300

Invoice Adjustment Chart: page 4 – 315

Invoice Distribution Adjustment Chart: page 4 – 326

Applying Prepayments to Invoices: page 4 – 200

Unapplying Prepayments: page 4 – 205

Paying Invoices from the Invoice Workbench: page 5 – 14

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 re–enter your changes.

▶ **To adjust scheduled payments for an invoice:**

1. Find the Invoice. See: Finding Invoices: page 4 – 290.
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.

See Also

Scheduling Invoice Payments: page 4 – 150

Approval: page 4 – 145

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.

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 accounting holds. If an invoice has a hold that prevents accounting, 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 – 308.

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 accounting 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 – 301.

▶ **To cancel an invoice:**

1. Find the invoice. See: Finding Invoices: page 4 – 290.
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 prepayment.

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 – 200

Unapplying Prepayments: page 4 – 205

Selecting Multiple Records *(Oracle Applications User's Guide)*

Purchasing Integration: page 4 – 165

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 – 73.
- **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 – 72.

See Also

Supplier Merge Program: page 3 – 43

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 – 99.
2. Resolve the discrepancy with your supplier.
3. Cancel the invoice. See: Cancelling Invoices: page 4 – 311.

Adjustment Charts

Invoice Adjustment Chart

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Amount	Invoice is a prepayment and a) is encumbered, or b) is applied. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is selected for payment. Invoice is paid with a positive amount discount taken and the Allow Adjustments to Paid Invoices Payables option is disabled. Unaccounted invoice payments that do not have a corresponding void on the same GL Date exist.	NO	NO
Approval Description	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it.	YES	YES

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Approval Status	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it.	NO	NO
Approved Amount	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice currency has no value.	NO	NO
Date Invoice / Goods Received	Invoice is cancelled. Invoice has an unaccounted void payment.	YES	YES
Description	Invoice is fully or partially paid and Allow Adjustments to Paid Invoices Payables option is disabled.	YES	YES
Discountable Amount *	Currency field has no value. Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it.	NO	NO
Distribution Set	Invoice is saved.	YES	YES

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Document Category Name	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is saved. Sequential numbering is not enabled or the allow document category option is not enabled.	NO	NO
Exchange Date	Invoice is in the functional currency. Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it.	NO	NO
Exchange Rate, Type	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Exchange rate type is not user–defined or has no value. Invoice is encumbered. Invoice has accounted or partially accounted distributions.	NO	NO

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Freight Amount	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Currency or GL Date has no value.	NO	NO
GL Date	Invoice is cancelled.	YES	YES
Invoice Curr	Multiple currencies are not used. Invoice type is either QuickMatch or PO Default. Invoice is fully or partially paid or a prepaid amount exists for the invoice. Invoice is cancelled.	NO	NO
Invoice Date	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is purchase order matched. Sequential numbering is enabled.	NO	NO

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	**Cannot adjust field if:**	**If paid or partially paid**	**If accounted**
Invoice Number	Allow Adjustments to Paid Invoices Payables option is disabled and the invoice is paid or partially paid. Invoice is a prepayment and is encumbered. Invoice is cancelled. Invoice has an unaccounted void payment. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is purchase order matched. Sequential numbering is enabled. Invoice is a prepayment.	NO	NO
Liability Account	Invoice is a prepayment and is encumbered.	YES	NO
Oracle Projects Project, Task, and Expenditure Information	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Projects is not installed. Invoice is not Projects–related.	NO	NO
Pay Alone	Invoice type is Mixed with a negative invoice amount. Invoice has been selected for payment. Invoice is cancelled. Invoice is a Credit or Debit Memo.	NO	YES

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Pay Group	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has prepayment applied to it. Invoice is selected for payment.	NO	YES
Payment Curr		NO	YES
Payment Method* (can change at scheduled payment)	Invoice is a prepayment and the invoice is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is selected for payment.	NO	NO
Payment Priority	Record is queried. Payment schedule is fully paid. Any payment schedules for the invoice are selected for payment.	YES	YES
Prepayment PO Number	Invoice is not a prepayment or Supplier has no value. Invoice is cancelled. Prepayment is applied.	YES	YES

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Prepayment Type	Invoice is not a prepayment. Invoice is cancelled. Prepayment has been applied.	YES	YES
Settlement Date	Prepayment type is not Temporary. Invoice is cancelled. Prepayment has been applied.	YES	YES
Supplier Name	Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is purchase order matched. Invoice is approved. Invoice is a prepayment and is purchase order matched.	NO	NO
Supplier Number	Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is purchase order matched. Invoice is approved. Invoice is a prepayment and is purchase order matched.	NO	NO

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	**Cannot adjust field if:**	**If paid or partially paid**	**If accounted**
Supplier Site	Invoice is cancelled. Invoice has an unaccounted void payment. Invoice is fully or partially paid and Allow Adjustments to Paid Invoices is disabled. Invoice has withholding tax lines.		NO
Tax Amount	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Tax Code has no value. Tax type is Use.	NO	NO
Tax Calculation	Invoice is saved. Automatic tax calculation override is disabled. Automatic tax calculation option in Payables options window is disabled. Tax type is Use. Invoice amount has no value.	YES	YES

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Tax Code	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Tax:Allow Tax Code Override profile option is disabled.	NO	NO
Terms Date *	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is selected for payment.	NO	NO
Terms*	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is selected for payment. Invoice is fully or partially paid and invoice payments exist.	NO	NO

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Type	Invoice is a prepayment and a) is encumbered, or b) is applied. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is purchase order or receipt matched. Sequential numbering is enabled.	NO	NO
User Rate Type	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice currency is the same as the base currency. User rate type is EMU Fixed. Exchange rate type is not User. Encumbered distributions exist.	NO	NO

INVOICE ADJUSTMENT CHART			
		Updatable?	
Invoice Fields	Cannot adjust field if:	If paid or partially paid	If accounted
Voucher Number	Invoice is a prepayment and is encumbered. Invoice has an unaccounted void payment. Invoice is cancelled. Invoice has withholding tax distributions. Invoice has a prepayment applied to it. Invoice is selected for payment. Invoice is saved and sequential numbering is enabled.	NO	NO
Withholding Tax Group	Invoice is prepaid and is withheld at payment time. Invoice is preapproved and is withheld at approval time. Invoice is cancelled and has withholding tax lines. Invoice has unaccounted void payments. Invoice is fully or partially paid and Allow Adjustments to Paid Invoice is disabled. Use Withholding Taxes Payables option is disabled. Supplier site option to use withholding taxes is disabled.	YES	NO
* When you change this field, Payables recalculates your scheduled payment			

See Also

Invoice and Invoice Batch Default Chart: page E – 2

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, allocate, or add a distribution if the invoice has been paid or partially paid and the Allow Adjustments to Paid Invoices Payables option is disabled.
- The invoice is a prepayment that has already been applied.
- For Prepayment type distributions, the only field that is updatable is Description. You cannot reverse or delete a Prepayment distribution, but you can unapply it.

Fields Without Other Restrictions

Other than the above rules, there are no restrictions to updating the following distribution fields:

- Description
- Income Tax Type

Display Only Fields

The following fields are display only, and cannot be updated:

- Match Quantity
- Accounted
- Price
- Purchase Order Number

- Statistical Unit
- Status

INVOICE DISTRIBUTION ADJUSTMENT CHART		
Invoice Distribution Field	**Cannot adjust field if:**	**Updatable if Accounted?**
Account	Distribution is purchase order matched and a) the Allow Matching Account Override Payables option is disabled, b) the invoice is Final Matched, c) the Accrue On Receipt flag is enabled or set to Done, d) encumbrance is enabled. Encumbrance is enabled and distribution a) is part of a reversal pair, or b) is encumbered (approved). Projects is installed, distribution is project–related, and the Projects Override option is disabled. Distribution is an automatically created withholding tax distribution.	NO
Accounting Date	Encumbrance is enabled and distribution a) is part of a reversal pair, or b) is encumbered.	NO
Amount	Encumbrance is enabled and a) the distribution is part of a reversal pair, or b) the distribution has been encumbered (approved). Distribution is purchase order matched.	NO
Description		YES
Final Match	Match Status flag is set to Yes. Final Match flag is set to Done. Allow Final Matching Payables option is disabled. Distribution is not purchase order matched.	YES
GL Date	Encumbrance is enabled and distribution a) is approved, or b) is part of a reversal pair.	YES

INVOICE DISTRIBUTION ADJUSTMENT CHART		
Invoice Distribution Field	**Cannot adjust field if:**	**Updatable if Accounted?**
Includes Tax Checkbox	Allow Override (of Distribution Amount Includes Tax) Payables option is disabled. Use Automatic Tax Calculation Payables option is disabled. Tax calculation level is not Line or Tax Code. Distribution is purchase order or receipt matched. Tax has already been calculated for the distribution. Distribution is type Tax.	YES
Income Tax Region	Income Tax Type has no value.	YES
Line Number	Distribution is saved.	NO
Projects	Projects is not installed or project does not have a name. Encumbrance is enabled. Distribution: a) is encumbered (approved), or b) is part of a reversal pair, or c) has associated tax lines that are encumbered. Invoice is Final matched. Distribution is purchase order matched and a) Purchase Order Accrue on Receipt is enabled or b) encumbrance is enabled.	NO
Projects Information	Projects is not installed or Project has no value.	YES
Statistical Quantity / Unit	No defined unit of measure exists for the account. Record is queried. Distribution is approved. Distribution is part of a reversal pair.	NO

INVOICE DISTRIBUTION ADJUSTMENT CHART		
Invoice Distribution Field	**Cannot adjust field if:**	**Updatable if Accounted?**
Tax Code	Encumbrance is enabled and distribution a) is encumbered (approved), or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Tax code has value; or tax code has no value but is not required, and the Tax:Allow Tax Code Override profile option is disabled. Distribution is purchase order matched and a tax line is associated with it that is encumbered (allocations).	NO
Tax Recovery Rate	Enable Recoverable Tax Payables option is disabled. Encumbrance is enabled and distribution a) is encumbered (approved), or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Distribution type is Tax or Automatic Withholding Tax. Tax:Allow Override of the Tax Recovery Rate profile option is disabled. Distribution is approved. Distribution is purchase order matched and a tax line is associated with it that is encumbered.	NO
Recoverable	Enable Recoverable Tax Payables option is disabled. Encumbrance is enabled and distribution a) is encumbered (approved), or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Distribution type is not Tax.	NO

INVOICE DISTRIBUTION ADJUSTMENT CHART		
Invoice Distribution Field	**Cannot adjust field if:**	**Updatable if Accounted?**
Tax Code	Distribution is purchase order matched, and a tax code is associated with the purchase order, which is encumbered. Encumbrance is enabled and distribution a) is encumbered, or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Tax: Allow Override of Tax Code profile option is disabled and a) there is an existing value, or b) there is no existing value and a value is not required.	NO
Track As Asset	If the account type is Asset, you cannot disable this check box.	YES

INVOICE DISTRIBUTION ADJUSTMENT CHART		
Invoice Distribution Field	**Cannot adjust field if:**	**Updatable if Accounted?**
Type	Record is saved. Distribution is purchase order or receipt matched. Encumbrance is enabled and distribution: a) is part of a reversal pair, or b) is approved. Distribution is a prepayment distribution. Distribution has existing allocations. Invoice is a prepayment and prepayment distribution is partially or fully applied. Invoice has a voucher number. Invoice is paid and you have taken a discount. Distribution is an automatically created withholding tax distribution.	NO
Withholding Tax Group	Invoice is already paid and you withhold at payment time. Invoice is already approved and you withhold at approval time. Distribution is not a withholding tax distribution. Record is saved.	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 – 333.
- Submit the Print Invoice Notice from the Submit Request window to print multiple invoice notices for invoices that match selection criteria you specify. See: Print Invoice Notice: page 8 – 159.

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 – 217. If you use multiple languages in your Payables installation, then Payables will group the notices by language and submit the report once for each group.

You specify a language for the supplier at the supplier site. 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.

See also: Customizing Your Supplier Letters: page 2 – 217

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 Notice: page 8 – 159

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 – 136, and Releasing Holds: page 4 – 140.

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.

Receipt. If the invoice is receipt matched, Payables displays the receipt information for this invoice.

Current Record. If the selected record is a hold, then Payables displays the date the hold was applied. Payables displays who applied it, either the system, or the user.

If the selected record is a release, then 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. You can select this only if the invoice is purchase order matched.

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 – 99

Summary of Approval Hold Codes: page J – 2

Holds: page 4 – 136

Match to Purchase Orders Window Reference

This window is 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)*.

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.

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 at the shipment level only. 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, 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. Once you approve a final matched invoice distribution, you cannot update the Final Match field for the distribution. For detailed information, see: Final Matching Purchase Orders: page 4 – 82.

Allocate. Check the Allocate check box for the shipments for which you want to prorate tax, freight, or miscellaneous. For detailed information see: Allocate Window: page 4 – 59.

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.
- **Distributions.** The number of distributions for the current purchase order shipment. This is helpful in determining if you need to match to specific distributions instead of prorating the match quantity across multiple distributions.

Terms. Payment terms associated with the purchase order shipment.

Allocated. If you have used the Allocate check box and window to prorate, Payables displays the amounts you have prorated for Tax, Freight, or Miscellaneous charges.

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.

Deliver To. 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 Distributions window.

Match. Choose this button to complete the match.

Invoice Batches Window Reference

You use the Invoice Batches window 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 – 342.

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 re–enter 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 each invoice in the batch and its distributions. 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 Basis 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 accounting entries for 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: Automatic Offsets: 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 Priority. A number, between 1 (high) and 99 (low), that represents the priority of a payment. If you do not enter a batch default, then the default payment priority for each invoice will be from the supplier site. You can enter a payment priority range as a criteria for selecting invoices for a payment batch.

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.
- **Prepayment.** An invoice you enter to make an advance payment to a supplier or employee.
- **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.

Create Accounting. After you have entered invoices in an invoice batch, choose the Create Accounting button to create accounting entries for each invoice in the batch. See: Creating Accounting Entries in Payables: page 7 – 12.

See Also

Entering Invoice Batches: page 4 – 55

Adjusting Invoices: page 4 – 299

Invoice Adjustment Chart: page 4 – 315

Invoices Window Reference

In the Invoices window, all values are displayed in the invoice currency, except for 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.

Award Number. If you use Oracle Grants Management, enter the award number of the project.

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 cancelation, 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 – 129.

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.

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 – 155.

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 Item, Freight, Tax and Miscellaneous Invoice distributions in the Distributions window. This amount does not include Prepayment or Withholding Tax type distributions. Those amounts are in the Prepaid Amount and Withheld Amount fields, respectively. 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 – 92.

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.

If you are entering an exchange rate between a National Currency Unit of the European Monetary Union (EMU), and a non–EMU currency, then Payables can calculate the exchange rate if you provide the exchange rate between the non–EMU currency and the euro. See: Entering Exchange Rates for EMU Currencies: page 6 – 10.

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.

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, system date, or goods received date depending on your GL Date Basis Payables option. If you change the date it will not affect existing distribution GL Dates, but it will default to any new distributions you enter.

Invoice Amount. The invoice amount including tax, freight, and miscellaneous charges. This amount does not include the Prepaid Amount (Prepayment distributions) or Withheld Amount (Withholding Tax distributions).

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 accounting entries for 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: 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 the unaccounted distributions to Needs Reapproval 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.

Prepaid Amount. The sum of prepayment amounts that have been applied to an invoice. This is the sum of the invoice's Prepayment type distributions.

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: Even if you match a prepayment to a purchase order, you are not restricted to the value you enter in this field. You can leave this field blank or you can enter a different purchase order number.

> **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 – 8.

- **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 code 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 code, Payables automatically calculates and enters the Tax Amount.

Tax Code. Payables enters the a default tax code in the Invoices window based on the Tax Code Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 105.

If you enter a tax code in the Invoices window and Invoice Header is the highest ranking applicable tax source, then during distribution creation, Payables assigns the tax code to each invoice distribution.

If Payables defaults the distribution tax code from the Invoice Header, it will override any tax codes on the distributions created by Distribution Sets, purchase order matching, or the Account tax code default source.

- **Sales or User defined.** Payables creates a tax distribution for the Tax Amount you enter.
- **Use.** If you select a use tax code, 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 – 89.

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.

- **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.
- **Interest.** An invoice that Payables automatically creates invoices to pay interest for overdue invoices if you enable automatic interest calculation for a supplier, and if you pay an overdue invoice for the supplier in a payment batch or with a Quick payment. See: Interest Invoices: page 10 – 7.
- **Expense Report.** An invoice you enter to record business–related employee expenses.
- **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 – 96.
- **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. After you use this invoice type to complete the match, the invoice will become a Standard type invoice. See: PO Default and QuickMatch Invoices: page 4 – 171.
- **Prepayment.** An advance payment you make to a supplier or employee. If you enter Temporary for the Prepayment Type field, then you can later apply prepayment to an invoice. See: Prepayments: page 4 – 195.
- **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 – 171.

- **Standard.** A trade invoice you receive from a supplier.
- **Withholding Tax.** An invoice you have generated to pay a tax authority. See: Creating Withholding Tax Invoices: page 10 – 28.

Voucher Number. Assign a manual voucher number to an invoice for internal tracking purposes. 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. If you change this value at the invoice header level, then the change will not affect any existing distributions.

Display Only Region

Accounted. Payables displays Yes, No, or Partial to indicate if the accounting entry for the invoice has been successfully created. If the status is Partial, then you have created accounting entries for some but not all of the invoice distributions.

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 – 136.

Status. Approval status of an invoice.

- **Approved.** Approval has tested and approved the invoice and it is available for payment and for accounting.
- **Available.** Temporary prepayment that has an amount available to be applied to an invoice.
- **Cancelled.** You have cancelled the invoice.
- **Fully Applied.** Temporary prepayment that has been fully applied to one or more invoices.
- **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.
- **Permanent.** Permanent prepayment that has been fully paid.
- **Unpaid.** Prepayment that is not yet paid.

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 start one of the following matches, based on the transaction you select. Select the transaction you want to match to from the poplist, then choose the Match button. If you enter a positive amount invoice, then Payables defaults either Purchase Order or Receipt, based on the Invoice Match option of the supplier site.

- **Purchase Order.** Match a selected invoice to a purchase order
- **Receipt.** Match a selected invoice to a purchase order receipt.
- **Credit Memo.** 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 accounting entries for the invoice. You need to open the period and resubmit Approval to pay or create accounting 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.

LIABILITY ACCOUNT. If you use encumbrance accounting and Automatic Offsets, and an invoice is fully approved, you cannot update the Liability Account for the invoice. If you use encumbrance accounting and Automatic Offsets, and there is at least one unapproved invoice distribution, then you can update the Liability Account. Payables uses this updated Liability Account only for the invoice distributions subsequently approved.

See Also

Adjusting Invoices: page 4 – 299

Invoice Adjustment Chart: page 4 – 315

Scheduled Payments Window Reference: page 4 – 152

Payments Window Reference: page 5 – 96

Distributions Window Reference

Use this window to enter, review, or adjust distributions for an invoice. Payables uses distributions to create accounting 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, allocating, or by Purchase Order Matching.

When you query distributions in this window, Payables displays distributions by Type in the following order: Item, Tax, Freight, Miscellaneous, Prepayment, Withholding.

You can find detailed information on entering, reviewing and adjusting distributions throughout the Invoices chapter.

Account. Account to charge when you create an accounting entry for this distribution. Usually an expense or asset account.

Accounted. Payables displays Yes or No to indicate if accounting entries have been created for the distribution.

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.

Award Number. If you use Oracle Grants Management, enter the Award number of the project. If you have a default value in this field, it is from either the invoice header or Distribution Set.

Country of Supply. Used to record VAT on expense reports. Two–letter ISO designation for the country of origin of the goods or services.

Description. Description of the distribution. This description appears on the payment document remittance. For manually entered distributions, the default value is the invoice description. For tax distributions, the default value is the tax code. 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.

Final Match. Enter Yes only if this is the last invoice you want to match to the purchase order and you are sure you want to final match. For detailed information see: Final Matching Purchase Orders: page 4 – 82.

- **Yes.** This is the last invoice you want to match to the purchase order. You can enter Yes only if the distribution is matched to a

purchase order, the Allow Final Matching Payables option is enabled, and the invoice is not yet approved.

- **No or Null.** The distribution is not purchase order matched, or you do not want to final match to the purchase order.
- **Done.** When the distribution successfully final matches during Approval, Payables changes the status to Done and you cannot update it.

Attention: Enter Yes only if you are certain this is a final match against the related purchase order. Once you approve a final matched invoice distribution, you cannot update the Final Match field for the distribution.

Functional Amount. Invoice amount displayed in your functional currency.

GL Date. Payables uses the GL Date as the accounting date. 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 hold to the invoice. If the GL Date of an invoice is in a future period in Payables you cannot pay the invoice.

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 code to create a tax distribution with the same tax code 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 – 34.

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 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 – 35

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 – 35.

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 – 18.

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.

Merchant Doc Num. Used to record VAT on expense reports. Number of the receipt or invoice that included the VAT charge. For example, receipt number of hotel bill that included a VAT charge.

Merchant Name. Used to record VAT on expense reports. Name of merchant that issued the receipt with the VAT charge. For example, name of hotel that issued a bill that included a VAT charge. This value is not validated against suppliers defined in Payables.

Merchant Reference. Used to record VAT on expense reports. Additional information for the merchant that issued the VAT–inclusive receipt. This can be address or location information for the supplier, or additional document information, such as a purchase order number.

Merchant Taxpayer ID. Used to record VAT on expense reports. Taxpayer ID number of the merchant that issued the VAT–inclusive receipt. Also known as the NIF in Europe or the NIT in Latin America.

Merchant Tax Reg Num. Used to record VAT on expense reports. Tax registration number for the merchant that issued the VAT–inclusive receipt. This number is used for reporting and reclaiming VAT.

Num. Unique number for the distribution. You can override Payables default if the number you enter is unique for the invoice.

PO Number. Purchase order to which the distribution is matched.

PO Distribution Number. Purchase order distribution to which the distribution is matched.

Prepay Amount Remaining. For Item distributions of a prepayment, this field displays the total Item distribution amount that has not yet been applied to an invoice.

Prepayment Number. The invoice number of the prepayment applied to the invoice.

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.

Project/Task/Expenditure information. If you have Oracle Projects installed, associate an invoice with a project to charge the expenditures on an invoice to a specific project, task, or organization. The system uses the project information you enter to create an account that defaults to the invoice distribution. You can override this project information at the invoice distribution.

> **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.

Receipt Date. Used to record VAT on expense reports. Date of the receipt or invoice that included the VAT charge. For example, receipt date of hotel bill that included a VAT charge.

Recoverable. If you use the recoverable tax feature, this check box indicates that the amount of a Tax distribution is recoverable. During Approval, Payables creates separate tax distributions for recoverable and non–recoverable taxes and sets this option for the recoverable distributions it creates. Payables hides this check box when the Financials option Enable Recoverable Tax is not enabled.

Recovery Rate. If you record partially recoverable tax, this is the rate at which tax is recoverable for this distribution. This option defaults from the tax code. You can override this option only if your system

administrator has enabled the following profile option: Tax: Allow Override of Tax Recovery Rate.

Note that if you update the Tax Code, then Payables will not update the recovery rate. Also, if you update the recovery rate, Payables will not recalculate any existing tax distributions.

If you match to a purchase order, Payables uses the following rules to default the recovery rate to the invoice distribution:

- If the tax code for the invoice distribution is different from the tax code for the purchase order, then Payables uses the tax rate assigned to the invoice tax code.
- If the tax code on the invoice distribution and the purchase order are the same, then use the recovery rate of the purchase order tax code.

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 accounting entry you create and transfer to your general ledger.

If you use General Ledger, you can define the units of measure 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 transfer accounting entries. 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 General Ledger User's Guide)*.

Status. Approval status of the distribution:

- **Approved.** Approval has tested and approved the distribution and it is available for payment and accounting.
- **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.

Tax Code. Tax code associated with the distribution. Payables provides a default value based on the Tax Code Defaults hierarchy you defined in the Payables Options window. You can override this option only if your system administrator has enabled the following profile option: Tax:Allow Override of Tax Code. See: Defaulting Tax in Payables: page 4 – 105. For a non–tax type distribution, enter the name of the tax that is applicable to this distribution. For tax distributions, enter the same tax code that the tax distribution is paying. For detailed information, see: Entering Taxes on Invoices: page 4 – 97.

If the distribution type is Item, you cannot enter an offset tax code in this field. You cannot tax distributions with Use tax codes.

Note that if you update the Tax Code, then Payables will not update the recovery rate.

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 at any time before the invoice accounting entries are transferred to general ledger. For more information see: Assets Integration: page 4 – 157.

Type. Payables uses Type to differentiate between charges on an invoice.

- **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 – 129.
- **Tax.** Distribution for a tax amount. For detailed information on entering tax type distributions, see: Entering Taxes on Invoices: page 4 – 97.

  If you enter a use tax code in the Invoices window, you cannot enter a tax distribution with a use tax code 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

Withholding Tax Group. See also: Automatic Withholding Tax Overview: page 10 – 24.

- **Prepayment.** When you apply a prepayment to an invoice distribution, Payables adds a negative amount Prepayment distribution to the invoice to record the application and to reduce the invoice amount to be paid.

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.

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 – 158.

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.

Display Only Region

Account Description. Description of the selected distribution.

Status. See above.

Accounted. See above.

PO Number. See above.

Dist. The distribution number of the prepayment applied to the invoice.

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. Note that you cannot reverse Prepayment type distributions but you can unapply them. See also: Reversing Invoice Distributions: page 4 – 308, and Invoice and Invoice Batch Adjustment Restrictions: page 4 – 308.

Allocate. Opens the Charge Allocations window which you can use to allocate tax, freight, or miscellaneous charges to selected distributions on the same invoice. When you choose this button, if the current record is an Item distribution or a new record, then you can use the window to allocate a Tax, Freight, or Miscellaneous charge to one or more distributions, and to automatically create Tax, Freight, or Miscellaneous distributions. If the current record is a Prepayment distribution, then you can use the window to allocate Tax and automatically create new Tax distributions.

If the current record is a Tax, Freight, or Miscellaneous distribution, then you can use the window to allocate charges to distributions for Periodic Costing, or view and modify existing allocations. This button is enabled only when you select a single distribution that is not matched to a receipt. See: Creating Tax Distributions by Allocating Tax to Invoice Distributions: page 4 – 52, Creating Freight and Miscellaneous Distributions By Allocating to Distributions: page 4 – 50, and Recording the Allocation of Manually–Entered Other Charge Distributions to other Distributions: page 4 – 67**.**

This button is disabled if the invoice is cancelled because you cannot adjust allocations for a cancelled invoice.

View PO. If you have Oracle 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 or Tax Code 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 code. If you use Line level or Tax Code 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.

View Encumbrances. If you use budgetary control, then this will navigate to the View Encumbrances window, where you can see the encumbrances for the invoice. See: Reviewing Encumbrances: page 10 – 48.

View Receipts. If you have Oracle Purchasing installed and the selected distribution is matched to a receipt, then choose the View Receipts button to navigate to the Receipt Transactions Summary window.

See Also

Adjusting Invoices: page 4 – 299

Checking Funds for Invoices: page 10 – 43

Creating Distribution Sets: page 2 – 17

Distribution Sets: page 2 – 17

Entering Foreign Currency Invoices: page 4 – 92

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CHAPTER

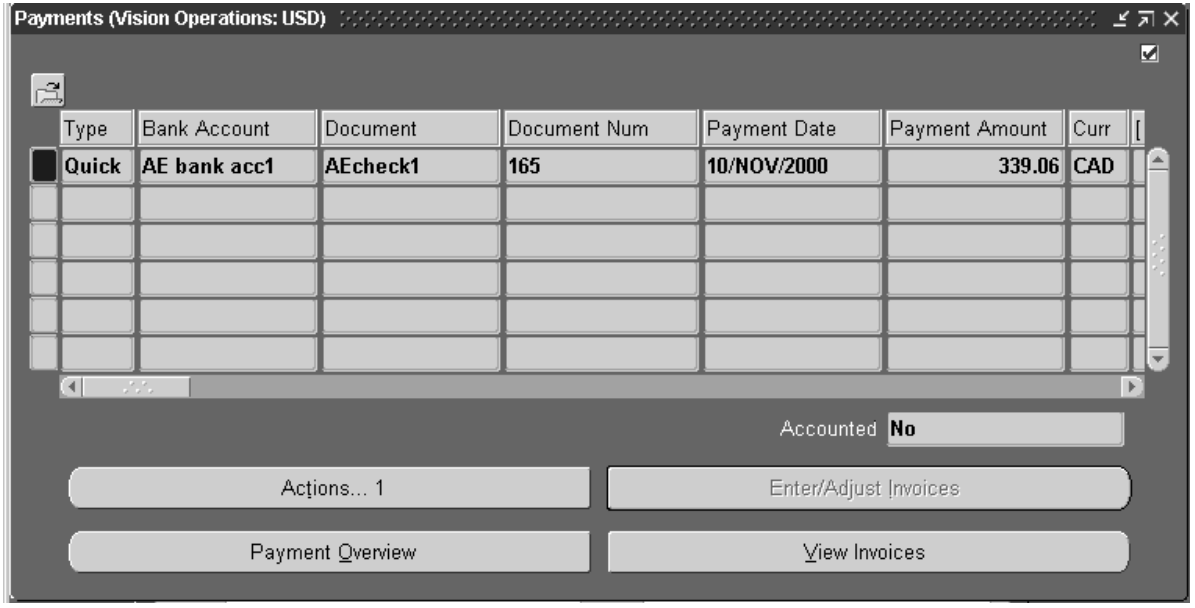
5

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.

For future dated manual payments, if the Payables option Use Future Dated Payment Account is set to Supplier Site, then you can select invoices for payment only if the supplier site Future Dated Payment Account is the same as that of the supplier site in the payment header.

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.

   If you have selected the wrong invoice, you can select the invoice, and then choose the Reverse Payment button. This automatically creates a reversal, which disassociates the invoice from the manual payment. You can now select the correct 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 Receivables User's Guide)*

Supplier–Initiated Manual Future Dated Payments: page 5 – 65

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 e–Commerce 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 – 127. 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. See: Printing Quick Payments: page 5 – 80.

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 – 78

Voucher Numbers: page 2 – 24

Foreign Currency Transactions: page 6 – 2

Finding Payment Batches: page 5 – 36

Reviewing Payment Batches: page 5 – 37

Selecting Multiple Records *(Oracle Applications User's Guide)*

Entering Flexible Addresses *(Oracle Receivables User's Guide)*

Automatic Interest: page 10 – 7

Paying Invoices with Clearing Payments

Use the clearing payment method to account for intercompany expenses when you do not actually disburse funds through banks. For example, your Facilities group pays the telephone company 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 – 50

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 – 122.
- ❑ 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 – 173

Selecting Multiple Records *(Oracle Applications User's Guide)*

Refunds

When a supplier or employee sends you a refund for an invoice payment you have made, you can record the refund in Payables. A refund closes out an outstanding credit balance, so you are actually making a negative payment for a credit balance. The credit balance can consist of the outstanding balance of any combination of the following documents, as long as the sum is negative and equals the refund amount:

- Invoices
- Debit memos
- Credit memos
- Expense report

Paying these documents with a refund records each document as paid, and gives you a complete supplier transaction history.

For example, suppose you want to stop doing business with a supplier. You have an overall $100 credit balance with the supplier. The supplier sends you a $100 refund for the credit balance, which consists of a credit memo of $250 and an unpaid invoice of $150. You enter a $100 refund (a $100 negative payment), and apply it to the invoice and credit memo. After you apply the refund, the invoice and credit memo are recorded as paid, and you have no outstanding documents for the supplier.

When you record a refund, Payables debits either your cash or cash clearing account and credits either your expense or liability account (depending on whether you use cash or accrual accounting).

You can take discounts on payables documents you pay with a refund.

Refunds for Prepayments

You may receive refunds from suppliers for prepayments you have made to them, for example, a refund for a deposit or repayment of a travel advance.

If you receive a refund for a prepayment, enter an invoice and apply the prepayment to it. Enter a debit memo for the invoice. You can then pay the debit memo with the refund.

Entering Refunds

Use the Payments window to record a refund payment for one or more outstanding Payables documents. This enables you to close an open credit balance and maintain a full transaction history for the supplier. The Payables documents you select must be in the same currency as the refund currency, and the sum of the documents you select must equal the amount of the refund.

Recording Refunds for Invoices When a Credit Balance Exists

You pay debit balance with refunds in the Payments window. If you know the credit or debit memo you want to pay, you can query it in the Invoices window, choose the Scheduled Payments button, and then choose the Pay button to navigate to the Payments window.

Prerequisite

- ❑ Set up the bank account in which you will deposit the refund. This can be the same bank account you use to make payments. Set up the appropriate cash account and, if applicable, set up a cash clearing account.

▶ **To record a refund when a credit balance exists:**

1. In the Payments window, enter a negative value in the Payment Amount field. Supplier, Bank Account, and Payment Date are required fields.

   Enter any other relevant information. For detailed information on any field, see Payments Window Reference: page 5 – 96.

2. Choose the Enter / Adjust Invoices button. The Select Invoices window opens.

3. Query the supplier's unpaid or partially paid invoices that are in the same payment currency as the refund currency. Select any combination of positive and negative amount invoices. For each invoice, enter the amount that you want to pay with the refund.

   To see additional information about any invoice, choose the Invoice Overview button.

4. Save your work. Payables records the refund and updates the status of each selected invoice to Paid.

Recording Refunds When No Credit Balance Exists

Your supplier may send you a refund when no credit balance exists, for example, for an applied prepayment. You can record it by entering a debit memo and paying it with a refund.

Prerequisite

- ❑ Set up the bank account in which you will deposit the refund. This can be the same bank account you use to make payments. Set up the appropriate cash account and, if applicable, set up a cash clearing account.

▶ **To record a refund when a credit balance does not exist:**

1. Enter and approve a debit memo for the refund amount. Select the debit memo in the Invoices window.

   Choose the Actions button. Select the Pay in Full option. Payables opens the Payments window.

2. In the Payments window, Payables provides default values for Type, Payment Amount, and Supplier. Enter Bank Account and Refund Date.

   Enter any other relevant information. For detailed information on any field, see Payments Window Reference: page 5 – 96.

3. Save your work. Payables records the refund and updates the debit memo status to Paid.

See Also

Payments Window Reference: page 5 – 96

Entering Credit / Debit Memos: page 4 – 84

Voiding Refunds

You can void a recorded refund just as you void any other payment. Select the refund in the Payments window, choose the Actions button, and use the Void option in the Payment Actions window. You can then re–enter the refund and pay any open invoices or prepayments for the supplier. See: Voiding Payments: page 5 – 82.

Refund Restrictions

NO INTEGRATION WITH RECEIVABLES. This feature does not integrate with your receivables system.

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.

> **Note:** This window does not show prepayment applications. To see details on what prepayments were applied to an invoice, query the invoice and review the prepayment applications in the Distributions window.

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 – 127. 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:
   - 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 – 24.
   - If the payment currency is different from you functional currency, enter exchange rate information in the Payment Rate region. You can pay invoices in a different currency only if the currencies are related fixed–rate currencies. 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.
   - If you are creating a future dated payment and you have selected a future dated payment enabled payment document, then check the Future Dated Payment check box and enter a Maturity Date.
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.

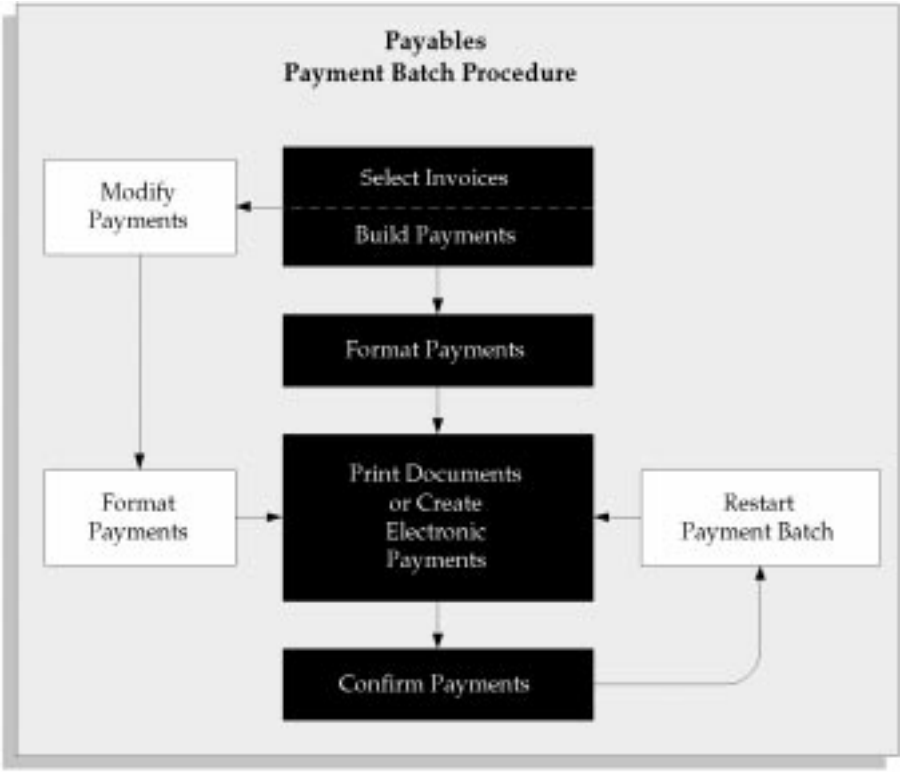
Payment Batch Templates and Payment Batch Sets

Payment batch templates and payment batch sets enable you to use predefined payment batch criteria for payment batches you frequently process.

- **Payment batch template:** You can copy payment batch criteria from an existing payment batch in the Payment Batches window. See: Templates: page 5 – 93.
- **Payment batch set:** You can define a group of payment batches with predefined selection criteria in the Payment Batch Sets window. You can initiate multiple payment batches at once when you use payment batch sets. See: Payment Batch Sets: page 5 – 20.

The Payment Batch Process

You follow a series of steps to create your payment batch payments, and you initiate each step from the Payment Batch Actions window, or, for payment batch sets, from the Submit Payment Batch Set window. The following figure illustrates the sequence of steps you follow to complete a payment batch.



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 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:

Creating Payment Batch Sets: page 5 – 20

Initiating Payment Batches: page 5 – 22

Initiating Payment Batch Sets: page 5 – 25

Building Payments: page 5 – 26

Modifying Payment Batches: page 5 – 27

Formatting Payments: page 5 – 30

Printing Payment Batch Checks: page 5 – 31

Confirming Payment Batches: page 5 – 32

Finding Payment Batches: page 5 – 36

Reviewing Payment Batches: page 5 – 37

Troubleshooting a Payment Batch: page 5 – 38

Cancelling Payment Batches: page 5 – 43

Printing a Preliminary Payment Register: page 5 – 44

Printing Separate Remittance Advice: page 5 – 45

Batch Control Report: page 8 – 120

See Also

Creating Foreign Currency Payments: page 5 – 48

Creating Zero–Amount Payments: page 5 – 52

Electronic Payments: page 5 – 54

Payment Batches and Payment Batch Sets Window Reference: page 5 – 88

Payment Batch Restrictions: page 5 – 46

Payment Batch Sets

A *payment batch set* groups several payment batches together so you can simultaneously submit the selection, build, or format process for each payment batch in the set. With a payment batch set you can submit several payment batches with different payment currencies simultaneously.

You define a payment batch set by entering invoice selection criteria for one or more payment batches in the Payment Batch Sets window. Once you define a payment batch set you can use it as a template to regularly manage and submit similar groups of payment batches.

Creating Payment Batch Sets

To create a payment batch set, you name and define payment batches in the Payment Batch Sets window.

Note that all payment batch windows display amounts in the payment currency.

Note that if any payment document uses a payment method of Check, you cannot submit the batch set through the confirm process. You might want to create a separate payment batch set for each payment batch that uses a Check payment method.

Prerequisites

- ❑ For each payment batch in the set, define a separate payment document in the Payment Documents window. Each payment batch in the set must use a unique payment document.

▶ **To create a payment batch set:**

1. In the Payment Batch Sets window, enter a unique name for the batch set in the Batch Set Name field.
2. Enter each payment batch in the set. For each payment batch in the set enter the following details:

   Enter a unique name in the Batch Name field. This name will be combined with the Batch Run Name to create a unique payment batch name that you can query later in the Payment batches window.

   Check the Include in Set check box so that the payment batch will be included when you submit the payment batch set.

   Provide or change invoice selection criteria. For details on any field see: Payment Batches and Payment Batch Sets Window Reference: page 5 – 88.

   If you want to print checks before reviewing the formatted payments, check the Print Now option and designate a printer in the Printer field.
3. Save your work. You can continue with Initiating Payment Batches in the Payment Batch Sets window: page 5 – 25.

Batch Names

When you submit a payment batch set for processing, in the Submit Pbatch Set window you must enter a unique batch run name. In the Find Payment Batches window you can query on batch run names to view the batches in the set after Payables processes payment batch sets.

Payables uses the batch run name you enter to construct a unique batch name for each payment batch in the set. The following table provides examples of how Payables constructs batch names.

Batch Run Name (Submit Batch Set window)	Batch Name (Payment Batch Set window)	Batch Name (Payment Batches window)
BL01JUN98	A1	BL01JUN98A1
BL15JUN98	A2	BL15JUN98A2
BL01JUL98	A3	BL01JUL98A3

Payment Batch Set Restrictions:

MODIFYING BATCHES. If you select the Format Batch process for a payment batch set, you cannot modify the payment batches.

UNIQUE PAYMENT DOCUMENTS. Each payment document in used in the batch set must be unique.

RATE TYPE: You cannot enter a User rate type in the Payment Batch Sets window.

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.

You can initiate payment batches from either the Payment Batches window or the Payment Batch Sets window.

Initiating Payment Batches in the Payment Batches Window

Prerequisite

- ❑ The payment document has enough documents defined to complete the payment batch. For example, if you are creating 100 checks, the payment document has at least 100 checks defined.

▶ **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 – 155.

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 – 31, or, if you are creating electronic payments, proceed with Confirming Payment Batches: page 5 – 32.

- 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 – 27, or Formatting Payments: page 5 – 30.

6. Choose OK to save your work.

   After you format the documents, you can continue with Printing Payment Batch Checks: page 5 – 31.

▶ **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 – 22, (Choose Actions).

See Also

Voucher Numbers: page 2 – 24

Initiating Payment Batches in the Payment Batch Sets Window

You always begin the payment process of a payment batch set from the Submit Batch Set window. From this window you can either take a payment batch set through the select and build process, or take it through the Format process. Once Payables completes the select process for a payment batch set, you can complete whatever processing steps remain (formatting, or confirming) from the Payment Batches window.

Prerequisites

❑ Define one or more payment batch sets. See: Payment Batch Sets: page 5 – 20.

▶ **To initiate a payment batch set:**

1. In the Payment Batch Sets window, query a payment batch set.
2. If you want to modify the selection criteria of any payment batches in the set, then do so.
3. To exclude a payment batch from the set, uncheck the Include in Set check box.
4. Choose the Submit Batch Set button. The Submit Batch Set window opens.
5. In the Submit Batch Set window, enter a unique Batch Run Name.
6. Enter a pay through date and a payment date. These dates apply to each payment batch in the set.
7. If you want to change the exchange rate date, then do so.
8. Select the level of processing you want Payables to complete for the payment batch set.

- **Select/Build:** If you want to review and modify the invoices selected in the payment batch before you format payments, choose Select Invoices and Build Payments to have Payables select invoices and build payments. (Payables automatically builds payments when you initiate invoice selection.)

  After the build process is complete, you continue to process the individual payment batches in the Payment Batches window. See: Modifying Payment Batches: page 5 – 27, or Formatting Payments: page 5 – 30.

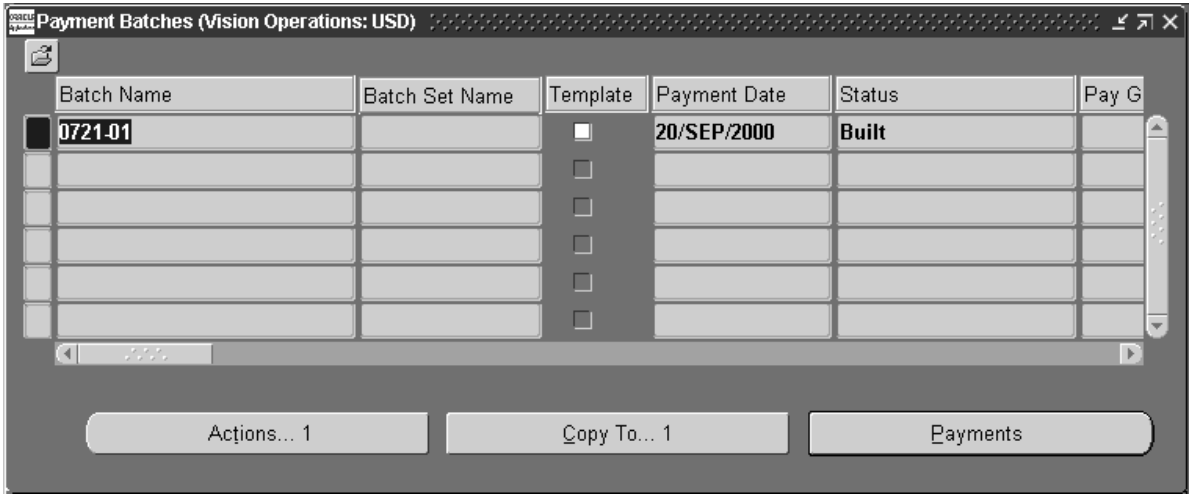
- **Format:** If you want to format the payments without modifying them, also select Format Payments to have Payables automatically format payments.

  After formatting is complete, continue to process the individual payment batches in the Payment Batches window. See: Printing Payment Batch Checks: page 5 – 31, or, if you are creating electronic payments, proceed with Confirming Payment Batches: page 5 – 32.

- **Confirm:** Select Confirm Payment Batch to confirm electronic payments. You cannot select this option if any payment batches in the set use payment documents set up for checks.

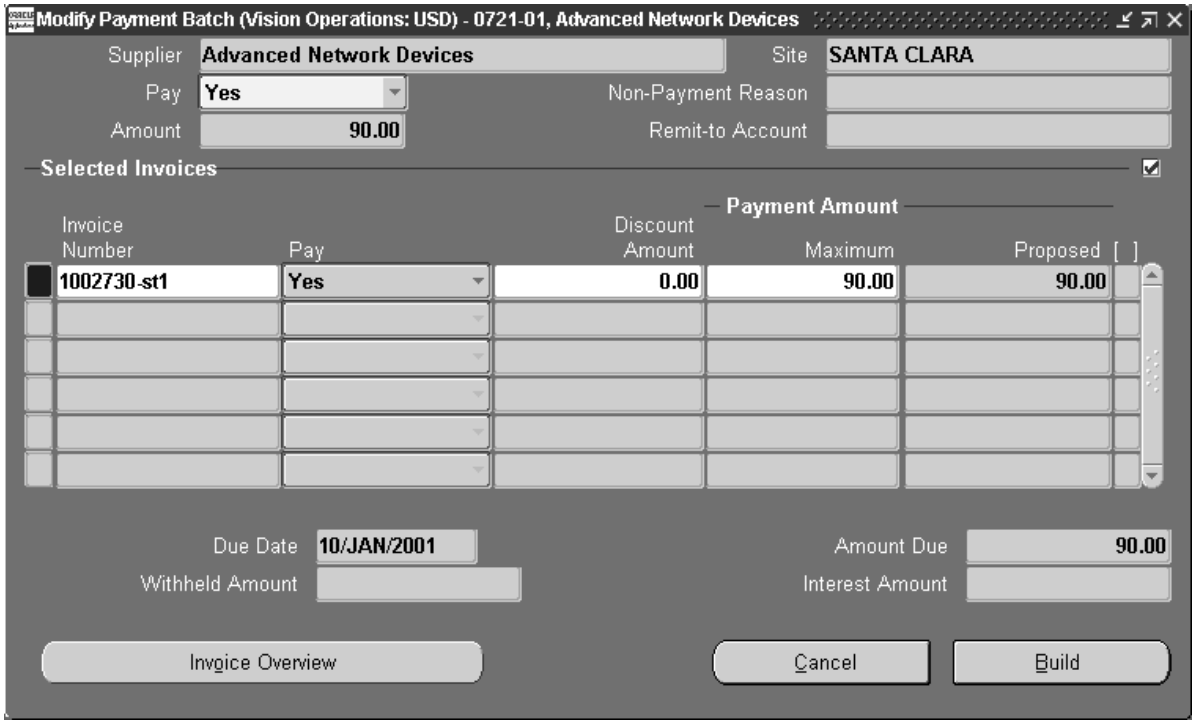
9. Choose OK to initiate the payment batch set.

