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Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle Payables User's Guide.*

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

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

If you have never used Oracle Applications, we suggest you attend one or more of the Oracle Applications training classes available through Oracle University.

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Structure

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Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at http://otn.oracle.com/documentation, or you can purchase hard-copy documentation from the Oracle Store at http://oraclestore.oracle.com. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle*MetaLink* Document 394692.1.

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Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

Oracle Applications Installation Guide: Using Rapid Install:

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

Oracle Applications Upgrade Guide: Release 11i to Release 12:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

Oracle Applications Patching Procedures:

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Maintenance Utilities and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Utilities:

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Procedures:

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

Oracle Applications Concepts:

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle Advanced Global Intercompany System User's Guide:

This guide describes the self service application pages available for Intercompany users. It includes information on setting up intercompany, entering intercompany transactions, importing transactions from external sources and generating reports.

Oracle Advanced Collections User Guide:

This guide describes how to use the features of Oracle Advanced Collections to manage your collections activities. It describes how collections agents and managers can use Oracle Advanced Collections to identify delinquent customers, review payment history and aging data, process payments, use strategies and dunning plans to automate the collections process, manage work assignments, and handle later-stage delinquencies.

Oracle Advanced Collections Implementation Guide:

This guide describes how to configure Oracle Advanced Collections and its integrated products. It contains the steps required to set up and verify your implementation of Oracle Advanced Collections.

Oracle Applications Multiple Organizations Implementation Guide:

This guide describes the multiple organizations concepts in Oracle Applications. It describes in detail on setting up and working effectively with multiple organizations in Oracle Applications.

Oracle Assets User Guide:

This guide provides you with information on how to implement and use Oracle Assets. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting, online inquiries, impairment processing, and Oracle Assets reporting. The guide explains using Oracle Assets with Multiple Reporting Currencies (MRC). This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Balanced Scorecard User Guide:

This guide describes how to use Oracle Balanced Scorecard to manage performance. It contains information on how to use scorecard views and objective reports.

Oracle Balanced Scorecard Administrator Guide:

This guide describes how to set up and administer Oracle Balanced Scorecard and scorecard systems. For scorecard designers, this guide explains how to design and prototype scorecards and measures. It also explains how to move scorecards into production. For administrators, this guide explains how to generate the database schema; load data; manage user and scorecard security; and migrate scorecards to other instances.

Oracle Balanced Scorecard Install Guide:

This guide describes how to how to install the Balanced Scorecard Architect components.

Oracle Bill Presentment Architecture User Guide:

This guide provides you information on using Oracle Bill Presentment Architecture. Consult this guide to create and customize billing templates, assign a template to a rule and submit print requests. This guide also provides detailed information on page references, seeded content items and template assignment attributes.

Oracle Cash Management User Guide:

This guide describes how to use Oracle Cash Management to clear your receipts, as well as reconcile bank statements with your outstanding balances and transactions. This manual also explains how to effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

Oracle Credit Management User Guide:

This guide provides you with information on how to use Oracle Credit Management. This guide includes implementation steps, such as how to set up credit policies, as well

as details on how to use the credit review process to derive credit recommendations that comply with your credit policies. This guide also includes detailed information about the public application programming interfaces (APIs) that you can use to extend Oracle Credit Management functionality.

Oracle Customer Data Librarian User Guide:

This guide describes how to use Oracle Customer Data Librarian to establish and maintain the quality of the Trading Community Architecture Registry, focusing on consolidation, cleanliness, and completeness. Oracle Customer Data Librarian has all of the features in Oracle Customers Online, and is also part of the Oracle Customer Data Management product family.

Oracle Customer Data Librarian Implementation Guide:

This guide describes how to implement Oracle Customer Data Librarian. As part of implementing Oracle Customer Data Librarian, you must also complete all the implementation steps for Oracle Customers Online.

Oracle Customers Online User Guide:

This guide describes how to use Oracle Customers Online to view, create, and maintain your customer information. Oracle Customers Online is based on Oracle Trading Community Architecture data model and functionality, and is also part of the Oracle Customer Data Management product family.

Oracle Customers Online Implementation Guide:

This guide describes how to implement Oracle Customers Online.

Oracle Daily Business Intelligence Implementation Guide:

This guide describes how to implement Oracle Daily Business Intelligence, including information on how to create custom dashboards, reports, and key performance indicators.

Oracle Daily Business Intelligence User Guide:

This guide describes how to use the preseeded Daily Business Intelligence dashboards, reports, and key performance indicators.

Oracle E-Business Suite Diagnostics User's Guide

This manual contains information on implementing, administering, and developing diagnostics tests in the Oracle E-Business Suite Diagnostics framework.