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, Serial Number, Interval, Audit Required. 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 Build to have Payables rebuild the payment batch. Proceed with Formatting Payments: page 5 – 30.

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 e–Commerce 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 login userid (for example, SYSADMIN.12345).

If you are making electronic payments with Oracle e–Commerce Gateway, during formatting, the Remittance Advice Outbound Extract Program from the Oracle e–Commerce Gateway application automatically formats the payment batch and creates a flat file in your e–Commerce 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 – 31, or, if you are making Electronic payments, proceed with Confirming Payment Batches: page 5 – 32.

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 – 32.

▶ **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 login 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 either Restart Batch or Cancel Remainder.

   If you choose Restart Batch, you will be asked for a document number on which to restart the batch. The batch will Build and

Format again. Then confirm the batch, including any spoiled checks. Payables prints the Final Payment Register.

If you 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 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:**

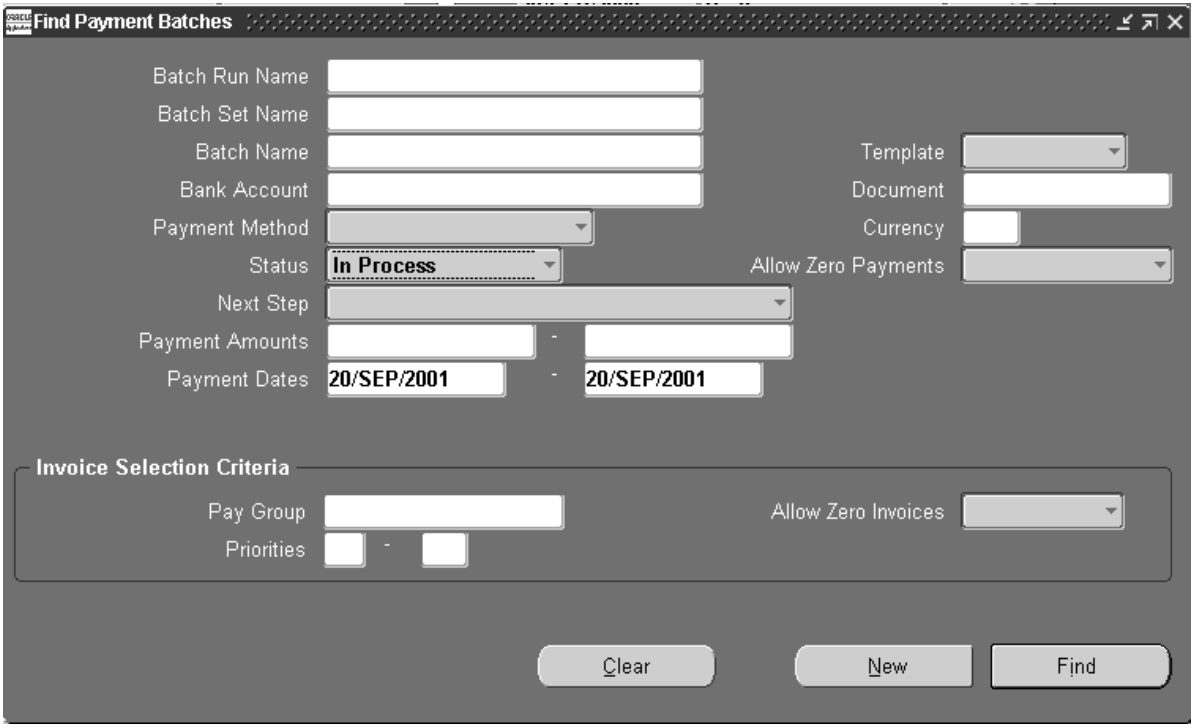
If your printer malfunctions during printing, you can record the status of the printed documents as well as those that were damaged, and restart check printing at the next available document number.

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 – 38

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 narrow a search to find payment batches created from a payment batch set, enter a value in the Batch Set Name field and leave all other fields blank. To narrow a search to find payment batches created by a specific batch set submission process, enter a value in the Batch Run Name field and leave all other fields blank. To see how Payables builds batch set names for batches included in a payment batch set, see: Batch Names: page 5 – 21.

Note that you can navigate to the Payment Batches window by choosing the New button in the Find Payment Batches window. You can then query payment batches by using the query function in the Payment Batches window.

▶ **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 – 74

Customizing the Presentation of Data in a Folder *(Oracle Applications User's Guide or online help)*

Finding Payments: page 5 – 76

Reviewing Payments: page 5 – 78

Reviewing Payment Batches

After you find a payment batch, (See: Finding Payment Batches: page 5 – 36) 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 – 32.

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 – 37

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 was not approved before payment batch selection.	Use Approval to approve the invoice. See also: Approval: page 4 – 145
Supplier Site Hold	The supplier site had a hold enabled. You can specify to hold all payments or all unapproved 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 – 143
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 – 141

Table 5 – 1 (Page 1 of 2)

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 – 143.
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.
	There is a credit balance for the supplier site and "Allow Zero Payments" is not enabled.	Review the supplier site balance.
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 – 127.

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. When you check this box, the system automatically checks the Print Final Register check box. You can also print it at any time after you have confirmed the payment batch. See: Final Payment Register: page 8 – 116.

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 confirmed the payment batch.

▶ **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 confirmed the payment batch.

▶ **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 confirmed the payment batch.

▶ **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 confirmed the payment batch.

▶ **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 login 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. Exchange Rate is updatable only by Autorate, and only if the rate type is not User.

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 – 114

Discounts: page 4 – 155

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 – 128 or Defining Foreign Currency Bank Accounts: page 2 – 129.
- ❑ 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 – 128 or Defining Foreign Currency Bank Accounts: page 2 – 129.
- ❑ 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 – 22.

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 – 92

Banks: page 2 – 121

Cross Currency Payments for Fixed–Rate Currencies: page 6 – 10

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 – 81

Voiding Payments: page 5 – 82

Creating Zero–Amount Payments

Create zero–amount payments to pay basic invoices with offsetting credit or debit memos, or to record invoices with offsetting distributions 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 – 45.

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 – 332.

▶ **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 – 17. 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 zero–amount 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 – 22

Payment Formats: page 2 – 173

Banks: page 2 – 121

Electronic Payments

You can pay your suppliers electronically by using either the Oracle e–Commerce Gateway or by delivering to your bank an electronic funds transfer output file that Payables creates.

- For information on how to use the e–Commerce Gateway for electronic payments (820 / PAYORD, REMADV), see: Creating Payments with the Oracle e–Commerce Gateway: page 5 – 57.
- If you do not use the e–Commerce 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 e–Commerce 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 e–Commerce 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 – 20, and Setting Up Custom Payment Programs: page 2 – 221
- ❑ Define a payment format with the Electronic payment method that references your EFT payment program and remittance advice program. See: Payment Formats: page 2 – 173.
- ❑ 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 – 122.

- ❑ 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 – 127
- ❑ 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 – 22, 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 – 27. After you have reviewed and modified the payment batch, continue with Formatting Payments: page 5 – 30.

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 – 22

Modifying Payment Batches: page 5 – 27

Formatting Payments: page 5 – 30

Confirming Payment Batches: page 5 – 32

Troubleshooting a Payment Batch: page 5 – 38

Cancelling Payment Batches: page 5 – 43

Printing Separate Remittance Advice: page 5 – 45

Payment Batches Window Reference: page 5 – 88

Creating Electronic Payments with the Oracle e–Commerce Gateway

To create an electronic payment file (820/PAYORD, REMADV) that Oracle e–Commerce 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 e–Commerce 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: Running the Payment Order / Remittance Advice Outbound (PYO) Extract Program *(Oracle e–Commerce 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 Override 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 e–Commerce Gateway. See: Outbound Payment Order / Remittance Advice *(Oracle e–Commerce Gateway Implementation Manual).*
- ❑ Enter an EDI ID Number in the Banks window for your disbursement bank. See: Defining Banks: page 2 – 122.
- ❑ 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 – 129.
- ❑ Enter bank information for each supplier site you want to pay. See: Defining Supplier Bank Accounts: page 2 – 127.
- ❑ You have entered electronic payment information for each supplier site you want to pay. See: EDI Region of the Suppliers and Supplier Sites windows: page 3 – 21.
- ❑ 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 e–Commerce Gateway. See: Defining Trading Partner Information *(Oracle e–Commerce Gateway User's Guide)*.
- ❑ Define Code Conversion Cross Reference Values in e–Commerce Gateway, as required. See: Defining Code Conversion Cross Reference Values *(Oracle e–Commerce 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 lookup 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 – 22.
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 – 27.
3. Format the payment batch. See: Formatting Payments: page 5 – 30. During formatting, the Oracle e–Commerce Gateway application automatically formats the payment batch and creates a flat file in your e–Commerce Gateway output directory.

   If your output file is incorrect, see: Troubleshooting Electronic Payment Batches, below.
4. E–Commerce 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 – 32.

   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 e–Commerce Gateway. If this is the problem, correct the information in e–Commerce 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 e–Commerce 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 – 54

Initiating Payment Batches: page 5 – 22

Modifying Payment Batches: page 5 – 27

Formatting Payments: page 5 – 30

Confirming Payment Batches: page 5 – 32

Troubleshooting a Payment Batch: page 5 – 38

Cancelling Payment Batches: page 5 – 43

Future Dated Payments

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*).

This section includes the following topics:

- Setting Up Your System for Future Dated Payments: page 5 – 60
- Creating Future Dated Payments: page 5 – 62
  - Maturity Date Calculation for Payment Batch Payments: page 5 – 62
  - Creating Future Dated Payments in a Payment Batch or Quick Payment: page 5 – 64
  - Supplier–Initiated Manual Future Dated Payments: page 5 – 65
- Voiding or Stopping Future Dated Payments: page 5 – 67
- Accounting for Future Dated Payments: page 5 – 68
- Update Matured Future Payment Status Program: page 5 – 69.
- Future Payment Maturity Date Report: page 5 – 71

Setting Up Your System for Future Dated Payments

When you use future dated payments, you need to select some additional options in Payables.

▶ To set up Payables for future dated payments:

Step Number	Window Name	Option or Field Name	Description
❑ Step 1	Oracle General Ledger (multiple windows)		In Oracle General Ledger, define one or more future dated payment accounts. **Attention:** If you will relieve liability for future dated payments at payment issue, then define the future dated payment accounts as asset accounts. If you will relieve liability at payment maturity, then define the accounts as liability accounts. This way the trial balance accurately reflects your liabilities.
❑ Step 2	Financials Options (Accounting tabbed region)	Future Dated Payment	This Future Dated Payment account value defaults to any new suppliers or bank accounts you enter.
❑ Step 3	Payables Options (Payment Accounting tabbed region)	Use Future Dated Payment	(Set the following Payables option if you use accrual basis accounting). This option determines which future dated payment account Payables uses to record the future dated payment: Supplier Site or Payment Document. See: Payment Accounting Payables Options: page 2 – 74.
❑ Step 4	Payables Options (Reports tabbed region)	Relieve Future Dated Payment Liability	This option controls the accuracy of the Accounts Payables Trial Balance report. Select the date that the invoice liability is satisfied by the future dated payment: Payment Issue, Payment Maturity, or Payment Clearing. The type of future dated payment account that you use (asset or liability) must be consistent with this option, or the trial balance will not accurately reflect your true liabilities. See: Reports Payables Options: page 2 – 78.
❑ Step 5	Suppliers (Classification tabbed region)	Type	If you use Tax Recovery rules that use supplier type, define any additional values for Supplier Type in the Oracle Payables Lookups window.
❑ Step 6	Suppliers and Supplier Sites (Accounting tabbed region)	Future dated Payment	(Optional) For each supplier that uses future dated payments, change the Future Dated Payment account value for the supplier. This value defaults to all new supplier sites, but will not affect any existing supplier sites. See: Accounting Region of the Suppliers and Supplier Sites windows: page 3 – 15. (Optional) In the Accounting region of the Supplier Sites window, you can change the account value for Future Dated Payment.
❑ Step 7	Automatic Payment Programs	All	Define payment programs to format future dated payments. See: Automatic Payment Programs: page 2 – 20.

Step Number	Window Name	Option or Field Name	Description
❑ Step 8	Payment Formats	All	Define payment formats for your future dated payments. In the Programs region, you can select future dated payment programs you defined in the Automatic Payment Programs window. If you choose the Group by Due Date option, then Payables creates a separate payment document for each group of scheduled payments that have the same maturity date. If you don't enable this option, Payables groups all scheduled payments on the same payment document. See: Payment Formats: page 2 – 173 and Maturity Date Calculation for Payment Batch Payments: page 5 – 62.
❑ Step 9	Payment Documents	All	Define payment documents that use future dated payment formats you defined in the Payment Formats window. See: Defining and Maintaining Payables Payment Documents: page 2 – 129.
❑ Step 10	Payment Documents (Future Dated payments Tabbed region)	Future Date Use	Set this option to either Allowed or Mandatory.
❑ Step 11		Account	For payment documents you will use for future dated payments, enter a value for the Future Dated Payment Account
❑ Step 12	Submit Request	All	(Recommended but not required) Set the Update Matured Future Payment Status program to run nightly. This ensures that the program is run regularly, and that it does not use system resources when users are on the system. See: Update Matured Future Payment Status Program.: page 5 – 69
❑ Step 13	Oracle Cash Management (multiple)	All	After the payment status has been updated to Negotiable, you can clear it in Oracle Cash Management.

Creating Future Dated Payments

You can create future dated payments using any payment method if your payment document is future dated payment enabled. A future dated payment has the future dated payment check box enabled, and it has a maturity date.

Maturity Date Calculation for Payment Batch Payments

When you create payment batches, Payables can group scheduled payments on payment documents with appropriate maturity dates to maximize your cash flow. The following discussion assumes that the

Always Take Discount option is not enabled, and that you use Discount as your Pay Date Basis.

Payables calculates a maturity date for a scheduled payment as follows: As of the payment batch Payment Date you select, if one or more available discounts exists for a scheduled payment, the earliest available discount date on the scheduled payments is used as the Maturity Date. If there is no available discount, the earliest available due date is used as the maturity date. However, if the payment date is after all the due dates, the payment date is the maturity date.

Payables uses the payment format Group by Due Date option to determine how to group a supplier's scheduled payments on a payment document. If you enable the option, Payables creates a separate payment document for each group of scheduled payments that have the same Maturity Date. If the Group by Due Date option is not enabled, Payables pays all scheduled payments on the same payment document, and the maturity date of that document is the earliest maturity date of all scheduled payments in the group.

Invoice Number	Discounted Amount	Invoice Amount	Discount Date	Due Date
1	90	100	Jan 15	Feb 1
2	180	200	Jan 20	Feb 5
3	135	150	Jan 22	Feb 12

For example, for the scheduled payments in the table above, the following are payment scenarios, depending on whether you group by due date:

Payment Batch Payment Date = January 16

Pay Through Date = February 1 **Pay Date Basis = Discount**

Always Take Discount = Disabled **Group By Due Date = *Enabled***

Payment	Included Invoices	Payment Amount	Maturity Date
1	1	100	Feb 1
2	2	180	Jan 20
3	3	135	Jan 22

Payment Batch Payment Date = January 16	
Pay Through Date = February 1	**Pay Date Basis = Discount**
Always Take Discount = Disabled	**Group By Due Date = *Disabled***

Payment	Included Invoices	Payment Amount	Maturity Date
1	1, 2, and 3	415 (100 + 180 + 135)	Jan 20

If the Always Take Discount option is enabled, then the maturity date will be the next discount or due date after the payment date. The system takes all discounts, even for invoices where all discount dates have passed. If you use Due Date as your Pay Date Basis, then the scheduled payment is selected only if the scheduled payment Due Date is on or before the Pay Through Date you select.

Creating Future Dated Payments in a Payment Batch or Quick Payment

Prerequisites

- ❑ Set up your system for future dated payments. See: Setting Up Your System for Future Dated Payments: page 5 – 60.
- ❑ Your supplier sends you an invoice. Enter the invoice.
- ❑ Submit Approval for the invoice. See: Approval: page 4 – 145.

▶ **To create a future dated payment using a payment batch or a quick payment**:

1. Create a payment batch or Quick payment.
   - Choose a future dated payment enabled payment document. A future dated payment document is a payment document with the Future Dated payment option set to Allowed or Mandatory.

     The Future Dated Payment check box in the Payments window is automatically enabled.
   - For Quick Payments, enter a Maturity Date in the Payments window. Payables automatically assigns Maturity Dates to payment batch payments.
2. Send the payment to the supplier.

3. At any time, you can check the supplier's balance by using the Calculate Supplier Balance function. This window shows you all current liabilities. See: Calculating a Supplier or Supplier Site Balance: page 4 – 296.

   You can review the amounts of outstanding future dated payments due to mature on a certain date by submitting the Future Payment Maturity Report. See: Future Payment Maturity Date Report: page 5 – 71.

- Your bank disburses funds to your supplier on the Maturity Date specified on the payment document.

4. Submit the Update Matured Future Payment Status program to update the status of your matured payments from Issued to Negotiable. See: Update matured Future Payment Status Program: page 5 – 69.

- Your bank sends you payment reconciliation information.

See Also

Paying Invoices with Quick Payments: page 5 – 4

Paying Invoices in Payment Batches: page 5 – 17

Supplier–Initiated Manual Future Dated Payments

When a supplier initiates a future dated payment, the supplier includes with an invoice a payment notice with a supplier–specified maturity date. You approve the payment notice and return it to the supplier. Because you do not generate a payment document, record this transaction as a manual payment using a future dated payment enabled payment document.

For future dated manual payments, if the Payables option Use Future Dated Payment Account is set to Supplier Site, then you can select invoices for payment only if the supplier site Future Dated Payment Account is the same as that of the supplier site in the payment header.

Prerequisites

❑ Set up your system for future dated payments. See: Setting Up Your System for Future Dated Payments: page 5 – 60.

- ❑ Your supplier sends you an invoice with a future dated payment request. Enter the invoice.
- ❑ Submit Approval for the invoice. See: Approval: page 4 – 145.

▶ **To record a future dated payment using a manual payment:**

1. Approve the supplier's payment notice through your organization's internal approval process. Return the supplier's payment notice to the supplier according to whatever agreement you have.
2. In the Payments window, record the invoice payment as a Manual Payment. Use a payment document that has been enabled for future dated payments.
   - The Future Dated Payment check box is automatically enabled.
   - Enter the Maturity Date specified on the supplier's payment notice.
3. At any time, you can check the supplier's balance by using the Calculate Supplier Balance window. This window shows you all current liabilities, including issued, but not yet matured (not yet negotiable) future dated payments. See: Calculating a Supplier or Supplier Site Balance: page 4 – 296.

   You can review the amounts of outstanding future dated payments due to mature on a certain date by submitting the Future Payment Maturity Date Report. See: Future Payment Maturity Date Report: page 5 – 71.
4. The supplier submits the approved payment notice to the bank.
5. The bank disburses funds on the maturity date that the supplier specified on the payment notice.
6. Submit the Update Matured Future Payment Status program to update the status of your matured payments from Issued to Negotiable. See: Update Matured Future Payment Status Program: page 5 – 69.
7. Your bank sends you payment reconciliation information.

See Also

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. However, you cannot use the Void and Reissue option in the Payment Actions window. See: Stopping Payments: page 5 – 81 or Voiding Payments: page 5 – 82.

Future Dated Payment Restrictions

Payables does not track any future dated payments that have been "discounted," transferred, endorsed, or otherwise assigned to any entity other than the original supplier (payee).

Troubleshooting Future Dated Payments

No future dated payment account

If you have not set up your system to default a future dated payment account, you must enter an account in the Update Accounting Entries before you can create journal entries for the payment.

To prevent this problem in the future, in the Payables options window, specify where you want the future dated payment account to default from: supplier site or payment document. Then provide default accounts in these windows. Values default to new suppliers and sites in the following order: Financials Options > Suppliers > Supplier Sites. Values default to bank accounts and payment documents in the following order: Financials Options > Bank Accounts > Payment Documents.

No maturity rate

When you create future dated payments in a payment batch, even if no exchange rate exists for the maturity date, rate type, and currency, Payables still creates the payment for you. However, if you create accounting entries for payments at payment issue time, you cannot create accounting entries for the future dated payment until you enter a

maturity rate for it. You can either enter it manually in the Payments window, or you can define the rate and then submit Autorate.

Accounting for Future Dated Payments

Payables accounts for future dated payments differently from other payments because the future dated payment account is credited between the issue date and the maturity date. So if you use future dated payments, and you use accrual basis accounting, you can have entries at all of the following times: invoice, payment, payment maturity, reconciliation.

> **Note:** You cannot clear or reconcile a future dated payment in Oracle Cash Management unless it is mature (the status is Negotiable).

In addition, for future dated payments, the accounts that are charged (liability, expense, future dated payment, cash clearing, cash / asset) and the timing of the charges (invoice entry, payment date, maturity date, clearing date) depend on the following Payables options set previously:

- Accounting Method (Cash, Accrual)
- Account for Payment (When Payment is Issued, When Payment Clears)
- Account for Gain / Loss (When Payment is Issued, When Payment Clears)
- Calculate Gain / Loss (For Each Invoice, For Total Payment)
- Pooled Bank Account (Yes, No)
- Automatic Offsets (Enabled, Not enabled)

In addition, you set the following options for future dated payment documents:

- Use Future Dated Payment Account (From Payment Document, From Supplier Site)

Note that the following option controls only the accuracy of the Accounts Payables Trial Balance report, and it does not affect accounting entries:

- Relieve Future Dated Payment Liability (When Payment is Issued, When Payment Matures, When Payment Clears)

Update Matured Future Payment Status Program

Use this program to automatically update the status of matured future dated payments from Issued to Negotiable. If the payment's Maturity Date is on or before the Maturity Date parameter you specify, the system updates the payment's status. This program creates journal entries to record the status change of the payment. It then creates the Automatic Maturity Event report so you can see the payments that were updated, and those that Payables was unable to update.

The report data is printed in the following order: bank name, bank account, payment document, payment number.

Suggestion: Set up this program to run nightly.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Bank Account Name. Bank account from which you have made the future dated payments that you want to update.

Maturity Date. Payables updates selected payments if the Maturity Date on the payment document is on or before the date you enter here. The default is the system date.

Supplier/Supplier Site. To limit this program to payments for a particular supplier or site, enter the supplier or site.

Update Matured Future Payment Status Report

After you submit the Update Matured Future Payment Status process, Payables prints the Update Matured Future Payment Status report. This report shows the future dated payments that the program successfully updated. The report also shows in the Exceptions section any payments that the program selected, but did not update.

Report Submission

This report is created automatically when you submit the Update Matured Future Payment Status process.

Selected Report Headings

Bank Account. Name of the bank account from which the future dated payment document was paid.

Payment Number. Payment number of the future dated payment.

Maturity Date. Future due date specified on the future dated payment document.

See Also

Voiding Payments: page 5 – 82

Future Payment Maturity Date Report

Use this report to review the amounts and maturity dates of future dated payments that have not yet matured. This can help you estimate your cash needs by showing you the amounts of future dated payments due to mature on a specific date. Note that this report uses only the payment's maturity date, and does not use information from Oracle Cash Management to identify whether the payment has actually cleared your bank.

Data is grouped by maturity date for future dated payments within a bank account, with subtotals for all payments in that bank account that have the same maturity date. Totals are for all payments for all accounts with the same currency and maturity date.

If an exchange rate is not defined between the payment currency and the bank account currency, the subtotal for that maturity date does not include those amounts, and the report notifies you of this.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Bank Account Name. Bank account that disburses funds for the payment. Leave this field blank if you do not want to restrict the report to a particular bank account.

Maturity Date. The report includes all future dated payments with a status of Issued and a maturity date up to and including the date you enter. This report does not include any future dated payments that have a status of Negotiable. Leave this field blank to review all future dated payments with a status of Issued.

Supplier. Enter a supplier if you want to limit this program to payments for a particular supplier. Leave blank if you want to submit the report regardless of the supplier.

Selected Report Headings

Document Number. The payment number. For example, the check number.

Payment Date. Date the payment was created.

Maturity Date. Date recorded on the payment as the date funds are to be disbursed by the bank. This is the date that the payment becomes negotiable.

Curr. Currency of the bank account.

Payment Amount. The payment amount in the bank account currency. If the payment amount currency is different from the bank account currency and an exchange rate has not been defined for the payment rate date of the payment, Payables prints asterisks instead of an amount. In addition, the payment amount is not included in the subtotal for the maturity date.

Transaction Curr. The currency of the payment. This is the currency in which the payment is disbursed.

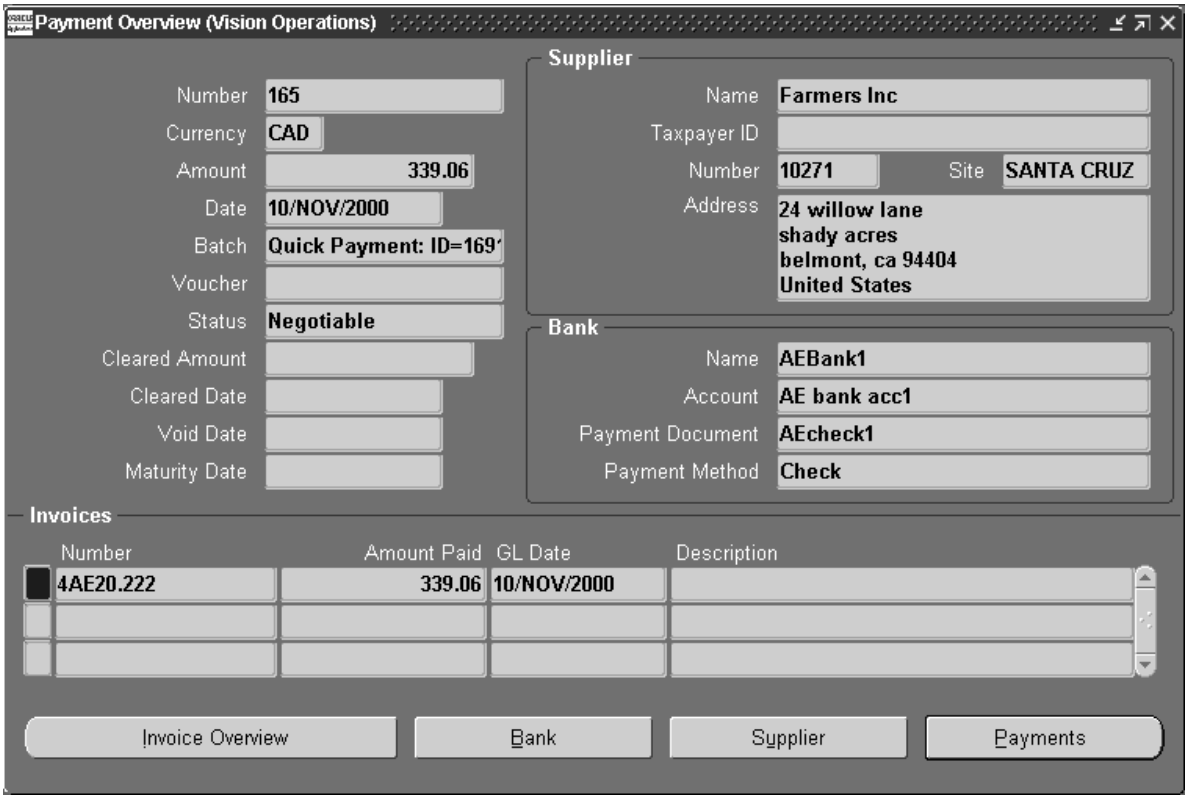
Transaction Amount. The payment amount in the transaction currency.

Reviewing and Adjusting Payments

This section includes the following topics:

- Payment Overview: page 5 – 74
- Finding Payments: page 5 – 76
- Reviewing Payments: page 5 – 78
- Updating Payments: page 5 – 78
  - Adjusting Selected Invoices for Manual Payments
  - Updating Manual Payment Addresses
  - Printing Quick Payments
- Stopping Payments: page 5 – 81
- Voiding Payments: page 5 – 82

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 View 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.

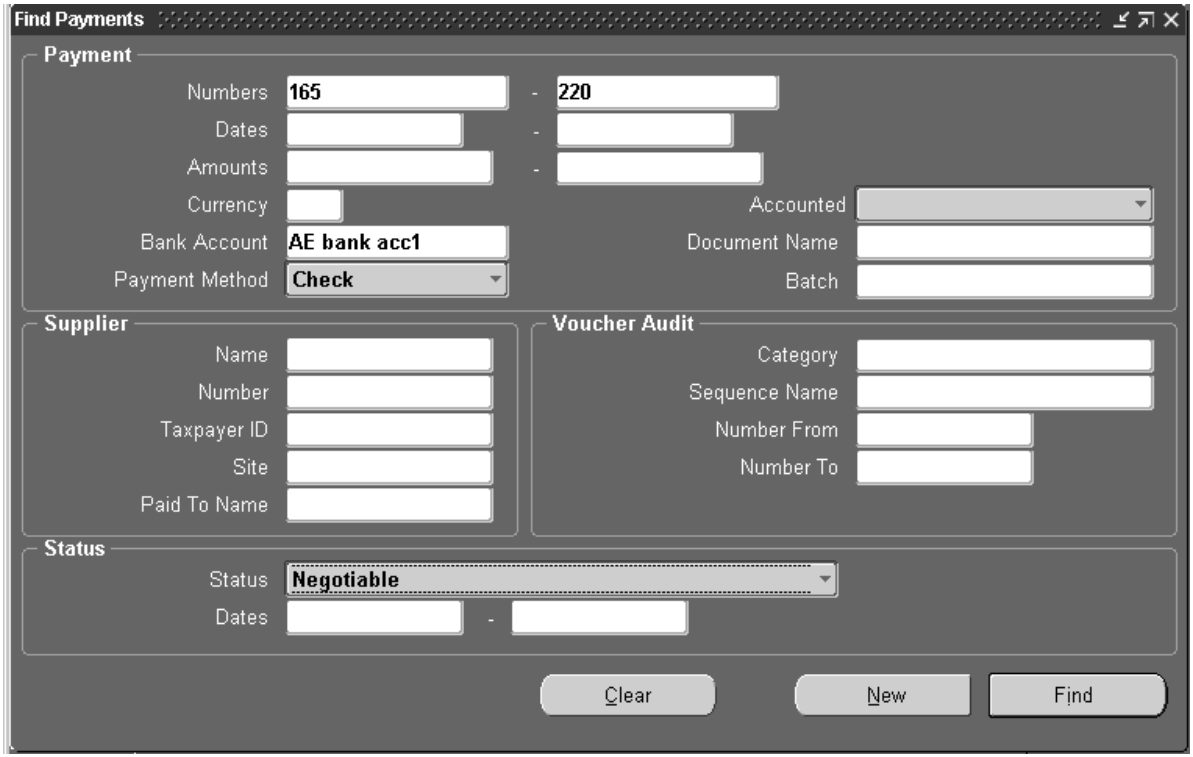
Finding Payments

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 – 37.

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 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.

> **Note:** You can view the detail accounting lines for the transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t–accounts.
>
> See: Viewing Accounting Lines: page 7 – 26



▶ **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 View 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 – 74

Finding Payment Batches: page 5 – 36

Reviewing Payment Batches: page 5 – 37

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 invoice was paid by a prepayment, you can review the prepayment applications in the Distributions window instead.

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. For example, you may have accidentally selected the wrong invoice when you first recorded the manual payment.

Prerequisite

- ❑ If the payment has cleared, unclear it first. You cannot adjust invoices on a cleared 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 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.

CANNOT UPDATE MATURED, ACCOUNTED FUTURE DATED PAYMENTS. You cannot make adjustments to selected invoices on matured future dated payments if accounting exists for the maturity event. If possible, you can stop the payment, void it, and create a new one.

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 – 131. 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 Quick Payments

You can void a Quick payment document and automatically reissue payment of the same invoices. You can void the original payment and reissue a new Quick payment.

Note that you cannot use this option for future dated payments.

Prerequisite

- ❑ Enable the Allow Void and Reissue Payables option.
- ❑ The payment is not a future dated payment.

▶ **To void and reissue a Quick payment:**

1. Load and properly align your payment document in the printer.
2. Find the Quick 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 Quick payment and create a new Quick 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. If you enable the Account for Payment When Payment Clears Payables option, Payables creates reconciliation accounting entries for the following when you submit the Payables Accounting Process:

- 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
- reconciled payments
- unreconciled payments

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:

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

▶ **To set up Oracle Payables for Cash Management integration:**

1. Choose a primary set of books for each responsibility when you set up your Payables application. You set this primary set of books in the Choose Set of Books window in Oracle Payables.

   Payables requires you to choose a set of books for your operating unit (in a multi–organization environment) or for your installation (in a single organization environment).

   Note: The set of books you enter here will be available to choose as the Set of Books Name in the Cash Management System Parameters window.

   See: Choosing a Set of Books: page 2 – 34

2. The Account for Payment option in the Payables Options window has the following two check boxes:

   - When Payment is Issued
   - When Payment Clears

   You can select one or both options. To account for payments that you reconcile in Oracle Cash Management, you must select at least When Payment Clears. This also allows you to use a cash clearing account and create accounting entries for bank charges, errors, and gains/losses. If you do not enable this option, you can still reconcile payments in Payables, but you cannot create reconciliation accounting entries.

   See: Payment Accounting Region of the Payables Options Window: page 2 – 74

3. The Account for Gain/Loss option in the Payables Options window has the following two check boxes:

   - When Payment is Issued
   - When Payment Clears

You can select one or both options. Enable at least When Payment Clears. You must enable this option to account for the gain or loss between the estimated functional currency payment amount that was calculated at invoice entry and the actual functional payment currency amount that was recorded when the bank disbursed funds for the payment.

Clearing Restrictions

ISSUED FUTURE DATED PAYMENTS. Oracle Cash Management cannot clear future dated payments that have a payment status of "Issued". Oracle Cash Management clears future dated payments only if the payment status of "Negotiable". On or after the maturity date of the payment, you can update the status to "Negotiable."

See Also

Defining Banks: page 2 – 122

Foreign Currency Transactions: page 6 – 2

Oracle Cash Management User's Guide

Payment Batches and Payment Batch Sets Window Reference

The Payment Batches window and the Payment Batch Sets window use many of the same fields. The fields are described below. If a field appears in only one of the windows, then the name of the window is provided.

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.

Anticipated Value Date. Expected date that your bank will withdraw funds from your bank account for the payments.

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. The name must be unique. This name will help you locate the payment batch later.

Batch Set Name (Payment Batch Sets window only). User–defined name of a payment batch set. Must be unique. To make finding a payment batch set easier, give it a meaningful name.

Batch Run Name (Payment Batch Sets window only). Unique value entered when you submit a payment batch set for payment processing.

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 Date. Date that Payables uses to determine an exchange rate.

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 (Payment Batches window only). First document including any setup checks. Payables defaults the next available document number.

Future Dated Payment. This check box indicates that the payments in the batch are future dated payments. When you check this option, then during the build, Payables automatically calculates Maturity Dates for the payments. See: Maturity Date Calculation for Payment Batch Payments: page 5 – 62**.**

If the payment document you selected has the Future Date Use option set to Mandatory, then this check box is checked automatically and you cannot change it. If the payment document you selected has the Future Date Use option set to Allowed, then this check box is checked and you can disable it, and if the payment document option is set to Not Allowed, you cannot check this check box.

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.

Inactive On (Payment Batch Sets window only). Date on which a payment batch set becomes inactive.

Include In Set (Payment Batch Sets window only). If this option is enabled for a payment batch in a set, then the payment batch will be included in the set when you submit it.

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 (Payment Batches window only). Total number of invoices paid in this payment batch.

Last Document (Payment Batches window only). The last payment number available for a payment document. For example, if you are using checks and the number of the last check available is 2000, this field displays 2000.

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 (Payment Batches window only). Number of negotiable checks or payments.

Next Step (Payment Batches window only). 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 (Payment Batches window only). 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 (Payment Batches window only). 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 select only invoices that have the same payment currency as the payment currency you enter here. You must enter a value. If you want to create payments using multiple currencies, then use a payment batch set to make processing more streamlined.

Payment Date. The GL date for the payment lines and the date you want to appear on the payment document. The date must be in an open accounting period.

Payment Rate Date. Date to use to calculate the exchange rate between the invoice currency and the payment currency.

Payment Rate Type. Type of exchange rate used to calculate the exchange rate between the invoice and payment. Spot, Corporate, and User–defined rates default from the GL Daily Rates table.

Payment Total (Payment Batches window only). 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.

Print Now (Payment Batch Sets window only). If you enable this option, Payables will print a payment batch after formatting it.

Printer. Printer that Payables uses to print a payment batch after formatting.

Exchange 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. You cannot enter a User exchange rate in the Payment Batch Sets window.
- **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 (Payment Batches window only). 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 (Payment Batches window only). 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 Tools 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 e–Commerce 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 (Payment Batches window only). 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 – 160.

Voucher Number (Payment Batches window only). 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.

Payment Batches Window 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 – 24. 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.

Payment Batch Sets Window Buttons

Submit Batch Set. Opens the Submit Batch Set window which you can use to initiate the payment process for the payment batch set.

Payment Batches. Opens the Payment Batches window. You can query the last payment batch set submitted and complete processing of the payment batch.

See Also

Paying Invoices in Payment Batches: page 5 – 17

Payment Batch Restrictions: page 5 – 46

Account Currency. Payables displays the currency code for the bank account.

Actual Value Date. During Reconciliation, the system enters the date that your bank withdrew funds from your bank account for this payment.

Address. Recipient address on the payment document.

Anticipated Value Date. Expected date that your bank will withdraw funds from your bank account for this payment.

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.

For refunds, this is the account to which you will deposit the supplier refund.

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 automatically by Oracle Cash Managment.

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. You do not enter payment document names for refunds.

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.

For refunds, this is the document number of the refund. Enter the value you expect too see on your bank statement as a reference for reconciliation.

Functional Amount. Amount of the payment in your functional currency.

Functional Currency. Currency assigned to your set of books.

Future Dated Payment. This check box indicates if a payment is a future dated payment. When this option is checked, you are required to enter a Maturity Date. If the payment document you selected has the Future Date Use option set to Mandatory, then this check box is checked automatically and you cannot change it. If the payment document you selected has the Future Date Use option set to Allowed, then this check box is checked and you can disable it. If the payment document option is set to Not Allowed, you cannot check this check box.

Maturity Date. If you are creating a future dated payment with a Quick payment or a manual payment, enter the date on which your bank disburses funds for the payment. You can enter a value here only if the Future Dated Payment check box is checked. If the Future Dated Payment check box is checked you must enter a value.

If this is a payment batch payment, then the system automatically calculates the maturity date by checking for available discounts and checking if the payment format is set to Group by Due Date. See: Maturity Date Calculation for Payment Batch Payments: page 5 – 62.

Maturity Rate Date. Date an exchange rate for a future dated payment is effective. Payables uses this date when selecting a date from the GL Daily Rates table. This value defaults from the Maturity Date field.

Maturity Rate. Exchange rate for a foreign currency future dated payment. Payables uses maturity exchange rate information to record gains and losses if you account for payment gain / loss at payment and clearing time. If you record gains and losses only at clearing time, you do not need to enter values in the Maturity Exchange Rate / Date / Type fields.

Maturity Rate Type. Rate type for exchange rate between Payment Currency and functional currency on the maturity date for a future dated payment. Payables uses five types of exchange rates: Spot, Corporate, User–defined, User, and EMU Fixed.

Paid To Name. Recipient name on the payment document. This field is not updatable, and is used only to record the payee. For example, if a supplier name changes due to Supplier Merge, then this field has a record of the payee name on the payment document.

Payment Amount. Amount of the payment in the payment currency. For refunds, the amount must be negative since this is the amount you are depositing to the bank account.

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 lines and the date on the payment document. For future dated payments, this is the payment issue date. The date must be in an open accounting period.

For refunds, this is the date of the refund, for example, the refund check date, wire origination date, electronic payment origination date, maturity date, and so on.

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 e–Commerce Gateway 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.

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. You can change the value in this field under certain circumstances for future dated payments.

- **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 the Account for Payment When Payment Clears 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 Account for Payment When Payment Clears Payables option is disabled.
- **Issued.** This is a future dated payment that has been created and status has not yet been changed to Negotiable. On and after the Maturity Date, you can update this status to Issued either by changing this field manually, or by using the Update Matured

Future Payment Status program. See: Update Matured Future Payment Status Program: page 5 – 69. You cannot clear payments with a status of Issued in Oracle Cash Management.

- **Negotiable.** The payment is issued and can be cashed by the supplier. If this is a future dated payment you can update the status from Issued to Negotiable on or after the Maturity Date. You can do this manually in this window, or you can submit the Update Matured Future Payment Status program. See: Update Matured Future Payment Status Program: page 5 – 69.

  For future dated payments, you can change the status from Negotiable back to Issued only if the payment has not cleared and if accounting has not yet been performed.

- **Overflow.** Complete remittance information, (i.e., a list of the 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 Account for Payment When Payment Clears Payables option is enabled.

- **Set Up.** The payment document was used in a 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 Account for Payment When Payment Clears Payables option is disabled.

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 – 160.

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.
- **Refund.** A payment you receive from a supplier or employee to return funds for an invoice payment you made. Refund payments pay a debit balance, and are always entered as negative amount payments.
- **Batch.** A payment created by payment batch processing. You can see the batch name in the Batch Name field.

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 unaccounted, you can change the invoices associated with the payment. You can deselect an invoice selected for payment by selecting the invoice and choosing the Reverse Payment button.

View Invoices. Opens in the Invoices window of the Payment workbench. This window displays the invoices and prepayments associated with the payment.

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 this user 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 – 10.

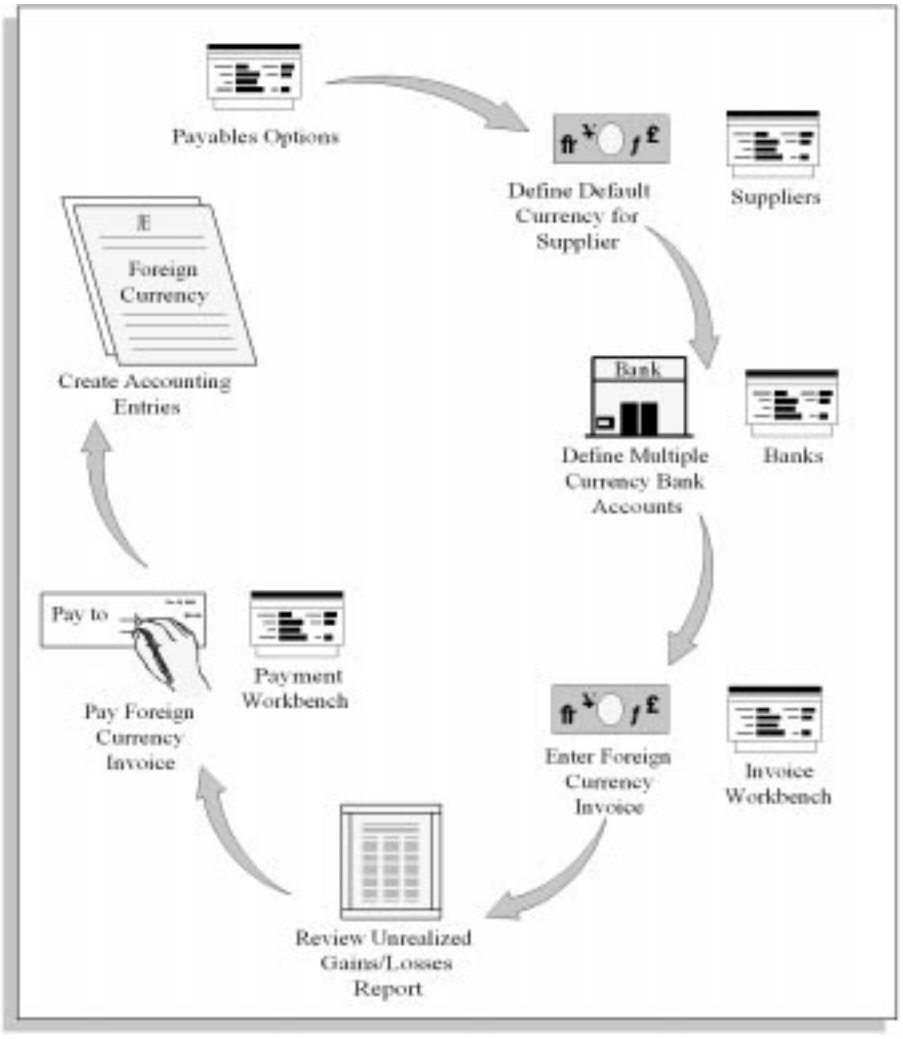
When you enter an invoice, Payables uses the exchange rate you select to convert the invoice distributions into functional currency. You define your functional currency during setup for your set of books. When you create a payment for a foreign currency invoice, Payables uses the exchange rate you enter at that time to convert the payment lines 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 – 86.

Transactions must have any necessary exchange rates before you can account for them. Payables creates accounting entries for your invoices and payments in both the functional and foreign currency.

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.

The following diagram shows the general steps you follow to enter and pay a foreign currency invoice.



System Setup for Multiple Currency

- ❑ In the Currencies window, enable the foreign currencies you want to use. See: Currencies Window *(Oracle Geneeral Ledger User Guide).*
- ❑ Choose your functional currency in the Set of Books window. See: Defining Sets of Books *(Oracle General Ledger User Guide).*

- ❑ Define your Payables options in the Payables Options window. See: Payables Options: page 2 – 57.
  - 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)
  - Select one or both options for Account for Gain / Loss: When Payment is Issued, When Payment Clears. (optional)
  - Select an option for Calculate Gain / Loss: For Each Invoice or For Total Payment.
- ❑ Define PO Rate Variance Gain / Loss Accounts when you define Financials Options or during bank setup.
- ❑ Define Conversion Rate Types. See: Defining Conversion Rate Types *(Oracle General Ledger User Guide)*.
- ❑ Enter Daily Exchange Rates. See: Entering Daily Rates *(Oracle General Ledger User Guide)* (optional)
- ❑ Define foreign currency bank accounts and payment documents. See Defining Banks: page 2 – 122.

Entering Invoice Currency

You can pay invoices in either the same currency you used to enter them, or an associated fixed–rate currency. 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 Calculation

Payables can track currency gains and losses in your functional currency caused by exchange rate fluctuations between the following dates:

- invoice GL date
- payment issue date
- payment maturity (for future dated payments)
- payment reconciliation or clearing with Oracle Cash Management

In addition, if you match to purchase orders or receipts, Payables uses the Exchange Rate Variance account or an expense account to record exchange rate variances between the invoice and the record you matched to—either the purchase order or receipt.