Oracle E-Business Suite Integrated SOA Gateway User's Guide

This guide describes the high level service enablement process, explaining how users can browse and view the integration interface definitions and services residing in Oracle Integration Repository.

Oracle E-Business Suite Integrated SOA Gateway Implementation Guide

This guide explains how integration repository administrators can manage and administer the service enablement process (based on the service-oriented architecture)

for both native packaged public integration interfaces and composite services (BPEL type). It also describes how to invoke Web services from Oracle E-Business Suite by employing the Oracle Workflow Business Event System; how to manage Web service security; and how to monitor SOAP messages.

Oracle E-Business Suite Integrated SOA Gateway Developer's Guide

This guide describes how system integration developers can perform end-to-end service integration activities. These include orchestrating discrete Web services into meaningful end-to-end business processes using business process execution language (BPEL), and deploying BPEL processes at run time.

It also explains in detail how to invoke Web services using the Service Invocation Framework. This includes defining Web service invocation metadata, invoking Web services, managing errors, and testing the Web service invocation.

Oracle E-Business Tax User Guide:

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

Oracle E-Business Tax Implementation Guide:

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

Oracle E-Business Tax Reporting Guide:

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

Oracle Embedded Data Warehouse User Guide:

This guide describes how to use Embedded Data Warehouse reports and workbooks to

analyze performance.

Oracle Embedded Data Warehouse Implementation Guide:

This guide describes how to implement Embedded Data Warehouse, including how to set up the intelligence areas.

Oracle Embedded Data Warehouse Install Guide:

This guide describes how to install Embedded Data Warehouse, including how to create database links and create the end user layer (EUL).

Oracle Enterprise Performance Foundation User's Guide:

This guide describes Oracle Enterprise Performance Foundation, an open and shared repository of data and business rules that provides the framework for all of the applications in the Corporate Performance Management set of products. It describes the product features that allow you to manage repository metadata and enable you to generate management reports and perform analyses.

Oracle Enterprise Planning and Budgeting User's Guide:

This guide describes Enterprise Planning and Budgeting, which is an enterprise application that provides rich functionality to control the business processes of planning, budgeting, and forecasting. Enterprise Planning and Budgeting is deployed as a Web based solution using the power of Oracle relational technology to deliver scalable, multi-dimensional analysis and monitoring.

Oracle Financial Consolidation Hub User Guide:

This guide describes how to set up, maintain, and troubleshoot Oracle Financial Consolidation Hub. It describes setting up entities, categories, consolidation methods, consolidation rules, intercompany rules, calendar maps, translation, consolidation hierarchies, analytical reporting, and the Excel add-in. The guide also includes chapters on submitting data, running consolidations, accounting for acquisitions and disposals, integrating with Internal Controls Manager and WebADI spreadsheets.

Oracle Financial Services Reference Guide:

This guide provides reference material for Oracle Financial Services applications in Release 12, such as Oracle Transfer Pricing, and includes technical details about application use as well as general concepts, equations, and calculations.

Oracle Financial Services Implementation Guide:

This guide describes how to set up Oracle Financial Services applications in Release 12.

Oracle Financial Services Reporting Administration Guide:

This guide describes the reporting architecture of Oracle Financial Services applications in Release 12, and provides information on how to view these reports.

Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:

This guides provides detailed information about the functional impacts of upgrading

Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the *Oracle Applications Upgrade Guide: Release 11i to Release 12*.

Oracle Financials Concepts Guide:

This guide describes the fundamental concepts of Oracle Financials. The guide is intended to introduce readers to the concepts used in the applications, and help them compare their real world business, organization, and processes to those used in the applications.

Oracle Financials Country-Specific Installation Supplement:

This guide provides general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries.

Oracle Financials for the Americas User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Americas region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for Asia/Pacific User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Asia/Pacific region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for Europe User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the European region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

Oracle Financials for India User Guide:

This guide provides information on how to use Oracle Financials for India. Use this guide to learn how to create and maintain setup related to India taxes, defaulting and calculation of taxes on transactions. This guide also includes information about accounting and reporting of taxes related to India.

Oracle Financials for India Implementation Guide:

This guide provides information on how to implement Oracle Financials for India. Use this guide to understand the implementation steps required for application use, including how to set up taxes, tax defaulting hierarchies, set up different tax regimes, organization and transactions.

Oracle Financials Glossary:

The glossary includes definitions of common terms that are shared by all Oracle Financials products. In some cases, there may be different definitions of the same term for different Financials products. If you are unsure of the meaning of a term you see in an Oracle Financials guide, please refer to the glossary for clarification. You can find the glossary in the online help or in the *Oracle Financials Implementation Guide*.

Oracle Financials Implementation Guide:

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

Oracle Financials RXi Reports Administration Tool User Guide:

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

Oracle General Ledger Implementation Guide:

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

Oracle General Ledger Reference Guide

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

Oracle General Ledger User's Guide:

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Oracle Incentive Compensation Implementation Guide:

This guide provides Compensation Administrators with guidance during implementation of Oracle Incentive Compensation. The procedures are presented in the recommended order that they should be performed for successful implementation. Appendixes are included that describe system profiles, lookups, and other useful information.

Oracle Incentive Compensation User Guide:

This guide helps Compensation Managers, Compensation Analysts, and Plan administrators to manage Oracle Incentive Compensation on a day-to-day basis. Learn how to create and manage rules hierarchies, create compensation plans, collect transactions, calculate and pay commission, and use Sales Credit Allocation.

Oracle Internal Controls Manager Implementation Guide:

This guide describes implementation information for Oracle Internal Controls Manager, a comprehensive tool for executives, controllers, internal audit departments, and public accounting firms to document and test internal controls and monitor ongoing compliance. It is based on COSO (Committee of Sponsoring Organizations) standards.

Oracle Internet Expenses Implementation and Administration Guide:

This book explains in detail how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. Use this guide to understand the implementation steps required for

application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. This guide also includes detailed information about the client extensions that you can use to extend Oracle Internet Expenses functionality.

Oracle iAssets User Guide

This guide provides information on how to implement and use Oracle iAssets. Use this guide to understand the implementation steps required for application use, including setting up Oracle iAssets rules and related product setup steps. It explains how to define approval rules to facilitate the approval process. It also includes information on using the Oracle iAssets user interface to search for assets, create self-service transfer requests and view notifications.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self–service, Web interface.

Oracle iReceivables Implementation Guide:

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

Oracle iSupplier Portal User Guide:

This guide contains information on how to use Oracle iSupplier Portal to enable secure transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle.

Oracle iSupplier Portal Implementation Guide:

This guide contains information on how to implement Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

Oracle Loans User Guide:

This guide describes how to set up and use Oracle Loans. It includes information on how to create, approve, fund, amortize, bill, and service extended repayment plan and direct loans.

Oracle Partner Management Implementation and Administration Guide:

This guide helps Vendor administrators to set up and maintain relationships and programs in the Partner Management application. The main areas include setting up the partner and channel manager dashboards, partner setup, partner programs and enrollment, opportunity and referral management, deal registration, special pricing management, and partner fund management.

Oracle Partner Management Vendor User Guide:

This guide assists vendor users in using Partner Management on a daily basis. This includes interaction with the partner and channel manager dashboards, working with partners and partner programs, managing opportunities and referrals, registering deals, and working with special pricing and partner funds.

Oracle Payables User Guide:

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

Oracle Payables Implementation Guide:

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

Oracle Payables Reference Guide:

This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

Oracle Payments Implementation Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how use it with external payment systems.

Oracle Payments User Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

Oracle Procurement Buyer's Guide to Punchout and Transparent Punchout:

This guide contains necessary information for customers implementing remote catalog content on a supplier's Web site or on Oracle Exchange.

Oracle Procurement Contracts Online Help:

This guide is provided as online help only from the Oracle Procurement Contracts application and includes information about creating and managing your contract terms library.

Oracle Procurement Contracts Implementation and Administration Guide:

This guide describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self–service, Web interface.

Oracle Profitability Manager User's Guide:

This guide describes Profitability Manager, which provides a rich set of features that support complex models to analyze your business. These features include a powerful allocation engine that supports many allocation methodologies, Activity-Based Management calculations that provide activity costs, rolled up costs and statistics, activity rates, and cost object unit costs, and customer profitability calculations to consolidate customer accounts, aggregate customer data, and determine profitability results.

Oracle Public Sector Financials User Guide:

This guide describes how to set up and administer Oracle Public Sector Advanced Features. It describes Encumbrance Reconciliation Reports, GASB 34/35 Asset Accounting, and Funds Available Enhancements.

Oracle Purchasing User's Guide:

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide:

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

Oracle Receivables Implementation Guide:

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Receivables Reference Guide:

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

Oracle Sourcing Implementation and Administration Guide:

This guide contains information on how to implement Oracle Sourcing to enable participants from multiple organizations to exchange information, conduct bid and auction processes, and create and implement buying agreements. This allows professional buyers, business experts, and suppliers to participate in a more agile and accurate sourcing process.

Oracle Subledger Accounting Implementation Guide:

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

Oracle Supplier Scheduling User's Guide:

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self–service, Web interface.

Oracle Procurement Contracts Implementation and Administration Guide:

This manual describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self–service, Web interface.

Oracle Trading Community Architecture User Guide:

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

Oracle Trading Community Architecture Administration Guide:

This guide describes how to administer and implement Oracle Trading Community Architecture (TCA). You set up, control, and manage functionality that affects data in the TCA Registry. It also describes how to set up and use Resource Manager to manage

resources.