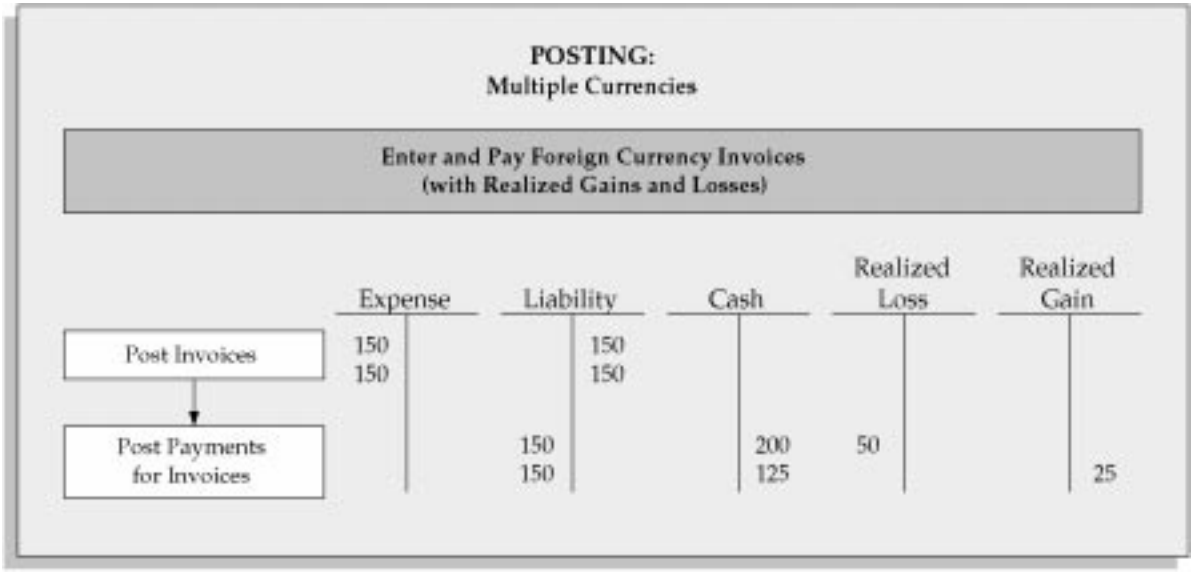
The following Payables options control how and when Payables accounts for gains and losses:

Window Name	Option or Field Name	Option or Field Values
Payables Options (Accounting tabbed region)	Primary Accounting Method: page 2 – 58	– Cash – Accrual
	Secondary Accounting Method: page 2 – 59	– Cash – Accrual

Window Name	Option or Field Name	Option or Field Values
Payables Options (Payment Accounting tabbed region)	Account for Payment: page 2 – 74	– When Payment is Issued – When Payment Clears
	Account for Gain / Loss: page 2 – 76	– When Payment is Issued – When Payment Clears
	Calculate Gain / Loss: page 2 – 78	– For Each Invoice – For Total Payment

For charts that show how Payables calculates gains and losses based on the Account for Gain / Loss option, your Account for Payment options, and your accounting method, see: Account for Gain / Loss: page 2 – 76.

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. If you enable the Payables option to account for gains and losses at payment issue time, then Payables automatically calculates a realized gain or loss if a payment has a different exchange rate than the foreign currency invoice it pays. Payables charges the amount to the appropriate Gain or Loss account assigned to the bank account from which you created the payment. If you enable the Payables option to account for gains and losses at payment clearing time, Payables automatically calculates a realized gain or loss when you create accounting entries for 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.



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 account for payments and gain / loss at payment time only.

You enter two invoices, both for 300 pounds (GBP) 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 account for the invoices, Payables creates accounting entries in both the foreign currency (300 GBP) and your functional currency ($150 US) for both invoices, and Journal Import creates one journal entry in your functional currency and one in GBP.

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 account for the payments, Payables creates accounting entries in both the foreign currency and your functional currency for both payments. The accounting entries for the gains and losses are in your functional currency only.

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 accounting entries for foreign currency invoices that have no exchange rate, and you cannot create accounting 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 – 92
- **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 General Ledger User 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 – 94

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:

- **Unaccounted Transactions Report:** Lists invoices for which Payables cannot create accounting entries. Report includes foreign currency invoices with no exchange rates, unbalanced distributions, etc. See: Unaccounted Transactions 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 – 96.
- **Cash Requirement Report**: Forecasts cash needs for payment of invoices that match parameters you enter. See: Cash Requirement Report: page 8 – 110.

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 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 Unaccounted Transactions Report to see all the invoices on hold.

See Also

Entering Daily Rates *(Oracle General Ledger User Guide)*

Entering Foreign Currency Invoices: page 4 – 92

Creating Foreign Currency Payments: page 5 – 48

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.

Entering Invoice Exchange Rates for EMU Currencies

> **Note:** This feature is not available in the base release of Payables release 11*i*. If your installation of Payables does not include this functionality, then you can call Oracle Customer Support to request it in a patch.

We use the following terminology in this discussion:

- **EMU:** European Economic and Monetary Union
- **EMU Currencies:** The euro and the national currency of each state in the EMU
- **NCU:** National Currency Unit. Any EMU currency other than the euro.

In the Invoice Workbench, when an invoice requires an exchange rate between an NCU currency and a non–EMU currency, you enter only the exchange rate between the non–EMU currency and the euro. Since the rate between the euro and each NCU is fixed, the system then calculates and displays the complete exchange rate between the NCU and the non–EMU currency. You can enable this functionality by enabling the Currency: Allow User Rate between EMU and Non–EMU profile option

Three fields in the Invoice Workbench to support this functionality. When a user enters an invoice currency that requires an exchange rate between a non–EMU currency and an NCU, then the behavior of the following three fields changes:

- The first new field becomes enterable and you enter the exchange rate between the euro and the non–EMU currency in it.
- The second new field remains display–only, and it displays the fixed exchange rate between the euro and the NCU currency.
- The Exchange Rate field becomes display–only and displays the calculated exchange rate between the NCU and the non–EMU currency.

Dynamic Field Prompts

Payables dynamically builds the prompts for the two new fields based on the functional currency of your set of books, the profile option setting for Display Inverse Rate, and the invoice currency of the current record. The prompt will change depending on which invoice record your cursor is on.

The following table shows examples of the field prompts if your functional currency is in a non–EMU currency (USD), and if it is an NCU currency (NLG).

SOB	Invoice Currency	Use Inverse rates option	Field Prompt 1	Field Prompt 2	Field Prompt 3
USD	NLG	Y	USD to EUR	EUR to NLG	Exchange Rate
USD	NLG	N	EUR to USD	EUR to NLG	Exchange Rate
NLG	USD	Y	USD to EUR	EUR to NLG	Exchange Rate
NLG	USD	N	EUR to USD	EUR to NLG	Exchange Rate

Note: Note: Because the Invoice Workbench dynamically builds the labels for the two new fields, we recommend that you do not update the field prompt names for these fields.

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, Oracle e–Commerce Gateway, Invoice 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 General Ledger User Guide)*.
- ❑ Assign daily rates between your functional currency and the Euro. Entering Daily Rates *(Oracle General Ledger User Guide)*
- ❑ 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. See: Currency Payables Options: page 2 – 60.
- ❑ 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 General Ledger User 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 an EMU currency as the Invoice Currency, and euro 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

When you create accounting entries for 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 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.

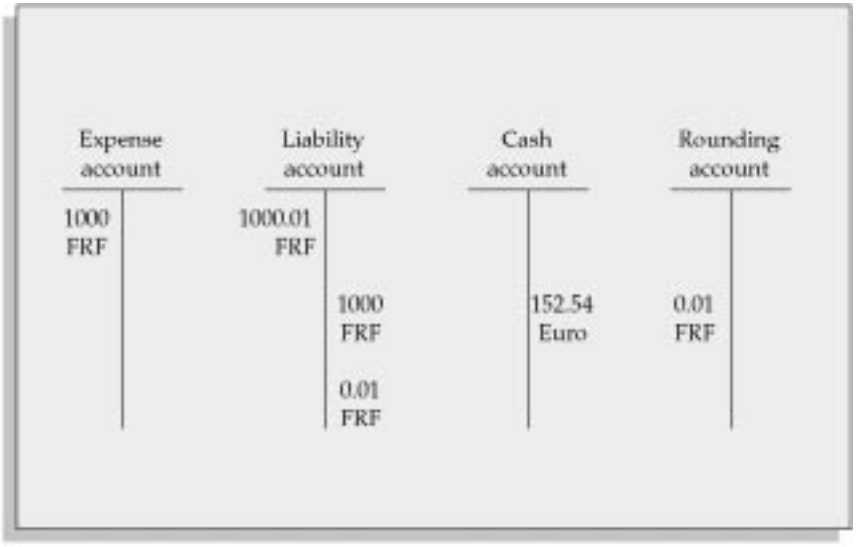
You do not need to enable suspense accounting for your set of books to create cross–currency payments in Payables. You only need to define a suspense account for journal entries created by cross–currency payments.

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 General Ledger User 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.



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 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 accounting 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 create accounting entries for foreign currency payments that have no exchange rates.

AutoRate also provides exchange rates for future dated payments that have no exchange rates for payment maturity.

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

Accounting

This chapter tells you how to create accounting entries for your Payables transactions and transfer your accounting entries to the general ledger interface. You can then use your general ledger system to import this information, create journal entreis, and post these journal entries.

This chapter also explains how to reconcile your payables activity with your general ledger.

For information on accounting reports, refer to the Reports chapter.

Accounting in Payables

You can create accounting entries for invoice and payment transactions in Payables. Each transaction that has accounting impact is called an *accounting event*. For a complete description of the accounting events in Payables, see: Accounting Events: page 7 – 3.

You can create accounting entries by submitting a batch program. Or you can create accounting entries from the transaction window for a specific invoice, invoice batch, payment, or payment batch.

After Payables creates accounting entries, you can view the accounting entries in the following windows in Payables:

- **View Accounting Lines**, which also appears with the following names, depending on where you are in the application when you navigate to the window. For more information on the view windows, see: Viewing Accounting Entries: page 7 – 26.
  - **View Invoice Accounting**
  - **View Payment Accounting**
- **Update Accounting Entries.** In this window you can update accounts on any accounting entries that were created with invalid accounts.

After you create accounting entries, you can submit the Payables Transfer to General Ledger Program to transfer them to an interface. From the interface, you can create journal entries and transfer them to your general ledger for posting. See: Transferring Accounting Entries to General Ledger: page 7 – 33.

If you post entries in Oracle General Ledger, you can drill down from a journal entry line to the accounting entry or transaction in Payables.

If you use budgetary control, then when you account for an invoice, Payables also creates any necessary encumbrances or encumbrance adjustments for the invoice. You can view encumbrances in the View Encumbrances window. For more information, see: Encumbrance Entries in Payables: page 10 – 46.

This discussion includes the following topics:

- Accounting Events: page 7 – 3
- How Feature Setup Affects What Details Are Recorded for Accounting Events: page 7 – 9
- How System Setup Controls How Payables Creates Accounting Entries: page 7 – 9

- Creating Accounting Entries in Payables: page 7 – 12
  - Payables Accounting Process: page 7 – 13
  - Payables Accounting Process Report: page 7 – 14
  - Payables Accounting Entries Report: page 7 – 17
- Adjusting Accounting Entries: page 7 – 22
  - Find Accounting Entries Window Reference: page 7 – 23
  - Update Accounting Entries Window Reference: page 7 – 23
- Viewing Accounting Entries: page 7 – 26
  - Viewing Accounting Lines for Queried Transactions: page 7 – 26
  - View Accounting Windows: page 7 – 29
- Viewing Accounting Lines Directly: page 7 – 27
- Drilling Down to Payables From General Ledger: page 7 – 41

See Also

Transferring Accounting Entries to Your General Ledger: page 7 – 33

Accounting Events

An accounting event is a Payables transaction that has accounting impact. After an accounting event completes, you can create accounting entries for it by creating accounting entries for the category or *document class* that includes the event. The two document classes in Payables are invoices and payments. The following is the complete list of the accounting events in Payables, listed by document class.

- **Invoices**
  - invoice
  - invoice adjustment
  - invoice cancellation
  - prepayment application
  - prepayment unapplication

- **Payments**
  - payment
  - (future dated) payment maturity
  - payment adjustment
  - payment cancellation
  - payment clearing
  - payment unclearing

Accounting Event Descriptions

The following descriptions give an overview of the event and the accounting that Payables does for each event. These descriptions assume that you use accrual basis accounting, unless there is a specific reference to cash basis accounting.

Invoice Event

The invoice event occurs when Payables successfully approves a new invoice. Accounting entries for this event are created for the accounts on each invoice distribution, and the liability account of the invoice.

- If you do not use Automatic Offsets, the system creates a single liability entry for the invoice liability account.
- If you use Automatic Offsets, then Payables creates liability entries to offset each distribution on the invoice. It builds the liability account based on your automatic offset method, either balancing segment or account. See: Automatic Offsets: page 10 – 12.

In addition, during accounting for the invoice event, Payables creates or adjusts encumbrances, if necessary. If the invoice is purchase order matched, then Payables also records encumbrances for any invoice price variance or exchange rate variance.

If you use cash basis accounting, when you submit the accounting process for an invoice event, Payables will update the status to accounted, but Payables will create no accounting entries.

For the invoice event, the accounting date is the GL Date on the invoice distribution. Note that if an invoice has distributions with different GL Dates, the earliest GL Date will be used when accounting for the invoice event, and Payables will record the distributions with the later GL Date as an invoice adjustment event.

Invoice Adjustment Event

The following are examples of transactions that are invoice adjustment events:

- reversal of an existing distribution for an accounted invoice
- adding a new distribution to an accounted invoice
- accounting for a new invoice that has distributions with different GL Dates. The distributions with the earliest GL Date will be considered the invoice event. The other distributions will be grouped by GL Date, and each group will be a separate invoice adjustment event.

Note that if the invoice is paid and the payment has already been accounted, if you adjust the invoice, the system will not automatically adjust the payment accounting entries.

The accounting date for this event is the GL Date on the invoice distribution.

Invoice Cancellation Event

This event occurs when you cancel an accounted invoice. This event accounts for the new, negative amount distributions (reversals) that are created when you cancel an invoice. This event reverses all existing accounting entries for the invoice.

The accounting date for this event is the GL Date on the invoice distribution.

Prepayment Application Event

This event accounts for the application of a prepayment to an invoice.

Since this is an invoice event, cash basis accounting will not account for it until you pay the invoice.

This event credits the prepaid account for the amount of the application, and debits the liability account because the prepayment was a payment on the invoice.

The accounting date for this event is the GL Date on the Prepayment type invoice distribution.

Prepayment Unapplication Event

This event accounts for the unapplication of a prepayment. It reverses any accounting entries that were recorded for the prepayment application.

The accounting date for this event is the GL Date on the Prepayment type invoice distribution.

Payment Event

Accounting entries for this event record payment of an accounted invoice.

Payables will not account for a payment until the paid invoices are accounted.

- If you use accrual basis accounting, Payables creates entries to relieve the liability of the invoice accounting entries. Payables will also record any gains and losses if you account for gains and losses at payment issue.
- For cash basis accounting, accounting for the payment event creates entries for the accounts on the paid invoice distributions.

Payables creates accounting entries for this event only if the Account for Payment When Payment is Issued option is enabled in the Payables Options window.

When the payment accounting options in the Payables Options window are set to account for payments when they are issued.

- If you account for payments at payment issue only, then accounting entries for this event credit the cash account.
- If you account for payments at both issue and clearing, accounting entries for this event credit the cash clearing account.

For future dated payments, accounting entries for this event credit the Future Dated Payment Account from either the payment document or the supplier site, depending on your Payables option.

Based on your system setup and the transaction details, this event might also create discount or rounding entries.

For payments, including future dated payments, the accounting date for this event is the payment date. If the payment date is in a closed period, then the GL Date is the first day of the next open period.

If you account for payments only when they clear, then Payables does not record any entries for the payment event, but instead records the payment during the payment clearing event.

Payment Maturity Event

This event creates accounting entries for future dated payments when their status is updated from Issued to Negotiable. After a future dated payment matures, you can update its status in two ways:

- Submit the Update Matured Future Payment Status program
- Manually update the status in the Status field of the Payments window.

Accounting entries for this event debit the future dated payment account.

- If you account for payments only at payment issue, then accounting entries for this event credit the cash account.
- If you also account for payments at payment clearing, then accounting entries for this event credit the cash clearing account.

Payables creates accounting entries for this event only if the Account for Payment When Payment is Issued option is enabled in the Payables Options window.

The accounting date for this event is the maturity date on the future dated payment.

Payment Adjustment Event

A payment adjustment event occurs when you change the invoices recorded on a Manual payment.

For the newly selected invoices, the accounting entries for this event relieve the liability accounts in the amount of the payment. For the originally paid invoices, the entries reverse the invoice liability that the payment had relieved.

Payables also reverses any gains or losses for the originally paid invoices, and records any gains or losses for the newly selected invoices.

Payables creates accounting entries for this event only if the Account for Payment When Payment is Issued option is enabled in the Payables Options window.

For payments the accounting date for this event is the payment date. If the payment date is in a closed period, then the GL Date is the first day of the next open period.

Payment Cancellation Event

This event occurs when you cancel (void) a payment. This event reverses accounting entries for the payment.

The accounting date for this event is the void GL Date on the payment. If the void GL date and the payment date are different then when you account for the payment, you will get both a payment event and a payment cancellation event.

Payables creates accounting entries for this event only if the Account for Payment When Payment is Issued option is enabled in the Payables Options window.

Payment Clearing Event

This event occurs when you either clear or reconcile a payment in Oracle Cash Management. See: Reconciling Payments with Oracle Cash Management: page 5 – 86.

Payables creates accounting entries for this event only if the Account for Payment When Payment Clears option is enabled in the Payables Options window.

Accounting entries for this event credit the cash account.

- If you account for payments both at issue and clearing, then accounting entries for this event debit the cash clearing account.
- If you account for payments only at clearing,
  - and you use accrual basis accounting, then accounting entries for this event debit the liability account.
  - and you use cash basis accounting, then accounting entries for this event debit the expense account.

Also, you may have accounting entries for gains, losses, bank charges, and negative amount bank errors.

Note that positive amount bank errors are recorded through Oracle Receivables.

The accounting date for this event is the Clear Date you enter in Oracle Cash Management.

Payment Unclearing Event

This event occurs when you either unclear or unreconcile a payment in Oracle Cash Management. See: Reconciling Payments with Oracle Cash Management: page 5 – 86.

Accounting entries for this event reverse the accounting entries that were recorded during the payment clearing event.

Payables creates accounting entries for this event only if the Account for Payment When Payment Clears option is enabled in the Payables Options window.

The accounting date for this event is the GL Date on the uncleared payment.

How Feature Setup Affects What Details Are Recorded for Accounting Events

The setup of different features that you use affects what kind of details are recorded for accounting events in Payables. These features include: Multiple Currencies, Multiple Sets of Books, Discounts, Interest Invoices, Automatic Withholding Tax, Recoverable Taxes, Automatic Tax Calculation, Encumbrance Accounting, Matching to purchase orders or receipts, and Oracle Projects integration.

How System Setup Controls How Payables Creates Accounting Entries

The types of accounting entries that Payables creates for accounting events are based on your system's setup of the following options.

Window Name	Option or Field Name	Option or Field Values
Payables Options (Accounting tabbed region)	Primary Accounting Method: page 2 – 58	– Cash – Accrual
	Secondary Accounting Method: page 2 – 59	– Cash – Accrual
	Automatic Offset Method: page 2 – 59	– None – Balancing – Account

Window Name	Option or Field Name	Option or Field Values
Payables Options (Currency tabbed region)	Use Multiple Currencies: page 2 – 60	– Enabled – Disabled
Payables Options (Payment Accounting tabbed region)	Account for Payment: page 2 – 74	
	– When Payment is Issued	– Enabled – Disabled
	– When Payment Clears	– Enabled – Disabled
	Account for Gain / Loss: page 2 – 76	
	– When Payment is Issued	– Enabled – Disabled
	– When Payment Clears	– Enabled – Disabled
	Calculate Gain / Loss: page 2 – 78	– For Each Invoice – For Total Payment
Payables Options (Payment tabbed region)	(Discount Proration) Method: page 2 – 72	– Prorate Expense – Prorate Tax – System Account
Bank Accounts (Payables Options tabbed region)	Pooled Account: page 2 – 140	– Yes – No

The following options also affect accounting:

- Receipt Accrual (On Receipt, Period End) See: Receipt Accrual: page 4 – 176.
- Multiple Reporting Currencies. See: *Multiple Reporting Currencies in Oracle Applications* manual.

The following are examples of how these system options control the accounting entries that Payables creates for accounting events:

- You can account for reconciliation accounting events only if you reconcile payments in Oracle Cash Management and the Account for Payment at Clearing option is enabled in the Payables Options window.
- The combination of the following options controls what accounting entries Payables creates for gains and losses: Account for Payment, Account for Gain / Loss, and the accounting method. See: Account for Gain / Loss: page 2 – 76.

Refer to documentation on each option to see how it affects the way Payables creates accounting entries.

See Also

Accounting Methods: page 2 – 50

Defining Financials Options: page 2 – 37

Payables Options: page 2 – 57

Reconciling Payments with Oracle Cash Management: page 5 – 86

Budgetary Control In Payables: page 10 – 42

Encumbrance Entries in Payables: page 10 – 46

Creating Accounting Entries in Payables

You can create accounting entries for Payables accounting events in two ways:

- Submit the Payables Accounting Process. See: Payables Accounting Process: page 7 – 13.
- Create accounting entries for a single transaction or batch. See: Creating Accounting Entries From Transaction Windows: page 7 – 21.

After the process completes, Payables produces the Accounting Entries Audit Report and Accounting Entries Exception Report. The exception report lists any transactions that accounted with errors. In the Update Accounting Entries window, you can update any accounting entries that were created with invalid accounts.

Prerequisites

- ❑ Define Payables options for accounting information. See: Payables Options: page 2 – 57.
- ❑ Open the period in Payables. See: Controlling the Status of Payables Periods: page 2 – 178.
- ❑ If you use Multiple currencies, then all foreign currency transactions require exchange rates. You can enter exchange rates manually, or submit AutoRate to automatically enter exchange rates for invoices and payments without exchange rates.
- ❑ If you use future dated payments, update the status of matured future dated payments to Negotiable. See: Update Matured Future Payment Status Program: page 5 – 69.
- ❑ To account for invoices, they must be approved. See: Approval: page 4 – 145.
- ❑ To account for payments, the invoices must already be accounted, or you must choose the All parameter to account for invoices, and then payments.
- ❑ Submit and review the Unaccounted Transactions Report to identify and resolve issues with your transactions that will prevent accounting. See: Unaccounted Transactions Report: page 8 – 144.

Payables Accounting Process

Submit this batch process to create accounting entries in Payables. After the process is complete, you can view the new accounting entries in the View Accounting Lines window.

Program Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Program Parameters

Account From/To Date. Accounting event dates for which you want to create accounting entries. For example, the accounting date of an invoice is the GL Date on the invoice distribution. To see the accounting date for any event, see: Accounting Events: page 7 – 3. These dates are not required to run the accounting process. If you do not specify dates, then the program will account for all of your unaccounted transactions.

Document Class: Document class that includes the accounting events for which you want to create accounting entries.

- **Invoices.** Includes the following accounting events:
  - invoice entry
  - invoice adjustment
  - invoice cancellation
  - prepayment application
  - prepayment unapplication
- **Payments.** Includes the following accounting events:
  - payment entry
  - (future dated) payment maturity
  - payment adjustment
  - payment cancellation
  - payment clearing
  - payment unclearing
- **All.** Create accounting entries for all eligible unaccounted invoice and payment events.

Submit Transfer to GL. If you want to initiate the Payables Transfer to General Ledger program immediately after the accounting entries are created, then enter Yes. See: Payables Transfer to General Ledger Program: page 7 – 34. If you choose to submit the transfer, then the program takes its default parameters from the setup you have in the Payables Options Transfer to GL region. If you specified a date range in the Account From and To Date parameters, then the transfer uses the same date range. If you do not specify a date range, then the transfer uses the system date as the end date for which it transfers accounting entries.

Submit Journal Import. Journal Import imports accounting entries from the GL interface into Oracle General Ledger. If you select Yes for the Submit Transfer to GL parameter, and if you want the Journal Import process to submit immediately after the Payables Transfer to General Ledger process completes, then select Yes.

Validate Accounts. If you want Payables to confirm that the accounts that it creates are valid accounts in Oracle General Ledger, then select Yes.

Summarize Report. If you want to summarize the Audit section of the Accounting Entries report, then select Yes. If you select No and you are creating accounting for a large number of transactions, then this report could be very lengthy.

See Also

Payables Accounting Process Report: page 7 – 14

Payables Accounting Process Report

Use this report to review accounting entries created by the Payables Accounting Process. The report has two sections:

- **Accounting Entries Audit Report.** The audit report provides, in detail or summary, a listing of accounting entries created by the accounting process.
- **Accounting Entries Exception Report.** The exception report lists in detail all accounting entries that were created with an error status and a description of that error. The Accounting

Entries Exception Report is generated only when the accounting process encounters accounting entries that fail validation.

Note that while the Payables Accounting Process is submitted for a document class, the report is organized by journal category. Oracle General Ledger associates each of your accounting entries with a journal entry category. This category is used to indicate the purpose or nature of the transaction. There are three journal entry categories for Oracle Payables transactions.

- **Purchase Invoices.** Assigned to journal entries originating from invoice accounting events. Invoice Accounting Events belong to the Invoice Document Class.
- **Payments.** Assigned to journal entries originating from payment accounting events, excluding payment reconciliation events. Payment Accounting Events belong to the Payments Document Class.
- **Reconciled Payments.** Assigned to journal entries originating from payment reconciliation events. Payment Reconciliation Events belong to the Payments Document Class.

For descriptions of accounting events, see: Accounting Events: page 7 – 3.

Payables groups the report by set of books, journal category, and bank accounts. Data is then sorted by accounting date, event type, supplier name, document number, and voucher number.

Prerequisite

❑ Submit the Payables Accounting Process to create accounting entries. See: Payables Accounting Process: page 7 – 13.

Report Submission

Payables automatically generates the Payables Accounting Process Report when you submit the Payables Accounting Process. See: Payables Accounting Process: page 7 – 13.

Selected Report Headings

If Yes is entered for the Summarize Report parameter when the Payables Accounting Process is submitted, then the report output is limited to the general ledger account and the accounted debit or credit.

If the accounting process is submitted from the Invoice Batches window or the Payment Batches window, the Invoice Batch Name or the Payment Batch Name will appear on the report output. Otherwise, these parameters are not displayed.

Accounting Date: Accounting date of the transaction. To review an accounting date for a particular event, see: Accounting Events: page 7 – 3.

Event Type: Accounting event that generated the accounting entry. For details on event types, see Accounting Events: page 7 – 3.

Document Number: Invoice number or payment number.

Line Num: Distribution line number for invoice distributions.

Line Type: Type of accounting entry line, such as AP Accrual, Charge, Liability, etc.

Account: General ledger account to which this accounting entry was charged.

Curr: Currency used for the transaction.

Dr/Cr (Entered Currency): Debit or credit amount, in the currency of the transaction.

Dr/Cr (Accounted Currency): Debit or credit amount, in the currency of the set of books for the accounting entry.

Exception: Appears on exception pages and indicates any processing errors.

See Also

Payables Accounting Process: page 7 – 13

Payables Accounting Entries Report: page 7 – 17

Payables Transfer to General Ledger Program: page 7 – 34

Payables Accounting Entries Report

Use this report to review and analyze accounting entries in the Payables subledger. You can request the report for a specific run of the Payables Accounting Process or the Payables Transfer to General Ledger program. Using the report parameters, you can produce a detailed or summary listing of the accounting information you want to review.

The report also lists in detail any transactions that have been accounted with error and all entries that could not be transferred to the general ledger interface. When a transaction is accounted with errors, use the Update Accounting Entries window to update any invalid accounts.

Payables groups the report by set of books, journal category, and bank accounts. Data is then sorted by accounting date, event type, supplier name, document number, and voucher number.

Prerequisites

- ❑ Submit the Payables Accounting Process to create accounting entries. See: Payables Accounting Process: page 7 – 13.
- ❑ If you want to report on accounting entries that have been transferred to the general ledger interface, submit the Payables Transfer to General Ledger program and note the Transfer Run ID. See: Payables Transfer to General Ledger Program: page 7 – 34.

Selected Parameters

From/To Date: Inclusive accounting date range for the accounting entries in the report. Accounting dates for different accounting events are described in Accounting Events: page 7 – 3.

Note that parameter values are used in conjunction with each other when records are selected for reporting. For example, if you enter a value for both the Request ID and the From / To Date, only transactions satisfying both parameters will be reported.

Suggestion: To produce a report of all transactions processed by a specific Payables Accounting Process, use the Report for Program and Request ID parameters and leave the From / To Date parameter blank.

Accounting Method: Accounting method that was used to create the accounts you want to see, either Accrual or Cash.

An operating unit using Oracle Payables has a primary accounting method and might have a secondary accounting method. Operating units included in this report are determined by the Reporting Context parameter. If the accounting method you choose has not been assigned to at least one of the operating units included in this report, your output will not contain any data. See: Accounting Methods Payables Options: page 2 – 58.

Accounting Currency: Your options will be limited to the functional and reporting currencies of the operating units that are included in this report and that use the accounting method you specified for that parameter. If one of these operating units uses a secondary accounting method, your list will also include the functional currency of the assigned secondary set of books.

If your list of values contains no entries, then none of the operating units to be included in this report are using the accounting method you chose. In this case, your report output will contain no data.

> **Note:** Operating units included in this report are determined by the Reporting Context parameter.

Journal Category: Limits the report to the specified journal category. If you select Cash for the Accounting Method parameter, your options are limited to Payments or All.

- **Purchase Invoices.** The report is limited to only accounting information for your invoice accounting events.
- **Payments.** The report is limited to only accounting information for your payment accounting events.
- **Reconciled Payments.** The report is limited to only accounting information for your payment clearing and unclearing events.
- **All.** The report includes accounting information for all journal categories.

AE Status: Limits the report to a particular accounting event status. The AE Status indicates if accounting entries created by the Payables Accounting Process were created with or without error.

- **Accounted.** Limit the report to only transactions accounted without error.
- **Error.** Limit the report to only transactions with errors.
- **All.** Include all transactions regardless of AE Status.

GL Transfer Status: Limits the report to a particular transfer status. The GL Transfer Status indicates if accounting entries for the event

have been transferred to the general ledger interface using the Payables Transfer to General Ledger program.

- **All.** Include accounting entries regardless of Transfer Status.
- **Transferred.** Limit the report to accounting entries that were successfully transferred to the general ledger interface.
- **Not Transferred.** Limit the report to accounting entries for which the Payables Transfer to General Ledger program has not been submitted, and to accounting entries for which the program was submitted but that were rejected because of an error.
- **Not Transferred due to Error.** Limit the report to accounting entries that could not be transferred to the general ledger interface when the Payables Transfer to General Ledger program was submitted for them.

Report for Program: Choose the process you want to report.

- **Payables Accounting Process.** Include accounting entries that have been created by the Payables Accounting Process.
- **Payables Transfer to General Ledger.** Include only accounting entries that have been successfully transferred to the general ledger interface using the Payables Transfer to General Ledger program. Transactions not transferred due to errors, are not reported.

Request ID: Enter the Transfer Run ID if you requested the report for the Payables Transfer to General Ledger program. Enter the Concurrent Request ID if you requested the report for the Payables Accounting Process.

> **Note:** You can see the Transfer Run ID in the heading section of the Payables Transfer to General Ledger report output.

Summarize Report:

- **Yes.** Summarize the report. In this mode, the report summarizes by account and lists only the balanced accounting entry in the accounted currency.
- **No.** Create the report in detail mode.

Selected Report Headings

When the report is summarized, the headings are limited to Accounted Dr / Cr.

Accounting Date: Accounting date of the transaction. To review an accounting date for a particular event, see: Accounting Events: page 7 – 3.

Event Type: Accounting event that generated the accounting entry. For details on event types, see Accounting Events: page 7 – 3.

Document Number: Invoice number or payment number.

Transferred to GL: Indicates if accounting entries for the event have been transferred successfully to the general ledger interface using the Payables Transfer to General Ledger program. Yes or No.

Line Num: Distribution line number for invoice distributions.

Line Type: Type of accounting entry line, such as AP Accrual, Charge, Liability, etc.

Account: General ledger account to which this accounting entry was charged.

Curr: Currency used for the transaction.

Dr/Cr (Entered Currency): Debit or credit amount, in the currency of the transaction.

Dr/Cr (Accounted Currency): Debit or credit amount, in the currency of the set of books for the accounting entry.

Exception: Appears on exception pages and indicates any processing errors.

See Also

Payables Accounting Process: page 7 – 13

Payables Transfer to General Ledger Program: page 7 – 34

Common Report Parameters: page 8 – 5

Creating Accounting Entries From Transaction Windows

From a transaction window, you can create accounting entries for a selected invoice, payment, invoice batch, or payment batch. For a single invoice or payment, the accounting completes online. For batches, the accounting process is submitted as a request, and you can view its completion status in the Requests window.

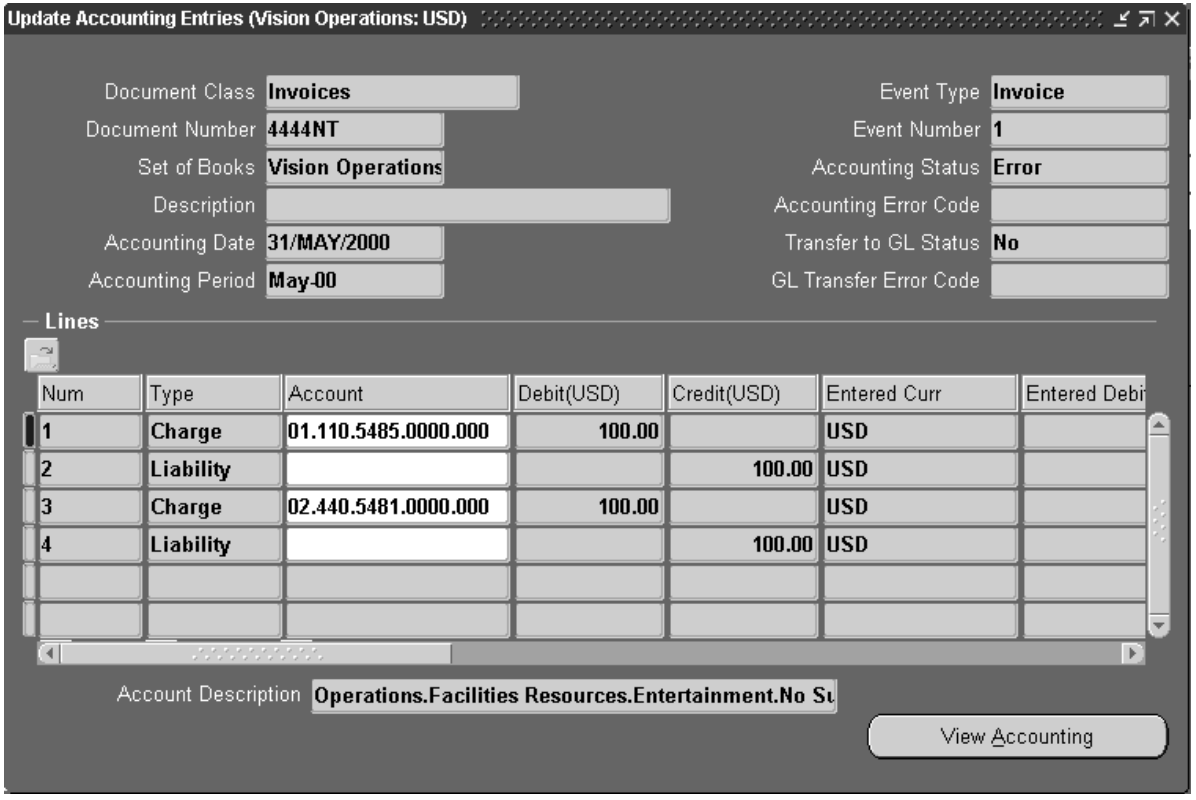
▶ **To create accounting entries for an invoice, payment, or payment batch:**

1. Query and select the invoice, payment, or payment batch in the Invoices, Payments, or Payment Batches window. Choose the Actions button.
2. The actions window for the transaction opens. Choose the Create Accounting check box, and choose OK.

▶ **To create accounting entries for an invoice batch:**

1. In the Invoice Batches window, query the invoice batch.
2. Choose the Create Accounting button.

Adjusting Accounting Entries



Use the Update Accounting Entries window to view accounting entries and update any invalid accounts. The only updatable fields in this window are Account and Description.

You can navigate to this window either from the navigator or by choosing the button from the View Accounting windows.

In this window you can view an accounting entry and its lines. For example, you can see invoice information in the top of the window and details on its distributions in the Lines region of this window. The Lines region specifies the transaction currency, and the debit and credit amounts in both the transaction amounts and the accounted amounts. It also shows you the account being charged.

If you select the Transaction buttons, Payables opens the View Accounting Lines window for the accounting entry. In this window you can see the details of the accounting entry and you can view it in different formats. See View Accounting Windows: page 7 – 29.

The Lines region of this window is 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 Guide)*.

Find Accounting Entries Window Reference

Enter one or more fields to narrow the search for accounting entries you will review in the Update Accounting Entries window.

Accounting Status. If you want to limit your search to entries that are of a particular status, then enter the status:

- Accounted
- Error

Document Class. Document class that includes the accounting events you want to review: Invoices or Payments.

Document Number. Invoice number or payment number.

Event Type. Type of accounting event. For details on event types, see: Accounting Events: page 7 – 3.

Period. Enter one or both fields to specify either an accounting period or an accounting period range for which you want to review accounting entries.

Set of Books. The set of books for which you want to see accounting entries. If you do not use a secondary or reporting set of books then Payables displays your primary set of books and you cannot update this option.

Update Accounting Entries Window Reference

Accounting Date. Accounting date of the transaction. To see an accounting date for a particular event, see: Accounting Events: page 7 – 3.

Accounting Error Code. The reason an accounting entry could not be created for this event.

Accounting Period. Period in the Payables accounting calendar that includes the accounting date.

Accounting Status. Status of the event, Accounted or Error. If the status of an event is accounted with error, then the account is invalid and you must fix the account before you can transfer it to your general ledger.

Description. Invoice description. For payments, this field is blank.

Document Class. Document class that includes the accounting event: invoices or payments.

Document Number. Document number; for example, invoice number or payment document number.

Event Number. Sequential number of the accounting event.

Event Type. Type of accounting event. For details on event types, see: Accounting Events: page 7 – 3.

GL Transfer Error Code. The reason an accounting entry could not be transferred to general ledger.

Set of Books. Set of books in which the accounting entry was created.

Transfer to GL Status. Indicates if accounting entries for the event have been transferred to the GL interface using the Payables Transfer to General Ledger program. (Yes or No)

Lines Region

Account. Account to which the accounting entry line is charged. The account description is at the bottom of this window.

Accounting Error Code. The reason an accounting entry could not be created for this event.

Debit/Credit (Accounted Currency). Debit or credit amount, in the currency of the set of books for the accounting entry.

Description. Distribution description. For payments, this field is blank.

Entered Curr. Currency in which the transaction was recorded: invoice currency or payment currency.

Entered Debit/Credit. Debit or credit amount, displayed in the transaction currency.

GL Transfer Error Code. Reason an accounting entry could not be transferred to general ledger.

Num. Unique number for the accounting entry, assigned by the system.

Rate Date. Date that the exchange rate was effective.

Rate Type. If the system used an exchange rate, then this field shows the rate type. See: Types of Exchange Rates: page 6 – 8.

Rate. Exchange rate used between the accounted currency and the entered currency.

Type. Type of accounting entry line. For example, Charge, Liability, Gain, Loss, Cash.

Buttons

View Accounting. If you choose this button, Payables will open the View Invoice Accounting or View Payment Accounting window, depending on the type of accounting entry you are reviewing.

Viewing Accounting Entries

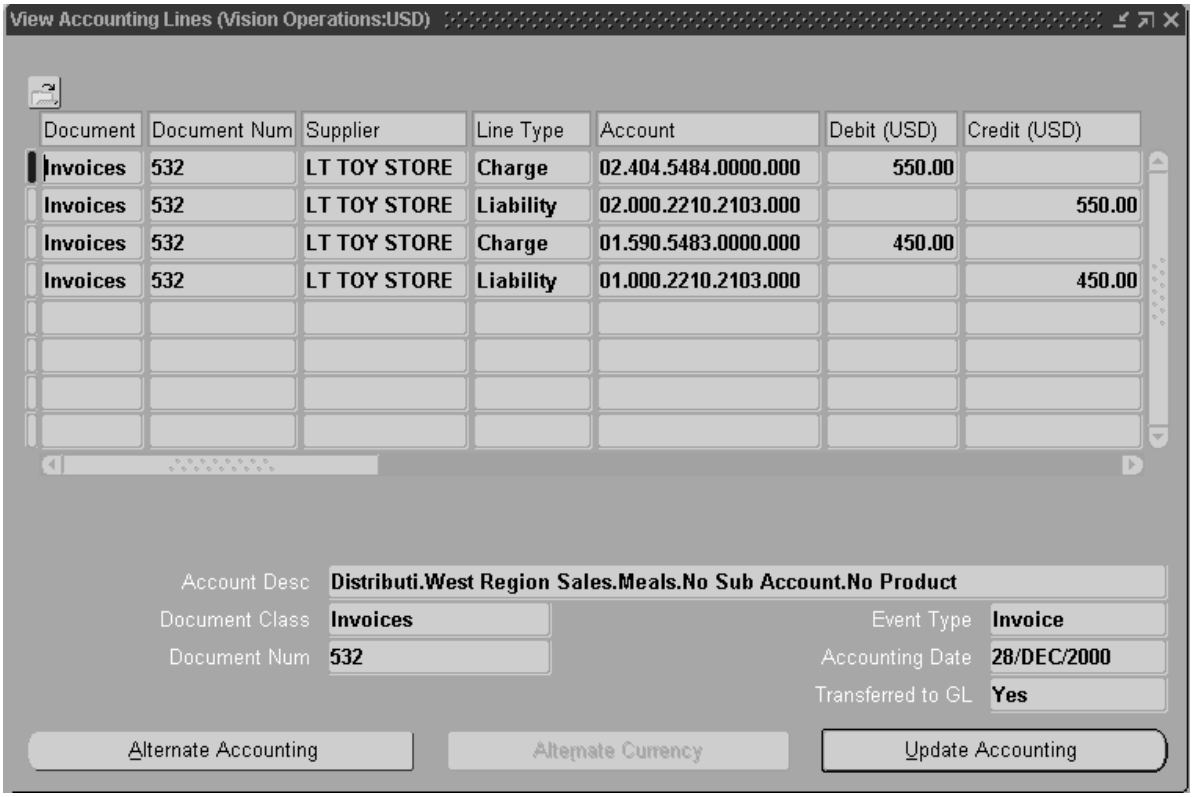
You can view accounting entries in the view accounting entries windows. Depending on how you open the window, the window title and the data that you see in the windows vary. Payables includes the following windows that you use to view accounting entries:

- **View Accounting Lines.** You can navigate to this window from the Navigator.
- **View Invoice Accounting.** You open this window from one of the following places: Invoices window, Update Accounting Entries window, or drilling down from Oracle General Ledger. This window limits you to viewing invoice accounting entries.
- **View Payment Accounting.** You open this window from one of the following places: Payments window, Update Accounting Entries window, or drilling down from Oracle General Ledger. This window limits you to viewing payment accounting entries.

All are *folders* that you can easily customize for display purposes. See: View Accounting Windows: page 7 – 29 for more information.

You can view the detail accounting lines for the queried transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also view the detail accounting as t–accounts in the T Accounts window, or view summarized accounting for each account in the Activity Summary window. Use these features to see how a transaction affects the account balances in your general ledger.

Viewing Accounting Lines Directly



You can view a Payables transaction's detail accounting lines directly, in the form of a balanced accounting entry (i.e., debits equal credits), in the View Accounting Lines window. You can enter criteria in the Find window to find and review all accounting lines that meet the criteria you specify. Use this feature to see how a transaction affects the account balances in your general ledger.

> **Note:** You can also access detail accounting lines from Invoices and Payments windows in Payables. See: Viewing Accounting Lines for Queried Transactions: page 7 – 26

▶ **To view accounting lines directly:**

1. Navigate to the View Accounting Lines window from the Navigator.

   The Find Accounting Lines window appears.

2. Enter criteria to identify transactions for which you want to see detail accounting lines.
3. Choose the Find button. The View Accounting Lines window appears.
4. (Optional) Choose the Alternate Accounting button to view the accounting using an alternate accounting method. For example, if you are viewing entries for the accrual accounting method, you can view entries for the cash accounting method.

   When the Choose Alternate Accounting window appears, select an Accounting Method. Choose the Change button to apply your selection or Cancel to retain your current accounting method.
5. (Optional) If your organization uses Multiple Reporting Currencies, choose the Alternate Currency button to view the accounting using an alternate currency. For example, if you are viewing the accounting in your primary functional currency (e.g., BEF), you can switch to a reporting currency (e.g., EUR).

   From the poplist that appears after you choose the Alternate Currency button, choose the primary or reporting set of books whose transactions you want to view. The data in the View Accounting Lines window changes to reflect amounts in the currency for the chosen set of books.

Viewing Accounting Entries For Queried Transactions

When you are viewing an invoice or payment, you can view accounting entries for it. You view all existing accounting entries, including those that were just created and those that have been transferred to your general ledger. When you navigate to the view accounting windows from a transaction, you are limited to viewing transactions with the same document class, invoice or payment.

▶ **To view accounting lines:**

1. In the Invoices window or Payments window, query and select the invoice or payment for which you want to view accounting lines.
2. Choose View Accounting from the Tools menu.

   The View Invoice Accounting or View Payment Accounting window appears, depending on whether you queried an invoice or payment.

3. (Optional) Choose the Alternate Accounting button to view the accounting using an alternate accounting method. For example, if you are viewing entries for the accrual accounting method, you can switch to the cash accounting method.

   When the Choose Alternate Accounting window appears, select an Accounting Method. Choose the Change button to apply your selection or Cancel to retain your current accounting method.

4. (Optional) If your organization uses Multiple Reporting Currencies, choose the Alternate Currency button to view the accounting using an alternate currency. For example, if you are viewing the accounting in your primary functional currency (e.g., BEF), you can switch to a reporting currency (e.g., EUR).

   From the poplist that appears after you choose the Alternate Currency button, choose the primary or reporting set of books whose transactions you want to view. The View Invoice Accounting or View Payment Accounting window changes to reflect amounts in the currency for the chosen set of books.

5. (Optional) To view the accounting detail as t–accounts, choose the T–Accounts button.