Oracle Trading Community Architecture Reference Guide:

This guide contains seeded relationship types, seeded Data Quality Management data, D&B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and all products in the Oracle Customer Data Management family.

Oracle Trading Community Architecture Technical Implementation Guide:

This guide explains how to use the public Oracle Trading Community Architecture application programming interfaces (APIs) and develop callouts based on Oracle Workflow Business Events System (BES). For each API, this guide provides a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations. For each BES callout, this guide provides the name of the logical entity, its description, and the ID parameter name. Also included are setup instructions and sample code.

Oracle Transfer Pricing User Guide:

This guide contains the information you need to understand and use Oracle Transfer Pricing, including how to generate transfer rates and option costs for your product portfolio and determine account level match-funded spreads.

Oracle U.S. Federal Financials User's Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies to comply with the requirements of the U.S. Federal government. It describes the product architecture and provides information on Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

Oracle U.S. Federal Financials Implementation Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot the Federal Financial application for the following functional areas: Sub Ledger Accounting, Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

Oracle Workflow Client Installation Guide

This guide describes how to install the Oracle Workflow Builder and Oracle XML Gateway Message Designer client components for Oracle E-Business Suite.

Oracle Projects Documentation Set

Oracle Projects Implementation Guide:

Use this manual as a guide for implementing Oracle Projects. This manual also includes

appendixes covering security functions, menus and responsibilities, and profile options.

Oracle Projects Fundamentals:

Oracle Project Fundamentals provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management, and Project Portfolio Analysis). Use this guide to learn fundamental information about the Oracle Projects solution. This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.

Oracle Project Costing User Guide:

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the GL accounts to which the costs are posted.

Oracle Project Billing User Guide:

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

Oracle Project Management User Guide:

This guide shows you how to use Oracle Project Management to manage projects through their lifecycles -- from planning, through execution, to completion.

Oracle Project Portfolio Analysis User Guide:

This guide contains the information you need to understand and use Oracle Project Portfolio Analysis. It includes information about project portfolios, planning cycles, and metrics for ranking and selecting projects for a project portfolio.

Oracle Project Resource Management User Guide:

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

Oracle Projects Glossary:

This glossary provides definitions of terms that are shared by all Oracle Projects applications. If you are unsure of the meaning of a term you see in an Oracle Projects guide, please refer to the glossary for clarification. You can find the glossary in the online help for Oracle Projects, and in the Oracle Projects Fundamentals book.

Oracle Grants Accounting Documentation

Oracle Grants Accounting User Guide:

This guide provides you with information about how to implement and use Oracle Grants Accounting. Use this guide to understand the implementation steps required for application use, including defining award types, award templates, allowed cost

schedules, and burden set up. This guide also explains how to use Oracle Grants Accounting to track grants and funded projects from inception to final reporting.

Oracle Property Manager Documentation

Oracle Property Manager User Guide:

Use this guide to learn how to use Oracle Property Manager to create and administer properties, space assignments, and lease agreements.

Oracle Property Manager Implementation Guide:

Use this guide to learn how to implement Oracle Property Manager and perform basic setup steps such as setting system options and creating lookup codes, contacts, milestones, grouping rules, term templates, and a location hierarchy. This guide also describes the setup steps that you must complete in other Oracle applications before you can use Oracle Property Manager.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. 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.

1

Payables Overview

This chapter covers the following topics:

- Payables Overview
- Multiple Organization Access Control

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 1-1
- The Invoice Workbench, page 1-2
- The Payment Workbench, page 1-3

Payables Workbenches

Payables includes two fully integrated workbenches, the Invoice Workbench and the Payment Manager. You can perform most of your transactions in Payables using the Invoice Workbench or the Payment Manager. 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 Manager.

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, *Oracle Payables Implementation Guide*.

Use the Invoice Overview and the Payment Manager windows to review information.

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 invoice validation, apply and release holds, or initiate payment. 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 Invoice Workbench, Payments window, and Payment Batches window each has an associated Actions window you can use to perform available actions on one or more records.

You can use Find windows to query records by field, record status, or by a range of values. You can access most Find windows from the Invoice Workbench's View menu, or directly in the Payment Manager. For example, from the Invoices window you can use the Find Invoices window to query all validated 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 Invoice Workbench 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: Navigation, page A-1.

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**
  - Invoice Actions
    - Apply/Unapply Prepayments
  - Calculate Tax

- Tax Details
  - Tax Lines Summary
    - Allocate
  - Detail Tax Lines
- Corrections
  - Find Documents for Correction
- Quick Match
- Match
  - Find Purchase Order for Matching
  - Find Receipt for Matching
- All Distributions
  - Distributions
- **Invoice Overview**

The Payments Manager

The Payments Manager module enables you to complete a pay run from start to finish by seamlessly navigating between Oracle Payables and Oracle Payments. A pay run is the process by which a group of invoices is selected and processed for payment.

The Payments Manager in Oracle Payables is a module comprised of the following components:

- Payments Dashboard
- Templates
- Payment Process Requests
- Payment Instructions
- Payments

The Payments Manager enables you to perform the following payment actions:

- Create payment process request templates by specifying invoice selection criteria.

- Use templates to select invoices to pay that meet the payment criteria.
- Schedule pay runs.
- Automatically submit invoices via payment process requests to Oracle Payments for processing and payment.
- Initiate payment instructions.
- View the status of payments.
- Void or record stop payments.

Multiple Organization Access Control

Oracle Payables leverages Oracle Applications' multiple organization access control feature. *Multiple organization access control*(MOAC) lets you define multiple organizations and the relationships among them in a single installation of Oracle Applications. These organizations can be ledgers, business groups, legal entities, operating units, or inventory organizations.

Setting Up Multiple Organization Access Control

You can assign operating units to a security profile and then assign the security profile to responsibilities or users. If multiple operating units are assigned to the security profile, then a user can access data for multiple operating units from a single responsibility. This ensures that users can only access, process, and report on data for the operating units they have access to. You can limit users to information relevant to their organization. For example, you can limit accounts payables clerks to enter invoices associated exclusively with their operating unit.

Your responsibility determines which operating units you can access when you use Oracle Applications. If you only want a responsibility to access only one operating unit, then set the MO: Operating Unit profile option. If you want a responsibility to access multiple operating units, then set the MO: Security Profile option and assign multiple operating units to it. You can also set the MO: Default Operating Unit profile option to specify a default operating unit that will default in transaction entry pages.

You can run your reports at the ledger level, or operating unit level. If you run reports at the ledger level, then the report will submit data for all operating units assigned to that ledger that you have access to as defined by the MO: Security Profile option.

See: Using the Multiple Organization Support Feature, *Oracle Payables Implementation Guide*, and the *Oracle Applications Multiple Organizations Implementation Guide*

Payables Features

The following Payables features leverage multiple organization access control:

- Supplier sites (supplier sites are at the operating unit level)
- Withholding tax certificates and exceptions
- Financial options
- Payables options
- Reporting entities
- Expense report templates
- Signing limits
- Procurement and credit cards:
  - Card programs
  - Card profiles
  - GL account sets
  - Code sets

For more information on these features, see the appropriate section in this guide.

Document Sequencing

You can set up document sequencing for multiple organization access control. Sequence assignments are controlled at the ledger level. See: Document Sequencing, *Oracle Payables Implementation Guide*, and Defining a Document Sequence, *Oracle Applications System Administrator's Guide - Configuration*

Payables Reporting

All standard Payables reports can be run for an operating unit. The following Payables reports can also be run for a ledger or ledger set to report on balances across all operating units assigned to a given ledger or ledger set:

- Payables Posted Invoice Register, page 9-106
- Payables Posted Payment Register, page 9-108
- Accounts Payable Trial Balance, page 9-105

2

Suppliers

This chapter covers the following topics:

- Suppliers
- Suppliers Pages Reference
- Reviewing and Adjusting Suppliers
- Identifying Duplicate Suppliers
- Supplier Merge Program
- Employee Information
- Employee Update Program
- Supplier Audit Report
- Supplier Merge Report
- Purchase Order Header Updates Report

Suppliers

Set up and maintain suppliers in the Suppliers pages 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 addresses for each location. You can designate supplier addresses as payment, purchasing, RFQ only, or procurement card locations. For example, for a single supplier, you can buy from several different addresses and send payments to several different addresses. 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.

> **Note:** Suppliers can have can have multiple addresses and each address can be used by an operating unit through a supplier site record.

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 pages is used only to enter defaults in the Supplier Sites regions. 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 2-3
- Multiple Organization Support, page 2-5
- Controlling Supplier Information Entry, page 2-5
- Setting Up Supplier Tax Information, page 2-6
- Suppliers Subject to Income Tax Requirements, page 2-7
- Setting Up Supplier Hierarchies, page 2-8
- Entering Employees as Suppliers, page 2-8
- Factoring Arrangements, page 2-9
- Entering Suppliers Manually, page 2-11
- Suppliers Pages Reference, page 2-13
- Finding Suppliers, page 2-34
- Reviewing Suppliers, page 2-35
- Adjusting Suppliers, page 2-35
- Adding a New Supplier Site, page 2-36
- Updating a Supplier's Tax Status, page 2-36
- Identifying Duplicate Suppliers, page 2-37
- Supplier Merge Program, page 2-38
- Supplier Audit Report, page 2-44

- Supplier Merge Report, page 2-45
- Purchase Order Header Update Report, page 2-46

How Oracle Stores Supplier and other Trading Partner Details

The Oracle eBusiness Suite has a single repository called the Trading Community Architecture (TCA) to store information about your trading partners. TCA provides a single common definition that can be used to identify customers, suppliers, and organizations that provide you with goods or services, and are in turn, a customer of your own products or services. The TCA repository stores the key elements that define an organization, identity, business locations, and key contacts, so that different Oracle products use a common trading partner definition.