   See: Viewing T–Accounts, *Oracle General Ledger User Guide*

View Accounting Windows

The first time you open the View Invoice Accounting or View Payment Accounting window, the following information displays for the detailed accounting lines:

Column Name	Invoice	Payment
Account	X	X
Applied to Invoice Num		X
Credit	X	X
Curr Conversion Rate	X	X
Debit	X	X
Entered Credit	X	X
Entered Curr	X	X
Entered Debit	X	X

Table 7 – 1 (Page 1 of 2) View Accounting Windows for Payables

Column Name	Invoice	Payment
Event Num	X	X
Invoice Distribution Line Num	X	
Invoice Distribution Line Type	X	
Line Num	X	X
Line Type	X	X
Tax Code	X	X

Table 7 – 1 (Page 2 of 2) View Accounting Windows for Payables

When you select a detailed accounting line, the system displays the following information at the bottom of the related View Accounting window:

For Invoices: Account Desc, PO Number, Event Type, PO Release Num, Accounting Date, Receipt Num, Transferred to GL,

For Payments: Account Desc, Invoice Number, Event Type, Statement Num, Accounting Date, Statement Line, Transferred to GL

Customizing the View Accounting Windows

The View Accounting windows are *folders.* You can easily customize the information that is displayed in the windows, as described in the *Oracle Applications User Guide.*

When customizing the View Accounting windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Invoice	Payment
Account Description	X	X
Accounting Date	X	X
Accounting Entry Header Error	X	X
Accounting Entry Line Error	X	X

Table 7 – 2 (Page 1 of 3) Hidden Columns on View Accounting Windows

Column Name	Invoice	Payment
Applied to Invoice Curr		X
Bank Account		X
Cleared Date		X
Comments	X	
Curr Conversion Date	X	X
Curr Conversion Type	X	X
Document Seq Name	X	X
Document Seq Num	X	X
Event Type	X	X
Invoice Curr	X	
Invoice Date	X	
Invoice Num	X	
Invoice Type	X	
Journal Category	X	X
Line Reference	X	X
Payment Curr		X
Payment Date		X
Payment Method		X
Payment Num		X
PO Number	X	
PO Release Num	X	
Receipt Num	X	
Statement Curr		X
Statement Document Seq Name		X
Statement Document Seq Num		X
Statement Line Num		X
Statement Num		X

Table 7 – 2 (Page 2 of 3) Hidden Columns on View Accounting Windows

Column Name	Invoice	Payment
Supplier	X	X
Supplier Num	X	X
Supplier Site	X	X
Trans Class	X	
Transfer to GL Line Error	X	X
Transferred to GL	X	X

Table 7 – 2 (Page 3 of 3) Hidden Columns on View Accounting Windows

See Also

Viewing Accounting Lines for Queried Transactions: page 7 – 26

Transferring Accounting Entries to Your General Ledger

After you create accounting entries in Payables, submit the Payables Transfer to General Ledger program to send invoice and payment accounting entries to the general ledger interface.

If you use Oracle General Ledger, then you can submit Journal Import, which uses the data in the GL interface to create unposted journal entry batches, headers, and lines. You can then post these journal entry batches, headers, and lines within General Ledger to update your General Ledger account balances. You can submit Journal Import either when you submit the transfer program, or separately, after the transfer process completes. See: Journal Import *(Oracle General Ledger User Guide or online help*).

If you do not use General Ledger, you can use the data in the GL interface to create and post journal entries in your general ledger.

Payables retains the accounting entries, so you can continue to review them in Payables. Also, after you post journal entries in Oracle General Ledger, you can drill down to the related accounting entries or transactions in Payables.

If you use the Multiple Reporting Currencies feature, read the *Multiple Reporting Currencies in Oracle Applications* manual for information on transferring accounting entries when you use the Multiple Reporting Currency feature.

See Also

Budgetary Control In Payables: page 10 – 42

Automatic Offsets: page 10 – 12

Encumbrance Entries in Payables: page 10 – 46

Accounting Methods: page 2 – 50

Intercompany Accounting: page 10 – 50

Reconciling Payables Activity: page 7 – 45

Reconciling Payables Activity to General Ledger: page 7 – 46

Unaccounted Transactions Sweep Program: page 8 – 16

Defining Journal Sources *(Oracle General Ledger User Guide)*

Posting Journal Batches *(Oracle General Ledger User Guide)*

Encumbrance Entries in Payables: page 10 – 46

Payables Transfer to General Ledger Program

The parameters you use when you submit the Payables Transfer to General Ledger program determine how Payables transfers accounting entries to set(s) of books in your general ledger. If you use Multiple Reporting Currencies, you can also transfer to your reporting sets of books.

Most of the default parameters come from the defaults you define in the Transfer to GL region of the Payables Options window. This setup also determines whether you can override the defaults when you submit the program.

Prerequisites

- ❑ The period is open in Oracle General Ledger. If you use the combined basis accounting method, the period is open in both sets of books in General Ledger.
- ❑ Submit the Payables Accounting Process to create accounting entries. See: Payables Accounting process: page 7 – 13. Fix accounts on any accounting entries that were created with incorrect accounts. See: Adjusting Accounting Entries: page 7 – 22.
- ❑ (Optional) Set your Payables options in the Transfer to GL region. These options will default every time you submit this report. See: Transfer to GL Payables Options: page 2 – 85.

Program Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Program Parameters

Set of Books Name. The set of books for which you want to transfer accounting 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 transfer accounting 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 – 50.

Transfer Reporting Book(s). If you use Multiple Reporting Currencies (MRC), and if you also want to transfer accounting entries for your reporting books, enter Yes. See: *Multiple Reporting Currencies in Oracle Applications.*

Batch Name. Journal entry batch name used to identify the batch in your general ledger. If you use Oracle General Ledger, Journal Import creates a journal entry batch for each set of books and accounting period.

From/To Date. Accounting event dates for which you want to transfer accounting entries. For example, the accounting date of an invoice is the GL Date on the invoice distribution. To see the accounting date for any event, see: Accounting Events: page 7 – 3 To Date is required. If you enter only a To Date, the program will transfer all accounting entries that have an accounting date on or before the To Date.

Journal Category. The type you can select depends upon the accounting method of the set of books you specify:

- **Purchase Invoices.** Payables transfers accounting information for your invoice accounting events.
- **Payments.** Payables transfers accounting information for your payment accounting events.
- **Reconciled Payments**. Payables transfers accounting information for your payment clearing and unclearing events.
- **All.** If you are creating journal entries for your accrual set of books, the program transfers accounting entry information for all journal categories. If you are creating journal entries for both your cash and accrual sets of books, Payables transfers accounting information for both sets of books.

  If you enter Both as the Set of Books parameter, then Payables enters All for this parameter, and you cannot update this value.

Transfer to GL Interface. Select the level of detail in which you want to create journal entries. If you create summary entries Payables combines all the invoice or payment transactions for a particular account into a single accounting entry.

If you choose to transfer in detail when you submit the Payables Transfer to General Ledger program, Payables populates the GL interface with one accounting entry line for each transferred accounting entry. You can summarize by accounting date or accounting period. If you summarize during the Payables Transfer to General Ledger process, then Payables populates the GL interface by creating one journal line for all distributions with the same account combination and either accounting date or period.

- **In Detail.** Do not summarize the entries. Transfer one accounting entry for each accounting entry.
- **Summarize by Accounting Date.** Summarize the accounting lines by account and date.
- **Summarize by Accounting Period.** Summarize the accounting lines by account and accounting period.

Submit Journal Import. If you do not use General Ledger, the default for this parameter is No, and you cannot update the value.

- **Yes.** Submit Journal Import, which will automatically create journal entry batches, headers, and lines from the accounting entries in the GL interface. See: Importing Journals *(Oracle General Ledger User Guide)*.
- **No.** Submit Journal Import later, review the concurrent request log file to determine the Group ID. Use the Group ID for the concurrent request to submit Journal Import in General Ledger.

See Also

Payables Options: page 2 – 57

Financials Options: page 2 – 36

Oracle Cash Management User Guide

Payables Transfer to General Ledger Report

This report shows the results of the Payables Transfer to General Ledger process. The report has four sections:

- **Parameters:** This section displays the transfer criteria you specified.
- **Summary Information:** This section displays the total lines transferred and total lines not transferred due to errors for each set of books and for each accounting period.
- **Accounting Creation Errors:** This section displays a detail list of accounting entries not transferred because they were created with an error status. See: Payables Accounting Process: page 7 – 13.
- **Transfer to General Ledger Errors:** This sections displays a detail list of accounting entries not transferred because they failed general ledger account validation.

Use the error sections to identify and resolve all exceptions that occurred during your transfer process. Detailed error explanations are included on the report.

To obtain a detailed report of accounting entries that were transferred to the general ledger, use the Payables Accounting Entries Report and specify the Payables Transfer to General Ledger in the Report for Program option. See: Payables Accounting Entries Report: page 7 – 17.

Prerequisite

❑ Submit the Payables Accounting Process to create accounting entries. See: Payables Accounting Process: page 7 – 13.

Report Submission

Payables automatically generates the Payables Transfer to General Ledger Report when you submit the Payables Transfer to General Ledger Program. See: Payables Transfer to General Ledger Program: page 7 – 34.

Selected Report Headings

Accounting Date: Accounting date of the transaction. To review an accounting date for a particular event, see: Accounting Events: page 7 – 3.

Event Type: Accounting event that generated the accounting entry. For details on event types, see Accounting Events: page 7 – 3.

Document Number: Invoice number or payment number.

Exception: Indicates any processing errors.

Line Num: Accounting entry line number.

Line Type: Type of accounting entry line, such as AP Accrual, Charge, Liability, etc.

Account: General ledger account to which this accounting entry was charged.

Curr: Currency used for the transaction.

Dr/Cr (Entered Curr): Debit or credit amount, in the currency of the transaction.

Dr/Cr (Accounted Curr): Debit or credit amount, in the currency of the set of books for the accounting entry.

See Also

Payables Accounting Process: page 7 – 13

Payables Accounting Entries Report: page 7 – 17

Payables Transfer to General Ledger Program: page 7 – 34

Posting in Oracle General Ledger

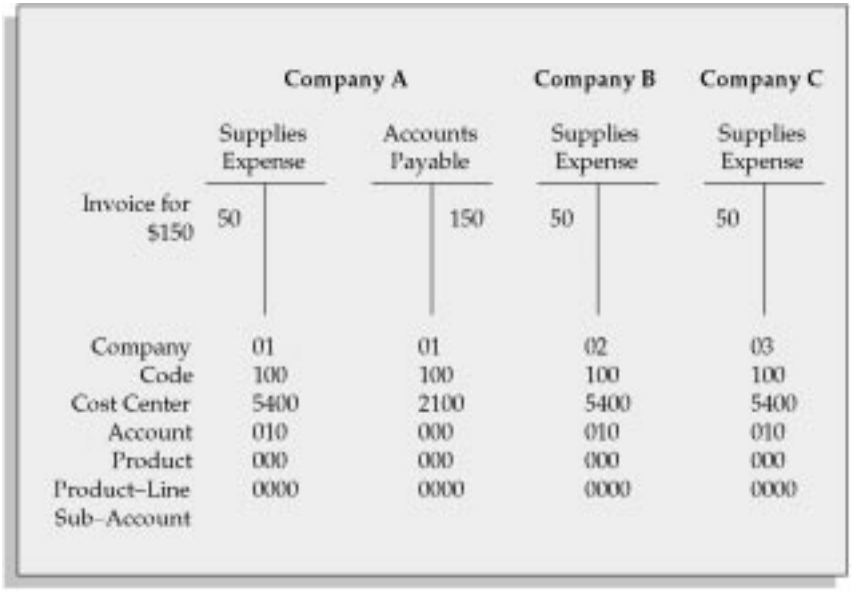
After you submit Journal Import, you can post journal entries in Oracle General Ledger. See Posting Journal Batches in the *Oracle General Ledger User Guide* for details.

Intercompany Accounting When You Use Oracle General Ledger

When you use Oracle General Ledger, you can perform accounting for multiple companies within one set of books. When you post journal entries, if a journal entry is out of balance for a balancing segment/company, Oracle General Ledger automatically posts any difference against the intercompany account you defined for the combination of source and category. The following example explains the process further:

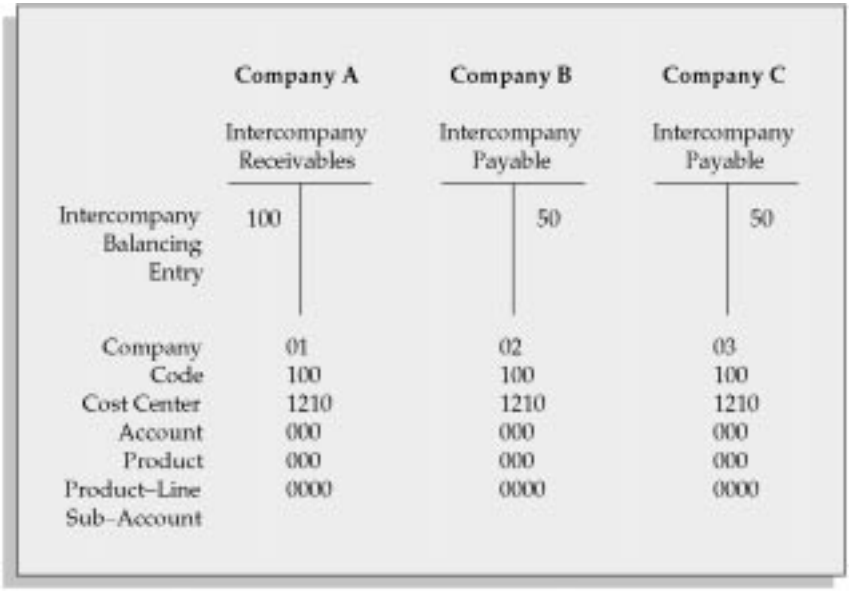
Example An organization owns three companies: A, B, and C. Company A receives a $150 invoice for supplies which all three companies use. Company A enters the invoice in Payables and splits the expense three ways, creating three distributions, one for each company.

At this point, the journal entries for this transaction are out of balance, because company A has a liability of $150, and an expense of $50. Companies B and C are also out of balance, with expenses of $50 and no liability. The T–accounts below illustrate this situation:



During the posting process, General Ledger identifies unbalanced entries such as the one shown above and automatically creates additional intercompany balancing entries. Then it posts both the invoice and balancing entries.

The T–accounts below illustrate the intercompany balancing entries which General Ledger creates to resolve the imbalance presented in the preceding example:



Drilling Down to Payables from Oracle General Ledger

From Oracle General Ledger, when you are viewing a journal that has the Oracle Payables journal source assigned to it you can drill down to subledger details.

Depending on the journal category, drilling down from General Ledger will open the Payables Invoice Accounting, Payables Payment Accounting window, or Payables Reconciled Payment Accounting window.

> See: Drilling Down to Subledger Detail, *Oracle General Ledger User Guide*

The first time you open one of these windows, the following information will be displayed:

Column Name	Invoice	Payment	Reconciled Payment
Applied to Invoice Num	X	X	
Bank Account		X	X

Table 7 – 3 (Page 1 of 2) Drilldown Windows for Payables

Column Name	Invoice	Payment	Reconciled Payment
Cleared Date			X
Credit	X	X	X
Curr Conversion Rate	X	X	X
Debit	X	X	X
Document Num		X	X
Entered Credit	X	X	X
Entered Curr	X	X	X
Entered Debit	X	X	X
Event Num	X	X	X
Invoice Date	X		
Invoice Distribution Line Num	X		
Invoice Distribution Line Type	X		
Invoice Type	X		
Line Num	X	X	X
Line Type	X	X	X
Payment Date		X	
Payment Method		X	X
Supplier	X	X	X
Tax Code	X	X	

Table 7 – 3 (Page 2 of 2) Drilldown Windows for Payables

When you select a detailed accounting line, the system displays the following information at the bottom of the related window:

For Invoices: PO Number, Event Type, PO Release Num, Accounting Date, Document Seq, Receipt Num., Comments

For Payments: Payment Curr, Document Name, Invoice Curr, Event Type, Invoice Num, Accounting Date, Document Seq

For Reconciled Payment: Statement Currency, Payment Currency, Statement Number, Event Type, Statement Line, Accounting Date, Statement Document Seq

Customizing the Drilldown Windows

The drilldown windows are *folders*. You can easily customize the information that is displayed in the windows, as described in the *Oracle Applications User Guide*.

When customizing the drilldown windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Invoice	Payment	Reconciled Payment
Account	X	X	X
Account Description	X	X	X
Accounting Date	X	X	X
Accounting Entry Header Error	X	X	X
Accounting Entry Line Error	X	X	X
Applied to Invoice Curr		X	
Comments	X		
Curr Conversion Date	X	X	X
Curr Conversion Type	X	X	X
Document Seq Name	X	X	X
Document Seq Num	X	X	X
Event Type	X	X	X
Invoice Curr	X		
Journal Category	X	X	X
Line Reference	X	X	X
Payment Curr		X	
Payment Date			X
PO Number	X		
PO Release Num	X		

Table 7 – 4 (Page 1 of 2) Hidden Columns in Drilldown Windows

Column Name	Invoice	Payment	Reconciled Payment
Receipt Num	X		
Statement Curr			X
Statement Document Seq Name			X
Statement Document Seq Num			X
Statement Line Num			X
Statement Num			X
Supplier Num	X	X	X
Supplier Site	X	X	X
Tax Code			X
Trans Class	X		
Transfer to GL Line Error	X	X	X

Table 7 – 4 (Page 2 of 2) Hidden Columns in Drilldown Windows

Drilling Down Further

From the Payables Invoice Accounting, Payables Payment Accounting, or Payables Reconciled Payment Accounting window, you can drill down even further to view transactions or you can view the underlying transaction accounting.

▶ **To drill down to detail transactions or to view transaction accounting:**

1. From the Payables Invoice Accounting or Payables Payment Accounting window, select a detail accounting line.
2. Choose the Show Transaction button to view detail transactions.
3. Choose the Show Transaction Accounting button to view the transaction accounting.

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)

Note: Before running your reports, be sure you have run Payables Transfer to General Ledger Program for all transactions in the period that you are reconciling.

Note: When reviewing your Accounts Payable Trial Balance Reports, you may notice that the remaining amount for a given invoice is less than you expect or even negative. This may be caused by recording invoice payments in a GL period that precedes the GL period used to record some or all of your invoice distributions.

For example: You enter an invoice with one distribution of $200 that uses a GL date of 04–JAN–2001. You pay the full invoice, and the payment date is 20–DEC–2000. If you submit the Accounts Payable Trial Balance report as of 31–DEC–2000, then the invoice will correctly show an amount remaining of <–$200>.

Payables allows the payment date to precede the invoice GL date to support certain accounting methods (e.g. recording prepaid items).

▶ **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 – 139

Posted Payment Register: page 8 – 142

Accounts Payable Trial Balance Report: page 8 – 134

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 – 134

CHAPTER

8

Reports, Programs, and Listings

This chapter includes descriptions of all programs, reports, and listings that are not included elsewhere in this user 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
- Payables Lookups Listing
- Tax Codes Listing
- Expense Report Template Listing

Period End

- Accounts Payable Trial Balance
- Posted 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?
Unaccounted Transaction Sweep	Unaccounted Transaction Sweep Report	
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
Payables Open Interface Import	Payables Open Interface Report	
Payment Batch Selection or Formatting	Preliminary Payment Register	
Payment Batch confirmation	Final Payment Register	

Program or Action	Report or Listing	Always Prints?
AutoRate		
Update Matured Future Payment Status	Update Matured Future Payment Status Report	

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 – 8.

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, Withholding Tax, 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.

Reporting Context: If you entered Set of Books for the Reporting Level, the default is the set of books associated with your responsibility. If you entered Legal Entity for the Reporting Level, select a legal entity from the list of values. The profile option MO: Top Reporting Level determines which legal entities appear in the list of values. If this profile option is set to Set of Books, you can choose any legal entity that posts to your set of books. If the profile option is set to Legal Entity, you can

choose only the legal entity associated with the operating unit assigned to your responsibility.

If you entered Operating Unit for the Reporting Level parameter, select an operating unit from the list of values. The profile option MO: Top Reporting Level determines which operating units appear in the list of values. If the profile option is set to Set of Books, you can choose any operating unit that posts to your set of books. If the profile option is set to Legal Entity, you can choose any operating unit within the legal entity associated with the operating unit assigned to your responsibility. If the profile is set to Operating Unit, you can select only the operating unit assigned to your responsibility.

> **Note:** Note: The profile option MO: Operating Unit determines the operating unit for your responsibility.

Reporting Level: Enter the reporting level for the report. Choose Set of Books, Legal Entity, or Operating Unit. If you use Multiple Organization Support, the default is Operating Unit. If you do not use Multiple Organization Support, the default is Set of Books.

> **Note:** The profile option MO: Top Reporting Level determines the top reporting level for your responsibility.

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 Oracle Payables Lookups 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. If you left a parameter blank, then the parameter will appear at the top of the report without a value.

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, Withholding Tax, 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.

PO Number. Number of the purchase order.

PO Release. Purchase order release number.

PO Line. Purchase order line 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 parameter 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 Oracle Payables Lookups window, and enter a supplier type for a supplier in the Suppliers window. If you use recoverable tax, you can also define tax recovery rules by supplier type.

Tax Code. Name of the tax. You define tax codes in the Tax Codes window. See: Tax Codes: page 2 – 146.

Programs

Payables provides the following programs:

AutoRate Program: page 6 – 15

Credit Card Transaction Validation and Exception Report: page 8 – 10.

Credit Card Invoice Interface Summary: page 8 – 13

Mass Additions Create Program: page 8 – 15

Payables Accounting Process: page 7 – 13

Payables Approval Program: page 4 – 148

Payables Invoice Import Program: page 4 – 239

Payables Open Interface Import Program: page 4 – 261

Payables Transfer to General Ledger Program: page 7 – 34

Purge Payables Open Interface: page 4 – 270

Purging Records: page 9 – 2

Supplier Merge Program: page 3 – 43

Unaccounted Transactions Sweep Program: page 8 – 16

Unapply Preupgrade Prepayments Program: page 4 – 206

Update Income Tax Details Utility and Report: page 8 – 18

Update Matured Future Payment Status Program: page 5 – 69

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 InterfaceTables: page I – 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 – 194.

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 Program

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 combination of GL Account and Tax Code. 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 – 10.
- ❑ Employees and managers have completed any verification or approval of the transactions that your organization requires. See: Credit Card Transaction Employee Workflow: page 2 – 198 and Credit Card Transaction Manager Workflow: page 2 – 206.
- ❑ 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 – 181.

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 transfer capital invoice line distributions from Oracle Payables to Oracle Assets.

For foreign currency assets, Payables sends the invoice 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 Payables. See: Entering Basic Invoices: page 4 – 44.
- ❑ Create accounting entries for the invoices. See: Creating Accounting Entries in Payables: page 7 – 12.
- ❑ Transfer accounting entries to general ledger.
- ❑ 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 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 distribution 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)*

Unaccounted Transactions Sweep Program

The Unaccounted Transactions Sweep Program transfers unaccounted transactions from one accounting period to another. Because you cannot close a Payables period that has unaccounted transactions in it, if your accounting practices permit it, you might want to use this program to redate accounting date of the transactions to the next open period. For example, you have invoices for which you cannot resolve holds before the close, and your accounting practices allow you to change invoice distribution GL dates. Submit the program to redate invoice distribution GL dates to the first day of the next open period so you can close the current period.

The Unaccounted Transactions Sweep Program will not roll forward accounted transactions, or accounted transactions with error. To create successful accounting entries for accounted transactions with error, correct any accounting errors and resubmit the Payables Accounting Process.

The program transfers unaccounted transactions to the period you specify by updating the 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.

In the Control Payables Periods window if you try to close a period and unaccounted transactions exist, then Payables opens a window. From the window you can submit the Unaccounted Transactions Sweep Program or you can submit a report to review accounting transactions that would be swept by the program. When you submit the Unaccounted Transactions Sweep Program, Payables automatically produces the Unaccounted Transactions Sweep Report to identify transactions that were redated and identify any transactions that need updating. If you submit the report in preliminary sweep mode the Unaccounted Transactions Sweep Review report shows which transactions will be redated if you submit the Unaccounted Transactions Sweep Program.

Both reports print the same data as the Unaccounted Transactions Report. For details on the report headings, see: Unaccounted Transactions Report: page 8 – 144.

Prerequisites

- ❑ The transaction is not accounted.
- ❑ The next period is open. See: Controlling the Status of Payables Periods: page 2 – 178.
- ❑ The transaction does not have an accounted with error status. For transactions that are accounted with error, fix the problem that is causing the error, account for the transaction, and transfer it to the general ledger.

Program Submission

In the Control Payables Periods window if you try to close a period and unaccounted transactions exist, then Payables opens a window. In the window you can submit the Unaccounted Transactions Sweep Program. In the Sweep to Period field, Payables enters the first date of the next open period. The program will redate all accounting dates of all unaccounted transactions to the first date of the period.

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 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 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 – 43.
- ❑ Correct the Income Tax Type in the Tax region of the Suppliers 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.

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. You define a default income tax type for a 1099 supplier in the Suppliers 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 – 35

Entering Suppliers: page 3 – 10

1099 Invoice Exceptions Report: page 8 – 43

Setting Up Supplier Tax Information: page 3 – 6

Income Tax Regions: page 2 – 168

Workflow

You can submit the following workflow processes in Oracle Payables:

- Distribute Employee Card Transaction Verifications: page 8 – 22
- Distribute Manager Card Transactions Approvals: page 8 – 23
- Expense Reporting Workflow. Used only if you install Oracle Self–Service Expenses. See: *Oracle Self–Service Expenses Implementation Guide.*
- Payables Open Interface Workflow: page 4 – 272

See Also

Oracle Workflow Guide

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 – 198.

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 Worklow. See: *Oracle Workflow Guide.*
- ❑ Set up the Credit Card Transaction Manager Workflow. See: Credit Card Transaction Manager Workflow: page 2 – 206.

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:

Invalid PO Supplier Notice: page 8 – 155

New Supplier / New Supplier Site Listing: page 8 – 24

Purchase Order Header Updates Report: page 3 – 47

Supplier Audit Report: page 3 – 48

Supplier Balance Revaluation Report: page 8 – 25

Supplier Customer Netting Report *(Oracle Receivables User Guide*)

Supplier Mailing Labels: page 8 – 27

Supplier Merge Report: page 3 – 46

Supplier Open Balance Letter: page 8 – 161

Supplier Paid Invoice History Report: page 8 – 30

Supplier Payment History Report: page 8 – 31

Suppliers Report: page 8 – 32

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 – 14

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 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.

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, 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 – 232

See Also

Common Report Parameters: page 8 – 5

Countries and Territories: page 2 – 119

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 – 8

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.

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 list 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 list 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 – 14.

On PO Hold. Payables prints Yes if you have placed this supplier on hold in Oracle 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 – 8

Income Tax Forms and Reports

Payables provides the following income tax forms and reports:

1096 Form: page 8 – 38

1099 Forms: page 8 – 40

1099 Invoice Exceptions Report: page 8 – 43

1099 Payments Report: page 8 – 44

1099 Electronic Media: page 8 – 46

1099 Supplier Exceptions Report: page 8 – 49

Tax Information Verification Letter: page 8 – 51

Withholding Tax By Invoice Report: page 8 – 53

Withholding Tax By Payment Report: page 8 – 55

Withholding Tax By Tax Authority Report: page 8 – 59

Withholding Tax By Supplier Report: page 8 – 57

Withholding Tax Certificate Listing: page 8 – 60

Withholding Tax Letter: page 8 – 61

Withholding Tax Report: page 8 – 62

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 company 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 – 80.
- If you use combined federal and state filing, define your tax regions. See: Income Tax Regions: page 2 – 168.
- Define your tax reporting entities. See: Reporting Entities: page 2 – 165.

2. **Enter 1099 details for suppliers:**
   - See: Suppliers subject to income tax reporting requirements: page 3 – 7 and 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 – 131.
   - Pay invoices.
4. **Identify and resolve 1099 exceptions:**
   - Submit for each reporting entity the 1099 Invoice Exceptions Report: page 8 – 43 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 – 304 or Update Income Tax Details Utility and Report: page 8 – 18.
   - Submit the 1099 Supplier Exceptions Report: page 8 – 49 to identify and resolve the following exceptions:
     – suppliers with null or invalid state abbreviations
     – suppliers that will be flagged as foreign in the 1099 Electronic Media report
     – 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 – 51. 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 – 304, or Update Income Tax Details Utility and Report: page 8 – 18.

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 – 40.
   - 1096 Form. Submit to the Internal Revenue Service for each 1099 MISC type paid during the calendar year. See: 1096 Form: page 8 – 38.
   - 1099 Electronic Media. If you submit 250 or more 1099 forms, the Internal Revenue Service requires you to file your 1099 payment information on magnetic media or electronically. See: 1099 Electronic Media: page 8 – 46.
   - 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.
   - 1099 Payments Report. Run this report for your reference to review 1099 payments by supplier or MISC type. See: 1099 Payments Report: page 8 – 44.

See Also

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements: page 4 – 131

Updating a Supplier's Tax Status: page 3 – 41

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. Not implemented.

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 – 35

Reporting Entities: page 2 – 165

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 do any of the following:

- pay a 1099 supplier at least $10 in Royalties (Box 2)
- substitute payments in lieu of dividends or interest (Box 8)
- pay any fishing boat proceeds (Box 5)
- pay gross proceeds to an attorney for legal services (Box 13A)
- pay excess golden parachute payments (Box 13EPP)

Payables does not identify a 1099 payment by any criterion other than income tax type. Payables supports 1099 MISC types 1–13, except MISC4, MISC 9, MISC11 and MISC12. MISC13 has two different subtypes, either of which is reported in box 13. Payables provides a separate total for Gross Proceeds Paid to an Attorney for Legal Services for MISC13A and for Excess Golden Parachute Payments for MISC13EPP. Standard Golden Parachute Payments use MISC7 and are reported in box 7. If a supplier has both MISC13A and MISC13EPP reportable, then only MISC13A will appear on the 1099 Forms.

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.

Telephone Number of Payer. Enter the telephone number that you want Payables to print on the 1099 Forms under the name and address of payer. This is the telephone number of the person in your organization whom the payee should call if there are questions regarding the 1099 Form.

Supplier Number. If you want to submit the report for a single supplier, enter the supplier number. Leave this parameter blank to submit the report for all suppliers.

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. Not implemented.

7 Nonemployee compensation. Payables prints the total amount of nonemployee compensation payments to a 1099 supplier during a calendar year.

9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale. Not implemented.

11 State Income Tax Withheld. Not implemented. 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. Not implemented. 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.

13A Payments to Attorneys. Gross proceeds paid to an attorney for legal services. The letter "A" will be reported following the payment amount**.**

13EPP Excess Golden Parachute Payments. Excess golden parachute payments. The letters "EPP" will be reported following the payment amount.

See Also

Suppliers Subject to Income Tax Requirements: page 3 – 7

Site Locations *(Oracle Human Resources User's Guide)*

1099 Reporting Overview: page 8 – 35

Reporting Entities: page 2 – 165

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 35

Adjusting Invoice Distributions: page 4 – 304

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 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 – 35

Site Locations *(Oracle Human Resources User's Guide)*

Reporting Entities: page 2 – 165

Income Tax Regions: page 2 – 168

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

1099 Electronic Media

Submit the 1099 Electronic Media report to generate your summarized 1099 information in electronic format as required by the Internal Revenue Service. You can create this file in a format to either send electronically or store on a diskette or magnetic tape to send to the Internal Revenue Service. The IRS requires electronic filing in one of these formats if you need to submit 250 or more records for your 1099 reporting. You must report 1099 information for each tax reporting entity you define for your organization, so the 250 record requirement is applicable to each tax reporting entity.

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 Electronic Media report.

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.

Payables provides a total for the payments in the B record for each payee.

If there are any exceptions for your 1099 suppliers included in this 1099 Electronic Media report, Payables will not create the report. The 1099

Electronic Media report 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 – 165.

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 Electronic Media report.

Media Type.

- **3 1/2" Diskette.** Payables formats your 1099 data so that you can record it on a diskette.
- **Electronic File.** Payables formats your 1099 data so that you can transmit an electronic file to the IRS.
- **Magnetic Tape.** Payables formats your 1099 data so that you can record it on magnetic tape.

Test Submission. Enter Yes if you are submitting a test 1099 Electronic Media report 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.

Last Year Filing. Enter Yes if due to merger, bankruptcy, etc., this will be the last year that this tax reporting entity will be filing.

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.

Contact Name. The Contact name to include on the 1099 Electronic Media report.

Contact Telephone Number. The telephone number that will be included in the 1099 Electronic Media report.

File Indicator. When you submit the 1099 Electronic Media report, you must indicate whether it is an original, replacement, or correction. This file indicator will be included in the 1099 Electronic Media report.

Replacement Alpha Character. Enter a value only if the IRS/MCC returned your media to you due to processing problems, and you want to generate a replacement file. Enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip (Form 9267) that the IRS/MCC sent with your returned media.

Electronic File Name. Required. If this is a replacement file then enter the file name that was assigned by the IRP–BBS (for example, 12345p01.DAT). If this is an original or correction file, enter any value for your reference.

See Also

Site Locations *(Oracle Human Resources User's Guide)*

1099 Reporting Overview: page 8 – 35

Reporting Entities: page 2 – 165

Special Calendar: page 2 – 87

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 – 168.
- **No.** Payables includes all 1099 suppliers whether you have made any payments to them. If you use this option, you can identify all suppliers with duplicate Tax Identification Numbers.

Start Date. Enter the start date for the range of suppliers with paid or partially paid invoices that you want to include in this report. Payables includes all 1099 suppliers with exceptions for which you entered invoices with invoice dates on or after the Start Date you specify.

End Date. Enter the end date for the range of suppliers with paid or partially paid invoices that you want to include in this report. Payables includes all 1099 suppliers with exceptions for which you have entered invoices with invoice dates on or before the End Date you specify.

Also, suppliers can appear on this report without invoices in the specified date range if Reportable Suppliers Only is No

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 Electronic Media report. 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 – 168

Entering Suppliers: page 3 – 10

1099 Reporting Overview: page 8 – 35

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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.

The text of the letter is boilerplate. It states that the Internal Revenue Service requires this tax information, and failure to provide this information will result in your organization withholding a percentage of the supplier's payments. The second page of the letter is a form for the supplier to fill in their name, tax identification number, type of organization, and tax reporting address. Payables also includes the following details:

- Your company 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 company 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 – 165

1099 Reporting Overview: page 8 – 35

Suppliers and Supplier Sites Window Reference: page 3 – 14

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 code 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 code for a supplier.

Tax Code. The Withholding Tax type tax code for which an amount is withheld for the displayed invoice. Payables displays one line for each Withholding Tax type tax code 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 code 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 code 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 code 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 code.

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 – 8

Update Income Tax Details Utility and Report: page 8 – 18

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 code 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 code for which an amount is withheld for the displayed invoice. Payables displays one line for each Withholding Tax type tax code 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 code 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 code 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 code 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 code.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 code 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 code applied to the displayed invoice.

Tax Rate. The tax rate that is in effect for the displayed Withholding Tax type tax code 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 code 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 code 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 code.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 codes assigned to a Tax Authority type supplier. This report only lists withholding tax information for Withholding Tax type tax codes 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 Code. The Withholding Tax type tax code. Leave this field blank to review withholding tax information for all Withholding Tax type tax codes 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 code.

Tax Code. Withholding Tax type tax code.

Description. Withholding Tax type tax code 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 code.

W'Tax Amount. Amount withheld for the displayed Withholding Tax type tax code. 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 code.

See Also

Automatic Withholding Tax Overview: page 10 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 8

Withholding Tax Letter

Use this report to create a withholding tax letter to mail to your suppliers on a periodic basis. This letter contains a list of withholdings made for a supplier, summarized either by tax type and tax rate or by supplier site.

Prerequisite:

- ❑ You must run the Withholding Tax report before you can submit the Withholding Tax Letter. See: Withholding Tax Report: page 8 – 62.

Report Submission

You submit this letter from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Request ID. Enter the request ID of the Withholding Tax report submission.

Name of Sender. Enter the sender's name.

Title of Sender. Enter the sender's title.

Selected Report Headings

C**ompany Name and Address.** The name and address of your company.

VAT Registration Number. The VAT registration number of your company.

Date. The date that you print the letter.

Supplier Name and Address. The name and address of the supplier that you generated the letter for.

VAT Registration Number. The VAT registration number of the supplier for which you generated the letter.

Total Payable Amount. The total invoice amount and currency for the date range specified.

Currency. The currency of the tax amount.

Total Tax Amount. The total withholdings made during the date range that you specified, and the currency.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Working with Attribute Sets (*Oracle Financials RXi Reports Administration Tools User's Guide*)

Using the RXi Reports Concurrent Program (*Oracle Financials RXi Reports Administration Tools User's Guide*)

Withholding Tax Report

Use this report to create a withholding tax report for your company's internal reporting needs. This report contains a list of withholdings made on behalf of your suppliers, summarized either by tax type and tax rate or by supplier site, and grouped by supplier.

Creating the Withholding Tax report is a two step process. In the first step, you submit the report from the Submit Request window. This step extracts your withholding tax information and stores the information in the AP_WITHHOLDING_TAX_ITF interface table. You

can then publish the report either by choosing Publish RX Reports from the Submit Request window or by using a third party reporting program.

> **Note:** This is an RXi report, which means that you can customize the report format, content, and output file type. For more information, refer to the *Oracle Financials RXi Reports Administration Tool 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

Attribute Set. Enter the attribute set used to generate the report.

Output Format. Enter either Text, HTML, or Tab Delimited.

Date From/To. Date range for which you want to report withholding information.

Supplier From/To. Supplier range that you want to report on.

Supplier Type. Enter the supplier type that you want to report on.

Selected Column Headings

FTA: The name of the financial authority that the withholding tax is paid to.

VAT No. The supplier's VAT number.

Withholding Tax Code. The tax code of the withholding.

Withholding Tax Rate. The tax rate of the withholding.

Withholding Tax Amount. The amount of the withholding.

Site Total. The total amount of the withholding, reported at the end of each supplier site section, where applicable.

Supplier Total. The total amount of the withholding, reported at the end of each supplier section, where applicable.

Report Total. The total amount of the withholding for all supplier sites and suppliers.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Working with Attribute Sets (*Oracle Financials RXi Reports Administration Tools User's Guide*)

Using the RXi Reports Concurrent Program (*Oracle Financials RXi Reports Administration Tools User's Guide*)

Invoice Reports

Payables provides the following invoice reports:

Accrual Reconciliation Report *(Oracle Purchasing User's Guide)*

Actual Invoice Sweep Report See: Unaccounted Transactions Sweep Program: page 8 – 16

Batch Control Report by Batch Name See: Batch Control Reports: page 8 – 66

Batch Control Report by Entered By See: Batch Control Reports: page 8 – 66

Credit Memo Matching Report: page 8 – 67

Invoice Aging Report: page 8 – 68

Invoice Audit Listing by Voucher Number: page 8 – 71

Invoice Audit Listing: page 8 – 72

Invoice Audit Report: page 8 – 73

Invoice History Report: page 8 – 75

Invoice Import Exceptions Report: page 4 – 254

Invoice Import Prepayments Applied Report: page 4 – 259

Invoice Import Report: page 4 – 253

Invoice on Hold Report: page 8 – 76

Invoice Register: page 8 – 78

Matched and Modified Receipts: page 8 – 80

Matching Detail Report: page 8 – 80

Matching Hold Detail Report: page 8 – 82

Open Items Revaluation Report: page 8 – 86

Payables Approval Report: page 8 – 88

Payables Open Interface Report: page 4 – 275

Prepayments Status Report: page 8 – 91

Recurring Payments Report: page 8 – 95

Unrealized Gain/Loss Report: page 8 – 96

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 disbursement amount of invoices the batch should contain. Entered by a user during invoice batch entry.

Actual Invoice Total. Actual total disbursement 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 – 8

Entering Invoice Batches: page 4 – 55

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 you want to include in 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.

Invoice Aging Report

Use this report to view 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 – 182.

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, Withholding Tax, 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

Automatic Interest: page 10 – 7

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 24

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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, Prepayment, Withholding Tax, Expense Report, or Mixed) for the invoices you want to audit, or leave this field blank to print this report for invoices with all invoice types.

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 – 57

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Automatic Interest: 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 – 8

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, amount, and hold information for each invoice on hold. If the hold on the invoice is related to the invoice being matched to a purchase order, then the purchase order number is shown. 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 accounting. 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. If the hold on the invoice is related to the purchase order match, then Payables displays the purchase order number.

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 – 8

Approval: page 4 – 145

Matching Hold Detail Report: page 8 – 82

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, if you use batch control, the 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? If you want Payables to print this report only for invoices for which you have not yet submitted Approval, then enter Yes for this parameter and enter No for the Cancelled Invoices Only parameter.

Entered By: If you want to limit the report to invoices entered by one particular person, then enter the person's userid. Leave blank to include invoices regardless of who entered them.

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 code on distribution.

Post. Payables prints Yes if it has created accounting entries for the invoice.

See Also

Reporting Entities: page 2 – 165

1099 Reporting Overview: page 8 – 35

Supplier Merge Program: page 3 – 43

Suppliers and Supplier Sites Window Reference: page 3 – 14

Matched and Modified Receipts

Note: This feature is not available in the base release of Payables release 11*i*. If your installation of Payables does not include this functionality, then you can call Oracle Customer Support to request it in a patch.

After you automatically create invoice distributions by matching an invoice for goods to a receipt, that receipt can be modified in Oracle Purchasing. For example, you might need to adjust a receipt because the quantity received was incorrectly recorded, or the product was defective and returned to the supplier. Use this report to identify receipts that have been changed after invoice matching, and for which no users have seen modifications.

Matching Detail Report

Note: This feature is not available in the base release of Payables release 11*i*. If your installation of Payables does not include this functionality, then you can call Oracle Customer Support to request it in a patch.

Use this report to see the detail of how an invoice, purchase order, or receipt was matched. This report is especially helpful when an invoice is on hold and you are trying determine why the hold was placed. Data entry errors can occur during matching, and the information in this report can help in researching these problems. When you submit the report, you specify an invoice, a purchase order, or a receipt and the report shows all distributions matched to that transaction.

The report information and the order in which it is printed in based on the transaction you select:

- **Invoice.** The report will include all the invoice distributions, and indicate whether they are matched to a purchase order, receipt, or unmatched. The report lists the purchase order if the distribution is purchase order matched. For matches to receipts, the report prints the receipt number, line, quantity and UOM, as well as the purchase order number, release (if any), and line detail that the receipt line was created from. If the invoice distribution line is unmatched, the purchase order and receipt columns are blank. This report is sorted by invoice distributions, purchase order number, receipt number, and receipt line.
- **Purchase Order.** The report will include all the purchase order releases, lines, shipments, and distributions of the purchase order you specify. If receipts have been created for the line, shipment, or distribution, they are also printed. If an invoice was matched to any of the printed purchase order lines, the invoice distribution detail is also included. If there are no receipts and no invoices matched to the purchase order line, the invoice and receipt columns are blank. This report is sorted by purchase order line, receipt number, receipt line, and invoice.
- **Receipt.** The report includes all the receipt lines and the purchase order line detail from which the receipt line was created. The report also prints invoice distribution detail for any invoices matched to that receipt line. If there are no invoices matched to this receipt line, the invoice columns for the receipt line are blank. This report does not include invoices matched to the purchase order line instead of the printed receipt line. Note that just as you cannot match to an unordered or internal receipt, those receipts are not available for use with this report. This report is sorted by receipt line, invoice number, invoice line, and purchase order line.

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 – 76.

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.

tPayables 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 code of the purchase order / invoice. Payables compares the tax code of the purchase order with the code 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.

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 and you have final matched to it another invoice.
- **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.** The average price of all matched invoices 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 code differs from the purchase order code. 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 – 99

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

Approval: page 4 – 145

Final Matching Purchase Orders: page 4 – 82

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 145. Payables automatically initiates Approval when you cancel an invoice. See: Cancelling Invoices: page 4 – 311.

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 final matched to purchase order.
- **Insufficient Funds.** You use Budgetary Control and insufficient funds exist for an invoice distribution.
- **Invalid PO.** Invoice matched to unapproved or invalid purchase order.
- **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 code differs from the purchase order tax code.
- **Tax Variance.** Tax amount for an invoice is incorrect according to the tax rate you have predefined for the tax code.

See Also

Approval: page 4 – 145

Tax Codes: page 2 – 146

Invoice Tolerances: page 2 – 96

Adjusting Invoice Distributions: page 4 – 304

Adjusting Scheduled Payments: page 4 – 310

Entering Prepayments: page 4 – 198

Budgetary Control In Oracle Payables: page 10 – 42

Matching Hold Detail Report: page 8 – 82

Summary of Approval Hold Codes: page J – 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 either Temporary or Permanent prepayments, or a combination of a specific prepayment type with credit / debit memos and invoices. You can view the distribution detail for approved and paid prepayment invoices. Payables displays the prepayment item distributions that have an amount remaining greater than zero.

The report provides subtotals for the prepayments, credit / debit memos, and invoices in each currency for a supplier. The subtotal for prepayments includes approved and paid prepayments. You can apply only a paid temporary prepayment to an invoice. All amounts and subtotals are displayed in the invoice currency. The subtotal for available prepayments is displayed as a negative amount. The subtotal for Permanent prepayments is displayed as a positive amount.

The report also provides a total of the available prepayments, credit / debit memos, and invoices, which is the sum of the three subtotals, in each invoice 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.

Payables groups the report by supplier name, invoice currency and payment currency combination, and invoice type. Data is then sorted by invoice date 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

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.

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.

Supplier Type: Enter a value to limit the report to a particular supplier type. Leave this field blank to report on all supplier types.

Supplier Name: Enter a name to limit the report to a particular supplier. Leave this field blank to generate a report for all suppliers.

From/To Date. You can limit the report to invoices and prepayments with an invoice date on or between the dates you specify.

Prepayment Type: Select the type of prepayments to report, either Permanent or Temporary.

Show Prepayment Distributions:

- **Yes.** Payables reports distribution number, charge account, amount remaining, purchase order number, and receipt number

for each prepayment distribution having an amount remaining greater than zero.

- **No.** Payables does not report prepayment distribution level information.

Selected Report Headings

Invoice Type. Payables prints the type of invoice: prepayment, credit / debit memo, standard invoice, or expense report.

Invoice Number. Document number for a prepayment, credit / debit memo, or invoice.

Voucher Number. Payables prints the voucher number assigned to a prepayment, credit / debit memo, or invoice.

Date. Payables prints the invoice date for a prepayment, credit / debit memo, or invoice.

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 Termanent prepayment. A Permanent prepayment has no a settlement date, because you cannot apply a Permanent prepayment to an invoice.

Payables leaves this column blank for credit / debit memos and invoices.

Invoice 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 zero, the prepayment is fully applied and no longer appears on this report.

Withheld Amount. The amount withheld from a prepayment, credit / debit memo, or invoice.

Amount Remaining. If the item is a paid prepayment, Payables prints 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 the prepayment is unpaid, 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.

Description. Partial description of the prepayment, credit/debit memo, or invoice.

> **Note:** The following headings appear for approved and paid prepayment items if you choose to show prepayment distributions on your report. This detail information prints for all prepayment distributions with an amount remaining greater than zero.

Distribution Number. Distribution number for the prepayment distribution.

Account. General ledger account to which the prepayment distribution was charged.

Amount Remaining. The amount of the prepayment distribution not yet applied to an invoice.

PO Number. If the prepayment distribution is matched to a purchase order, the purchase order number is reported.

Receipt Number. If the prepayment distribution is matched to a purchase order receipt, the receipt number is reported.

See Also

Invoice Approvals: page 2 – 99

Prepayments: page 4 – 195

Approval: page 4 – 145

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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

Template Number. Recurring invoice template number.

Date. Creation date of a recurring invoice template.

Control Total. Total amount available for invoice creation.

Released Total. Sum of invoices amounts you have created to date.

Next Amount. Next invoice amount.

Periods Remaining. Number of periods remaining to create invoices.

Next Period. Next period you have a payment scheduled.

Hold Name. Hold code for a recurring invoice template.

Description. Recurring invoice template description.

See Also

Entering Recurring Invoices: page 4 – 185

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 Unaccounted Transactions Report to identify specific invoices with missing exchange rates.