A range of information that can viewed through the Suppliers pages is also available through the Customers Online pages.

How Your Oracle Product Uses Supplier Information

Oracle's eBusiness Suite maintains a single definition for supplier records that can be used by a range of applications within the suite. Five Oracle financial applications use the Suppliers pages: Payables, Purchasing, Assets, Property Manager, and iSupplier Portal. 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.

iSupplier Portal allows deploying organization to grant suppliers access to order, receipt, invoice, and payment details stored in Purchasing and Payables products for that supplier. In addition, you can grant the supplier the privilege to view their profile information and provide online updates that need to be reviewed before they can be used to update the master supplier profile.

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 pages can help you manage your Payables system:

- Record bank account information that Payables uses to generate an electronic payment for the supplier site.
- 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's Guide*.

- Define receiving control options to ensure that products you receive are within the tolerances you specify and the guidelines you choose. For example, you can specify a Quantity Received Tolerance, and a range of days in which you will allow receipt of shipments. See: Define Receiving Options, *Oracle Purchasing User's 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.

Oracle iSupplier Portal

Oracle iSupplier Portal allows deploying organization to grant suppliers access to order, receipt, and payment details stored in purchasing and payables products for that supplier. The supplier can provide order acknowledgements and then confirm shipping details using an Advanced Shipping Notice. Following receipt, the supplier can use the PO details stored in the system to create invoices, greatly reducing any clerical errors. You can grant suppliers the privilege to view their profile information and provide online updates. These updates need to be reviewed before they can be used to update the master supplier record.

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: *Oracle Applications Multiple Organizations Implementation Guide*.

Controlling Supplier Information Entry

Access Security

The Supplier pages provide you with complete access to all of the supplier attributes, allowing you to do things, such as create new suppliers, update location information for the supplier, and add new payment bank account information. Function security can be used to enable or disable user access to each of the Supplier pages to allow you to control which elements of the supplier attributes can be accessed or updated by each user. This allows you to segregate the duties that users can perform by setting up a range of responsibilities that provide access to different sets of the Supplier pages which assist you in conforming to separation of duties requirements. For example, by default, you could prevent most users from accessing the banking details for suppliers, and grant a limited set of users a responsibility that includes access to a supplier's banking information.

You can either grant full update access to your users or grant them read-only access to the Supplier pages. You can also grant access to users to view all supplier records or only to view Standard Suppliers or Employee-Suppliers. This allows you to restrict the users that can access employee-supplier records that contain sensitive personal information for the employee that is used to pay their expenses.

Supplier numbering

A single global setting is used to control the supplier numbering method for the entire eBusiness Suite instance. You can set this to Manual so that you can assign your own supplier numbers when you enter suppliers, or, if you enable the Automatic Supplier Number Entry Payables System Setup option, the system automatically assigns supplier numbers for you.

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 Orion Corporation and Orion, 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 2-38.

> **Tip:** 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 Orion Corp. and Orion Corporation.

Financials, Payables, and Payables System Setup options - defaults to suppliers

You can define Financials, Payables, and Payables System Setup options to speed both supplier and invoice entry. The system defaults the values you enter for certain Financials, Payables, and Payables System Setup options to each supplier you enter. That is, the values for these options become the defaults for the corresponding options in the Suppliers pages. 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 B-1.

> **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 pages. 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's Guide*.

Setting Up Supplier Tax Information

Oracle Payables integrates with Oracle E-Business Tax to provide tax services for invoices. For information on levels at which you can default tax information based on supplier, see: Taxes on Invoices, page 3-184.

Paying VAT and Sales tax for suppliers

You can set up the default transaction tax information for a supplier and supplier site in the Tax Details and Tax and Reporting regions of the Suppliers page.

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, *Oracle Payables Implementation Guide*. 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 Allow Offset Taxes option in the Suppliers: Tax and Reporting page. When you use Offset taxes, Payables eliminates your VAT tax liability while maintaining a record of all VAT taxes you need to report.

Suppliers subject to income tax reporting requirements

Define a supplier as federally reportable by enabling the Federal option and entering a value for Income Tax Type (1099 MISC Type) in the Suppliers page.