See Also

Foreign Currency Transactions: page 6 – 2

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

Unaccounted Transactions Report: page 8 – 144

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Invoice Tax Reports

Payables provides the following invoice tax reports:

Financial Tax Register *(Oracle Receivables Tax Manual or online help)*

Intra–EU VAT Audit Trail Report: page 8 – 99

Tax Audit Trail Report (By Tax Code or Invoice): page 8 – 102

Use Tax Liability Report: page 8 – 106

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 – 15.

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

Reporting Level: Enter the reporting level for this report. Choose Set Of Books, Legal Entity, or Operating Unit. If you use Multiple Organization Support, the default is Operating Unit. If you do not use Multiple Organization Support, the default is Set Of Books.

> **Note:** The profile option MO: Top Reporting Level determines the top reporting level for your responsibility.

Reporting Context: If you entered Set of Books for the Reporting Level, the default is the set of books associated with your responsibility. If you entered Legal Entity for the Reporting Level, select a legal entity from the list of values. The profile option MO: Top Reporting Level determines which legal entities appear in the list of values. If this profile option is set to Set of Books, you can choose any legal entity that posts to your set of books. If the profile option is set to Legal Entity, you can choose only the legal entity associated with the operating unit assigned to your responsibility.

If you entered Operating Unit for the Reporting Level parameter, select an operating unit from the list of values. The profile option MO: Top Reporting Level determines which operating units appear in the list of values. If this profile option is set to Set of Books, you can choose any operating unit that posts to your set of books. If the profile option is set to Legal Entity, you can choose any operating unit within the legal entity associated with the operating unit assigned to your responsibility. If the profile option is set to Operating Unit, you can select only the operating unit assigned to your responsibility.

> **Note:** The profile option MO: Operating Unit determines the operating unit for your responsibility.

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 – 119

Entering Taxes on Invoices: page 4 – 97

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 – 8

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 Code or Invoice.

Payables provides detail tax and invoice information and the total amounts for each tax code, invoice currency, and functional currency in addition to the total amount for each tax code. For each tax code you specify, Payables lists distributions of all posted or partially posted invoices that have a corresponding Tax distribution with the tax code

you specified. For each invoice, Payables specifies the tax amount as well as the invoice amount subject to tax. The report shows only lines with taxable amounts.

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 Code. Enter the tax code for which you want to review tax information. Payables lists invoices using this tax code. Leave this field blank to review tax information for invoices with any tax code.

Report Ordered By. Sort report output by:

- **Invoice.**
- **Tax Code.**

Reporting Level: Enter the reporting level for this report. Choose Set Of Books, Legal Entity, or Operating Unit. If you use Multiple Organization Support, the default is Operating Unit. If you do not use Multiple Organization Support, the default is Set Of Books.

Note: The profile option MO: Top Reporting Level determines the top reporting level for your responsibility.

Reporting Context: If you entered Set of Books for the Reporting Level, the default is the set of books associated with your responsibility. If you entered Legal Entity for the Reporting Level, select a legal entity from the list of values. The profile option MO: Top Reporting Level determines which legal entities appear in the list of values. If this profile option is set to Set of Books, you can choose any legal entity that posts to your set of books. If the profile option is set to Legal Entity, you can choose only the legal entity associated with the operating unit assigned to your responsibility.

If you entered Operating Unit for the Reporting Level parameter, select an operating unit from the list of values. The profile option MO: Top Reporting Level determines which operating units appear in the list of values. If this profile option is set to Set of Books, you can choose any operating unit that posts to your set of books. If the profile option is set to Legal Entity, you can choose any operating unit within the legal entity associated with the operating unit assigned to your responsibility. If the profile option is set to Operating Unit, you can select only the operating unit assigned to your responsibility.

> **Note:** The profile option MO: Operating Unit determines the operating unit for your responsibility.

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 Code. Tax code 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 code. 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 Code. Tax code for an invoice.

Transaction Amount. Sum of all non–tax invoice distributions for a particular tax code.

Tax Amount. Sum of all the tax distributions for a particular tax code.

Invoice Amount. Payables prints the sum of the transaction amount and the tax amount for a particular tax code. 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 code.

Tax Amount. Payables prints the sum of all the tax distributions for a particular tax code.

Invoice Amount. Payables prints the sum of the transaction amount and the tax amount for a particular tax code 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 code for the tax distribution. You define the default account of a tax code when you define your tax codes. Payables leaves this column blank when the accounts are the same.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Tax Codes: page 2 – 146

Entering Taxes on Invoices: page 4 – 97

Applying Holds: page 4 – 136

Releasing Holds: page 4 – 140

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 code(s) on invoice distributions for Payables to select the invoice in this report.

Payables determines the use tax liability for each use tax code by taking the tax rate you defined for each tax code and applying it to the sum of each invoice distribution with a particular tax code. Payables ignores Sales tax codes in this report.

The report lists in summary or detail the total amount of tax you owe for each tax code 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 code and then by one of the following methods:

- **Invoice.** Payables sorts the report by tax code 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 code, 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 Code. If you want to submit the report for a single tax code, enter it here. To report on all tax codes, 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.

Reporting Level: Enter the reporting level for this report. Choose Set Of Books, Legal Entity, or Operating Unit. If you use Multiple Organization Support, the default is Operating Unit. If you do not use Multiple Organization Support, the default is Set Of Books.

Note: The profile option MO: Top Reporting Level determines the top reporting level for your responsibility.

Reporting Context: If you entered Set of Books for the Reporting Level, the default is the set of books associated with your responsibility. If you entered Legal Entity for the Reporting Level, select a legal entity from the list of values. The profile option MO: Top Reporting Level determines which legal entities appear in the list of values. If this profile option is set to Set of Books, you can choose any legal entity that posts to your set of books. If the profile option is set to Legal Entity, you can choose only the legal entity associated with the operating unit assigned to your responsibility.

If you entered Operating Unit for the Reporting Level parameter, select an operating unit from the list of values. The profile option MO: Top Reporting Level determines which operating units appear in the list of values. If this profile option is set to Set of Books, you can choose any operating unit that posts to your set of books. If the profile option is set to Legal Entity, you can choose any operating unit within the legal entity associated with the operating unit assigned to your responsibility. If the profile option is set to Operating Unit, you can select only the operating unit assigned to your responsibility.

Note: The profile option MO: Operating Unit determines the operating unit for your responsibility.

Selected Report Headings

Tax Code. Use tax code.

Tax Rate%. Rate of a use tax code. 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 code.

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 code to the sum of the invoice distributions with the tax code.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Tax Codes: page 2 – 146

Entering Taxes on Invoices: page 4 – 97

Payment Reports

Payables provides the following payment reports:

Cash Requirement Report: page 8 – 110

Discounts Available Report: page 8 – 114

Discounts Taken and Lost Report: page 8 – 115

Final Payment Register: page 8 – 116

Future Payment Maturity Date Report: page 5 – 71

Missing Document Numbers Report: page 8 – 118

Payment Audit by Voucher Number: page 8 – 119

Payment Batch Control Report: page 8 – 120

Payment Exceptions Report: page 8 – 122

Payment Gain/Loss Report: page 8 – 124

Payment Register: page 8 – 125

Positive Pay Report: page 10 – 4

Preliminary Payment Register: page 8 – 127

Separate Remittance Advice: page 5 – 45

Stopped Payments Report: page 8 – 131

Update Matured Future Payment Status Program and Report: page 5 – 69

Void Payment Register: page 8 – 132

Cash Requirement Report

Use the Cash Requirement Report to forecast your immediate 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.

Note that this report may include invoices that you plan to pay with future dated payments. If the payment date you specify is before the expected maturity date, you will not require immediate cash to pay those invoices. You can submit the Future Payment Maturity Date Report: page 5 – 71 to help plan your cash needs for future dated payments.

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. If the Pay Date Basis option for a supplier site is set to Due, then the supplier site's invoices will be selected only if you enter Yes for this parameter.

- **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 payment batch you plan to submit, 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 if 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 – 17

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 155

Payment Terms: page 2 – 89

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 155

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Oracle Cash Management User's Guide

Final Payment Register

Use the Final Payment Register to list each payment that was included in a payment batch. The report lists each payment in a payment batch, including setup, overflow, and subsequently voided 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: Printing a Final Payment Register: page 5 – 44.

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.

- **Voided.** You used this document to pay one or more invoices for a supplier site but you have since voided the document. The Final Payment Register includes the original amount on the voided document in the payment batch total to allow reconciliation of the batch.

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 – 17

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 24.

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 – 8

Payment Batch Control Report

Use the Payment Batch Control report to review information about the invoices paid in one or more payment batches. You can submit this report after every payment batch to compare it with actual payment information. If the payment batch created check documents, you can use this report to provide your check signer with comprehensive information about each payment document, eliminating the need to review any invoice documents. The report displays payment, supplier, invoice, and invoice 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 bank account, then payment batch, and within each payment batch by payment document number.

Amounts on the report are displayed in the invoice currency for the invoice information, and in the payment currency for the payment information.

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 payment date of the batch or batches you want to report on.

Payment Batch Name. The name of the payment batch you want to report on. You can submit the report for one or all payment batches created for the payment date.

Selected Report Headings

Bank Account Name/Currency. Bank account the payment batch used and a reference to the bank account currency.

Payment Document. Payment document you used to create the payments.

Payment Batch/Date/Currency. Name, date, and currency of the payment batch.

Document Number. Number of a payment. For example, check number. You can use this number to compare the actual payment with the detailed information in this report.

Void. Payables displays Yes if you have voided a payment document. Payables does not include any voided overflow payment documents on this report.

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.

Account. Account for an invoice distribution.

Amount. Amount of the invoice distribution.

Distribution Line Description. Description of the 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 – 155

Paying Invoices in Payment Batches: page 5 – 17

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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

In addition, this report lists future dated payments that:

- Have not cleared and the maturity date has passed

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

For each payment that has both a gain and a loss, 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. Accounting 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 subtotal for each payment document. Voided checks will not be subtracted from the report totals.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Attention: To print this report from the Submit Request window, choose the Publish Payment Register Report. The RX–only: Payment Register report is a two step process and is intended for use with Applications Desktop Integrator (ADI).

Selected Report Parameters

Attribute Set. Enter the attribute set that you want to use to generate the report.

Output Format. Enter either *Text, HTML, CSV,* or *Tab Delimited.*

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.
- **Refund.** Negative amount payments used to record supplier refunds and close supplier credit balances.

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.

Status. Payables prints the status of the payment.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Voiding Payments: page 5 – 82

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 – 17.

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 – 17

Modifying Payment Batches: page 5 – 27

Discounts: page 4 – 155

Common Report Parameters: page 8 – 5

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 accounts.

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 – 81

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

See Also

Payables Invoice Import Program: page 4 – 239

Automatic Offsets: page 10 – 12

Common Report Headings: page 8 – 8

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 – 82

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Accounting and Reconciliation Reports

Payables provides the following accounting and reconciliation reports:

- Accounts Payable Trial Balance Report: page 8 – 134
- Payables Account Analysis Report: page 8 – 137
- Payables Accounting Entries Report: page 7 – 17
- Payables Accounting Process Report: page 7 – 14
- Posted Invoice Register: page 8 – 139
- Posted Payment Register: page 8 – 142
- Unaccounted Transactions Report: page 8 – 144

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. To reconcile these balances you can compare the cumulative total liability provided by this report with the total liability provided by your general ledger.

The Trial Balance Report lists and subtotals by supplier and liability account all unpaid and partially paid invoices that Payables has transferred to the general ledger. These invoices represent your organization's outstanding accounts payable liability. Therefore, to obtain the most up–to–date trial balance, you should transfer your invoice and payment activity to the general ledger before submitting this report. See: Payables Transfer to General Ledger: page 7 – 34

Since this report presents your outstanding accounts payable liability information, it is only valid for an accrual set of books.

If you use future dated payments, the Relieve Future Dated Payment Liability Payables option determines when this report considers invoice liability relieved by a future dated payment. If the option is set to When Payment is Issued, then the invoice amounts paid by future dated payments do not appear in this report. If the option is set to When Payment Matures, then the invoice amounts continue to appear in this report until the payment status is updated to Negotiable. If the option is set to When Payment Clears, then the invoice amounts continue to appear in this report until the payment is cleared. See: Reports Payable Options: page 2 – 78.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

If you do not use Multiple Organization Support, the default is Set of Books.

Reporting Level: Enter the reporting level for this report. Choose Set Of Books, Legal Entity, or Operating Unit. If you use Multiple Organization Support, the default is Operating Unit. If you do not use Multiple Organization Support, the default is Set Of Books.

> **Note:** The profile option MO: Top Reporting Level determines the top reporting level for your responsibility.

Reporting Context: If you entered Set of Books for the Reporting Level, the default is the set of books associated with your responsibility. If you entered Legal Entity for the Reporting Level, select a legal entity from the list of values. The profile option MO: Top Reporting Level determines which legal entities appear in the list of values. If this profile option is set to Set of Books, you can choose any legal entity that posts to your set of books. If the profile option is set to Legal Entity, you can choose only the legal entity associated with the operating unit assigned to your responsibility.

If you entered Operating Unit for the Reporting Level parameter, select an operating unit from the list of values. The profile option MO: Top Reporting Level determines which operating units appear in the list of values. If this profile option is set to Set of Books, you can choose any operating unit that posts to your set of books. If the profile option is set to Legal Entity, you can choose any operating unit within the legal entity associated with the operating unit assigned to your responsibility. If the profile option is set to Operating Unit, you can select only the operating unit assigned to your responsibility.

> **Note:** The profile option MO: Operating Unit determines the operating unit for your responsibility.

Accounting Currency: If you use Multiple Reporting Currencies, you can run the report for one of your reporting currencies.

As of Date. Payables lists all unpaid or partially paid invoices with accounting dates on or before the As of Date you enter.

Supplier Name. If you want to run the report for a particular supplier, enter the supplier.

Liability Account. If you want to run the report for a particular liability account, enter the account.

Summarize Report. Choose No to run the report in detail. Choose Yes to summarize report output by liability account.

Selected Report Headings

Invoice Number. The number of the invoice document.

Invoice Date. The date of the invoice document.

Curr. The transaction currency of the invoice.

[Functional Currency] Amount. Invoice total displayed in your functional currency and based on the current date, not the invoice amount based on the As of Date parameter.

Remaining [Functional Currency] Amount. The difference between the invoice amount and the sum of the posted payments for the invoice, expressed in your functional currency.

A positive amount indicates an outstanding accounts payable liability in the general ledger. 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 recording the invoice liability in a future period.

Invoice Description. Partial description of the invoice distribution.

See Also

Accounting Methods: page 2 – 50

Reconciling Payables Activity: page 7 – 45

Payables Options: page 2 – 57

Payables Transfer to General Ledger Program: page 7 – 34

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Payables Account Analysis Report

Use this report to review and analyze accounting entries in Payables. You can use the report parameters to limit the report to just the accounting information you want to review.

This report is helpful when you reconcile your accounts with your general ledger. For example, you can reconcile the prepaid expense account between Payables and your general ledger. You can submit this report in detail and compare it to an account analysis report in your general ledger.

The report sorts accounting data by balancing segment first. Within each balancing segment group you can specify the order of the other account segments by using the Order By parameters. Within each account, the data is sorted by the following:

- accounting date
- supplier name
- document number
- order of creation (line ID of the accounting entry line)

Prerequisite

❑ Submit the Payables Accounting Process to create accounting entries. See: Payables Accounting process: page 7 – 13.

Selected Parameters

Accounting Method: Accounting method that was used to create the accounts you want to see, either Accrual or Cash.

Accounting Currency: Payables displays the accounting currency based on your choices for the Accounting Method and Reporting Level parameters.

From/To Account: The inclusive account range for which you want to submit the report. All segments are required. If you enter a value for From Account, you must enter a value for To Account.

From/To Date: Inclusive accounting date range for the accounting entries in the report. Accounting dates for different accounting events are described in Accounting Events: page 7 – 3.

GL Transfer Status: To limit the report to a particular status, enter the status. The GL Transfer Status indicates if accounting entries for the

event have been transferred to the GL interface using the Payables Transfer to General Ledger program.

- **All.** Include accounting entries regardless of Transfer to GL Status.
- **Transferred**: Limit the report to accounting entries that were successfully transferred.
- **Not Transferred:** Limit the report to accounting entries for which the Payables Transfer to General Ledger Process has not been submitted.
- **Not Transferred Due to Error:** Limit the report to accounting entries that could not be transferred to the GL Interface when the Payables Transfer to General Ledger Process was submitted for them. For example, an accounting entry will not be transferred if the account is no longer valid in the general ledger.

First/Second/Third Order By: If you want to order the report output by account segment, enter the segment type. The report orders in the following order: 1) balancing segment 2) First Order By segment, 3) Second Order By segment, 4) Third Order By segment. The remaining segments in your account are then ordered from left to right.

Summarize:

- **Yes.** Summarize the report. When the report is summarized, the report summarizes by account and lists only the account description and the balanced accounting entry in the accounted currency.
- **No.** Create the report in detail.

Selected Report Headings

When the report is summarized, the report headings are limited to Account, Description, and Dr/Cr (Accounted Curr).

Accounting Date: Accounting date of the transaction. To see an accounting date for a particular event, see: Accounting Events: page 7 – 3.

Doc Class: Document class that includes the accounting event: Invoices or Payments.

Line Type: Type of accounting entry line, such as AP Accrual, Charge, Liability, etc.

Description: Distribution description. For payments, this field is blank.

Transferred to GL: Indicates if accounting entries for the event have been transferred successfully to the GL interface using the Payables Transfer to General Ledger program. Yes or No.

PO Number: If the accounting entry line is associated with a purchase order, Payables displays the purchase order number.

Dr/Cr (Accounted Currency): Debit or credit amount, in the currency of the set of books for the accounting entry.

Dr/Cr (Entered Currency): Debit or credit amount, in the currency of the transaction.

See Also

Common Report Headings: page 8 – 8

Posted Invoice Register

Use the Posted Invoice Register to review accounting lines, summarized by invoice, that have been transferred to general ledger. Because it presents amounts that have been charged to liability accounts, this report is valid only for an accrual set of books.

The Posted Invoice Register is primarily a reconciliation tool. Use this report along with the Posted Payment Register and the Accounts Payables Trial Balance Report to reconcile balances between Payables and your general ledger. To make their output easier to read, each of these reports can be generated for a single liability account. For example, if you are using Automatic Offsets and the liability for your invoices is allocated across multiple balancing segments, then you can use the Liability Account parameter to limit your reports to a single balancing organization. See Automatic Offsets, page 10–12.

You can generate the report in summary or in detail. When generated in detail, the report displays invoices charged to liability accounts and the accounting information that has been transferred to the general ledger. Also included is the supplier and amount information for each invoice listed. Payables displays the total invoice amount in the invoice currency and the transferred distribution amount in both the invoice currency and accounted currency for easier reconciliation with general ledger.

Note: The posted distribution amount only includes distribution lines that have been transferred to general ledger.

When generated in summary, the report lists totals for each liability account and does not include any invoice detail.

When you run the report in detail and you choose Journal Entry Batch as the sorting option, the output is grouped by liability account, journal entry batch name, and invoice currency. When your sorting option is Entered Currency, the groupings are by liability account, invoice currency, and then journal entry batch name. Within these groups records are sorted by supplier name, invoice number, and invoice date.

Prerequisites

- ❑ Submit the Payables Accounting Process to create accounting entries for your invoices. See: Payables Accounting Process: page 7 – 13.
- ❑ Transfer your accounting entries to general ledger by submitting the Payables Transfer to General Ledger program. See: Payables Transfer to General Ledger Program: page 7 – 34.
- ❑ To ensure that the general ledger information for the journal entry batches appears on this report, you must enable the Import Journal References option for the Payables source in the Journal Sources window. See: Defining Journal Sources *(Oracle 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

From/To Date: Inclusive accounting date range for invoices in the report.

Journal Entry Batch. Enter the name of an 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.

Liability Account. Enter the liability account for which you want to submit this report. Leave the field blank to submit the report for all liability accounts.

Order By.

- **Journal Entry Batch.** Sort the report by liability account, journal entry batch name, and invoice currency.
- **Entered Currency.** Sort the report by liability account, invoice currency, and journal entry batch name.

Summarize Report.

- **Yes.** Summarize the report by liability account.
- **No.** Generate the report in detail.

Selected Report Headings

Invoice Amount. Total invoice amount. This amount includes posted and unposted distributions.

Posted Distribution Amount – Entered/Accounted Currency. Payables prints the total of the transferred invoice distributions in the invoice currency and the accounted currency.

See Also

Payables Transfer to General Ledger Program: page 7 – 34

Reconciling Payables Activity: page 7 – 45

Foreign Currency Transactions: page 6 – 2

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Posted Payment Register

Use the Posted Payment Register to review accounting lines, summarized by payments that have been transferred to general ledger. Because it presents amounts that have been charged to liability accounts, this report is valid only for an accrual set of books. You can submit the Posted Payment Register for one payment journal entry batch or all payment journal entry batches.

The Posted Payment Register is primarily a reconciliation tool. Use this report along with the Posted Invoice Register and the Accounts Payables Trial Balance Report to reconcile balances between Payables and your general ledger. To make the output easier to read, each of these reports can be generated for a single liability account. For example, if you are using Automatic Offsets and the liability for your invoices is allocated across multiple balancing segments, then you can use the Liability Account parameter to limit your reports to a single balancing organization. See: Automatic Offsets: page 10 – 12.

You can generate the report in summary or in detail. When generated in detail, the report displays payments that relieve liability accounts and that have had their accounting information transferred to the general ledger. Also included is the supplier and amount information for each payment listed. Payables displays the payment amount in the entered currency and the liability amount relieved in the accounted currency. In detail mode, the report also displays the payment document and disbursement type for each batch of payments. It provides a report total and subtotals for each payment document and bank account.

When generated in summary, the report lists totals for each liability account and does not include any payment detail.

When you run the report in detail and you choose Journal Entry Batch as the sorting option, the output is grouped by liability account, journal entry batch name, bank account, and payment currency. When your sorting option is Bank Account, the groupings are by liability account, bank account, journal entry batch name, and payment currency. Within these groups, records are sorted by payment number, payment date, and supplier name.

Prerequisite

- ❑ To ensure that the general ledger information for the journal entry batches appears on this report, you must enable the Import Journal References option for the Payables source in the Journal Sources

window. See: Defining Journal Sources *(Oracle General Ledger User 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

From/To Date. Inclusive accounting date range for payments in the report.

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.

Bank Account. If you want to limit the report to payments paid from a single bank account, enter the bank account name.

Liability Account. Enter the liability account for which you want to submit this report. Leave the field blank to submit this report for all liability accounts.

Order By

- **Journal Entry Batch.** Sort the report by liability account, journal entry batch name, bank account, and payment currency.
- **Bank Account.** Sort the report by liability account, bank account, journal entry batch name, and payment currency.

Selected Report Headings

Payment Number. Payment document number.

Payment Date. Date of payment.

Payment Amount. Amount of the payment in the transaction currency. Payables sorts this report by bank account and only multiple currency bank accounts can have more than one payment currency.

Liability Relieved. The amount of liability relieved by the payment, displayed in the accounted currency.

See Also

Reconciling Payables Activity: page 7 – 45

Foreign Currency Transactions: page 6 – 2

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Payables Transfer to General Ledger Program: page 7 – 34

Unaccounted Transactions Report

Use this report to identify and review all unaccounted invoice and payment transactions and see the reason that Payables cannot account for a transaction.

Payables sorts the report by transaction type (invoice or payment), exception, supplier, transaction currency, and transaction number.

Run this report after you have run the Payables Accounting Process. The report will then show only transactions that had problems that prevented accounting. You can then correct the problems and resubmit the accounting process. Note that this report does not include invoices that have no distributions.

Prerequisites

- ❑ (Recommended) Approve invoices to reduce the number of unapproved invoices on the report. See Approval: page 4 – 145.
- ❑ (Recommended) If you use future dated payments, submit the Update Matured Future Payment Status Program to update the status of any future dated payments with a maturity date on or before today's date. See: Update Matured Future Payment Status Program: page 5 – 69.
- ❑ (Recommended) Submit the Payables Accounting Process to reduce the number of unaccounted invoices on the report. See: Payables Accounting Process: page 7 – 13.

Report Submission

Submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Selected Report Parameters

Reporting Level: If you use Multiple Organization Support, use this parameter to specify the level at which you want to run the report. If you do not use Multiple Organization Support, then the default is Set of Books.

The profile option MO: Top Reporting Level controls what values you can enter here. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

> **Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

Reporting Context: If you use Multiple Organization Support, use this parameter to specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level parameter that you specified. If your Reporting Level is Legal Entity, you can run this report for any legal entity set up in your system. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

Period Name. If you want to run the report for a single period, enter the period name. If you enter a value here, you cannot enter values in the From / To Accounting Date parameters.

From/To Accounting Date. If you want to run the report for a particular date range, then enter both the first and last dates in the range. If you enter values for a date range, then you cannot enter a value for Period Name.

Document Number. If you want to run the report for a particular invoice or payment number, then enter it here.

Selected Report Headings

The report has two sections: Unaccounted Invoices, and Unaccounted Payments. All amounts are in the transaction currency.

Unaccounted Invoices

This section of the report lists the supplier name, supplier number, invoice number, invoice date, invoice currency, invoice amount, purchase order number (if the invoice is matched to a purchase order), and the exception.

Unaccounted Payments

This section of the report lists the supplier name, supplier number, payment number, payment date, payment currency, payment amount, and exception.

Exception. The report displays one or more of the following exception conditions:

- **Dist Acct Invalid.** The account on the invoice distribution is invalid.
- **Dist Variance.** The sum of the invoice distributions is not equal to the invoice amount.
- **Funds Check.** You are using budgetary control and Payables cannot check funds for an invoice.
- **Insufficient Funds.** You are using budgetary control and you have insufficient funds available in your budget for an invoice.
- **No Rate.** You have not entered an exchange rate for a foreign currency transaction.
- **Unccounted.** The Payables Accounting Process has not been submitted for the transaction.
- **Other Hold Names.** This invoice has a hold applied to it that prevents accounting. You define holds using the Invoice Approvals window.
- **Unapproved.** You have not submitted Approval for the invoice.
- **Withholding Tax.** The invoice distribution has a withholding tax group assigned to it. Payables could not withhold tax and applied a Withholding Tax hold on this invoice. Several conditions cause this hold including: the withholding tax group is inactive, a Withholding Tax type tax code within a withholding tax group is inactive, an account segment assigned to a Withholding Tax type tax code is invalid, a rate has not been defined for a Withholding Tax type tax code, a period has not been defined for a Withholding Tax type tax code, or a tax rate

for a Withholding Tax type tax code has been defined using an invalid date range.

See Also

Approval: page 4 – 145

Summary of Approval Hold Codes: page J – 2

Adjusting Invoice Distributions: page 4 – 304

Invoice Approvals: page 2 – 99

Budgetary Control In Payables: page 10 – 42

Foreign Currency Transactions: page 6 – 2

AutoRate Program: page 6 – 15

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 – 8

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 – 87.

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 – 87.

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. Key Indicators Report: page 8 – 148

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. In the Supplier Sites window, you can hold all payments or hold unapproved invoices for a supplier site.
- **Inactive suppliers.** Number of new suppliers for which you enter a value for the Inactive On field.

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, including refunds.

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 negotiable payments that have not been reconciled to your bank account. This includes issued future dated payments that have not yet matured.

See Also

Entering Suppliers: page 3 – 10

Payment Terms: page 2 – 89

Approval: page 4 – 145

Entering Basic Invoices: page 4 – 44

Creating Single Payments: page 5 – 2

Paying Invoices in Payment Batches: page 5 – 17

Reconciling Payments with Oracle Cash Management: page 5 – 86

Entering Purchase Order Matched Invoices: page 4 – 70

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

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 – 148.

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 – 89

Key Indicators Current Activity Report: page 8 – 148

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Notices

Payables provides the following notices:

Invalid PO Supplier Notice: page 8 – 155

Matching Hold Agent Notice: page 8 – 156

Prepayment Remittance Notice: page 8 – 157

Print Invoice Notice: page 8 – 159

Receiving Hold Requestor Notice: page 8 – 160

Supplier Open Balance Letter: page 8 – 161

Withholding Tax Letter: page 8 – 61

Invalid PO Supplier Notice

Use the Invalid PO Supplier Notice to create 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 creates a notice for each supplier with invoices to which you have manually applied an Invalid PO hold.

This notice lists the invoice number, date, and amount and asks the supplier to provide 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 created. You can use this summary for reference purposes and to keep track of how many replies you receive.

You can customize this notice. See: Customizing Your Supplier Letters: page 2 – 217. If you use multiple languages in your Payables installation, then Payables will automatically submit the report once for each language. You specify a language for the supplier at the supplier site.

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 – 136

Releasing Holds: page 4 – 140

Approval: page 4 – 145

Customizing Your Supplier Letters: page 2 – 217

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 – 73

Releasing Holds: page 4 – 140

Customizing Your Supplier Letters: page 2 – 217

Prepayment Remittance Notice

Use the Prepayment Remittance Notice to print a notice to a supplier with information regarding the prepayments you have applied to invoices for the supplier. The notice informs 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 invoice 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.

You can customize this notice. See: Customizing Your Supplier Letters: page 2 – 217. If you use multiple languages in your Payables installation, then Payables will automatically submit the report once for each language. You specify a language for the supplier at the supplier site.

Report Submission

Payables prints the Prepayment Remittance Notice for a supplier if you select the print option while applying prepayments to invoices for the supplier.

You can submit the Prepayment Remittance Notice 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

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 – 195

Customizing Your Supplier Letters: page 2 – 217

Print Invoice Notice

Payables prints invoice notices for each invoice that matches the selection criteria you specify in the Print Invoice Notice parameters. For detailed information on invoice notices, see: Invoice Notices: page 4 – 332

You can customize this notice. See: Customizing Your Supplier Letters: page 2 – 217. If you use multiple languages in your Payables installation, then Payables will automatically submit the report once for each language. You specify a language for the supplier at the supplier site.

Report Submission

You can submit this notice from the Invoice Actions window of the Invoice Workbench. Printing Invoice Notices from the Invoice Workbench: page 4 – 333. Alternatively, you can 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 – 217

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 – 217

Site Locations *(Oracle Human Resources User's Guide)*

Supplier Open Balance Letter

Use this report to create a supplier open balance letter. You can use this report for auditing purposes or to periodically inform your suppliers of open balances. This letter contains an introductory paragraph, individual transaction information, and the outstanding balance due for a supplier site as of a specific date.

You can run the report for supplier invoices for all currencies in which a supplier does business or for only one currency. If a supplier's balance includes invoices in multiple currencies, the report lists the total balance in each currency unless you specify a single currency to report in.

When calculating a supplier's open balance, the report includes invoices, payments, uncleared payments, discounts taken, and paid prepayments. Payables uses the following formula to calculate the balance due:

Sum of Open Invoices – Paid Prepayments = Open Balance

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings: page 8 – 2.

Report Parameters

As of Date. Enter the as of date that you want Payables to use in selecting supplier invoices to report on. Payables reports on all invoices that are open as of this date.

Supplier Name From/To. Enter the supplier range for which you want to report outstanding balances.

Currency. If you want to report on your supplier's invoices in the original currencies in which the invoices were recorded, leave this field blank.

Include Prepayments. Specify whether you want include prepayments in this report.

Minimum Invoice Balance. Enter the minimum invoice balance that a transaction must reach to be included in this report.

Minimum Open Balance. Enter the minimum amount that a supplier's outstanding balance must reach before a report is printed.

Reference Number. Enter a manual reference number with which you want to identify this report.

Report Headings

Open Balance Amount. The remaining open amount for the invoice.

Total. The sum of both the Inovice Amount column and the Open Balance Amount column, reported at the end of each currency section, where applicable.

See Also

Common Report Parameters: page 8 – 5

Common Report Headings: page 8 – 8

Listings

Payables provides the following listings:

Bank Account Listing: page 8 – 163

Distribution Set Listing: page 8 – 165

Employee Listing: page 8 – 166

Expense Report Template Listing: page 8 – 168

Payment Terms Listing: page 8 – 169

Payables Lookups Listing: page 8 – 170

Tax Codes Listing: page 8 – 171

Tax Recovery Rules Listing: page 8 – 171

Bank Account Listing

Use this report to review information for each internal 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. This parameter is used with the value you chose for the Include Active/Inactive Accounts parameter

- If you chose Inactive accounts then this parameter is required. The report will include all bank accounts that have an inactive date on or before the date you enter here.
- If you chose Active accounts then this parameter is required. Report will include all bank accounts that were created on or before the date you enter here.
- If you chose Both, then the report will include all bank accounts, regardless of any effective dates.

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 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 a payment batch.

Minimum Payment Amount. Lowest amount that a payment can be created for during a payment batch.

Cash Account/Cash Clearing Account. 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 before the system date, and Payables does not display inactive payment documents on lists of values.

See Also

Banks: page 2 – 121

Defining Banks: page 2 – 122

Banks Window Reference: page 2 – 132

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 code for each distribution set line.

See Also

Distribution Sets: page 2 – 17

Entering Invoice Distributions: page 4 – 47

1099 Reporting Overview: page 8 – 35

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 – 216

Enter Person *(Managing People Using Oracle HRMS manual or online help)*

Site Locations *(Oracle Human Resources User's Guide)*

Common Report Headings: page 8 – 8

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 – 106

Expense Reports: page 4 – 216

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.

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 that are inactive before the Effective Date you select.
- **Inactive.** Submit this report for payment terms that are inactive 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 – 92.

See Also

Payment Terms: page 2 – 89

Payables Lookups Listing

Use this report to obtain a listing of all predefined lookup values, and all lookup values you defined in the Oracle Payables Lookups windows.

The listing is divided into two sections. In the Payables section of the listing, Payables includes the lookup values you use for invoice and payment processing. In the Purchasing section, Payables includes the lookup values you use for supplier processing. Payables also includes all the predefined and user–defined lookup values 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 Lookups by:

- **Lookup.** Sort this listing alphabetically by the lookup name.
- **Type, Lookup.** Sort this listing alphabetically by the lookup type and then by the lookup name.

Include Active/Inactive Lookup?

- **Active.** Submit the listing for lookups that are active as of the Effective Date you enter.
- **Both.** Produce the listing for all lookups.
- **Inactive.** Produce the listing for lookups 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 lookup values.

Selected Report Headings

Type. Type of lookup. The type helps you identify where a lookup is used. For example, if the type is Don't Pay Reason, the lookups associated with that type appear on the ModifyPayment Batch window.

The Payables section of the listing includes the lookups for the following invoice and payment lookup types:

- Date Mask
- Disbursement Type
- Don’t Pay Reason
- Source
- Tax Type

The purchasing section includes the lookups for the following supplier lookup types:

- FOB
- Freight Terms
- Minority Group
- Pay Group
- Supplier Type

Displayed Field. The lookup name Payables displays when the lookup is included on a list of values.

Inactive Date. Date when a lookup value is no longer active and does not appear on any lists of values.

See Also

Lookups: page 2 – 13

Tax Codes Listing

Use the Tax Codes Listing to review rate and account information for tax codes you defined in the Tax Codes 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 Disabled Tax Codes.

- **Yes.** Include a list of tax codes for which the enabled option is not enabled. Payables lists enabled and disabled tax codes separately.
- **No.** List enabled tax codes only.

Selected Report Headings

Tax Code. Name you use to record tax on an invoice, expense report, or Distribution Set.

Type. Type of tax that your tax code represents:

- Offset
- Sales
- Use
- Withholding Tax
- User–defined

% Rate. Percentage rate of your tax code.

Account. Account for your tax code. All distributions that record recoverable, Sales, and withholding tax will be charged to this account. Prorated tax and nonrecoverable tax are charged to the account of the associated non–tax line.

From/To. Period during which the tax code is effective.

Rec Rate/Rule. Recovery rate or rule assigned to the tax code.

Offset. Offset tax assigned to the tax code.

See Also

Tax Codes: page 2 – 146

Entering Taxes on Invoices: page 4 – 97

Tax Recovery Rules Listing

Use the Tax Recovery Rules Listing to review all the tax recovery rules and rates that you defined in the Tax Recovery Rules window. The reports lists all of the rates for each tax rule.

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 does not have any parameters.

Selected Report Headings

Name. Tax recovery rule name.

Description. The description of the tax recovery rule.

Account From/To. The account range for the recovery rate.

Description. The description of the tax recovery rate.

From/To. The effective date range of the tax recovery rate.

Enabled. If the tax rate is enabled and will appear on lists of values, then the value is Y.

Condition. The condition type for the tax recovery rate. Currently there is only one condition that can be applied to the recovery rate, Supplier.

Value. If there is a condition, then the report shows the condition value.

Rate. The tax recovery rate for the combination of account range, effective date range, and condition.

Function. The PL SQL function that calculates the tax recovery rate for the combination of account range, effective date range, and condition. It is an alternative to the tax recovery rate.

See Also

Tax Recovery Rules: page 2 – 114

Setting Up Payables for Partially Recoverable Taxes: page 4 – 126

Country–Specific Reports

Payables provides the following reports which were designed for use in specific countries:

Bank Charges Accounting Upon Notification Report See: Bank Charges Reports: page 8 – 175

Bank Charges Accounting Upon Payment Report See: Bank Charges Reports: page 8 – 175

Japan Actual Payment Report: page 8 – 175

Japan Invoice Transaction Check Report: page 8 – 175

Japan Payment Schedule Report: page 8 – 176

Bank Charges Reports

If you do business in Japan, refer to your country–specific documentation for information on the Bank Charges feature, the Bank Charges Accounting Upon Notification Report, and the Bank Charges Accounting Upon Payment Report.

- Japan: Bank Charges Reports *(Oracle Financials for Japan User's Guide)*

Japan Actual Payment Report

If you do business in Japan, refer to your country–specific documentation for information on this feature:

- Japan Actual Payment Report *(Oracle Financials for Japan User's Guide)*

Japan Invoice Transaction Check Report

If you do business in Japan, refer to your country–specific documentation for information on this feature:

- Japan Invoice Transaction Check *(Oracle Financials for Japan User's Guide)*

Japan Payment Schedule Report

If you do business in Japan, refer to your country–specific documentation for information on this feature:

- Japan Payment Schedule Report *(Oracle Financials for Japan User's Guide)*

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 Payables, Oracle 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 Payables and Oracle 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 – 7

Purge Reports: page 9 – 13

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 – 6

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, are on or before 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
- 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
- Invoice is not Oracle Projects related

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 on or before 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. If you do use Oracle Cash Management, then you have already purged related records in Cash Management.

Supplier Purge Criteria

You can purge suppliers that meet the following criteria:

- Supplier is not an employee
- Supplier is inactive, and the value in the Inactive On field for the supplier on or before the Last Activity Date you specify
- Supplier is not a parent company or subsidiary of another supplier
- Supplier is not referred to by records in Oracle Payables, Oracle Purchasing, or Oracle Assets tables
- All invoices and payments for the supplier meet the Invoice and Payment Purge Criteria
- If Oracle e–Commerce Gateway is installed, the Last Update Date of any e–Commerce 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 e–Commerce 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 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. Payables will not purge invoices sourced by Oracle Inventory.

- 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
- Requisition is not Oracle Projects related

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 Purchasing automatically updates some of your purchase order information even if 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
- If Oracle Supplier Scheduling is installed, the blanket release is not referenced on a supplier schedule
- Purchase order is not referenced on an ASL
- Purchase Order is not Oracle Projects related

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 e–Commerce 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: *Oracle8i Server Utilities Guide, Oracle 8i Server Administrator's Guide.*

Prerequisites

- ❑ Back up and archive the database. See: Backing up the Database *(Oracle 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 and lists all purge candidates. Purge candidates are all records that match your submission criteria of Category, Last Activity Date, and Organization Code. Note that each purge candidate will then need to meet the other system criteria for the category before the record is purged.
3. Review the Preliminary Purged Listings report and identify any purge candidates that you do not want to purge.

   For each purge candidate you do not want to purge, slightly modify the record so it no longer meets the submission criteria. For example, if you add a period at the end of an Invoice Description in the Invoices window, then 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 then reevaluates each record in the system to see if it meets the submission criteria (Category, Last Activity Date, and Organization Code). These purge candidates must then meet the submission criteria for the category. The Purge program then purges each purge candidate and it related records if it meets both the submission criteria and the purge criteria for the category.

   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 Payables and Oracle 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 – 11.

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 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 – 13

Reports *(Oracle 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 – 13
- Final Purged Listings: page 9 – 15
- Rejected Purged Listings: page 9 – 16
- Final Purge Statistics Report: page 9 – 16

Preliminary Purged Listings

Use the Preliminary Purged Listings to review the items (invoices, payments, purchase orders, receipts, requisitions, and suppliers) that Payables selects as candidates to purge based on the criteria you specify when you submit the Payables Purge Program (Category, Last Activity Date, and Organization Code). Each selected item, or purge candidate, will then need to meet the system purge criteria listed in the previous section before it can be purged.

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 – 7.

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 – 7.

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 – 14.

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 – 7.

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 – 14.

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 – 7.

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.

Tables Purged by the Payables Purge Process

Your Oracle Purchasing and Oracle Payables applications let you purge document and related records from your database. You can easily purge all purchase orders, requisitions, invoices, receipts, and suppliers which match your purge criteria, but only if you can purge all corresponding documents. When you purge information from the database, your Oracle Purchasing or Oracle Payables application deletes inactive documents and suppliers. Your purchasing or payables application also deletes all references in other tables to documents and suppliers that you purge. Your purchasing and payables applications store basic information about the suppliers and documents you purge in separate tables.

Below is a list of the tables that contain the summary information of the suppliers and documents you successfully purged. You can also review the tables the Purge routines affect when you purge a supplier or a particular type of document. For complete details on all the tables that your Oracle Payables or Oracle Purchasing application uses for purging, please consult the technical reference manuals.

- FINANCIALS_PURGES – Stores the criteria and status of a single purge process. The table also records the number of records you successfully purge from other tables
- PO_HISTORY_VENDORS – Stores summary information of the suppliers your Oracle Purchasing application purges
- PO_HISTORY_POS – Stores summary information of the purchase orders your Oracle Purchasing application purges
- PO_HISTORY_RECEIPTS – Stores summary information of the receipts your Oracle Purchasing application purges
- PO_HISTORY_REQUISITIONS – Stores summary information of the requisitions your Oracle Purchasing application purges
- PO_PURGE_PO_LIST – Stores PO_HEADER_IDs temporarily during the purchase order purge process
- PO_PURGE_REQ_LIST – Stores REQUISITION_HEADER_IDs temporarily during the requisition purge process
- PO_PURGE_VENDOR_LIST – Stores VENDOR_IDs temporarily during the supplier purge process
- AP_PURGE_INVOICE_LIST – Stores INVOICE_IDs temporarily during the invoice purge process
- AP_HISTORY_CHECKS – Stores summary information of the invoice payments that Payables purges

- AP_HISTORY_INVOICES – Stores summary information of the invoices that Payables purges
- AP_HISTORY_INVOICE_PAYMENTS – Stores the relationship between invoices and payments that Payables purges
- CHV_PURGE_CUM_LIST – Stores CUM–IDs temporarily during the CUM purge process
- CHV_PURGE_SCHEDULE_LIST – Stores SCHEDULE_IDs temporarily during the schedule purge process

Tables Affected By Purging a Purchase Order

- PO_ACCEPTANCES
- PO_ACTION_HISTORY
- PO_DISTRIBUTIONS
- PO_HEADERS
- PO_HEADERS_ARCHIVE
- PO_LINE_LOCATIONS
- PO_LINE_LOCATIONS_ARCHIVE
- PO_LINES
- PO_LINES_ARCHIVE
- PO_NOTE_REFERENCES
- PO_NOTES
- PO_RELEASES

Tables Affected By Purging a Requisition

- PO_ACTION_HISTORY
- PO_NOTE_REFERENCES
- PO_NOTES
- PO_REQ_DISTRIBUTIONS
- PO_REQUISITION_HEADERS
- PO_REQUISITION_LINES

Tables Affected By Purging an Invoice

- AP_BATCHES
- AP_CHECKS
- AP_DOC_SEQUENCE_AUDIT

- AP_HOLDS
- AP_INVOICES
- AP_INVOICE_DISTRIBUTIONS
- AP_INVOICE_PAYMENTS
- AP_INVOICE_SELECTION_CRITERIA
- AP_PAYMENT_DISTRIBUTIONS
- AP_PAYMENT_SCHEDULES
- AP_TRIAL_BALANCES

Tables Affected By Purging a Supplier

- PO_VENDORS
- PO_VENDOR_CONTACTS
- PO_VENDOR_SITES
- PO_VENDOR_LIST_ENTRIES
- PO_VENDOR_LIST_HEADERS
- PO_ASL_DOCUMENTS
- PO_ASL_ATTRIBUTES
- PO_APPROVED_SUPPLIER_LIST

Tables Affected By Purging a Supplier Schedule

- CHV_SCHEDULE_HEADER
- CHV_SCHEDULE_ITEMS
- CHV_ITEM_ORDERS
- CHV_HORIZONTAL_SCHEDULE
- CHV_AUTHORIZATIONS

Tables Affected By Purging a CUM period

- CHV_SCHEDULE_HEADER
- CHV_SCHEDULE_ITEMS
- CHV_ITEM_ORDERS
- CHV_HORIZONTAL_SCHEDULE
- CHV_AUTHORIZATIONS
- CHV_CUM_PERIODS

- CHV_CUM_ADJUSTMENTS

See Also

Submitting Purges: page 9 – 7

Table Defintions (*Oracle Purchasing Applications Technical Reference Manual*)

Table Defintions (*Oracle Payables Applications Technical Reference Manual*)

CHAPTER

10 Other Topics

This chapter describes the following specialized features in Payables:

- AuditTrail
- Positive Pay Integration
- Interest Invoices
- Automatic Offsets
- Automatic Withholding Tax
- Automatic Tax Calculation
- Budgetary Control and Encumbrance
- Intercompany Accounting
- Petty Cash Funds

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.

Future dated payments are included as negotiable payments even if they have not yet matured.

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 Issued, 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/EndPayment 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.

Automatic Interest

Payables automatically creates invoices to pay interest for overdue invoices if you enable automatic interest calculation for a supplier, and if 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

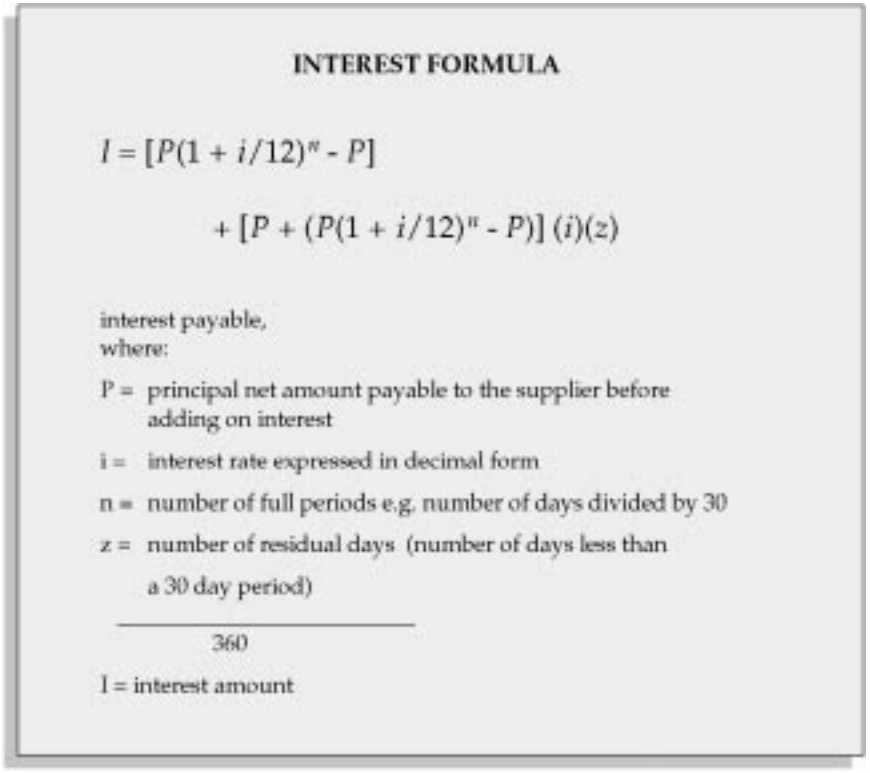
When you pay an overdue invoice, Payables uses the invoice due date to determine how many days overdue the invoice is. Payables determines the Due date by using a start date and payment terms. For example, if the start date is January 1, 2002, and the payment terms are Net 30, the invoice will be payable in full on January 30, 2002.

During invoice entry Payables creates scheduled payments for the invoice and uses the invoice Terms Date and Payment Terms to calculate the due date.

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 – 65.

Interest Amount Calculation

In the Interest Rates window you specify what interest rate is effective during different date ranges you specify. 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.



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 balancing segment. 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 – 104

Interest Payables Options: page 2 – 63

Payment Region of the Suppliers and Supplier Sites windows: page 3 – 26

Scheduling Invoice Payments: page 4 – 150

Setting Up Payables for Automatic Interest

▶ **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 – 63.
2. 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 – 70.
3. Ensure that appropriate suppliers have the Allow Interest Invoices check box enabled. See: Payment Region of the Suppliers and Supplier Sites windows: page 3 – 26.
4. Set up the interest rates that Payables will use to calculate interest on overdue invoices. See: Interest Rates: page 2 – 104.
5. Optionally create a remittance advice format you want to use when you pay interest invoices, and assign it to a payment program. See: Setting Up Custom Payment Formats: page 2 – 225.

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 – 27.

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 – 32.

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 associated 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 – 1 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 – 82, and Stopping Payments: page 5 – 81.

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.

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 balancing segment. 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. Automatic Offsets creates offsetting accounts for the following accounts:

- Liability
- Cash (if you use a pooled bank account)
- Cash Clearing (if you use a pooled bank account, and if you account for payments at clearing time)
- Discount
- Exchange Gain / Loss
- Future Dated Payment
- Rounding
- Bank Charges
- Bank Errors

Attention: If you use Automatic Withholding Tax Payables does not create offsetting tax accounts. Also, if you adjust paid invoices, Paybles will *not* automatically create offsetting entries for the adjustment.

Automatic Offsets was created for the government and higher education sectors where it is mandated by law that transactions be balanced to the balance segment level. However, some companies may benefit from the option of having self–balancing sets of accounts. For example, if you have a product segment in your account, Automatic Offsets would allow you to track cash and AP liability by product.

The level of detail that Automatic Offsets provides is only recommended either if it is mandated by law or if it is necessary to produce a balance sheet at a balancing segment level. There are restrictions associated with enabling Automatic Offsets. Be sure you understand the impact of

Automatic Offsets before deciding to implement this feature. See: Automatic Offsets Restrictions: page 10 – 21.

Alternatively, you can set up Intercompany Accounting in Oracle General Ledger so that General Ledger automatically creates the intercompany accounting entries necessary to balance a transaction at the balancing segment level. If you choose to use Intercompany Accounting rather than Automatic Offsets, your Payables transactions that cross multiple balancing segments will not balance at the balancing segment level until you transfer them to General Ledger and submit the Journal Import program. See: Intercompany Accounting: page 10 – 50.

By enabling Automatic Offsets within Payables, Payables will automatically allocate the liability, discount taken, and gain and loss entries for a given invoice across multiple balancing segments, according to the balancing segments of the invoice distributions. If you pay an invoice from a pooled bank account, Payables will also automatically allocate the cash entry across multiple balancing segments, according to the balancing segments on the invoice distributions. If you pay from a non–pooled bank account, Payables records the cash entry using the one Cash Account you specify in the Banks window. Entries in accounts other than liability, cash, discount taken, future dated payment, rounding, bank charges, bank errors, or realized gain / loss must have manual journal entries made in your general ledger in order to keep the entries balanced at the balancing segment level. Automatic Offsets will not affect these accounts.

If you do not enable Automatic Offsets, Payables records the accounting entries in the accounts you specify in the Payables Options and Banks windows. These accounts have one balancing segment each, so if you enter transactions that cross multiple balancing segments, you may want to consider using the Intercompany Accounting feature to balance these transactions during posting.

This document includes the following topics:

Automatic Offsets and Invoice Processing: page 10 – 14

- Overview of Automatic Offsets and Invoice Processing: page 10 – 14
- How Payables Builds the Offsetting Liability Accounts: page 10 – 15
- Invoice Adjustments and Automatic Offsets: page 10 – 16
- Prorating Tax, Freight and Miscellaneous Expenses with Automatic Offsets: 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 – 18
- How Payables Builds the Offsetting Cash Accounts: page 10 – 18
- How Payables Generates Offsetting Discount Accounts and Entries: page 10 – 20
- Correcting Invalid Distributions Created by Automatic Offsets: page 10 – 20

Posting with Automatic Offsets: page 10 – 21

Automatic Offsets Restrictions: page 10 – 21

See Also

Account Default Hierarchy Chart: page E – 9

Enabling Automatic Offsets: page 10 – 22

Intercompany Accounting: page 10 – 50

Automatic Interest: page 10 – 7

Automatic Offsets and Invoice Processing

Overview of Automatic Offsets and Invoice Processing

If you enable Automatic Offsets and choose Balancing Segment, Payables automatically allocates an invoice's liability amount across multiple balancing segments according to the balancing segments on the invoice distributions. This ensures that invoices always balance by balancing segment.

Payables creates the liability accounting entries when you create accounting entries for an invoice. You can review these accounts in the View Accounting Lines window.

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 balancing segments, the invoice will not balance by balancing segment. However, General Ledger can automatically create intercompany balancing entries during Journal Import if you have enabled the Balance Intercompany Journals option for your set of books. See: Intercompany Accounting: page 10 – 50.

How Payables Builds the Offsetting Liability Accounts

When you use Automatic Offsets and create accounting entries for the 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 – 15; Invoices Window Reference: page 4 – 342.

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 – 39.

If you select Balancing as your Automatic Offset Method, Payables takes the default liability account for the invoice, substitutes the balancing 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, a manufacturing company that uses a product segment to record sales information may want to capture product segment values in the expense account, liability account and cash account.

Example. You enable Automatic Offsets using the Balancing method, and your Accounting Flexfield structure is Balancing Segment–Cost Center–Account. Your default liability account for supplier site ABC is 000–000–2300. You enter an invoice for supplier site ABC and distribute it as follows:

DR Expense 101–100–4500 $60

DR Expense 200–201–4610 $40

Payables records the following liability account offsets:

CR Liability **101**–000–2300 $60

CR Liability **200**–000–2300 $40

Example. You enable Automatic Offsets using the Account method, and your Accounting Flexfield structure is Balancing Segment–Cost Center–Account. Your default liability account for supplier site ABC is 000–000–2300. You enter an invoice for supplier site ABC and distribute it as follows:

DR Expense 101–100–4500 $60

DR Expense 200–201–4610 $40

Payables records the following liability account offsets automatically when you approve the invoice:

CR Liability **101–**100**–2300** $60

CR Liability **200–**201**–2300** $40

Invoice Adjustments and Automatic Offsets

If a distribution has not yet been accounted, you can adjust it. However, if the distribution has been accounted, you should reverse existing distributions and create new distributions. See: Adjusting Invoice Distributions: page 4 – 304.

Prorating Tax, Freight and Miscellaneous Expenses with Automatic Offsets

When you enter invoices with tax, freight or miscellaneous charges, you may want to allocate these expenses in the Charge Allocations window of the Invoice Workbench to ensure that the expenses are distributed across the other invoice distributions. See: Creating Freight and Miscellaneous Charges By Allocating to Item Distributions: page 4 – 50;

Creating Tax Distributions by Allocating to Invoice Distributions: page 4 – 52.

See Also

Accounting Methods: page 2 – 50

Adjusting Invoice Distributions: page 4 – 304

Approval: page 4 – 145

Automatic Offsets: page 10 – 12

Enabling Automatic Offsets: page 10 – 22

Entering Prepayments: page 4 – 198

Financials Options: page 2 – 36

Intercompany Accounting: page 10 – 50

Payables Options: page 2 – 57

Prorating Freight and Miscellaneous Charges: page 4 – 50

Prorating Tax: page 4 – 52

Automatic Offsets and Payment Processing

Overview of Automatic Offsets and Payment Processing

If you enable Automatic Offsets, and if you use a pooled bank account for the payment, then Payables automatically creates cash, discount and gain / loss distributions for each invoice distribution.

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 invoice offsetting liability entries. See: Automatic Offsets and Invoice Processing: page 10 – 14; Accounting Methods: page 2 – 50.

If you do not enable Automatic Offsets or if you create a payment using a non–pooled bank account, then Payables creates a single accounting entry for the Cash account specified at the bank account. When you distribute an invoice across multiple balancing segments, the invoice will not balance by balancing segment. However, General Ledger can automatically create balancing intercompany 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. See: Intercompany Accounting: page 10 – 50.

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 balancing segments; the cash in a non–pooled bank account is associated with a single balancing segment. If you do not enable Automatic Offsets, you can only have non–pooled bank accounts. See: Defining Banks: page 2 – 122.

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 payment accounting entries based on the Cash Account specified for the bank account. Payables uses the Automatic Offset Method you specified (Balancing or Account) to build these cash accounts. See: Accounting Financials Options: page 2 – 39.

If you selected Balancing as your Automatic Offset Method, then Payables takes the cash account specified for your pooled bank account, substitutes the balancing segment with the balancing segment for the corresponding invoice liability account.

If you selected Account as your Automatic Offset Method, Payables uses the invoice liability account and substitutes only the account segment from the pooled bank account's Cash Account

Examples: The following examples show the difference between accounting with a pooled account when you use either the Balancing Segment method or the Account method. In both examples the following details are the same:

Account structure: Balancing Segment–Cost Center–Account

Supplier site liability account: 000–000–2300

Pooled bank account Cash account: 000–000–1100

Note: If the bank account is not pooled, then in both examples you would instead have a single credit to the Cash account for $100 to account 000–000–1100

Balancing Segment method:

Invoice Accounting Entries:

Expense	$60		101–100–4500
	Liability	$60	**101**–000–2300
Expense	$40		200–201–4610
	Liability	$40	**200**–000–2300

Payment Accounting Entries:

Liability	$60		101–000–2300
	Cash	$60	**101**–000–1100
Liability	$40		200–000–2300
	Cash	$40	**200**–000–1100

Account Segment method:

Invoice Accounting Entries:

Expense	$60		101–100–4500
	Liability	$60	**101–100**–2300
Expense	$40		200–201–4610
	Liability	$40	**200–201**–2300

Payment Accounting Entries:

Liability	$60		101–100–2300
	Cash	$60	**101–100**–1100
Liability	$40		200–201–2300
	Cash	$40	**200–201**–1100

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 balancing segments. The balancing segment from the offsetting invoice distribution replaces the balancing segment of your system Discount Taken account when Payables builds the accounts for these entries. See: Payment Payables Options: page 2 – 71; Accounting Financials Options: page 2 – 39.

Correcting Invalid Distributions Created by Automatic Offsets

When you enable Automatic Offsets, Payables creates payment lines for your cash and discount entries based on the Automatic Offset Method you choose in the Payables Options window. If Payables creates an accounting entry with an invalid account, you can update the account in the Update Accounting Entries window. See: Adjusting Accounting Entries: page 7 – 22.

See Also

Accounting Methods: page 2 – 50

Automatic Offsets: page 10 – 12

Defining Banks: page 2 – 122

Enabling Automatic Offsets: page 10 – 22

Financials Options: page 2 – 36

Intercompany Accounting: page 10 – 50

Payables Options: page 2 – 57

Posting with Automatic Offsets

You can easily drill down from a general ledger account balance to specific transactions in Payables.

See Also

Accounting Payables Options: page 2 – 58

Automatic Offsets: page 10 – 12

AUTOMATIC OFFSETS RESTRICTIONS

INTEREST LIABILITY ACCOUNT. Payables does not overwrite the interest liability account if you have enabled Automatic Offsets.

AUTOMATIC WITHHOLDING TAX. Note that Payables creates no offsetting accounting entries for withholding tax.

See Also

Automatic Offsets: page 10 – 12

Automatic Withholding Tax Overview: page 10 – 24

Enabling Automatic Offsets

If you enable Automatic Offsets, Payables automatically balances invoice and payment lines that cross balancing segments by creating offsetting entries for each balancing segment.

Automatic Offsets is a powerful feature that greatly affects processing throughout Payables. For a full account of its impact, see: 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 – 58.

   - **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 balancing segment when it builds an offsetting account. Companies typically find this level of detail sufficient.

2. 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 balancing segments. The balancing segment from the offsetting invoice distribution replaces the balancing segment of your system Discount Taken account when Payables builds the accounts for these entries. See: Payment Payables Options: page 2 – 71; Accounting Financials Options: page 2 – 39.

3. 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 – 122.

   The cash in a pooled bank account is shared by multiple balancing segments; the cash in a non–pooled bank account is associated with a single balancing segment.

   When you create a payment from a pooled bank account using Automatic Offsets, Payables automatically builds the cash account for each payment line 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 lines that cross balancing segments, you can either enter balancing entries manually, or set General Ledger up to create them automatically on posting. For details, see: Intercompany Accounting: page 10 – 50.

See Also

Automatic Offsets: page 10 – 12

Intercompany Accounting: page 10 – 50

Payables Options: page 2 – 57

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 code 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. For foreign currency invoices, the withheld amount is calculated based on the functional currency amount of the invoice, and is then converted back into the foreign currency. Therefore, due to rounding, it may be different from the foreign currency invoice amount multiplied by the withholding tax rate.

You can also automatically create withholding tax invoices to remit withheld taxes to the appropriate tax authorities. When you define Withholding Tax type tax codes, you assign a Tax Authority type supplier to the tax code. 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).

This discussion includes the following topics:

- Setting Up Withholding Tax: page 10 – 25
- Withholding Taxes: page 10 – 26
- Creating Withholding Tax Invoices: page 10 – 28
- Paying a Tax Authority: page 10 – 29
- Reviewing Withheld Amounts Online: page 10 – 29
- Withholding Tax Reports: page 10 – 29

- Projected Withholding Tax: page 10 – 30
- View Period–To–Date Withheld Amounts: page 10 – 32

See Also

Payables Options: page 2 – 57

1099 Reporting Overview: page 8 – 35

AUTOMATIC WITHHOLDING TAX RESTRICTIONS

ADJUSTMENTS TO INVOICES. If an invoice is paid or partially paid, then you cannot reverse a withholding distribution.

FOREIGN CURRENCY: Payables will not create a payment for a foreign currency invoice if the following conditions are true: the invoice has a withholding tax group assigned that is set up with either a period limit or more than one amount range.

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 – 230.

▶ **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 – 86.

2. Create a unique Pay Group for each tax authority. See: Lookups: page 2 – 13.
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 – 173.
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 – 129.
6. Define your Withholding Tax type tax codes and tax rates. Assign tax authority suppliers to the tax codes. See: Tax Codes: page 2 – 146.
7. To allow automatic withholding of multiple taxes per expense report or invoice, define your withholding tax groups. See: Withholding Tax Groups: page 2 – 158.
8. Enter withholding tax details for suppliers: See: Withholding Tax Region of the Suppliers and Supplier Sites windows: page 3 – 36.
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: Withholding Tax Certificates and Exceptions: page 2 – 161.

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 – 97.

- 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 – 185.
- 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 – 219, and Payables Invoice Import Program: page 4 – 239.

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 code 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 – 127.

▶ **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 – 86.

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 code and for the amount of the Withholding Tax type invoice distribution. See: Entering Basic Invoices: page 4 – 44.

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 codes. 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 – 17.

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 – 30.
- Review online actual automatically withheld amounts for a Withholding Tax type tax code and supplier in the View Period–To–Date Withheld Amounts window. See: View Period–To–Date Withheld Amounts: page 10 – 32.

Withholding Tax Reports

Submit the following standard reports to satisfy tax authority, supplier, and management reporting requirements.

- Withholding Tax By Invoice Report: page 8 – 53
- Withholding Tax By Payment Report: page 8 – 55
- Withholding Tax By Supplier Report: page 8 – 57
- Withholding Tax By Tax Authority Report: page 8 – 59

- Withholding Tax Certificate Listing: page 8 – 60

See Also

Adjusting Invoices: page 4 – 299

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 code 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 Tools 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.

Code. The originating Withholding Tax type tax code for the current Withholding Tax type invoice distribution.

Rate. The tax rate defined for the originating Withholding Tax type tax code for the current Withholding Tax type invoice distribution.

Attention: A Withholding Tax type tax code 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 code, and tax rate for the current invoice.

Withheld Amount. The total amount of projected tax withheld for this tax group, tax code and tax rate for the current invoice.

Account. The GL account associated with the originating Withholding Tax type tax code for the current Withholding Tax type invoice distribution.

Description. The description for the GL account associated with the originating Withholding Tax type tax code 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 code for a supplier. You can review the amount subject to withholding and the period–to–date withheld amount. This window shows automatically withheld amounts, and does not show amounts that you withhold manually.

The information in this window is display only.

> **Note:** For foreign currency invoices, the amount withheld is calculated and recorded based on the functional currency amount of the invoice. The amount withheld is then coverted back into the foreign currency. Therefore, due to rounding, the amount withheld may be different from the foreign currency invoice amount at the withholding tax rate.

Viewing Period–to–Date Withheld Amounts

Prerequisite

- ❑ Set up Withholding Tax type special calendar and associate it with a withholding type tax code. See: Special Calendar: page 2 – 87, and Tax Codes: page 2 – 146.

▶ **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 View menu.
3. Payables displays the period–to–date withheld amounts.

View Period–To–Date Withheld Amounts Window Reference

Tax Code. The withholding tax type tax code 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 code 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 code.

Amount Withheld. The amount–to–date withheld for the selected Withholding Tax type tax code.

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 and Payables Open Interface Import, Payables also automatically calculates tax for invoices it creates. 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 Code and Tax Amount in the Invoices window. Payables copies the invoice tax code 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.

This discussion includes the following topics:

- Automatic Tax Calculation Level: page 10 – 34
- Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation: page 10 – 38
- Overriding Tax Calculation Level: page 10 – 37
- Setting Up Automatic Tax Calculation: page 10 – 39
- Disabling Automatic Tax Calculation: page 10 – 40

Automatic Tax Calculation Levels

If you use automatic tax calculation, Payables calculates tax for your invoices at the level you specify, Header, Line, or Tax Code. 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 and Tax Code). The difference between Line and Tax Code calculation is how Payables groups amounts to calculate tax. The difference in calculation is generally due to rounding differences. For a complete explanation, see: Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation: page 10 – 38.

The value of the Calculation Level option defaults in the following order: Payables Options window –> Suppliers window –> Supplier Sites window –> invoice entry. (Note that you cannot set a value at the

Suppliers window if you use Multi–organization support). You can override the Calculation Level at any level (supplier, supplier site, invoice entry) if the Allow Calculation Level Override check box is enabled at the previous level. If you override the calculation level you can change the calculation level to Header, Line, or Tax Code 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 supplier site you have one last opportunity to change the tax calculation level when you enter the invoice.

If you use a tax code that is partially recoverable, you must choose Line or Tax Code level calculation. See: Recoverable Tax: page 4 – 124.

Header

If you automatically calculate tax at the Header Level, then during invoice entry in the Invoice Workbench, when you enter a Sales or User–defined type Tax Code 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 code you enter. In the Tax Codes window you assign a tax rate to each tax code.

When you navigate to the Distributions window, Payables automatically creates a tax distribution with the Tax Amount and Tax Code from the Invoices window. See: Header Level Automatic Tax Calculation: page 4 – 111.

Payables does not calculate tax amounts for Use type tax codes.

> **Note:** You cannot use Header level calculation in the Invoice Gateway window or Expense Reports window. If you have enabled the Financials option Enable Recoverable Tax, then you can use Header level calculation only for tax codes that have a recovery rate of 100%.

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.

In the Invoice Gateway, all line level calculation occurs during Payables Open Interface Import when Import creates distributions based on the invoice lines.

Payables calculates the tax amount for distributions based on the distribution amount, the Includes Tax check box for the distribution, and the tax rate of the distribution tax code. If you use Recoverable Tax, the system also calculates tax based on the recovery rate. In the Tax Codes window you assign a tax rate and recovery rate to each tax code. Payables creates tax distributions for the appropriate amounts, and assigns the Item line tax code to each corresponding distribution. When Payables calculates tax for distributions that include tax, it also reduces the amount of the Item distribution by the calculated tax amount and unchecks the Includes Tax check box. For invoices entered in the Invoice Workbench, 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. If the Enable Recoverable Tax option is enabled in the Financials Options window, you can also use the Tax Summary window to view and calculate the tax. For invoices entered in the Invoice Gateway, Payables creates tax distributions during import. See: Distribution Level (Line and Tax Code) Automatic Tax Calculation: page 4 – 113, and Recoverable Tax: page 4 – 124.

Tax Code

Tax Code level and Line level calculation are the same except for how Payables groups and rounds tax amounts. In some cases, the tax calculation results are the same. When the results are different, the difference is usually a very small amount caused by rounding.

The results between Tax Code and Line level calculation will differ if at least the following conditions are true:

- The Enable Recoverable Tax Financials option is enabled.
- The invoice has more than one Item distribution subject to tax.
- At least one of the Item distributions uses a tax code that is partially recoverable.

See: Distribution Level (Line and Tax Code) Automatic Tax Calculation: page 4 – 113, and Recoverable Tax: page 4 – 124.

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 Calculation Level Override option at the previous level. When automatic tax calculation is disabled, you can create tax distributions by matching to purchase orders, by allocating, 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 – 108.

If you enter a tax code 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 and Allocation During Approval: page 4 – 101.

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.

Calculation of Tax Distributions For Line or Tax Code Automatic Tax Calculation

If you use Line level or Tax Code level automatic tax calculation, Payables creates tax distributions with calculated tax amounts, then groups them by unique combination of:

- Tax Code
- Tax Inclusive/Exclusive setting (setting of the Includes Tax check box)

If the Financials option Enable Recoverable Tax is enabled and there are recoverable tax amounts, then Payables creates one recoverable tax distribution for each of these groups. For recoverable distributions, Payables does the following:

- Assigns the GL account from the tax code
- Enables the Recoverable check box

Payables also calculates the nonrecoverable tax amounts per taxable distribution and groups by a unique combination of the following:

- Tax Code
- Tax Inclusive/Exclusive setting (setting of the Includes Tax check box)
- GL account
- project information (if applicable)
- purchase order distribution (if applicable)

If there are nonrecoverable amounts, then one nonrecoverable tax distribution will be created for each of these groups. The GL account assigned to these distributions will be from the Item distribution(s) and these amounts become part of the acquisition cost of the item for Oracle Projects and Oracle Assets.

During this calculation and grouping process, Payables rounds distribution amounts. When the invoice is calculated at Line level, the amounts per distribution are rounded to the tax Precision or Minimum Accountable Unit defined at the supplier site level, and then grouped. At Tax Code level, the amounts are grouped first, and then rounded. If there is any rounding difference between the sum of all the nonrecoverable distributions and the total nonrecoverable tax amount, it is added to the largest of the nonrecoverable tax distributions.

In addition to instructing the system to favor either the Item distribution or the Tax distribution during an exclusive tax calculation,

the tax rounding rule at the supplier site level instructs the system whether to favor the nonrecoverable or the recoverable distributions. This may be mandated by law in some tax regimes. If the Rounding Rule is set to Up, any partial units (beyond the precision) are included in the nonrecoverable distributions; if it is set to Down, any partial units are included in to the recoverable distributions. If it is set to Nearest, any partial amounts.5 or higher are included in the nonrecoverable distributions. For example, a calculated tax amount of 15.28 is 30% recoverable, thus 70% nonrecoverable. With a Rounding Rule of Up or Nearest, the nonrecoverable portion would be 15.28 * .7 = 10.696, which rounds to 10.70. The recoverable portion would therefore be 15.28 – 10.70 = 4.58. With a Rounding Rule of Down, however, the nonrecoverable portion of 10.696 would be rounded to 10.69, and the recoverable portion would be 15.28 – 10.69 = 4.59.

If the Recovery Rate on the Item distribution line is blank, then the tax will be 0% recoverable.

Setting Up Automatic Tax Calculation

You control invoice tax calculation in the Financials Options window, Payables Options window, the Suppliers window, the Supplier Sites window, the Invoices window, and the Distributions window. Tax calculation options default or cascade from either the Financials Options or Payables Options window to suppliers, and then 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 Financials option level you select the level of precision 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.

- ❑ If you want to record recoverable and partially recoverable taxes, then enable Recoverable Tax. See: Setting Up Payables for Recoverable Tax or for Automatic Tax Calculation for Proration: page 4 – 126.
- ❑ Define tax codes in the Tax Codes window. See: Tax Codes: page 2 – 146.

▶ **To set up Automatic Tax Calculation:**

1. Enable the Use Automatic Tax Calculation option in the Invoice Tax region of the Payables Options window.
2. Select tax options in the Tax tabbed region of the Financials Options window. See: Tax Region of the Financial Options window: page 2 – 47.

   Select any remaining Automatic Tax Calculation options in the Invoice Tax region of the Payables Options window. See: Invoice Tax Payables Options: page 2 – 67.
3. (Only if you do not use Multi–organization support) 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 – 22.
4. 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 Suppliers 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. In the Invoices window, when you enter a new invoice for the supplier site choose None from the poplist in the Calculation Level field.

See Also

Entering Taxes on Invoices: page 4 – 97

Adjusting Invoices: page 4 – 299

Budgetary Control in Payables

If you use Oracle General Ledger's Budgetary Control feature, you can check funds before you save a transaction and you can have Payables Approval automatically create encumbrances 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.

If you select absolute budgetary control in General Ledger, Payables Approval places 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 encumbrances to reserve funds against the budgets you define in Oracle General Ledger. When you create the accounting entries for the transactions, it relieves the encumbrances.

As the final step of budgetary control in Payables, if you enable Use PO Encumbrance in the Financials Options window, Oracle Purchasing automatically creates encumbrance entries to reserve funds for invoice expenditures against the budgets you define in Oracle General Ledger.

Funds checking and budgetary control include nonrecoverable tax as part of the item cost to fully recognize the commitment because nonrecoverable tax becomes part of the acquisition cost of the item.

See Also

Encumbrance Entries in Payables: page 10 – 46

Approval When You Use Budgetary Control: page 10 – 45

Setting Up Payables for Budgetary Control

Prerequisite

- ❑ Install Oracle General Ledger.

▶ **To set up Payables for Budgetary Control:**

- ■ Set up budgetary control in Oracle General Ledger. Payables has no additional steps. See: Setting Up Budgetary Control *(Oracle General Ledger User's Guide)*.

Encumbrances in Payables: page 10 – 46

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: Encumbrances in Payables: page 10 – 46.

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 – 140.

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 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 Tools 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 Tools 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 General Ledger User's Guide)*.

Approval When You Use Budgetary Control

If your invoice has a hold on it that prevents you from creating accounting entries, then Approval does not check funds for your invoice or attempt to reserve funds.

Purchase Order Matched Invoices

If an invoice passes matching conditions and has no other holds that prevent creating accounting entries for it, then 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 creating accounting entries, then Approval automatically performs funds checking.

See Also

Budgetary Control in Payables: page 10 – 42

Checking Funds for Invoices: page 10 – 43

Invoice Variances: page 4 – 172

For more information on Budgetary Control, see the following topics in *Oracle General Ledger User's Guide:*

Using Budgetary Control and Online Funds Checking

About Funds Checking

Reviewing Encumbrances

Reviewing Budgetary Control Transactions

Encumbrances in Payables

If you enable Budgetary Control for a set of books in Oracle General Ledger, you can reserve funds, or encumber them, when you expect an expense so you can 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

If you use Accrual basis accounting, the system encumbers nonrecoverable tax. If you use Cash basis accounting, and if you enable the Financials option setting for Cash Basis Encumbrance, the system will encumber both partially recoverable tax and recoverable tax.

The encumbrances Purchasing and Payables create depend on whether the invoice is purchase order matched, what accrual method you use in Purchasing, and your Financials option setting for Cash Basis Encumbrance:

- **Cash Basis Encumbrance.** If you are using cash basis accounting for your secondary set of books, enable this option if you want to encumber both nonrecoverable tax and recoverable tax against the expense account.
- **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 when you create accounting entries for the invoice.
- **Matched Invoice, Receipt Accrual:** If you use the On Receipt Accrual Method in Purchasing, Purchasing creates an encumbrance for the goods when the purchase order is approved, 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 it exists 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 when it posts accounting entries in general ledger, 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
	Accounting	(No encumbrance reversal necessary)		Reverse Payables encumbrance	Reverse Payables encumbrance
Period End	**Approval**		Encumbrance	Encumbrance	Encumbrance
	Accounting	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 creates encumbrances for 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 create accounting entries for payments. Payables prorates your encumbrance reversal based on the amount of your invoice payment.

Reviewing Encumbrances

You can use the View Encumbrances window to review current encumbrance lines and their reversals for Payables invoice distributions.

You can navigate to this window from either the Invoice Workbench or the navigator. If you navigate from the Navigator, then you enter query criteria in the Find Encumbrances window first. If you navigate from the Distributions window, then the window shows encumbrances and reversals for the selected distribution.

Customizing the View Encumbrances Window

The View Encumbrances window is a *folder*. You can easily customize the information that is displayed in the window, as described in the *Oracle Applications User's Guide*.

Prerequisite

❑ Approve the invoice.

▶ **To review encumbrances:**

1. Navigate to the window from either the Navigator or the Distributions window.
   - If you are navigating from the Navigator, in the Find Encumbrance Lines window, enter search criteria for the encumbrances you want to review. Choose OK.
   - To navigate from the Distributions window, select a distribution and choose View Encumbrances
2. Payables opens the View Encumbrances window and displays the encumbrances and reversals that match your search criteria.

See Also

Checking Funds for Invoices: page 10 – 43

Budgetary Control in Payables: page 10 – 42

Variance Accounts: page 4 – 173

Invoice Variances: page 4 – 172

Receipt Accrual: page 4 – 176

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

Encumbrance Financials Options: page 2 – 40

Using Encumbrance Accounting with Purchasing: page H – 17

Intercompany Accounting

You can perform accounting for multiple companies for each of your sets of books. When you post your journal entries, if a journal entry for a particular company is out of balance, Oracle General Ledger posts any difference to the appropriate intercompany account for that company.

Setting Up Intercompany Accounting

Your general ledger department usually sets up intercompany accounting for you. For your information, the following are the setup steps for intercompany accounting:

▶ **To define Intercompany Accounts:**

1. Define your accounts so that one of the segments is a company segment. Specify that the company segment is a balancing segment. See: Defining Intercompany Accounts *(Oracle General Ledger User's Guide).*
2. Define multiple companies by defining values for your company segment.
3. Define Your Set of Books, and specify one intercompany account for the set of books. See: Defining Sets of Books *(Oracle General Ledger User's Guide).*
4. In the Intercompany Accounts window in Oracle General Ledger, 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 Oracle General Ledger should post the balancing amount. You do not need to define accounts for every company because Oracle General Ledger substitutes the appropriate company when it creates balancing entries.

See Also

Intercompany Accounting When You Use Oracle General Ledger: page 7 – 39

Automatic Offsets: page 10 – 12

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 business 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 company 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 Payables Account Analysis 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.

APPENDIX

A Navigation

This appendix describes how to navigate to each window in Payables. If you have upgraded from character mode Payables to GUI Payables, you can also see what GUI windows to use to perform the same functions.

Payables Navigator Paths

Although your system administrator may have customized your navigator, typical navigation paths include the following:

Window Name	Navigation Path
Accounting Calendar	Setup:Calendar:Accounting:Periods.
Accrual Write–Offs	Invoices:Accrual Write–Off. In the Find Write–0ff Transactions window, enter AP as the source, and enter any other search criteria. Choose the Find button.
Aging Periods	Setup:Calendar:Aging Periods.
Apply / Unapply Prepayments	In the Invoices window select the Invoice or Prepayment. Choose the Actions button. Select the Apply / Unapply Prepayment button.
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 Charges	Setup:Payment:Bank Charges
Bank Transaction Codes	Setup:Payment:Banks. Choose Bank Accounts. Choose Bank Codes.
Banks	Setup:Payment:Banks.
Calculate Balance Owed	From the Invoices window, choose Find from the View menu. Enter criteria, including the supplier name and choose the Calculate Balance Owed button.
Charge Allocations	In the Distributions window, choose the Allocate button.
Child Ranges	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find. Choose the Define Child Ranges button.
	Setup:Flexfields:Key:Values. Enter Criteria and choose Find. Choose the Define Child Ranges button.
Choose Set of Books	Setup:Set of Books:Choose.
Columns	Setup:Flexfields:Descriptive:Register. Choose the Columns button.
Control Payables Periods	Accounting:Control Payables Periods
Conversion Rate Types	Setup:Currency:Rates:Types.

Window Name	Navigation Path
Countries and Territories	Setup:Countries.
Create Invoices (for Recurring Invoices)	Invoices:Entry:Recurring Invoices. Choose the Create Recurring Invoices button.
Create Invoices (for import of Invoice Gateway invoice records)	Invoices:Entry:Invoice Gateway. In the Invoice Gateway window choose the Create Invoices button.
Credit Cards	Credit Cards:Credit Cards
Credit Card Transactions	Credit Cards:Credit Card Transactions
Credit Card Programs	Setup:Credit Cards:Credit Card Programs
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 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	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 Accounting Entries	Accounting:Update Accounting Entries
Find Accounting Lines	Accounting: View Accounting Lines
Find Descriptive Flexfield Segment	Setup:Flexfields:Descriptive:Values
Find Encumbrance Lines	Accounting:View Encumbrances
Find Invoice Distributions	In the Distributions window, choose Find from the view menu.

Window Name	Navigation Path
Find Invoice Batches	From the Invoice Batches window, choose Find from the View menu.
Find Invoices	From the Invoices window, choose Find from the View menu.
Find Invoices for Matching	Select a Credit / Debit memo in the Invoices window. Choose Invoice from the Match poplist. Choose the Match button.
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, and choose the OK button Select Find from the View menu.
Find Purchase Orders for Matching	From the Invoices window, select an invoice. Choose Purchase Order from the Match poplist, and choose the Match button.
Find Receipts for Matching	From the Invoices window, select an invoice. Choose Receipt from the Match poplist, and choose the Match button.
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.
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 Gateway	Invoices:Entry:Invoice Gateway
Invoice Gateway Identification	Invoices:Entry:Invoice Gateway
Invoice Gateway Rejections	Invoices:Entry:Invoice Gateway. Choose the Rejections button.
Invoice Holds	From the Invoices window choose Holds.
Invoice Overview	Invoices:Inquiry:Invoice Overview.
Invoice Tolerances	Setup:Invoice:Tolerances.

Window Name	Navigation Path
Invoices (entry)	Invoices:Entry:Invoices.
Invoices (inquiry)	Invoices:Inquiry:Invoices.
Invoices (in the Payment Workbench)	Payments:Entry:Payments. Select a payment and choose the View Invoices button.
Key Flexfield Segments	Setup:Flexfields:Key:Segments.
Key Flexfields	Setup:Flexfields:Key:Register.
Location	Employees:Locations.
Match to Invoices	From the Invoices window, select a credit / debit memo. Choose Invoice from the Match poplist, and choose the Match button. In the find window enter search criteria and choose the Find button.
Match to Invoice Distributions	From the Match to Invoices window, enter a Credit Amount and Choose the Distribute button.
Match to Purchase Orders	From the Invoices window, select an invoice. Choose Purchase Order from the Match poplist, and choose the Match button. In the find window enter search criteria and choose the Find button.
Match Other Charges to Receipts	In the Invoices window, enter a Standard invoice. Select Receipt from the Match poplist, and choose the Match button. In the Find Receipts for Matching window, select either Freight, Tax, or Miscellaneous as the Type. Enter search criteria for the receipt, and choose the Find button.
Match to Receipts	From the Invoices window, select an invoice. Choose Receipt from the Match poplist, and choose the Match button. In the find window enter search criteria and choose the Find button.
Move Child Ranges	Setup:Flexfields:Descriptive:Values. Enter criteria and choose Find. Choose Move Child Ranges.
	Setup:Flexfields:Key:Values. Enter criteria and choose Find. Choose Move Child Ranges.
Open Interface Invoices	Invoices:Entry:Open Interface Invoices
Oracle Human Resources Lookups	Setup:Lookups:Employee
Oracle Payables Lookups	Setup:Lookups:Payables
Oracle Purchasing Lookups	Setup:Lookups:Purchasing
Organization	Setup:Organizations
Organizations	Other:Change Organization
Payables Options	Setup:Options:Payables.
Payment Actions	Payments:Entry:Payments. Choose Actions.

Window Name	Navigation Path
Payment Batch Actions	Payments:Entry:Payment Batches. Choose Actions.
Payment Batch Set	Payments:Entry:Payment Batch Set
Payment Batches (entry)	Payments:Entry:Payment Batches.
Payment Batches (inquiry)	Payments:Inquiry:Payment Batches.
Payment Documents	Setup:Payment:Banks. Choose the Bank Accounts button. In the Bank Accounts window, choose the Payables Documents button.
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.
Projected Withholding Tax	From the Invoices window, choose View Projected Withholding from the Tools menu.
Recurring Invoices (entry)	Invoices:Entry:Recurring Invoices.
Reference Fields	Setup:Flexfields:Descriptive:Register. Choose Reference Fields.
Related Banks window	Setup:Payment:Banks. (Receivables users) Select Clearing House as the Institution. Choose the Related Banks button.
Release	From the Invoices window, choose Holds. Choose Release.
Reporting Entity	Setup:Tax:Reporting Entities.
Request Set	Other:Requests:Set.
Requests window	Choose Requests from the View menu.
Rollup Groups	Setup:Flexfields:Key:Groups. Enter criteria and choose Find.
Scheduled Payments	From the Invoices window, choose Scheduled Payments.

Window Name	Navigation Path
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 (new)	Setup:Flexfields:Descriptive:Segments.Choose Segments. Choose the Open button.
	Setup:Flexfields:Key:Segments. Choose Segments. Choose the Open button.
Segments Summary	Setup:Flexfields:Descriptive:Segments. Choose the Segments button.
	Setup:Flexfields:Key:Segments. Choose the Segments button.
Select Invoices	From the Payments window, choose the Enter / Adjust Invoices button.
Set of Books	Setup:Set of Books:Define
Shorthand Aliases	Setup:Flexfields:Key:Aliases.
Signing Limits	Employees:Signing Limits.
Submit Batch Set	Payments:Entry:Payment Batch Sets. From the Payment Batch Set window, choose the Submit Batch Set button.
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.
Supplier Sites	Suppliers:Entry. Choose Sites
Suppliers (entry)	Suppliers:Entry.
Suppliers (inquiry)	Suppliers:Inquiry.
Tax Codes	Setup:Tax:Codes
Tax Options	Setup:Tax:GL Tax Assignments
Tax Recovery Rules	Setup:Tax:Recovery Rules
Tax Summary	From the Distributions window choose View and Update Tax Summary from the Tools menu

Window Name	Navigation Path
Update Accounting Entries	Accounting:Update Accounting Entries. Enter search criteria and choose OK.
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 Accounting Lines	Accounting:View Accounting Lines. In the Find Accounting Lines window, enter search criteria and choose Find.
View Encumbrances	Accounting:View Encumbrances. In the Find Encumbrance Lines window, enter search criteria and choose Find.
View Period To Date Withheld Amounts	Invoices:Inquiry:Withheld Amounts
Void Unused Documents	Setup:Payment:Banks. Choose Bank Accounts. Choose Payables Documents. In the Payment Documents Additional Information tabbed region, choose Void Unused Documents.
Withholding Tax Certificates and Exceptions	Setup:Tax:Withholding:Certificates
Withholding Tax Groups	Setup:Tax:Withholding:Groups

See Also

Payables Workbenches: page 1 – 2

Payables Character Mode Forms and Corresponding GUI Windows: page A – 9

Oracle Payables Character Mode Forms and Corresponding GUI Windows

This table shows you Payables character mode forms mapped to the GUI windows or processes that have the same functionality.

Most windows are accessible when you use the Payables Manager responsibility. Unless otherwise specified, all navigation paths below assume you are using that responsibility.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Accrual Write–Offs \ Navigate Tasks AccrualWriteOffs	Accrual Write–Offs See: Accrual Write–Offs (*Oracle Purchasing User Guide*) Navigator: Invoices > Accrual Write–Off.
Adjust Distributions \ Navigate Invoices Update Distribution	Open the Distributions window in entry mode and make adjustments. See: Adjusting Invoice Distributions: page 4 – 304 Navigator: Invoices > Entry > Invoices. Choose the Distributions button.
Adjust Payment Schedule \ Navigate Invoices Update PaymentSchedule	Open the Scheduled Payments window in entry mode and make adjustments. See: Adjusting Scheduled Payments: page 4 – 310 Navigator: Invoices > Entry > Invoices. Choose the Scheduled Payments button.
Apply Prepayments \ Navigate Payments Prepayment Apply	Apply / Unapply Prepayments window See: Applying Prepayments to Invoices: page 4 – 200 Navigator: Invoices > Entry > Invoices. Query and select the invoice, and choose the Actions button. In the Invoice Actions window, check the Apply / Unapply Prepayment check box and choose OK.
Assign Descriptive Security Rules \ Navigate Setup Financials Flexfields Descriptive Security Assign	Assign Security Rules window See: Assigning Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security > Assign. Enable Descriptive Flexfield, enter search criteria, and choose the Find button.