If you enter a purchase order for a 1099 supplier, then Oracle Purchasing retains the Income Tax Type information at the purchase order line level. The purchase order value always defaults to invoices matched to a purchase order, (even if the purchase order value is null and the Supplier has a value).

For unmatched invoices, 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 Distributions Set to create invoice distributions, Payables uses the default income tax type from the Distributions Set as the default value.

Also, to set up a federally reportable supplier, select a site to be the income tax reporting site by enabling the Income Tax Reporting Site option in the Suppliers: Tax and Reporting page. See also: Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98.

If you participate in the United States Internal Revenue Service (IRS) Combined Filing Program, you can also define a supplier as state reportable by enabling the State reporting type code in the Tax and Reporting page. 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 and Reporting page. Payables uses the Reporting Name to produce documents for the IRS. If you report electronically, select an Organization Type in the Tax and Reporting page. For more information, see Tax Reporting Information,

page 2-31.

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: Address Book page 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 9-42.

Withholding Taxes for Suppliers

Enter withholding tax information for a supplier in the Suppliers: Tax Details page. 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: Withholding Tax Overview, page 10-15.

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 Suppliers: Organization page. 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 Expense Report Export, or manually enter the employee as a supplier in the Create Suppliers page.

- To have Payables automatically create supplier information for employees during Expense Report Export, 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 employee record to create supplier and supplier address

information for the employees. For example, if you import an expense report with HOME as the payment address and if the employee is not entered as a supplier, then Payables automatically enters a supplier record for the employee with a payment supplier address called HOME. The system creates a site that uses the HOME address in the Human Resource default operating unit for the employee. The Supplier Type will be Employee, and the Employee Name and Number fields are automatically populated. See: Enter a New Person, *Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide*.

- To enter an employee as a supplier manually, in the Create Supplier page select Supplier used to process expense payments to internal employees for the Supplier Type and then enter the Employee Name and Number.

  Note: If you create a supplier for an employee, you cannot change the Supplier Type from an Employee. The TCA Person Party that represents the employee is also used to represent the supplier. TCA does not allow you to change a Person Party into an Organization party. For standard suppliers, you can update the Supplier Type after the supplier has been created. However, you cannot change it to Employee.

Note that if you update employee information in the Enter Person or People window, Payables automatically updates the supplier record during Expense Report Export or when you submit the Employee Update Program. For information, see: Employee Information, page 2-40.

Related Topics

Entering Expense Reports, *Oracle Internet Expenses Implementation and Administration Guide*

Factoring Arrangements

If a supplier sells 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. Factor is a person to whom a Buyer makes a payment instead of a Supplier. This is performed by creating a Factor Bank Account from the Banking Details tab on the Create Supplier window. As a result when an invoice is entered for the Supplier in the Remit to Bank Account the Account of the Factor is shown. When an invoice is entered for the supplier in the Remit to Bank Account, then the Account of the Factor defaults and at the time of payment the actual payment is remitted to the Factor Bank Account. 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.

Supplier Management

To help you with the process of supplier enablement, the eBusiness Suite supports two business flows that can be used to manage the creation of new supplier records. Each flow allows you to create a supplier request that you can add information before submitting it to an approval hierarchy for review. These flows allow a range of information to be gathered about a potential supplier and for these details to be used to determine how the system routes the supplier request for approval. The Approval Management Engine (AME) is used for coordinating the approval hierarchy.

In addition to the flows, there is a Create Supplier page that you can use to manually create new supplier records.

Flexible Self-Service Supplier Registration

The prospective supplier registration feature allows you to accept unsolicited registration requests through your own Web site from suppliers with whom the company has not previously conducted business. This self-service registration process provides prospective suppliers access to a public web page where they can complete a registration form and then submit it for approval by administrators at the buying company. The information that you want to gather during registration is configurable so that you can decide how much or how little information you need from each potential supplier. After administrator approval of the request, the system adds the new supplier to the master supplier details. Full details of this process are available in the *Oracle iSupplier Portal Implementation Guide*.

Sourcing

During the Sourcing event creation process, the administrator can add potential new suppliers directly as invitees to the event. By providing a contact email address for the prospective supplier, the system sends an invitation to register to the supplier. The supplier has to register their details and be approved before they can participate in the bidding process. Again, the level of information captured from the invitee is configurable. Full details of this process are available in the *Oracle Sourcing Implementation and Administration Guide*.

Entering Suppliers Manually

You can create supplier records manually using the Create Supplier page.

Prerequisites

- Verify that the supplier has not already been entered in the system. Use the search tool on the main Suppliers page, the Suppliers Report, page 9-20, and the Supplier Audit Report, page 2-44.

- Define the following lookups in the Oracle Purchasing Lookups window: Pay Group, Supplier Type, Minority Group. See: Defining Lookup Codes, *Oracle Purchasing User's Guide*.