Table 10 – 1 (Page 1 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Assign Key Flexfield Security Rules \ Navigate Setup Financials Flexfields Key Security Assign	Assign Security Rules window See: Assigning Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security > Assign. Enable Key Flexfield, enter search criteria and choose the Find button.
Assign Security Rules \ Navigate Setup Financials Flexfields Validation Security Assign	Assign Security Rules window See: Assigning Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security > Assign. Enable Value Set, enter search criteria, and choose the Find button.
AutoClear \ Navigate Controls Reconciliation AutoClear	Use Oracle Cash Management to reconcile payments in Payables. See: *Oracle Cash Management User Guide*
AutoSelect \ Navigate Payments Automatic AutoSelect	Use the Payment Batches window to initiate a payment batch. See: Initiating Payment Batches: page 5 – 22 Navigator: Payments > Entry > Payment Batches
Concurrent Requests (Pop–up Window) \ Help Requests	Requests window See: Using the Requests window *(Oracle Applications User Guide)*. From any window, choose Requests from the View menu
Confirm Payment Batch \ Navigate Payments Automatic Confirm	Confirm window See: Confirming Payment Batches: page 5 – 32 Navigator: Payments > Entry > Payment Batches. Select the payment batch and choose the Actions button. Check the Confirm Payment Batch check box and choose OK.
Control Period Statuses \ Navigate Controls Periods	Control Payables Periods window See: Controlling the Status of Payables Periods: page 2 – 178 Navigator: Accounting > Contol Payables

Table 10 – 1 (Page 2 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Create Mass Additions for Oracle Assets \ Navigate Tasks MassAdditions	Submit the Mass Additions Create from the Submit Request window. See: Mass Additions Create: page 8 – 15 Navigator: Other > Requests > Run
Create QuickCheck \ Navigate Payments QuickCheck	Create a Quick Payment in the Payments window See: Paying Invoices with Quick Payments: page 5 – 4 Navigator: Payments > Entry > Payments
Create Recurring Payments \ Navigate Invoices Recurring CreateInvoices	Use the Recurring Invoices window to create a recurring invoice template and create recurring invoices. See: Entering Recurrin Invoices: page 4 – 185 Navigator: Invoices > Entry > Recurring Invoices
Define Accounting Flexfield Combination \ Navigate Setup Financials Flexfields Accounting	GL Accounts window See: Defining Accounts (*Oracle General Ledger User Guide*) Navigator: Setup > Flexfields > Combinations
Define Automatic Payment Programs \ Navigate Setup Payments Programs	Automatic Payment Programs window See: Automatic Payment Programs: page 2 – 20 Navigator: Setup > Payment > Programs
Define Bank Codes \ Navigate Setup Payments AutoClear Codes	Use Oracle Cash Management to reconcile payments in Payables. See: Reconciling Payments with Oracle Cash Management: page 5 – 86
Define Bank File Specifications \ Navigate Setup Payments AutoClear File	Use Oracle Cash Management to reconcile payments in Payables. See: Reconciling Payments with Oracle Cash Management: page 5 – 86
Define Calendar \ Navigate Setup Financials Calendar Periods	Accounting Calendar window See: Defining Calendars *(Oracle General Ledger User Guide)* Navigator: Setup > Calendar > Accounting > Periods
Define Cross–Validation Rule \ Navigate Setup Financials Flexfields Key Rules	Cross–Validation Rules window See: Cross Validation Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Key > CrossValidation

Table 10 – 1 (Page 3 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Currency \ Navigate Setup Financials Currency Currency	Currencies window See: Currencies Window *(Oracle General Ledger User Guide)* Navigator: Setup > Currency > Define
Define Daily Conversion Rate Types \ Navigate Setup Financials Currency RateTypes	Conversion Rate Types window in Oracle General Ledger See: Defining Conversion Rate Types *(Oracle General Ledger User Guide)* Use General Ledger Navigator: Setup > Currencies > Rates > Types
Define Daily Rates \ Navigate Setup Financials Currency DailyRates	Daily Rates window See: Entering Daily Rates *(Oracle General Ledger User Guide)* Navigator: Setup > Currency > Rates > Daily
Define Descriptive Flexfield Segments \ Navigate Setup Financials Flexfields Descriptive Segments	Descriptive Flexfield Segments window See: Descriptive Flexfield Segments Window Defining Descriptive Flexfield Structures *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Descriptive > Segments
Define Descriptive Security Rule \ Navigate Setup Financials Flexfields Descriptive Security Define	Define Security Rules window See: Defining Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security Define. Enable Descriptive Flexfield, enter search criteria and choose Find.
Define Descriptive Segment Values \ Navigate Setup Financials Flexfields Descriptive Values	Segment Values window See: Segment Values Window *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Descriptive > Values. Enter search criteria and choose the Find button.
Define Expense Reports \ Navigate Setup Invoices XXpress	Expense Report Templates window See: Expense Report Templates: page 8 – 168 Navigator: Setup > Invoice > Expense Report Templates

Table 10 – 1 (Page 4 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Financials Options \ Navigate Setup Financials Options	Financials Options window See: Financials Options: page 2 – 36 Navigator: Setup > Options > Financials
Define Flex Segments for Expense Reporting \ Navigate Setup Reports ExpenseDetail	The Expense Distribution Detail report was replaced by the Payables Account Analysis Report. There is no associated setup form.
Define Income Tax Regions \ Navigate Setup System TaxRegions	Income Tax Regions window See: Income Tax Regions: page 2 – 168 Navigator: Setup > Tax > Regions
Define Invoice Approvals \ Navigate Setup Invoices Approvals	Invoice Approvals window See: Invoice Approvals: page 2 – 99 Navigator: Setup > Invoice > Approvals
Define Key Flexfield Security Rule \ Navigate Setup Financials Flexfields Key Security Define	Define Security Rules window See: Defining Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security > Define. Enable Key Flexfield, enter search criteria, and choose the Find button.
Define Key Flexfield Segments \ Navigate Setup Financials Flexfields Key Segments	Key Flexfield Segments window See: Defining Key Flexfield Structures *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Key > Segments
Define Key Segment Values \ Navigate Setup Financials Flexfields Key Values	Segment Values window See: Segment Values Window *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Key > Values. Enter search criteria and choose the Find button.
Define Location \ Navigate Setup Organization Location	Location window See: Site Locations *(Oracle Human Resources User Guide)* Navigator: Employees > Locations
Define Payables QuickCodes \ Navigate Setup System Quickcodes Payables	Oracle Payables Lookups and Oracle Purchasing Lookups See: Lookups: page 8 – 170 Navigator: Setup > Lookups > Payables and Navigator: Setup > Lookups > Purchasing

Table 10 – 1 (Page 5 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Payment Formats \ Navigate Setup Payments Formats	Payment Formats window See: Payment Formats: page 2 – 173 Navigator: Setup > Payment > Formats
Define Payment Interest Rates \ Navigate Setup Payments Interest	Payment Interest Rates window See: Interest Rates: page 2 – 104 Navigator: Setup > Payment > Interest Rates
Define Payment Terms \ Navigate Setup Invoices Terms	Payment Terms window See: Payment Terms: page 8 – 169 Navigator: Setup > Invoice > Payment Terms
Define Period Types (Financials) \ Navigate Setup Financials Calendar Types	Period Types window See: Defining Period Types *(Oracle General Ledger User Guide)* Navigator: Setup > Calendar > Accounting > Types
Define Period Types (Payables) \ Navigate Setup System Calendar Types	In the Special Calendar window, you define periods when you define the special calendar. See: Special Calendar: page 2 – 87 Navigator: Setup > Calendar > Special Calendar
Define Periods \ Navigate Setup System Calendar Periods	Accounting Calendar window See: Defining Calendars *(Oracle General Ledger User Guide)* Navigator: Setup > Calendar > Accounting > Periods
Define QuickCodes \ Navigate Setup System QuickCodes Employee	Oracle Human Resources Lookups window See: Adding Lookup Types and Values (*Oracle Human Resources User Guide*). Navigator: Setup > Lookups > Employee
Define Recurring Payments \ Navigate Invoices Recurring Define	Recurring Invoices window See: Entering Recurring Invoices: page 4 – 185 Navigator: Invoices > Entry > Recurring Invoices
Define Report Set \ Navigate Setup Reports ReportSets	Request Set window See: Defining Request Sets *(Oracle Applications User Guide)* Navigator: Other > Requests > Set

Table 10 – 1 (Page 6 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Reporting Entities \ Navigate Setup Organization ReportingEntities	Reporting Entity window See: Reporting Entities: page 2 – 165 Navigator: Setup > Tax > Reporting Entities
Define Rollup Groups \ Navigate Setup Financials Flexfields Key Groups	Rollup Groups window See: Defining Rollup Groups *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Key > Groups. Enter criteria and choose Find.
Define Security Rule \ Navigate Setup Financials Flexfields Validation Security Define	Define Security Rules window See: Defining Security Rules *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Security > Define. Enable Value Set, enter search criteria, and choose Find.
Define Segment Values \ Navigate Setup Financials Flexfields Validation Values	Segment Values window See: Segment Values Window *(Oracle Applications Flexfields Guide)* Navigator: Segment > Flexfields > Validation > Values. Enter search criteria and choose Find.
Define Set of Books \ Navigate Setup Financials Books	Set of Books window See: Defining Sets of Books *(Oracle General Ledger User Guide)* Navigator: Setup > Set of Books > Define
Define Shorthand Aliases \ Navigate Setup Financials Flexfields Key Aliases	Shorthand Aliases window See: Defining Shorthand Aliases *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Key > Aliases
Define System Options and Defaults \ Navigate Setup System Options	Payables Options window See: Payables Options : page 2 – 57 Navigator: Setup > Options > Payables
Define Tax Names \ Navigate Setup Taxes Names	Tax Codes window See: Tax Codes: page 4 – 99 Navigator: Setup > Tax > Codes

Table 10 – 1 (Page 7 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Tolerances \ Navigate Setup Invoices Tolerances	Invoice Tolerances window See: Invoice Tolerances: page 2 – 96 Navigator: Setup > Invoice > Tolerances
Define Value Set \ Navigate Setup Financials Flexfields Validation Sets	Value Sets window See: Value Sets *(Oracle Applications Flexfields Guide)* Navigator: Setup > Flexfields > Validation > Sets
Define Vendor QuickCodes \ Navigate Setup System QuickCodes Vendor	Oracle Payables Lookups window, and Oracle Purchasing Lookups window See: Lookups: page 2 – 13 and. Navigator: Setup > Lookups > Payables / Purchasing
Define Withholding Tax Groups \ Navigate Setup Taxes Groups	Withholding Tax Groups window See: Withholding Tax Groups: page 2 – 158 Navigator: Setup > Tax > Withholding > Groups
Distribution Inquiry \ Navigate Controls DistributionInquiry	Distributions window See: Distributions Window Reference: page 4 – 352 Navigator: Invoices > Entry > Invoices. Choose the Distributions button.
Enter Employee \ Navigate Setup Organization Employees Enter	Enter Person window See: Enter Person *(Managing People Using Oracle HRMS manual or online help)* Navigator: Employees > Enter Employees
Enter Invoices \ Navigate Invoices Entry	Invoices window See: Entering Invoices: page 4 – 2 Navigator: Invoices > Entry > Invoices
Enter Manual Payment \ Navigate Payments Manual	Payments window See: Recording Manual Payments and Wire Transfers: page 5 – 2 Navigator: Payments > Entry > Payments
Enter Prepayments \ Navigate Payments Prepayment Enter	In the Invoices window enter an invoice and use Prepayment in the Type field. See: Prepayments: page 4 – 195 Navigator: Invoices > Entry > Invoices

Table 10 – 1 (Page 8 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Enter QuickInvoices \ Navigate Invoices Quick	Invoices window See: Entering Invoices: page 4 – 2 Navigator: Invoices > Entry > Invoices
Enter Rate Exceptions (Zoom only)	Obsolete in GUI
Enter Standard Notes \ Navigate Setup Invoices Notes	You can customize standard notices. See: Invoice Notices: page 4 – 332 From the Invoices window, choose the Actions button. Select Print. or You can write your own notes outside of Payables then attach the text, spreadsheet, or image files to invoices. See: Attachments in Payables
Enter Vendor \ Navigate Vendors Entry	Suppliers window See: Suppliers: page 8 – 32 Navigator: Suppliers > Entry
Enter / Adjust Manual Payment \ Navigate Controls Payment AdjustPayment	Payments window See: Updating Payments: page 5 – 78 Navigator: Payments > Entry > Payments
Fix Payment Distributions \ Navigate Controls Payment FixDistributions	Accounting has changed in Payables See: Accounting in Payables: page 7 – 2
Format Payments \ Navigate Payments Automatic Format	Payment Batch Actions window See: Formatting Payments: page 5 – 30 Navigator: Payments > Entry > Payment Batches. Select the payment batch and choose Actions. Select Format payments, and choose OK.
General Ledger Interface \ Navigate Tasks GLPost	From the Submit Request window, submit the Payables Transfer to General Ledger Program. See: Payables Transfer to General Ledger Program: page 7 – 34 Navigator: Other > Requests > Run
Invoice Approval \ Navigate Invoices Approval	Invoice Holds window See: Releasing Holds: page 4 – 140 Navigator: Invoices > Enter > Invoices. Choose the Holds button.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Maintain Countries and Territories \ Navigate Setup System Countries	Countries and Territories window See: Countries and Territories: page 2 – 119 Navigator: Setup > Countries
Maintain Distribution Sets \ Navigate Setup Invoices DistributionSets	Distribution Sets window See: Distribution Sets: page 2 – 17 Navigator: Setup > Invoice > Distribution Sets
Maintain Tax Certificates and Exceptions \ Navigate Setup Taxes Certificates	Withholding Tax Certificates and Exceptions window See: Withholding Tax Certificates and Exceptions: page 2 – 161 Navigator: Setup > Tax > Withholding > Certificates
Modify Invoice Selection \ Navigate Payments Automatic Modify	Modify Payment Batch window See: Modifying Payment Batches: page 5 – 27 Navigator: Payments > Entry > Payments. Choose the Actions button. Select Modify Payment Batch and choose OK.
Payment Inquiry \ Navigate Payments Inquiry	Payments window See: Finding Payments: page 5 – 76 Navigator: Payments > Inquiry > Payments. or Payment Overview window See: Finding Payments: page 5 – 76 Navigator: Payments > Inquiry > Payment Overview
Reconcile Payments \ Navigate Controls Reconciliation Manual	Use Oracle Cash Management to reconcile payments in Payables. See: *Oracle Cash Management User Guide*
Reset Payment Batch \ Navigate Controls Payment ResetPaymentBatch	Payment Batch Actions window See: Confirming Payment Batches: page 5 – 32 Navigator: Payments > Entry > Payment Batches. Choose the Actions button. Select Confirm Payment Batch and choose OK.
Resolve AutoClear Exceptions \ Navigate Controls Reconciliation Exceptions	Use Oracle Cash Management to reconcile payments in Payables. See: *Oracle Cash Management User Guide*

Table 10 – 1 (Page 10 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Run Reports \ Navigate Reports Standard	Submit Request window See: Submitting Standard Reports, Programs, and Listings: page 8 – 2 Navigator: Other > Requests > Run
Set Up Aging Periods \ Navigate Setup Reports InvoiceAging	Aging Periods window See: Aging Periods: page 2 – 182 Navigator: Setup > Calendar > Aging Periods
Set Up Bank Information \ Navigate Setup Banks	Banks window See: Banks: page 2 – 121 Navigator: Setup > Payment > Banks
Stop Payment \ Navigate Payments Stop	Initiate Stop check box in the Payment Actions window See: Stopping Payments: page 5 – 81 Navigator: Payments > Entry > Payments. From the Payments window, select the payment and choose Actions. In the Payment Actions window, check the Initiate Stop check box and choose OK.
Submit AutoApproval Process \ Navigate Tasks AutoApproval	From the Submit Request window, submit the Payables Approval Program. See: Payables Approval Program: page 4 – 148 Navigator: Other > Requests > Run
Submit Expense Distribution Detail Report \ Navigate Reports ExpenseDetail	The Expense Distribution Detail report was replaced by the Payables Account Analysis Report. From the Submit Request window, submit the Payables Account Analysis Report Navigator: Other > Requests > Run
Submit Invoice Import \ Navigate Tasks InvoiceImport	From the Submit Request window, submit the Payables Invoice Import Program or the Payables Open Interface Program. See: Payables Invoice Import Program: page 4 – 239 or Payables Open Interface Program: page 4 – 261 Navigator: Other > Requests > Run
Submit Purge (Purge Responsibility only) \ Navigate Purge	Submit Purge window See: Purging Records: page 9 – 2 Use the Purge responsibility Navigator: Purge

Table 10 – 1 (Page 11 of 14)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Update Personal Profile Options \ Navigate Other Profile	Personal Profile Values window See: Setting User Profile Options *(Oracle Applications System Administrator's Guide)* Navigator: Other > Profile
Use Prepayments \ Navigate Payments Prepayment Use	Apply / Unapply Prepayments window See: Applying Prepayments to Invoices: page 4 – 200 Navigator: Invoices > Entry > Invoices. Query and select the invoice and choose Actions. In the Invoice Actions window, check the Apply / Unapply Prepayment check box and choose OK.
VendorMerge \ Navigate Controls VendorMerge	Supplier Merge window See: Supplier Merge Program: page 3 – 43 Navigator: Suppliers > Supplier Merge
View Budgetary Control Transactions (Zoom only)	In the Invoices window, if a transaction fails Funds Check, choose Budgetary Control from the Tools menu. See: Checking Funds for Invoices: page 10 – 43 Navigator: Invoices > Entry > Invoices
View Employees \ Navigate Setup Organization Employees View	Enter Person window See: Enter Person *(Oracle Human Resources User Guide)* Navigator: Employees > View Employees
View Invoices \ Navigate Invoices Inquiry	Invoices window See: Reviewing Invoices: page 4 – 304 Navigator: Invoices > Inquiry > Invoices or Invoice Overview window See: Reviewing Invoice: page 4 – 304 Navigator: Invoices > Inquiry > Invoice Overview
View Notes (Zoom only)	You can write your own notes outside of Payables then attach them to invoices. See: Attachments in Payables : page D – 2 Choose the paperclip icon from the tool bar.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
View PO Distribution Detail (Zoom only)	Purchase Order Distributions window See: *Oracle Purchasing User Guide* When matching to a purchase order, in the match to Purchase Orders window, choose the View PO button. In the Purchase Order Shipments window, choose the Distributions button.
View Purchase Order Header (Zoom only)	Purchase Orders window See: *Oracle Purchasing User Guide* Use Oracle Purchasing
View Purchase Order Line (Zoom only)	Purchase Orders window See: *Oracle Purchasing User Guide* Use Oracle Purchasing
View Purchase OrdersShipment (Zoom only)	Purchase Order Shipments window See: *Oracle Purchasing User Guide* When matching to a purchase order, in the match to Purchase Orders window, choose the View PO button.
View Requests \ Navigate Other Concurrent	Requests window See: Viewing Requests *(Oracle Applications User Guide)* Navigator: Other > Requests > View
View Vendors \ Navigate Vendors Inquiry	Suppliers window See: Suppliers: page 8 – 32 Navigator: Suppliers > Inquiry.
Void Payments \ Navigate Payments Void	Void check box in the Payment Actions window See: Voiding Payments: page 5 – 82 Navigator: Payments > Entry > Payments. From the Payments window, select the payment and choose the Actions button. Check the Void check box and choose OK.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Void Unused Documents \ Navigate Controls Payment VoidCheckStock	Void Unused Payment Documents window See: Defining and Maintaining Payables Payment Documents Navigator: Setup > Payment > Banks. Choose the Bank Accounts button. Choose the Payables Documents button. In the Additional Information region, choose the Void Unused Documents button.
XpenseXpress \ Navigate Invoices XpenseXpress	Expense Reports window See: Expense Reports Navigator: Invoices > Entry > Expense Reports

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See Also

Payables Navigator Paths: page A – 2

Payables Workbenches: page 1 – 2

APPENDIX

B

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 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 Financials applications to control features, such as Budgetary Control and Sequential Numbering, which affect more than one application.

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.

Generally, your System Administrator sets and updates profile values.

Profile Options Summary

The table below indicates whether you (the "User") can view or update the profile option and at which System Administrator levels the profile options can be updated: 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.

A "Required" profile option requires a value. An "Optional" profile option provides a value already, so you need to provide a value only if you want to change the value.

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)	–	0	✓	✓	✓	No	No default
AP: Enter Alternate Fields	–	0	✓	✓	✓	No	No default
AP: Sort By Alternate Fields	–	0	✓	✓	✓	No	No default
AuditTrail: Activate	0	0	0	✓	✓	No	No default
Budgetary Control Group	–	✓	✓	✓	✓	No	No default
Default Country	✓	✓	✓	✓	✓	No	No default

Table 10 – 2 (Page 1 of 2)

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
Enable Transaction Codes (Oracle Public Sector Payables only)	0	0	✓	✓	✓	No	No default
Folders: Allow Customization	–	✓	–	–	–	No	No default
GL: Create Interfund Entries (Oracle Public Sector Payables only)	0	0	✓	✓	✓	No	No default
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	No	No default
MO: Operating Unit	0	0	✓	0	✓	No	No default
Printer	✓	✓	✓	✓	✓	No	No default
Sequential Numbering	–	0	✓	✓	✓	No	No default
Tax: Allow Override of Tax Code	–	✓	✓	✓	✓	No	No default
Tax: Allow Override of Tax Recovery Rate	–	✓	✓	✓	✓	No	No default

–	You can view the profile option but you cannot change it
✓	You can update the profile option
0	You cannot view or change the profile option value

Table 10 – 2 (Page 2 of 2)

See Also

Financials Options: page 2 – 36

Payables Options: page 2 – 57

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

Tax: Allow Override of Tax Recovery Rate

If you use Partial and Nonrecoverable VAT taxes, use this option to indicate whether users are allowed to override the tax recovery rate assigned to a tax in the Distributions window. Note that if you enable this option and if a record in the Open Interface table has a value for recovery rate, then the import process will not overwrite that value.

Tax: Allow Override of Tax Code

If you enable this option, then users can overwrite a tax code. If you enable this option and if a record in the Open Interface table has a value for tax code, then the import process will not overwrite that value.

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 Names *(Oracle Receivables User's Guide)*.

AP: Enter Alternate Fields

If you enable this option, you can enter a corresponding alternate name for the following seven 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 window, Find Suppliers window
Supplier Site	Suppliers window, Supplier Sites window
(Contact) Name	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 seven 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
Accounting Entries Audit Report	✓		
Accounting Entries 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	✓		
Preliminary / Final / Rejected Purged Listings	✓		✓
Prepayments Status Report	✓		
Supplier Mailing Labels	✓	✓	
Suppliers Paid Invoice History	✓	✓	
Suppliers Report	✓	✓	
Unaccounted Transactions Reports	✓		

Profile Options in Self–Service Expenses

If you have installed Oracle Self–Service Expenses and your organization uses it to enter expense reports, you can use Self–Service Expenses profile options to control expense report entry by your organization's employees. If your organization does not use Self–Service Expenses to enter expense reports, ignore these profile options.

You can find detailed documentation on Self–Service Expenses profile options in the *Oracle Self–Service Expenses Implementation Guide.*

- SS Expenses:Allow Non–Base Pay
- SS Expenses:CC Overrider Req
- SS Expenses:Enable DescFlex
- SS Expenses:Enable Projects
- SS Expenses:Enable Tax
- SS Expenses:Override Approver
- SS Expenses:Overrider Required
- SS Expenses:Purpose Required
- SS Expenses:Report Number Prefix

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 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.

Profile Options in Application Object Library

You set up Application Object Library profile options when you install Oracle Financials, and these profile options affect all applications. See also: Common User Profile Options *(Oracle Applications User's Guide)*.

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
- 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

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: Payables Manager, Payables Inquiry, Payables Purge. 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, for example, the Invoice Workbench. 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.

Your System Administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a complete list of Payables functions assigned to the preseeded responsibilities.

See Also

Overview of Function Security *(Oracle Applications System Administrator's Guide)*

How Function Security Works *(Oracle Applications System Administrator's Guide)*

Implementing Function Security *(Oracle Applications System Administrator's Guide)*

Defining a New Menu Structure *(Oracle Applications System Administrator's Guide)*

APPENDIX

D Attachments

This appendix describes how to attach files containing non–structured data to your application data. For example, you can attach a scanned image of a stop payment confirmation from your bank to an online stopped payment in Payables.

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)*.

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 Code 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 – 315.

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	**Choose 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**			

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)			
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	**Oracle Purchasing Lookups**
Payment Curr	**Supplier Sites** Payment region	**Suppliers** Payment region		

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)			
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 value)		
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	**Choose Set of Books**	Currencies	
Hold All Payments	**Supplier Sites** Control region	**Suppliers** Control region	
Hold Unapproved 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 Code	**Payables Options** Tax Defaults and Rules region	**Tax Codes**	

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 value)			
Account Currency	**Bank Accounts** Bank Accounts region	**Choose 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			

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 value)
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 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 value)			
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 value)			
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		

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)		
Future Dated Payment (Payables option specifies default from payment document or supplier site)	**Payment Documents** Future Dated Payments region or **Supplier Sites** Accounting region	**Suppliers** Accounting region defaults to Supplier Sites	**Financials Options** Accounting region value defaults to Suppliers	
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 Codes**		

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)**		
ACCOUNTS DEFINED IN ORACLE 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 Offsets: page 10 – 12

Banks: page 2 – 121

Financials Options: page 2 – 36

Payables Options: page 2 – 57

Entering Suppliers: page 3 – 10

Tax Codes: page 2 – 146

Defining Accrual Options *(Oracle Purchasing User's Guide)*

Defining Organization Parameters *(Oracle Inventory User's Guide)*

APPENDIX

F

Oracle 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 overbilled us,
please contact the supplier and the accounts payable
department.

Supplier  Invoice  P.O.             Item         Price
Name      Number   Num/Ln/Shipment  Description  TPO/Invoice
--------  -------  ---------------  -----------  -----------
Schaeff   F8994    9011/1/Rome      Table        74.00/96.00
Schaeff   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 segment (attribute column) for &AGENT_ID.

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 forward this
message to ACLARK, and either specify the quantity of goods or
services you have received but not yet acknowledged, or state
that you have 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

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 tables store invoice information. The Payables Open Interface Import program builds Payables invoices based on the invoice records in the Payables Open Interface tables. After the import program builds the invoices, they can be viewed, modified, and approved in the Invoice Workbench.

The invoice data is from e–Commerce invoices from your suppliers, invoice records that you entered in the Invoice Gateway window, invoices that you loaded with Oracle SQL*Loader, lease invoices that were transferred from Property Manager, and credit card transaction data.

This discussion includes the following topics:

- Understanding the Open Interface Tables: page G – 2
- Table Descriptions: page G – 4
- Account Overlay in Payables Open Interface Import: page G – 49
- Sequential Numbering During Import: page G – 49
- Using SQL*Loader to Populate the Payables Open Interface Tables: page G – 1
- How the Invoice Gateway Window Populates the Payables Open Interface Tables: page G – 54

See Also

Payables Open Interface Import: page 4 – 261

Credit Card Invoice Interface Summary: page 8 – 13

Understanding the Payables Open Interface Tables

Use the Invoice Gateway window, Oracle e–Commerce Gateway, the Credit Card Invoice Interface Summary, the Property Manager Transfer Payments to AP window, or SQL*Loader to load invoice information into the interface tables: AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE. The Payables Open Interface program validates each record you select for import, and if the record

contains valid data, then the program creates a Payables invoice with distributions and scheduled payments based on the invoice header and line information in the record.

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 include 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_INVOICES_INTERFACE. Columns may have the following attributes:

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. If you do not enter a value in a NOT NULL column, then you cannot save the record in the interface table.

Required Columns

If you do not enter a valid value in a Required field, then the record will be rejected during import.

NULL Columns

Leave these columns null or the import process will fail. For example, during import Payables Open Interface Import updates the values of the STATUS and 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 in the table.

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 conditionally required 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.

Internal ID Columns

These columns contain values that Payables uses internally and the user never sees. You can obtain these values only by looking in 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, then the record will be rejected during import.

Note that when you enter invoice records in the Invoice Gateway window that Payables populates the ID columns. This enables faster processing of your invoice records.

Suggestion: If you are manually entering records: 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).*

Although columns are validated against columns in other tables, the tables have no foreign key relationships.

AP_INVOICES_INTERFACE

Column Name	Null	Type	Comments
INVOICE_ID	NOT NULL	NUMBER(15)	Required, Primary key. This value is assigned in the Invoice Gateway by the AP_INVOICES_ INTERFACE_S sequence.
INVOICE_NUM		VARCHAR2(50)	Required if there is more than one invoice for the supplier during import
INVOICE_TYPE_ LOOKUP_CODE		VARCHAR2(25)	Optional
INVOICE_DATE		DATE	Optional
PO_NUMBER		VARCHAR2(20)	Validated against: PO_HEADERS.SEGMENT1
VENDOR_ID		NUMBER(15)	Internal ID Validated against: PO_VENDORS.VENDOR_ID One of the following is required unless you match to a PO: VENDOR_ID, VENDOR_NUM, VENDOR_NAME
VENDOR_NUM		VARCHAR2(30)	One of the following is required unless you match to a PO: VENDOR_ID, VENDOR_NUM, VENDOR_NAME
VENDOR_NAME		VARCHAR2(80)	One of the following is required: VENDOR_ID, VENDOR_NUM, VENDOR_NAME
VENDOR_SITE_ID		NUMBER(15)	Internal ID One of the following is required unless you match to a PO: VENDOR_SITE_ID, VENDOR_SITE_CODE Validated against: PO_VENDOR_SITES.VENDOR_SITE_ID
VENDOR_SITE_CODE		VARCHAR2(15)	One of the following is required: VENDOR_SITE_ID, VENDOR_SITE_CODE
INVOICE_AMOUNT		NUMBER	Required
INVOICE_CURRENCY_CODE		VARCHAR2(15)	Optional Validated against: FND_CURRENCIES.CURRENCY_CODE
EXCHANGE_RATE		NUMBER	Validated against: GL_DAILY_CONVERSION_TYPES. CONVERSION_TYPE
EXCHANGE_RATE_TYPE		VARCHAR2(30)	Conditionally required
EXCHANGE_DATE		DATE	Conditionally required
TERMS_ID		NUMBER(15)	Internal ID TERMS_NAME or TERMS_ID required if no terms at supplier site Validated against: AP_TERMS.TERMS_ID

Table 10 – 3 AP_INVOICES_INTERFACE (Page 1 of 3)

Column Name	Null	Type	Comments
TERMS_NAME		VARCHAR2(50)	TERMS_NAME or TERMS_ID required if no terms at supplier site.
DESCRIPTION		VARCHAR2(240)	Optional
AWT_GROUP_ID		NUMBER(15)	Internal ID Validated against: 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
ATTRIBUTE [1–15]		VARCHAR2(150)	Optional
GLOBAL_ ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE [1–20]		VARCHAR2(150)	Optional
STATUS		VARCHAR2(25)	
SOURCE		VARCHAR2(80)	Required
GROUP_ID		VARCHAR2(80)	Optional
REQUEST_ID		NUMBER	
PAYMENT_CROSS_RATE_TYPE		VARCHAR2(30)	
PAYMENT_CROSS_RATE_DATE		DATE	
PAYMENT_CROSS_RATE		NUMBER	
PAYMENT_CURRENCY_CODE		VARCHAR2(15)	
WORKFLOW_FLAG		VARCHAR2(1)	
DOC_CATEGORY_CODE		VARCHAR2(30)	Optional if Sequential Numbering Profile option is ”Partial” or ”Always”
VOUCHER_NUM		VARCHAR2(50)	
PAYMENT_METHOD_ LOOKUP_CODE		VARCHAR2(25)	Validated against AP_LOOKUP_CODES
PAY_GROUP_LOOKUP_CODE		VARCHAR2(25)	Validated against: PO_LOOKUP_CODES
GOODS_RECEIVED_DATE		DATE	
INVOICE_RECEIVED_DATE		DATE	
GL_DATE		DATE	

Table 10 – 3 AP_INVOICES_INTERFACE (Page 2 of 3)

Column Name	Null	Type	Comments
ACCTS_PAY_CODE_ COMBINATION_ID		NUMBER(15)	
USSGL_TRANSACTION_CODE		VARCHAR2(30)	
EXCLUSIVE_PAYMENT_FLAG		VARCHAR2(1)	
ORG_ID		NUMBER(15)	Optional
AMOUNT_APPLICABLE_ TO_DISCOUNT		Number	Optional
PREPAY_NUMBER		VARCHAR2(50)	Validated against AP_INVOICES_ALL.IN-VOICE_NUM
PREPAY_DIST_NUM		NUMBER(15)	
PREPAY_APPLY_AMOUNT		NUMBER	
PREPAY_GL_DATE		DATE	

Table 10 – 3 AP_INVOICES_INTERFACE (Page 3 of 3)

INVOICE_ID

Unique identifier for this invoice within this batch. You assign the same value to the invoice's lines 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. The number must be unique for the supplier. If you do not enter a value, then during import, Payables uses the system date at the time of import as a default. If you enter more than one invoice for a supplier, then be sure to enter unique invoice numbers rather than using the default, or the invoices will have duplicate invoice numbers and will be rejected during import.

Validation: Must be a unique number for the supplier. If you assign a duplicate number for the supplier, Payables Open Interface Import does not create an invoice from this record.

Destination: AP_INVOICES_ALL.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. If INVOICE_AMOUNT is zero or greater, the invoice will be Standard.

Validation: The value must be Credit or Standard. The invoice type must correspond to the invoice amount if it is Credit or Standard. For example, a Credit invoice must have an invoice amount that is less than zero.

Destination: AP_INVOICES_ALL.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 valid date format.

Destination: AP_INVOICES_ALL.INVOICE_DATE

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_ALL table. If you do not use the Invoice Gateway, and if you do not specify a supplier in the AP_INVOICES_INTERFACE table, then the PO_NUMBER value is used to derive AP_INVOICES_ALL.VENDOR_ID, and if you do not specify the supplier site, the PO_NUMBER value is used to derive AP_INVOICES_ALL.VENDOR_SITE_ID.

To match an invoice to a purchase order, you do not need to enter a value here at the invoice header level if you enter a value at the line level, AP_INVOICE_LINES_INTERFACE.PO_NUMBER.

Validation: This value must match a valid, approved, open purchase order for the same supplier. The purchase order must not be final matched. You can obtain a list of valid values from PO_HEADERS.SEGMENT1. If the source is e–Commerce Gateway, Payables will import

invoices only if they are within the quantity and price tolerance you have specified in the Invoice Tolerances window. For other invoice sources, tolerances are checked at Approval time.

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_ALL.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, then 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_ALL.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, then 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_ALL.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, then 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_ALL.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. The site must also be a pay site.

Destination: None. This value is used to enter AP_INVOICES_ALL.VENDOR_SITE_ID.

INVOICE_AMOUNT

Amount of the invoice. Do not exceed the precision of the currency of for the invoice. For example, if you are entering an amount in US dollars, then do not enter more than two numbers after the decimal point.

Validation: This value must equal the sum of the AMOUNT values in the AP_INVOICE_LINES_INTERFACE table for lines 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_ALL.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. If you do not enter a value, then the supplier site value defaults during import.

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_ALL.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 did not enter the invoice record in the Invoice Gateway window, and if you enter SPOT or CORPORATE as the EXCHANGE_RATE_TYPE, then the system will supply the exchange rate value during Payables Open Interface Import, and you should leave this column null. If you entered the invoice record in the Invoice Gateway window, then the Invoice Gateway window provided a value here and you should not overwrite it or import will reject the invoice record.

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 Payables option is enabled, and you enter USER in the EXCHANGE_RATE_TYPE column.

Destination: AP_INVOICES_ALL.EXCHANGE_RATE

EXCHANGE_RATE_TYPE

Exchange rate between the invoice and your functional currency. If you enter a foreign currency code in the INVOICE_CURRENCY_CODE column, then enter a value in this column to indicate which exchange rate type you are using. You can enter a predefined or user–defined exchange rate type. If the invoice 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 have entered in the Payables Options window. If the invoice currency and your functional currency are associated fixed–rate currencies, such as Euro and another EMU currency, enter EMU Fixed.

Validation: Payables uses five types of exchange rates: User, Spot, Corporate, EMU Fixed, 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 EMU Fixed, Payables will provide the exchange rate during import. 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_ALL.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, or user–defined rate type. If you leave this column null, Payables uses the system date at the time of import.

Validation: Must be in valid date format.

Destination: AP_INVOICES_ALL.EXCHANGE_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 need to enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

During import, Payables searches the following sources in the following order for payment terms and uses the first terms it finds: 1) invoice record header, 2) purchase order terms for the purchase order in the invoice header (if the invoice record is purchase order matched), 3) supplier site. If none of these sources has a value for payment terms, then the invoice record is rejected.

If you use calendar–based payment terms and no calendar period is defined for the terms date, then the system uses the terms date as the due date when it creates the scheduled payment.

Validation: Terms must be valid terms in the AP_TERMS table.

Destination: If not purchase order matched, AP_INVOICES_ALL.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 do not specify payment terms in the Open Interface tables, the system uses the supplier site payment terms. If you match the invoice to a purchase order, the system uses the terms from the purchase order you identify in the invoice record header.

If you use calendar–based payment terms and no calendar period is defined for the terms date, then the system uses the terms date as the due date when it creates the scheduled payment.

Validation: Terms must be valid, active terms in the AP_TERMS table.

Destination: None. This value may be used to enter a value for AP_INVOICES_ALL.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_ALL.DESCRIPTION the Item Description from the purchase order line.

Validation: None

Destination: AP_INVOICES_ALL.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 line only if you do not identify one for the invoice in one of the following columns:
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_ALL.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 lines 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

AMOUNT_APPLICABLE _TO_DISCOUNT

Invoice amount applicable to discount.

Validation: None

Destination: AP_INVOICES_ALL.AMOUNT_APPLICABLE_TO_DISCOUNT

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_ALL.LAST_UPDATED_DATE, AP_PAYMENT_SCHEDULES.LAST_UPDATED_DATE

LAST_UPDATED_BY

Enter the userid 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_ALL.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_ALL.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_ALL.AP_LAST_UPDATE_LOGIN, AP_PAYMENT_SCHEDULES.AP_LAST_UPDATE_LOGIN

CREATION_DATE

Enter the date on which you load this record into the interface 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_ALL.CREATION_DATE, AP_PAYMENT_SCHEDULES.CREATION_DATE

CREATED_BY

Enter the userid of the person or organization that loads this record into the table. Payables Open Interface Import transfers this ID to the AP_INVOICES_ALL 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, 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_ALL.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_ALL.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_ALL.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_ALL.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: If you are using a localization, you must enter appropriate values in this flexfield or the invoice will be rejected during import. For more information, see you localization user's guide.

Destination: AP_INVOICES_ALL.GLOBAL_ATTRIBUTE[1–20]

STATUS

Do not enter a value in this field. It is for internal use only.

Validation: None

Destination: None

SOURCE

Source of the invoice data. Invoice Gateway, EDI Gateway (e–Commerce Gateway), Credit Card, Oracle Property Manager, ERS (Evaluated Receipt Settlement), RTS (Return to Supplier), or user–defined. You define additional values for Source in the Oracle Payables Lookups window. If you have defined additional sources, you should use a source name for only one type of source. For example, do not use the same source name for invoices that you enter in Invoice Gateway, and invoices you load with SQL*Loader.

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: If you do not use a predefined source (Invoice Gateway, e–Commerce Gateway, Oracle Property Manager, or Credit Card), you must enter the name exactly as you have defined the lookup value in the Oracle Payables Lookups window, or Payables Open Interface Import will not create an invoice from the record. The lookup value must have the Type SOURCE. See: Lookups: page 2 – 13.

Destination: AP_INVOICES_ALL.SOURCE

GROUP_ID

Identifier for this batch. When you submit Payables Open Interface Import or Purge Payables Open Interface, you must specify a Source and you can optionally specify 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. For invoice records entered in the Invoice Gateway window, this value is the Invoice Gateway Batch Name.

Validation: None

Destination: None

REQUEST_ID

The system populates this field with the concurrent request ID number for the Payables Open Interface Import process. Leave this column null.

Validation: None

Destination: None

PAYMENT_CROSS_RATE_TYPE

If the invoice currency and payment currency are 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 EMU FIXED. If the invoice and payment currencies are the same, this value must be null.

Destination: AP_INVOICES_ALL.PAYMENT_CROSS_RATE_TYPE

PAYMENT_CROSS_RATE

If the invoice currency and payment currency are different currencies and are both associated fixed–rate currencies (for example, euro and another EMU currency), 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, and the

system will ignore the value you provided. If the invoice currency and payment currency are the same, you can enter 1 as the value.

Destination: AP_INVOICES_ALL.PAYMENT_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.PAYMENT_CROSS_RATE_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, and 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_ALL.PAYMENT_CURRENCY_CODE

WORKFLOW_FLAG

Workflow status of the invoice record. You submit workflow before import.

If you are using the AP Open Interface Workflow and you want Workflow to process this record, enter Y. If you enter D, Workfow will not process this record. See: AP Open Interface Import Workflow: page 4 – 272.

- **Y.** To Be Processed. Invoice record will be processed by workflow. The import program will not process invoice records with this status.
- **S.** Processing. Workflow is currently processing invoice record. The import program will not process invoice records with this status.
- **D.** Processed. Workflow has processed the invoice record and it is ready for import.
- **Null.** Not Applicable. The invoice will be selected by workflow only if you have customized workflow to select invoice records with a null workflow flag. Invoice record is ready for import.

Validation: None

Destination: None

DOC_CATEGORY_CODE

If you are using automatic sequential numbering, then Payables Open Interface Import uses this column to assign a document category to the invoice it creates.

If the Sequential Numbering profile value is "Always" and you do not enter a value in this column, then during import Payables will use STANDARD as the category if the invoice amount is zero or positive, and CREDIT if the invoice amount is negative. We assume that a valid automatic sequence exists for such categories.

If you enable the Allow Document Category Override Payables option, you can enter the document category you want Open Interface Import to assign to the invoice created from this record, instead of the Standard or Credit document category.

Validation: The value is a valid value in AP_INVOICES_ALL.FND_DOC_SEQUENCE_CATEGORIES. Do not enter a value in this column unless the Sequential Numbering profile option is

set to Partial or Always, and the Allow Document Category Override Payables option is enabled. If you enter the value of Standard, then the invoice amount must be positive, and if you enter the value of Credit, then the invoice amount must be negative.

If you enter a document category, it must have an active, automatic sequence assigned to it.

Destination: AP_INVOICES_ALL.DOC_CATEGORY_CODE

VOUCHER_NUM

If you use manual sequential numbering, then enter a unique value for the voucher number you want to apply to the invoice created from this record. The number should not exceed nine digits or you will have problems processing the invoice in Payables.

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 imported invoices.

Destination: AP_INVOICES_ALL.VOUCHER_NUM

PAYMENT_METHOD_LOOKUP_CODE

Method that will be used to pay the invoice.

Validation: The value must be a valid value for the PAYMENT_METHOD lookup code: CHECK, CLEARING, EFT, or WIRE.

Destination: AP_INVOICES_ALL.PAYMENT_METHOD_LOOKUP_CODE

PAY_GROUP_LOOKUP_CODE

Pay Group to which the invoice will be assigned. If you do not enter a value, the value will default from the supplier site. If the supplier site does not have a value for Pay Group, then the value will default from the supplier. If neither the supplier nor the supplier site has a value, the system uses the default Pay Group Payables option.

Validation: The value must be a valid and active value in AP_LOOKUP_CODES.LOOKUP_CODE, with a LOOKUP_TYPE value of PAYGROUP.

Destination: AP_INVOICES_ALL.PAY_GROUP_LOOKUP_CODE

GOODS_RECEIVED_DATE

If your Terms Date Basis Payables option is set to Goods Received, then if you provide a value, Payables will use this value as the Terms Date, and if you don't provide a value here Payables will use the system date as the Terms Date.

Validation: The value must have a valid date format.

Destination: AP_INVOICES_ALL.GOODS_RECEIVED_DATE

INVOICE_RECEIVED_DATE

If your Terms Date Basis Payables option is set to Invoice Received, then if you provide a value, Payables will use the value as the Terms Date, and if you do not provide a value here, then Payables will use the system date as the Terms Date.

Validation: The value must have a valid date format.

Destination: AP_INVOICES_ALL.INVOICE_RECEIVED_DATE

ORG_ID

If you use Multiple Organization Support, then the system automatically assigns an Organization identifier to this column. If you enter the record in the Invoice Gateway, then the system assigns the ORG_ID to the person entering the record. Otherwise, the system assigns the ORG_ID of the person who submits import.

Validation: None

Destination: AP_INVOICES_ALL.ORG_ID

GL_DATE

The GL Date for the invoice distributions. The date must be in an open or future period.

During import, Payables looks for a GL Date value to assign to the invoice distribution. Payables assigns a value from the first source it finds, and it searches the following sources in the following order:

invoice record line, invoice record header, GL Date parameter from import submission, GL Date Basis Payables option.

> **Note:** The following occurs if the system searches at the GL Date Basis level: If the GL Date Basis option is set to Goods Received / Invoice Date, then Payables uses the Goods Received Date, if it is populated. If not, then Payables uses the Invoice Date. If the GL Date Basis option is set to Goods Received / System Date, then Payables uses the Goods Received Date, if it is populated. If it is not, then Payables uses the system date at time of import.

If the GL Date of an invoice is in a future period in Payables, you can account for the invoice but you cannot pay it or transfer it to general ledger.

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).

Validation: Must be in valid date format. The date must be in an open or future accounting period.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. ACCOUNTING_DATE (if no value is provided at line level)

ACCTS_PAY_CODE_COMBINATION_ID

Liability account. Payables defaults this value to invoice distributions during import. Payables uses the liability account when you create accounting entries for your invoices if you use accrual basis accounting. Payables credits the liability account in an amount equal to the sum of your invoice distributions. If you do not provide a value, the system uses the account from the supplier site.

Validation: Must be a valid account in your chart of accounts.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.ACCTS_ PAY_CODE_COMBINATION_ID

USSGL_TRANSACTION_CODE

Enter the default transaction code you want to assign to an invoice.

If you use Oracle Public Sector General Ledger, you may be required to maintain US Standard General Ledger information for your invoice transactions. Open Interface 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_ALL.USSGL_TRANSACTION_CODE

EXCLUSIVE_PAYMENT_FLAG

Pay Alone flag. A pay alone invoice is paid with its own payment document without including other invoices for the supplier.

Validation: None

Destination: AP_INVOICES_ALL.EXCLUSIVE_PAYMENT_FLAG

AMOUNT_APPLICABLE_TO_DISCOUNT

Invoice amount applicable to discount.

Validation: None

Destination: AP_INVOICES_ALLAMOUNT_APPLICABLE_TO_DISCOUNT.

PREPAY_NUM

Invoice number of a specific prepayment that you want to apply. Leave this column null to apply all available advances in chronological order, starting with the oldest prepayment first, up to the amount of the invoice.

Validation: 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.

Destination: None. Import uses this information to populate AP_INVOICES_DISTRIBUTIONS_ALL.PREPAY_DISTRIBUTION_ID

PREPAY_DIST_NUMBER

Distribution number of a specific Item distribution on the specified prepayment that you want to apply. Leave this field blank to apply all available prepayment Item distributions, starting with the lowest distribution number first, up to the amount of the invoice.

Validation: Must be a valid distribution number on the prepayment.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. PREPAY_DISTRIBUTION_ID

PREPAY_APPLY_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 column and the PREPAY_NUMBER column blank, then Payables rejects the invoice. If you specify a prepayment number, then Payables enters the available prepayment amount up to the amount of the invoice. You can decrease the amount Payables enters. Payables ensures that the prepayment amount does not exceed the invoice amount.

Validation: Must not exceed unpaid invoice amount or amount of available prepayment.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. PREPAY_APPLY_AMOUNT

PREPAY_GL_DATE

Accounting date for the application of the prepayment. This will be the GL date on the new Prepayment type distribution on the imported invoice. If you do not enter a value, then import will use the system date as the prepayment accounting date.

Validation: The date must be in an open or future period.

Destination: AP_INVOICES_DISTRIBUTIONS_ALL. ACCOUNTING_DATE

AP_INVOICE_LINES_INTERFACE

Column Name	Null	Type	Comments
INVOICE_ID	NOT NULL	NUMBER(15)	Required Validated against: AP_INVOICES_INTERFACE
INVOICE_LINE_ID		NUMBER(15)	Internal ID. Required. Value provided by the AP_INVOICE_LINES_INTERFACE_S sequence. Primary key. Must be unique for the INVOICE_ID.
LINE_NUMBER		NUMBER(15)	Required
LINE_TYPE_LOOKUP_CODE		VARCHAR2(25)	Required
LINE_GROUP_NUMBER		NUMBER	Optional
AMOUNT		NUMBER	Required
ACCOUNTING_DATE		DATE	
DESCRIPTION		VARCHAR2(240)	Optional
AMOUNT_INCLUDES_TAX_FLAG		VARCHAR2(1)	Optional
PRORATE_ACROSS_FLAG		VARCHAR2(1)	Optional
TAX_CODE		VARCHAR2(15)	Validated against: AP_TAX_CODES.NAME
FINAL_MATCH_FLAG		VARCHAR2(1)	
PO_HEADER_ID		NUMBER	Internal ID Validated against: PO_HEADERS.PO_HEADER_ID
PO_NUMBER		VARCHAR2(20)	Optional Validated against: PO_HEADERS.SEGMENT1
PO_LINE_ID		NUMBER	Internal ID Validated against: PO_LINES.PO_LINE_ID
PO_LINE_NUMBER		NUMBER	Optional Validated against: PO_LINES.PO_LINE_NUM
PO_LINE_LOCATION_ID		NUMBER	Internal ID Validated against: PO_LINE_LOCATIONS.LINE_LOCATION_ID
PO_SHIPMENT_NUM		NUMBER	Optional Validated against: PO_LINE_LOCATIONS.SHIPMENT_NUM
PO_DISTRIBUTION_ID		NUMBER	Internal ID Validated against: PO_DISTRIBUTIONS.PO_DISTRIBUTION_ID
PO_DISTRIBUTION_NUM		NUMBER	Optional Validated against: PO_DISTRIBUTIONS.PO_DISTRIBUTION_NUM
PO_UNIT_OF_MEASURE		VARCHAR2(25)	Optional
INVENTORY_ITEM_ID		NUMBER	Optional Validated against: MTL_SYSTEM_ITEMS.INVENTORY_ITEM_ID

Column Name	Null	Type	Comments
ITEM_DESCRIPTION		VARCHAR2(240)	Optional
QUANTITY_INVOICED		NUMBER	Optional
SHIP_TO_LOCATION_CODE		VARCHAR2(25)	
UNIT_PRICE		NUMBER	Optional
DISTRIBUTION_SET_ID		NUMBER(15)	Internal ID Validated against: 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 Validated against: GL_CODE_COMBINATIONS. CODE_COMBINATION_ID
AWT_GROUP_ID		NUMBER(15)	Internal ID Validated against: AP_AWT_GROUPS.GROUP_ID
AWT_GROUP_NAME		VARCHAR2(25)	Optional
LAST_UPDATED_BY		NUMBER(15)	Optional
LAST_UPDATE_DATE		DATE	Optional
LAST_UPDATE_LOGIN		NUMBER(15)	Optional
CREATED_BY		NUMBER(15)	Optional
CREATION_DATE		DATE	Optional
ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
ATTRIBUTE [1–15]		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE [1–20]		VARCHAR2(150)	Optional
PO_RELEASE_ID		NUMBER	Optional Validated against: PO_RELEASES_ALL
RELEASE_NUM		NUMBER	Optional
ACCOUNT_SEGMENT		VARCHAR2(25)	Optional
BALANCING_SEGMENT		VARCHAR2(25)	Optional
COST_CENTER_SEGMENT		VARCHAR2(25)	Optional
PROJECT_ID		NUMBER(15)	Internal ID Validated against: PA_PROJECTS
TASK_ID		NUMBER(15)	Internal ID Validated against: PA_TASKS
EXPENDITURE_TYPE		VARCHAR2(30)	Validated against: PA_EXPENDITURE_TYPES
EXPENDITURE_ITEM_DATE		DATE	Validated against: PA_EXPENDITURE_TYPES

Column Name	Null	Type	Comments
EXPENDITURE_ ORGANIZATION_ID		NUMBER(15)	Validated against PER_ORGANIZATION_UNITS. EXPENDITURE_ORGANIZATION_ID
PROJECT_ACCOUNTING_CONTEXT		VARCHAR2(30)	Projects
PA_ADDITION_FLAG		VARCHAR2(1)	Projects
PA_QUANTITY		NUMBER	Projects
USSGL_TRANSACTION_CODE		VARCHAR2(30)	Public Sector General Ledger
STAT_AMOUNT		NUMBER	
TYPE_1099		VARCHAR2(10)	
INCOME_TAX_REGION		VARCHAR2(10)	
ASSETS_TRACKING_FLAG		VARCHAR2(1)	
TAX_CODE_ID		NUMBER(15)	
PRICE_CORRECTION_FLAG		VARCHAR2(1)	
ORG_ID		NUMBER(15)	
RECEIPT_NUMBER		VARCHAR2(30)	Validated against RCV_SHIPMNET_HEAD-ERS.RECEIPT_NUM
RECEIPT_LINE_NUMBER		VARCHAR2(25)	
MATCH_OPTION		VARCHAR2(25)	
PACKING_SLIP		VARCHAR2(25)	
RCV_TRANSACTION_ID		NUMBER	
PA_CC_AR_INVOICE_ID		NUMBER(15)	Projects
PA_CC_AR_INVOICE_LINE_NUM-BER		NUMBER(15)	Projects
REFERENCE_1		VARCHAR2(30)	Projects
REFERENCE_2		VARCHAR2(30)	Projects
PA_CC_PROCESSED_CODE		VARCHAR2(1)	
TAX_RECOVERY_RATE		Number	
TAX_RECOVERY_OVERRIDE_FLAG		VARCHAR2(1)	
TAX_RECOVERABLE_FLAG		VARCHAR2(1)	
TAX_CODE_OVERRIDE_FLAG		VARCHAR2(1)	

INVOICE_ID

Enter the INVOICE_ID of the corresponding invoice in the AP_INVOICES_INTERFACE table. This value is used only to assign 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 (invoice line record) will not be imported and it will not appear on the Open Interface Rejections Report.

Validation: This must match a value in AP_INVOICES_INTERFACE.INVOICE_ID or the line will not be imported.

Destination: None

INVOICE_LINE_ID

This value is not required in this table. You can enter a unique number for each invoice line of an invoice. This column is populated by the AP_INVOICE_LINES_INTERFACE_S sequence.

Validation: The value must be a number.

Destination: None

LINE_NUMBER

You can enter a unique number to identify the line.

Validation: This value should be a number.

Destination: None. The import program automatically generates the values for AP_INVOICE_DISTRIBUTIONS_ALL. 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. AWT is *not* an acceptable value here.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.LINE_TYPE _LOOKUP_CODE

LINE_GROUP_NUMBER

If you want to prorate a charge to a group of lines, enter an identical line group number value for each Item line to which you want to

prorate the charge. For example, if you want to prorate tax across 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_ALL.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 lines does not equal the amount of the invoice header that has the same INVOICE_ID, then Payables Open Interface Import will reject the invoice.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.AMOUNT

ACCOUNTING_DATE

The GL Date for the invoice distributions. The date must be in an open or future period.

During import, Payables looks for a GL Date value to assign to the invoice distribution. Payables assigns a value from the first source it finds, and it searches the following sources in the following order: line of the invoice record, header of the invoice record, GL Date parameter from import submission, GL Date Basis Payables option.

> **Note:** The following occurs if the system searches at the GL Date Basis level: If the GL Date Basis option is set to Goods Received / Invoice Date, then Payables uses the Goods Received Date, if it is populated. If not, then Payables uses the Invoice Date. If the GL Date Basis option is set to Goods Received / System Date, then Payables uses the Goods Received Date, if it is populated. If it is not, then Payables uses the system date at time of import.

If the GL Date of an invoice is in a future period in Payables, you can account for the invoice but you cannot pay it or transfer it to general ledger.

> **Note:** Note the system searches at the GL Date Basis level and the GL Date Basis option is set to Invoice Received Date, then Payables uses the Invoice Date, and if the GL Date Basis option

is set to Goods Received Date, then Payables uses the system date at time of import.

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).

Validation: Must be in valid date format. The date must be in an open accounting period.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. 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, then during import the system uses the item description on the purchase order line to populate AP_INVOICE_DISTRIBUTIONS_ALL.DESCRIPTION.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. DESCRIPTION

AMOUNT_INCLUDES_TAX_FLAG

If the supplier site uses Line level automatic tax calculation, and you are not matching to a purchase order, then enter Y to indicate that the line amount includes a non–Use type tax (Sales, User, etc.)

During Approval of the imported invoice, Payables will calculate the tax amount based on the Tax Code 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 Code for this line is not a Use type tax.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.AMOUNT_ INCLUDES_TAX_FLAG

PRORATE_ACROSS_FLAG

If you set this column to Y and this is a non–Item type line (Tax, Miscellaneous, or Freight), then Payables will prorate the charge to all Item type lines with the same LINE_GROUP_NUMBER as this line. If no line group number is specified, Payables will prorate the charge to

all Item lines. If this column is set to N, then Payables will not prorate the cost and will create only one distribution.

Payables prorates tax for Tax type lines, freight for Freight type lines, and miscellaneous for Miscellaneous type lines. Payables creates a distribution line for each line you prorate the charge to. The system assigns the expense account of the Item line to the new invoice distribution.

Validation: Line type is not Item.

Destination: None

TAX_CODE

Enter the tax code 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 Code based on the Tax Code Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables: page 4 – 105.

Validation: The tax code you enter must be a valid, active tax code with a type of SALES, USE, or user–defined. If you enter an invalid tax code 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 code associated with it, you must enter the correct tax code. See: Deriving Tax From a Natural Account: page 4 – 104. If the Tax; Allow Override of Tax Code profile option is not enabled, and if the TAX_CODE_OVERRIDE_FLAG is set to Y, then any value here will be ignored, and the tax code will default during import based on standard system defaulting rules.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.VAT_CODE

FINAL_MATCH_FLAG

If you are certain that this is a final match against the purchase order, enter Y. Once you approve a final matched invoice distribution, you cannot update the Final Match check box in the Distributions window. Since you cannot final close purchase orders when you are matching to

receipts, if the invoice is matched to a receipt then import ignores any value in this column.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.FINAL_MATCH_FLAG

PO_HEADER_ID

If you enter the record in the Invoice Gateway window, then you must provide a value for this column by entering a value in the PO Number field, and you must specify the supplier.

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, then during Payables Open Interface Import the system uses purchase order information to create distributions and populate various columns in the AP_INVOICE_DISTRIBUTIONS_ALL table. If you do not specify a supplier in the AP_INVOICE_LINES_INTERFACE table, the PO_NUMBER value is used to derive AP_INVOICE_DISTRIBUTIONS_ALL.VENDOR_ID, and if you do not specify the supplier site, the PO_NUMBER value is used to derive AP_INVOICE_DISTRIBUTIONS_ALL.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 purchase order number. The

match option for the purchase order shipment must be set to purchase order.

Destination: None. This value is used to enter AP_INVOICES_ALL.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 you do this, the value you enter must exactly match the ITEM_ID or ITEM_DESCRIPTION of exactly one purchase order line for the PO_NUMBER. For example, you can match to a line 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 location value of "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, or months. This value is not required but may be helpful in successfully matching the invoice to a purchase order line.

If this is an Invoice Gateway record this value defaults from the purchase order.

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

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, a supplier has one purchase order for PCs, that includes a single line for monitors. If you want to match to the line with monitors and you don't know the purchase order number, enter the proper INVENTORY_ITEM_ID for the monitors. The system will match to the correct purchase order line for the monitors during import.

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 exact 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

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).

If the Invoice Match option on the purchase order shipment is Receipt, Import reviews all receipts that have unbilled quantities for the purchase order shipment. Import then matches the billed quantity on the invoice to these receipts starting with the oldest receipt that has an unbilled quantity. Import then fills each unbilled receipt quantity up to the amount of the invoice billed quantity. If the invoice quantity exceeds all available unbilled receipt quantities for the purchase order shipment, import overbills the newest unbilled quantity by the remaining amount.

Validation: This value must be a positive number.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.QUANTITY_INVOICED

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”.

Validation: This must be an existing, active value for PO_LINE_LOCATIONS.SHIP_TO_LOCATION_ID

Destination: None

UNIT_PRICE

Unit price of the distribution line item(s). Used for purchase order matching. 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: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.UNIT_PRICE

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, if you are prorating, 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, then 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, if you are prorating, 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.

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 G – 49.

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_ALL.DIST_CODE_COMBINATION_ID

DIST_CODE_COMBINATION_ID

Internal identifier for GL account to which the distribution amount will be charged.

If you enter Projects information in the Invoice Gateway, the Invoice Gateway window will automatically build the account for you. If you enter records in any way other than the Invoice Gateway window, you must provide this value.

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 G – 49.

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_ALL.DIST_CODE_COMBINATION_ID

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the line, 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. When you enter a withholding tax group for a line, then all the withholding taxes in the group are applied to the line. You define automatic withholding tax group names in the Withholding Tax Groups window. If you do not

enter a value for this column, then 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 site value if there is one.

Validation: This must be a valid, active value in AP_AWT_GROUPS.NAME

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_ALL.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 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_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_ALL.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_INVOICE_DISTRIBUTIONS_ALL.AP_LAST_UPDATE_LOGIN

CREATED_BY

Enter the userid of the person or organization who loads this record into the table. Payables Open Interface Import transfers this userid to the AP_INVOICE_DISTRIBUTIONS_ALL table during import so that the creator of the record becomes the invoice and scheduled payment creator. If you do not enter a value, then during import the system will use the userid of the person who submits Payables Open Interface Import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.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_ALL.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_ALL.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 any data you enter here will overwrite the descriptive flexfield on the purchase order.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.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_ALL.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: If you are using a localization, you must enter appropriate values in this flexfield or the invoice will be rejected by import. For more information, see your localization user's guide.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.GLOBAL_ATTRIBUTE[1–20]

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

ACCOUNT_SEGMENT

If you want to override the account segment in the account for this line, enter a value here. Payables will override the account segment with this value during import. See: Account Overlay in Payables Open Interface Import: page G – 49.

Validation: The new account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.CODE_COMBINATION_ID

BALANCING_SEGMENT

If you want to override the balancing segment in the account, enter a value here. Payables will override the balancing segment with this value during import. See: Account Overlay in Payables Open Interface Import: page G – 49.

Validation: The account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.CODE_COMBINATION_ID

COST_CENTER_SEGMENT

If you want to override the cost center in the account, enter a value here. Payables will override the cost center with this value during import. See: Account Overlay in Payables Open Interface Import: page G – 49.

Validation: The account code must be valid.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.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. If Projects is installed and you provide values for Project ID and Task ID, then the system will build the expense account based on the information in Projects.

If the invoice is matched to a purchase order and the purchase order has project related information, then during import Payables automatically populates the Projects related columns in AP_INVOICES and AP_INVOICE_DISTRIBUTIONS_ALL.

- PROJECT_ID
- TASK_ID
- EXPENDITURE_TYPE
- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- PROJECT_ACCOUNTING_CONTEXT
- PA_ADDITION_FLAG

In addition, Oracle Projects uses the following columns to transfer invoice data:

- PA_QUANTITY
- PA_CC_AR_INVOICE_ID
- PA_CC_AR_INVOICE_LINE_NUM
- REFERENCE_1
- REFERENCE_1
- PA_CC_PROCESSED_CODE

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.[Projects Columns]

USSGL_TRANSACTION_CODE

Enter the default transaction code you want to assign to an invoice.

If you use Oracle Public Sector General Ledger, you may be required to maintain US Standard General Ledger information for your invoice transactions. Open Interface 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_INVOICE_DISTRIBUTIONS_ALL.USSGL_TRANSACTION_CODE

STAT_AMOUNT

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. See also: Invoice Distribution Statistics in Oracle General Ledger.

Validation: You must also enter a valid value for PO_UNIT_OF_MEASURE.

Destination: AP_INVOICES_DISTRIBUTIONS_ALL.STAT_AMOUNT

TYPE_1099

Income tax type, for a United States 1099 reportable supplier. You define a supplier as federally reportable by enabling the Federal option in the Suppliers window. Enter a 1099 Miscellaneous Tax Type.

If you do not use a Distribution Set to create invoice distributions, Payables uses the supplier site'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 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.

You can update this field of the imported invoice in the Distributions window even after you have accounted for a distribution. You can use the Update Income Tax Details Utility to make adjustments to many distributions at once. See: Update Income Tax Details Utility and Report.

Validation: The value must be a valid and active value in the AP_INCOME_TAX_TYPES table (MISC1–MISC10), and the supplier for this record must be defined as federally reportable.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.TYPE_1099

INCOME_TAX_REGION

If the supplier is a 1099 supplier, enter the supplier's reporting region. If you do not enter a value, and you have enabled the Use Pay Site Tax Region Payables option, then during import the system uses the income tax region of the supplier site. If you do not enter a value and you have instead entered a value for the Income Tax Region Payables option, then during import the system will use that value as the default.

Validation: You must also enter a value for INCOME_TAX_TYPE.

Destination: AP_INVOICES_DISTRIBUTIONS.INCOME_TAX_REGION

ASSETS_TRACKING_FLAG

Enter Y if the invoice distribution should be imported into Oracle Assets using the Create Mass Additions for Assets program. If you do not enter a value, and the line has an Asset type account entered for it, then Payables will automatically set this value to Y during import.

Validation: The account must be set up as an existing asset category, and it must be either an asset clearing account or a construction–in–progress (CIP) clearing account.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.ASSETS_TRACKING_FLAG

PRICE_CORRECTION_FLAG

Use a price correction when a supplier sends an invoice for a change in unit price for an invoice that you have matched to a purchase order. You record a price correction by entering a standard or Credit invoice and then setting this flag to Y.

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.

Validation: None

Destination: None

ORG_ID

If you use Multiple Organization Support, then the system automatically assigns an Organization identifier to this column. If you enter the record in the Invoice Gateway, then the system assigns the ORG_ID of the person entering the record. Otherwise, the system assigns the ORG_ID of the person who submits import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS_ALL.ORG_ID

RECEIPT_NUMBER

If you are matching to a purchase order receipt, then enter the receipt number.

Validation: A purchase order and receipt for the same supplier, supplier site, and currency as the invoice you are entering must be approved and open. Also, the Invoice Match option for the purchase order shipment you are matching to is set to Receipt.

Destination: This value is used to enter: AP_INVOICE_DISTRIBUTIONS_ALL. RCV_TRANSACTION_ID

MATCH_OPTION

Indicates if a match is to a purchase order or receipt. When you match to a purchase order or receipt in the Invoice Gateway, then the system populates this field based on the value of the purchase order shipment.

Validation: The value must match the value specified in PO_SHIPMENTS.MATCH_OPTION.

Destination: None

PACKING_SLIP

This column is not currently used.

Validation: None

Destination: None

RCV_TRANSACTION_ID

This value specifies a receipt record for matching. This value is used to match Oracle e–Commerce Gateway invoices to receipts.

Validation: This value must be a valid, existing value for RCV_TRANSACTIONS. RCV_TRANSACTION_ID

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. RCV_TRANSACTION_ID

TAX_RECOVERY_RATE

If you record recoverable tax, this is the rate at which tax is recoverable for this line.

Validation: The Enable Recoverable tax Financials option must be enabled, or import will ignore any value. If the Tax: Allow Override of Recovery Rate profile option is not enabled, and if the value for TAX_RECOVERY_OVERRIDE_FLAG is set to Y, then any value here will be ignored, and the recovery rate will default during import based on standard system defaulting rules.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. TAX_RECOVERY_RATE.

TAX_RECOVERY_OVERRIDE_FLAG

If the user has adjusted the default value for tax recovery rate in the Invoice Gateway, then the system will set this column to Y. This value is used to validate the value in the TAX_RECOVERY_RATE column. If the Tax: Allow Override of Recovery Rate profile option is not enabled, and if the value for TAX_RECOVERY_OVERRIDE_FLAG is set to Y, the recovery rate will default during import based on standard system defaulting rules, and the system will change the value for this column to N during import.

Validation: None.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. TAX_RECOVERY_OVERRIDE_FLAG

TAX_RECOVERABLE_FLAG

This value indicates if a tax is recoverable.

Validation: The Enable Recoverable tax Financials option must be enabled.

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. TAX_RECOVERABLE_FLAG.

TAX_CODE_OVERRIDE_FLAG

If the user has adjusted the default value for tax code in the Invoice Gateway, then the system will set this column to Y. This value is used during validation of the TAX_CODE column.

Validation: none

Destination: AP_INVOICE_DISTRIBUTIONS_ALL. TAX_CODE_OVERRIDE_FLAG.

Sequential Numbering During Import

There are two methods you can use for sequential numbering when you use the Payables Open Interface:

- **Manual Entry without Audit.** During Payables Open Interface Import, any value entered in the column AP_INVOICES_INTERFACE.VOUCHER_NUM will be inserted in AP_INVOICES.VOUCHER_NUM without validation.
- **Automatic Voucher Numbering with Audit:** A value will be obtained automatically for the record being imported and will be populated in AP_INVOICES.DOC_SEQUENCE_VALUE. Also, audit information will be inserted into the audit table.

If you enter a value for DOC_CATEGORY_CODE, then Payables will ignore any value you enter for VOUCHER_NUM, so automatic voucher numbering will always supersede manual entry.

Account Overlay in Payables Open Interface Import

You can use the Account Overlay feature to overwrite one or more account segments of a line expense or asset account. For example, if you are matching to a purchase order and you know that the cost

center on the purchase order is incorrect, then the Account Overlay feature can correct this for you automatically during import if you enter a value for COST_CENTER_SEGMENT.

There are five ways that an invoice distribution can get accounting information when it is imported from the Payables Open Interface tables:

- Expense Account in Line (DIST_CODE_COMBINATION_ID in AP_INVOICE_LINES_INTERFACE)
- Distribution Set
- Purchase order match
- Projects information
- Proration (accounts on non–Item type lines only)

  Note: 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.

During Payables Open Interface import, the system uses values in the following AP_INVOICE_LINES_INTERFACE table columns to overlay the account:

- DIST_CODE_CONCATENATED (Overlay account)
- BALANCING_SEGMENT
- COST_CENTER_SEGMENT
- ACCOUNT_SEGMENT

BALANCING_SEGMENT, COST_CENTER_SEGMENT, and ACCOUNT_SEGMENT will overlay any values in DIST_CODE_CONCATENATED.

In summary, the hierarchy for overlay is as follows. Import builds the account by overlaying the account with any values at each successive level:

- Expense / Asset account either entered directly or built by PO matching, proration, Projects Account Generator in Invoice Gateway, or Distribution Set. (DIST_CODE_COMBINATION_ID)
- Overlay account (DIST_CODE_CONCATENATED. Can include null account segments)

- Balancing segment, account segment, cost center segment (BALANCING_SEGMENT, ACCOUNT_SEGMENT, COST_CENTER_SEGMENT)

For example, if you have the following values for a line, then during import, Payables will create the Invoice Account below for the line:

Account	00.	000.	000.	2210.	000.	0000
Overlay GL Account	01.	.	.	.	110.	8000
Account Segment				7710		
Cost Center Segment			120			
Balancing Segment	02					
Invoice Account	02.	000.	120.	7710.	110.	8000

The final account for the invoice must be a valid account in your chart of accounts or the invoice will be rejected during import.

Using SQL*Loader to Populate the Payables Open InterfaceTables

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 G – 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 lookup exactly as you entered it in the Oracle Payables Lookups 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 Oracle Payables Lookups 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: *Oracle8i Server Utilities Guide.*

4. Use the Open Interface Invoices window to review and edit the data in the Payables Open Interface tables.

How the Invoice Gateway Window Populates the Open Interface Tables

If you use the Invoice Gateway window to enter invoice records, you may find the following table helpful in understanding the Rejections Report. This table shows the column that is populated by each Invoice Gateway field. Note that internal ID columns are populated, when available, to enhance performance.

INVOICE GATEWAY FIELD	CORRESPONDING COLUMN
HEADER INFORMATION	**COLUMN IN AP_INVOICES_INTERFACE**
Description	DESCRIPTION
Discountable Amount	AMOUNT_APPLICABLE_TO_DISCOUNT
Document Category	DOC_CATEGORY_CODE
Exchange Date	EXCHANGE_DATE
Exchange Rate	EXCHANGE_RATE
Exchange Rate Type	EXCHANGE_RATE_TYPE
GL Date	GL_DATE
Goods Received Date	GOODS_RECEIVED_DATE
Invoice Amount	INVOICE_AMOUNT
Invoice Curr	INVOICE_CURRENCY_CODE
Invoice Date	INVOICE_DATE
Invoice Num	INVOICE_NUM
Invoice Received Date	INVOICE_RECEIVED_DATE
Invoice Type	INVOICE_TYPE_LOOKUP_CODE
Liability Account	ACCTS_PAY_CODE_COMBINATION_ID
Pay Alone	EXCLUSIVE_PAYMENT_FLAG
Payment Curr	PAYMENT_CURRENCY_CODE
Pay Group	PAY_GROUP_LOOKUP_CODE
Payment Method	PAYMENT_METHOD_LOOKUP_CODE
Payment Rate	PAYMENT_CROSS_RATE

INVOICE GATEWAY FIELD	CORRESPONDING COLUMN
Payment Rate Date	PAYMENT_CROSS_RATE_DATE
Payment Rate Type	PAYMENT_CROSS_RATE_TYPE
PO Number	PO_NUMBER
Prepay Apply Amount	PREPAY_APPLY_AMOUNT
Prepayment Distribution	PREPAY_DIST_NUM
Prepayment GL Date	PREPAY_GL_DATE
Prepayment Number	PREPAY_NUM
Site	VENDOR_SITE_ID
Supplier	VENDOR_ID
Supplier Num	VENDOR_ID
Terms	TERMS_ID
Transaction Code	USSGL_TRANSACTION_CODE
Voucher Num	VOUCHER_NUM
Withholding Tax Group	AWT_GROUP_ID
(Descriptive Flexfield)	ATTRIBUTE [1–15]
(Localization Descriptive Flexfield)	GLOBAL_ATTRIBUTE [1–20]
HEADER DISPLAY ONLY REGION	**COLUMN IN AP_INVOICES_INTERFACE**
Invoice Total	INVOICE_AMOUNT
Source	SOURCE
Gateway Batch	GROUP_ID
Request ID	REQUEST_ID
Status	STATUS
LINES REGION	**COLUMN IN AP_INVOICE_LINES_INTERFACE**
1099 Type	TYPE_1099
Account	DIST_CODE_COMBINATION_ID

INVOICE GATEWAY FIELD	CORRESPONDING COLUMN
Account Segement	ACCOUNT_SEGMENT
Amount	AMOUNT
Balancing Segment	BALANCING_SEGMENT
Cost Center Segment	COST_CENTER_SEGMENT
Description	DESCRIPTION
Distribution Set	DISTRIBUTION_SET_ID
Expenditure Item Date	EXPENDITURE_ITEM_DATE
Expenditure Organization	EXPENDITURE_ORGANIZATION_ID
Expenditure Type	EXPENDITURE_TYPE
Final Match	FINAL_MATCH_FLAG
GL Date	ACCOUNTING_DATE
Includes Tax	AMOUNT_INCLUDES_TAX_FLAG
Income Tax Region	INCOME_TAX_REGION
Line Number	INVOICE_LINE_ID
Match Option	MATCH_OPTION
Oracle Projects Project	PROJECT_ACCOUNTING_CONTEXT
Overlay GL Account	DIST_CODE_CONCATENATED
PO Distribution Number	PO_DISTRIBUTION_ID
PO Item Description	DESCRIPTION
PO Line Number	PO_LINE_ID
PO Number	PO_HEADER_ID
PO Shipment Number	PO_LINE_LOCATION_ID
PO Unit of Measure	PO_UNIT_OF_MEASURE
PO Unit Price	UNIT_PRICE
Price Correction	PRICE_CORRECTION_FLAG
Project	PROJECT_ID
Project Quantity	PA_QUANTITY

INVOICE GATEWAY FIELD	CORRESPONDING COLUMN
Prorate Across	PRORATE_ACROSS_FLAG
Prorate Group	LINE_GROUP_NUMBER
Quantity Invoiced	QUANTITY_INVOICED
Receipt Number	RECEIPT_NUMBER
Recoverable	TAX_RECOVERABLE_FLAG
Recovery Rate	TAX_RECOVERY_RATE
Release Num	PO_RELEASE_ID
Ship–To Location	PO_LINE_LOCATION_ID
Statistical Quantity	STAT_AMOUNT
Task	TASK_ID
Tax Code	TAX_CODE
Track As Asset	ASSETS_TRACKING_FLAG
Transaction Code	USSGL_TRANSACTION_CODE
Type	LINE_TYPE_LOOKUP_CODE
Withholding Tax Group	AWT_GROUP_ID
(Descriptive Flexfield)	ATTRIBUTE [1–15]
(Localization Descriptive Flexfield)	GLOBAL_ATTRIBUTE [1–20]

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 Purchasing to facilitate paperless matching, but you can take advantage of matching to purchase orders even if you are using another purchasing system with Payables. Note that you can match to receipts only if you use Oracle Purchasing.

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 to purchase orders.

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 – 3
- 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 – 70

Purchasing Integration: page 4 – 165

Understanding the Matching Tables

Payables uses several of Oracle 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 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

Column Name	Null	Type	Comments
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
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 value (Lookup Type: FREIGHT TERMS) to identify the freight terms for the purchase order. See: Lookups: page 2 – 13.

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	

Table 10 – 7 PO_RELEASES (Page 1 of 2)

Column Name	Null	Type	Comments
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
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 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 code 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)

Table 10 – 8 PO_LINE_LOCATIONS (Page 1 of 2)

Column Name	Null	Type	Comments
RECEIPT_ REQUIRED_FLAG		VARCHAR2(1)	Y or N (3–way match)
CLOSED_CODE		VARCHAR2(1)	Null

Table 10 – 8 PO_LINE_LOCATIONS (Page 2 of 2)

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 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 code for the purchase order shipment matches the tax code on the invoice and places a Tax Difference hold on the invoice if the tax codes don't match.

TAX_NAME

Enter the tax code used to verify that the tax codes 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 codes 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	
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

Table 10 – 9 PO_DISTRIBUTIONS (Page 1 of 2)

Column Name	Null	Type	Comments
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 account for 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 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 Purchasing with Payables. See: Final Matching Purchase Orders: page 4 – 82.

Online Review of Purchasing Information

Without an Oracle 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 account for 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 – 145.

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.

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 – 140.

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.

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 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 – 46.

Budgetary Control

The budgetary control feature does not use purchasing information unless you install Oracle Purchasing.

See Also

Encumbrance Entries in Payables: page 10 – 46

Purging Purchasing Information

Payables does not allow you to purge purchasing information if you do not have an Oracle 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 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.

If your credit card supplier provides multiple records for a single transaction (detailed item level information), then load all records associated with a single credit card transaction as one record in the AP_EXPENSE_FEED_LINES table. This table provides many columns for detailed item–level information as well as 30 descriptive flexfield attribute columns. Do this to avoid generating an exception (DUPLICATE REFERENCE) when running the Credit Card Transaction Validation and Excepeiton Report.

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

Table 10 – 10 AP_EXPENSE_FEED_LINES (Page 1 of 4)

Column Name	Null	Type	Comments
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)	
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)	

Table 10 – 10 AP_EXPENSE_FEED_LINES (Page 2 of 4)

Column Name	Null	Type	Comments
MERCHANT_ PROVINCE_STATE		VARCHAR2(25)	
MERCHANT_ POSTAL_CODE		VARCHAR2(25)	
MERCHANT_COUNTRY		VARCHAR2(25)	
MERCHANT_CITY		VARCHAR2(25)	
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		CARCHAR2(25)	
ORG_ID		NUMBER(15)	
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER(15)	
LAST_UPDATE_LOGIN		NUMBER(15)	

Table 10 – 10 AP_EXPENSE_FEED_LINES (Page 3 of 4)

Column Name	Null	Type	Comments
CREATION_DATE		DATE	
CREATED_BY		NUMBER(15)	
ATTRIBUTE CATEGORY		VARCHAR2(150)	Optional
ATTRIBUTE 1 – 30		VARCHAR2(150)	Optional

Table 10 – 10 AP_EXPENSE_FEED_LINES (Page 4 of 4)

See Also

Procurement Card Integration: page 4 – 180

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 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 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: *Oracle8i Server Utilities Guide.*

APPENDIX

J

Oracle 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 approval hold name that Payables uses and why the hold is used. 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 resolve the hold. You manually release holds using the Invoice Holds window or the Actions window of the Invoices form.

See Also

Approval: page 4 – 145

Releasing Holds: page 4 – 140

Invoice Approvals (window): page 2 – 99

Account Holds

The following table lists all the predefined Hold names with the Account Hold Reason type. Payables uses holds with this type to identify invoices with invalid or incorrect accounts. An invalid account prevents payment of an invoice and prevents Payables from creating accounting entries for an invoice or payment.

Hold Name	Hold Reason	Hold Placement	Accounting 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

Table 10 – 11 (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 and if either there are insufficient funds for an invoice distribution or Payables cannot perform funds checking.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Funds Check	No budget exists for the account in the accounting period on the invoice	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
Insufficient Funds	Invoice distribution amount is more than the 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 10 – 12 (Page 1 of 1)

Invoice Holds

The following table lists all the predefined Hold names with the Invoice Hold Reason type. Payables applies holds with this type to invoices. You can manually apply as many of these holds to an invoice as you require when you enter or adjust the invoice.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Amount		Approval	Yes	Yes	Adjust invoice amount and resubmit Approval Change Invoice Amount Limit option for supplier site 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. For example, you may need to set up a period in the withholding tax special calendar.
Supplier	You enabled the Hold Unapproved Invoices option for a supplier site in the Suppliers Sites window	Approval	Yes	Yes	Manually release in the Invoice Holds window (To prevent future Supplier holds, disable the Hold Unapproved Invoices supplier site option)
Natural Account Tax	You assigned a tax code to an expense or asset account in the Tax Options window, and you enabled the Enforce Tax From Account Payables option. The tax code on the invoice does not match the tax code assigned to the account.	Approval	No	Yes	Change the tax code on the invoice to match the tax code assigned to the account. Disable the Enforce Tax From Account Payables option In the Tax Options window in General Ledger, change the tax code association, or manually release the hold in the Invoice Holds window.

Table 10 – 13 (Page 1 of 1)

Matching Holds

The following table lists all the predefined Hold names with the Matching Hold Reason type. Payables applies holds with this type to an invoice if the invoice violates predefined matching criteria.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Can't Close PO		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
Final Matching	Invoice matched to final matched purchase order	Approval	No	No	Reverse match to final matched purchase order and resubmit Approval
Matching Required	You have enabled the Hold Unmatched Invoices option in the Supplier Sites window, and the invoice is not matched to purchase order or receipt	Approval	Yes	Yes	Match invoice to purchase order or receipt and resubmit Approval Manually release in the Invoice Holds window
Max Qty Ord		Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
Max Qty Rec		Approval	Yes	Yes	Correct invoice or receipt and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window

Table 10 – 14 (Page 1 of 3)

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
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
Price	Weighted average price of all invoices matched to the purchase order is more than [purchase order unit price × (1 plus % tolerance)]	Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
Qty Ord		Approval	Yes	Yes	Correct PO or invoice and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window

Table 10 – 14 (Page 2 of 3)

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Qty Rec		Approval	Yes	Yes	Enter receipt in Purchasing and resubmit Approval Adjust tolerance and resubmit Approval Manually release in the Invoice Holds window
Quality		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 code = purchase order tax code, 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

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Variance Holds

The following table lists the three predefined Hold names with the Variance Hold Reason type. Payables applies holds with this type as follows. Payables applies the Dist Variance hold to an invoice if the total of the invoice distributions does not equal the invoice amount. Payables applies the Tax Variance and Tax Amount Range holds by verifying that the invoice's distribution tax amount matches the calculated tax for the Tax Code within the amount tolerance or percentage tolerance or both that you define. If the variance exceeds a percentage tolerance, Payables applies the Tax Variance hold. If the variance exceeds an amount tolerance, Payables applies the Tax Amount Range hold.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Dist Variance		Approval	No	No	Adjust invoice distributions or invoice amount and resubmit Approval
Tax Amount Range	Tax amount is less than [(tax rate × taxable dist line total) – tolerance amount] ***or*** Tax amount is more than [(tax rate × taxable dist line total) + tolerance amount]	Approval	Yes	Yes	Adjust tax rate for tax code and resubmit Approval Change tax code on invoice distributions and resubmit Approval Adjust tax tolerance and resubmit Approval Manually release in the Invoice Holds window
Tax Variance	Tax amount is less than [(tax rate × taxable dist line total) × (1 – % tolerance)] ***or*** Tax amount is more than [(tax rate × taxable dist line total) × (1 + % tolerance)]	Approval	Yes	Yes	Adjust tax rate for tax code and resubmit Approval Change tax code on invoice distributions and resubmit Approval Adjust tax tolerance and resubmit Approval Manually release in the Invoice Holds window

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Miscellaneous Holds

The following table lists miscellaneous predefined Hold names that Payables uses to apply holds to invoices.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
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
Supplier	Hold all unapproved invoices for a supplier	Approval	Yes	Yes	Remove the hold in the Invoice Holds window, or use the Actions button. To disable completely, disable the Hold Unapproved Invoices option at the supplier site.

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Glossary

Note: Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

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 hierarchy An Oracle 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.

Account segment One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as –, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

Account segment value A series of characters and a description that define a unique value for a particular value set.

Accounting Flexfield The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

Accounting Flexfield structure The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

Accounting Flexfield value set A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

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.

advance In Oracle Payables, an advance is a prepayment paid to an employee. You can apply an advance to an employee expense report during expense report entry, once you fully pay the advance.

aging buckets In Oracle Receivables and Oracle Payables, 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. GL Desktop Integrator uses the aging buckets you define for its Invoice Aging Report.

aging buckets In Oracle Cash Management, aging buckets are used to define time periods represented in the forecast. Examples of aging buckets are date ranges or accounting periods.

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.

allocation A method for distributing existing amounts between and within projects and tasks. The allocation feature uses existing project amounts to generate expenditure items for specified projects.

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.

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 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.

AutoReduction An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

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 General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

bank file In Oracle Receivables and Oracle Payables, the data file you receive from the bank containing 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 In Oracle Payables, a method of payment. Also known as a **future dated payment** in some countries, including France.

Bill of Exchange In Oracle Cash Management, a method of payment involving the transfer of funds between bank accounts, where one party promises to pay another a specified amount on a specified date.

budget organization An entity (department, cost center, division or other group) responsible for entering and maintaining budget data. You define budget organizations for your company, then assign the appropriate accounts to each budget organization.

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 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 Financials automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle 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 a company can report. A business group can correspond to an entire company, or to a specific division within the company.

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 account for payments at clearing time. Oracle Payables credits this account instead of your Asset (Cash) account and debits your Liability account when you create accounting entries for uncleared payments. Oracle Payables debits this account and credits your Asset (Cash) account once you clear your payments in Oracle Cash Management.

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)

chart of accounts structure A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

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 A process that assigns a cleared date and status to a transaction and creates accounting entries for the cash clearing account. See also *manual clearing*

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 In Oracle Receivables and Oracle Payables, a contractual guarantee with a customer for future purchases, usually involving deposits or prepayments. You can create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments. Oracle Order Management allows you to enter order lines against commitments.

complete matching A condition where the invoice quantity matches the quantity originally ordered, and you approve the entire quantity. See also *matching, partial matching.*

concurrent manager A unique facility that manages many time–consuming, non–interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

concurrent process A non–interactive task that you request Oracle Applications to complete. Each time you submit a non–interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

concurrent queue A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

concurrent request A request to Oracle Applications to complete a non–interactive task for you. You issue a request whenever you submit a non–interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

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 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 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 In Oracle Payables and Oracle Projects, a document that partially or fully reverses an original invoice.

credit memo In Oracle Receivables, a document that partially or fully reverses an original invoice. You can create credit memos in the Receivables Credit Transactions window or with Autoinvoice.

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 In Oracle Payables, the number a supplier assigns to your organization.

customer number In Oracle Receivables, a number assigned to your customers to uniquely identify them. A customer number can be assigned manually or automatically, depending on how you set up your system.

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 not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information 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 Oracle Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts. See also *payment terms*.

distribution line In Oracle Payables and Oracle Projects, a line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

distribution line In Oracle Assets, information such as employee, general ledger depreciation expense account, and location to which you have assigned an asset. You can create any number of distribution lines for each asset. Oracle Assets uses distribution lines to allocate depreciation expense and to produce your Property Tax and Responsibility Reports.

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 In Oracle Receivables, a predefined group of general ledger accounting codes that determine the debit accounts for other receipt payments. Receivables lets you relate distribution sets to receivables activities to speed data entry.

distribution set In Oracle Payables, a 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*.

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 in Oracle Payables and Oracle General Ledger. 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

dynamic insertion In Oracle Projects, a feature specific to key flexfields that allows you to enter and define new combinations of segment values directly into a flexfield pop–up window. The new combination must satisfy any cross–validation rules, before your flexfield accepts the new combination. Your organization can decide if a key flexfield supports dynamic insertion. If a flexfield does not support dynamic insertion, you can only enter new combinations of segment values using a combinations form (a form specifically used for creating and maintaining code combinations).

dynamic insertion In Oracle Receivables, an Oracle Applications feature you use to automatically create new key flexfield combinations when you enter transactions or customers. If you do not use dynamic insertion, you can only create new key flexfield combinations using the various flexfield setup forms.

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 See *encumbrance journal entry.*

encumbrance accounting An Oracle Financials feature you use to create encumbrances automatically for requisitions, purchase orders, and invoices. The budgetary control feature uses encumbrance accounting to reserve funds for budgets. If you enable encumbrance accounting only, you can create encumbrances automatically or manually; however, you cannot check funds online and Oracle Financials does not verify available funds for your transaction. See also *budgetary control*.

encumbrance journal entry In Oracle Payables, 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 In Oracle General Ledger, an encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and to more accurately control your planned expenditures. 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 In Oracle Cash Management and Oracle General Ledger, a rate that represents the amount of one currency that you can exchange for another at a particular point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, revaluation, and translation.

exchange rate In Oracle Receivables and Oracle Payables, 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.

expense report In Oracle Payables, 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.

expense report In Oracle Projects, a document that, for purposes of reimbursement, details expenses incurred by an employee. You can set up expense report templates to match the format of your expense reports to speed data entry. You must create invoices from Payables expense reports using Invoice Import before you can pay the expense reports.

factor In Oracle General Ledger, data upon which you perform some mathematical operation. Fixed amounts, statistical account balances, account balances, and report rows and columns are all data types you can use in formulas.

factor In Oracle Payables, 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.*

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 Economic 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 cost center, 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 Lookup)

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 In Oracle Cash Management, Payables, Receivables, Projects 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 In Oracle Assets, a currency that you define for your set of books to record and conduct accounting transactions in a currency other than your functional currency.

foreign currency conversion In Oracle Cash Management and Oracle General Ledger, a process that converts a foreign currency journal entry into your functional currency. Payables automatically converts the currency whenever you enter a journal entry in a currency other than your functional currency. Payables multiplies the daily exchange rate you define or the exchange rate you enter to convert amounts for your functional currency. You can view the results of foreign currency conversion in the Enter Journals window.

foreign currency conversion In Oracle Receivables and Oracle Payables, 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 currency exchange gain or loss*

foreign currency conversion In Oracle Projects, a process that converts a foreign currency transaction to your functional currency.

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.*

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

functional currency In Oracle Assets, General Ledger, and Cash Management, the principal currency you use to record transactions and maintain accounting data within Payables. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

functional currency In Oracle Payables and Receivables, 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.

functional currency In Oracle Projects, the principal currency you use to maintain accounting data in your General Ledger.

funds available In Oracle Public Sector Payables and Public Sector General Ledger, 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 available In Oracle Payables, the difference between the amount you are authorized to spend and all actual and anticipated expenditures. In other words, funds available is the amount budgeted less actual expenses and encumbrances of all types. Oracle Financials lets you check funds available online for requisitions, purchase orders, and invoices.

Funds Available = Budget – (Actual Expenses + Encumbrances)

funds available In Oracle General Ledger, the difference between the amount you are authorized to spend and the amount of your expenditures plus commitments. You can track funds availability at different authority levels using the Online Funds Available inquiry window, or you can create custom reports with the Payables Financial Statement Generator.

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 Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Financials does not reserve funds for your transaction when you check funds.

funds reservation In Oracle Payables, 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.

funds reservation In Oracle General Ledger, the process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance journals. When you reserve funds, Oracle Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction.

gain See *realized gain or loss*, *unrealized gain or loss*.

GL Date In Oracle Payables and Oracle Receivables, 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.

GL Date In Oracle Cash Management, the date used to determine the correct accounting period for your accounting transactions.

GL Date In Oracle Projects, the end date of the GL Period in which costs or revenue are transferred to Oracle General Ledger. This date is determined from the open or future GL Period on or after the PA Date of a cost distribution line or revenue. For invoices, the GL Date is the date within the GL Period on which an invoice is transferred to Oracle Receivables, and is based on the invoice date.

grace period See *Receipt Acceptance Period.*

hold In Oracle Payables, 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. All holds in Payables prevent payment; some holds also prevent posting to your general ledger.

hold In Oracle Receivables, a feature that prevents an order or order line from progressing through the order cycle. If you place a customer on credit hold in Receivables, you cannot create new orders for this customer in Oracle Order Management. However, you can still create transactions for this customer in Receivables.

imported invoice In Oracle Receivables, an invoice that is imported into Payables from an external system (for example, Oracle Order Management) using the AutoInvoice program.

imported invoice In Oracle Payables, 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

inflation start date The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

intercompany account A general ledger account that you define in an Accounting Flexfield to balance intercompany transactions. You can define multiple intercompany accounts for use with different types of accounts payable journal entries.

intercompany journal entry A journal entry that records transactions between affiliates. General Ledger keeps your accounting records in balance for each company by automatically creating offsetting entries to an intercompany account you define.

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*.

invoice In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

invoice In Oracle Payables and Oracle Assets, 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 In Oracle Projects, a summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

invoice batch In Oracle Receivables, a group of invoices you enter together to ensure accurate invoice entry. Invoices within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts. An invoice batch can contain invoices in different currencies.

invoice batch In Oracle Payables, a 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 In Oracle Assets and Oracle Projects, the date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

invoice date In Oracle Receivables, the date an invoice is created. This is also the date that Payables prints on each invoice. Payables also use this date to determine the payment due date based on the payment terms you specify on the invoice.

invoice date In Oracle Payables, 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 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 In Oracle Assets and Oracle Projects, 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. Journal entry categories specify what kind of transaction the journal entry represents.

journal entry category In Oracle Payables, 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 category In Oracle General Ledger, a category in which describes the purpose or type of journal entry. Standard journal entry categories include accruals, payments, and vouchers.

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 In Oracle Assets, Oracle Payables, and Oracle Projects, an indicator from which feeder system your journal entries originate, 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 entry source In Oracle General Ledger, the source by which Payables identifies and differentiates the origin of journal entries. Standard journal entry sources include payables, payroll, personnel, and receivables.

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 In Oracle General Ledger, an Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

key flexfield In Oracle Projects, an intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The Accounting Flexfield in your Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account. 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
Category Flexfield
Location Flexfield
Asset Key Flexfield

key flexfield In Oracle Payables, 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 flexfield In Oracle Receivables, 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
– Sales Tax Location Flexfield
– System Items Flexfield
– Territory 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.

lamp A one–word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

lien See *commitment, obligation*.

Lookups In Oracle Receivables, codes that you define for the activities and terminology you use in your business. These codes appear in lists of values in many Receivables windows. For example, you can define Lookups for personal titles, such as 'Sales Manager', so you can refer to people using these titles.

Lookups In Oracle Payables, 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 Lookups: supplier, payables, and employee. With Lookups you can create Pay Groups, supplier types, and other references used in Payables.

loss See *realized gain or loss, unrealized gain or loss*.

manual clearing The process in which, prior to receiving their bank statement, users mark transactions that are known to be cleared through the bank, which creates an up–to–date cash position. These cleared transactions are still available for the actual reconciliation process. Once the bank statement is received, Oracle Cash Management can automatically perform all appropriate reconciliation steps. See also *clearing*.

Mass Additions In Oracle Assets, a feature that allows you to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. You can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.

Mass Additions In Oracle Payables, 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 In Oracle Cash Management, the process where batches or detailed transactions are associated with a statement line based on the transaction number, amount, currency and other variables, taking Cash Management system parameters into consideration. In Cash Management, matching can be done manually or automatically. .

matching In Oracle Payables and Oracle Assets, 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.

maturity date In Oracle Receivables, a date that determines when funds for an automatic receipt can be transferred from your customer's bank account to your bank account.

maturity date In Oracle Payables and Oracle Cash Management, the date your bank disburses funds to a supplier for a future dated payment. Payables displays the maturity date on the future dated payment document to inform your supplier and bank when the bank should transfer funds to the supplier's bank. You can update the payment status from Issued to Negotiable on or after the maturity date.

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.

message line A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

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.

multi–org See *multiple organizations.*

multiple organizations The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

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.

Multiple Reporting Currencies An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

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.

obligation An encumbrance you record when you turn a requisition into a purchase order.

organization A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

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 In Oracle Payables, 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 batch In Oracle Receivables, a payment batch is called as a *receipt batch*, which is a group of payments that you enter together to reduce data entry errors, share various default values, and to group them according to a common attribute. For example, you might add all payments from the same customer to a batch. Payments within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts.

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 In Oracle Payables, 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 format In Oracle Receivables, a feature that allows you to make invoice payments using a variety of methods. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables associates receipt class, remittance bank, and receipt account information with your receipt entries. See also payment method

payment method In Oracle Payables, 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 method In Oracle Receivables, an attribute that associates receipt class, remittance bank and receipt account information with your receipts. You can define payment methods for both manual and automatic receipts.

payment method In Oracle Cash Management, 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. Receivables payment methods let you associate receipt class, remittance bank and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts. In Payroll, there are three standard payment types for paying employees: check, cash and direct deposit. You can also define your own payment methods corresponding to these types.

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.

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.

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.

proprietary account An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Owner's Equity, Revenue, and Expense.

Proprietary account An account that contains a proprietary account.

proprietary account type Any of the five account types: Asset, Liability, Owner's 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. Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Purchasing creates appropriate reversing encumbrances 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.

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 Income Statement. 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 In Oracle Receivables, an analysis that explains the difference between two balances. If you are using Cash Management to reconcile receipts, payments are reconciled when they are matched to a bank statement line.

reconciliation In Oracle Payables, 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.

recumbrance jounal entry In Oracle General Ledger, a journal entry you create online that increases or relieves your encumbrances. Encumbrance entries can include encumbrances of any type. You can enter manual encumbrance entries, define encumbrance allocations, or use Journal Import to import encumbrance entries from other financial systems.

recumbrance type In Oracle Payables, 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).

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.

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 In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle Projects, 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 In Oracle General Ledger, a combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and Payables automatically enters the report components and runtime options for you. You simply specify the accounting period. Payables automatically enters the rest.

report headings

report headings In Oracle Payables, report headings also 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 In Oracle Assets, Oracle General Ledger, and Oracle Receivables, options that let you sort, format, select, and summarize the information in your reports.

report parameter In Oracle Payables, 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.

report set A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month–end management reports.

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 Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle 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 company.

responsibility In Oracle Projects, Oracle Payables, and Oracle Receivables, 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.

responsibility In Oracle Assets and Oracle General Ledger, a level of authority within Payables. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in Payables.

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 A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. 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 flexfield entry A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

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 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.

status line A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: **^** or **v** symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the **<Insert>** indicator or *lamp* informs you that the current window is in insert character mode; and the **<List>** lamp appears when a list of values is available for the current field.

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 business 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.*

tablespace The area in which an Oracle database is divided to hold tables.

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 In Oracle Payables, 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.

transaction code In Oracle Cash Management, you define transaction codes that your bank uses to identify different types of transactions on its statements. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

transfer to GL The process of transferring translated accounting entries to General Ledger. Entries are not shown in any General Ledger account balance. When the entries are transferred to General Ledger, the subledger system marks the entries in the subledger tables as *posted*. Entries are posted only when the transferred entries are imported to General Ledger.

unit of measure In Oracle Assets, a label for the production quantities for a units of production asset. The unit used to measure production amounts. Each unit of measure belongs to a unit of measure class.

unit of measure In Oracle Projects, a unit of measure records quantities or amounts of an expenditure item. For example, if you specify the unit *Miles* when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by mileage.

unit of measure In Oracle Payables, you can define a unit of measure in Oracle 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 change in value, in functional currency units, of a foreign currency–denominated account, measured over an accounting period. 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 set A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

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 a company. 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.

warrant An order by authorized legislative or executive officials directing the treasurer to pay a specific sum to order or to the bearer. It may be payable upon demand, in which case it usually 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 companies 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 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.

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