- If you have installed Purchasing, complete Purchasing setup. See: Setting Up Purchasing, *Oracle Purchasing User's Guide*

- Define Financials Options. See: Financials Options, *Oracle Payables Implementation Guide*.

- Define Payables System Setup options. See: Payables System Setup, *Oracle Payables Implementation Guide*.

- Define payment terms. See: Payment Terms, *Oracle Payables Implementation Guide*. (optional)

- Define Distribution Sets. See: Distribution Sets, *Oracle Payables Implementation Guide*. (optional)

Purchasing Prerequisites

- If you use Oracle Purchasing, define Supplier Types in the Oracle Payables Lookups window.

- If you use Oracle Purchasing, define Ship Via codes in the Defining Freight Carriers window. See: Defining Freight Carriers, *Oracle Order Management Implementation Guide*.

- If you use Oracle Purchasing, define FOB codes, Minority Groups and Freight Terms codes in the Oracle Purchasing Lookups window. See: Defining Lookup Codes, *Oracle Purchasing User's Guide* .

To enter basic supplier information:

1. From the main Suppliers page, click the Create Supplier button.
2. In the Create Suppliers page, enter a unique Supplier Name.

   Tip: 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 Orion Corp. and Orion Corporation.

3. If the Supplier Number Entry option in the Payables System Setup window is set to Automatic, Payables automatically enters a Supplier Number for you. If this option is set to Manual, you must enter a unique Supplier Number.
4. Optionally enter Alias, Name Pronunciation, and D-U-N-S number.
5. 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.
6. Optionally enter the value-added tax (VAT) registration number in the Tax Registration Number field if you are entering a VAT supplier.
7. Click Apply. The system creates the supplier record and accesses the Suppliers: Quick Update page.
8. If you want to prevent invoice or purchase order entry for this supplier after a certain date, access the Suppliers: Organization page and then enter the date in the Inactive Date field.
9. To create locations for the supplier, go to the Suppliers: Address Book page and click the Create button.
10. Enter supplier and site information in the appropriate Supplier pages. See the following page reference sections for detailed information.
    - Quick Update.
    - Organization.
    - Tax Details.

- Address Book.
- Contact Directory.
- Business Classification.
- Products and Services.
- Banking Details.
- Surveys.
- Accounting.
- Tax and Reporting.
- Purchasing.
- Receiving.
- Payment Details.
- Relationship
- Invoice Management.

Note: Save your updates for each page before navigating to a new section.

Related Topics

Entering Flexible Addresses, *Oracle Receivables User Guide*

Suppliers Pages Reference

The information for each supplier record is organized into two main sections:

- **Company Profile:** These pages contains all of the personal information about the supplier, their identity and their type of business. A significant portion of this information needs to be elicited directly from your contacts at the supplier. For those customers that have implemented Oracle iSupplier Portal, you can give suppliers access to most of the profile details so that they can maintain the information for you. Any updates that the supplier provides are handled as change requests that require approval by an internal administrator.
- **Terms and Controls:** These pages provide access to all of the attributes that are

used to control the business relationship you have with the supplier. This includes account code references, internal tax setups, purchasing, receiving, invoicing, and payment options. In addition, there is a Quick Update page that can be personalized to provide access to the most commonly used setup attributes for individual users or groups of users.

The Suppliers pages consist of:

- Quick Update.
- Company Profile.
  - Organization.
  - Tax Details.
  - Address Book.
  - Contact Directory.
  - Business Classification.
  - Products and Services.
  - Banking Details.
  - Surveys.
- Terms and Controls.
  - Accounting.
  - Tax and Reporting.
  - Purchasing.
  - Receiving.
  - Payment Details.
  - Relationship
  - Invoice Management.

Information is shown for supplier and all sites on the same page. In the Site region, you can filter the display to show either Active or Inactive site records, or use the search tools to look for sites that have names that contain a specific text string or are in operating units that contain a specific text string. Most site-level details are available on each main profile page, but for some parts of the supplier profile, the site-level

attributes are accessed in a drilldown page.

> **Note:** If you make updates to a supplier's details on any of the pages, you need to save the changes before navigating to a different page.

Main Suppliers Page

The main Suppliers page allows you to search for existing supplier records in order to maintain the supplier's details, access the Create Supplier page, or review change requests that suppliers have submitted through the Oracle iSupplier Portal for their profile details.

Quick Update Page

The Quick Update page is the default page that the system displays when you initially access the profile details for a supplier. The page provides access to the main Hold flags for the supplier, along with site-level key purchasing and payment setup attributes. These attributes are also found in the more detailed Terms and Controls pages. The Quick Update page is intended to be the primary page you use for routine maintenance of supplier profile information. You can personalize the fields that are displayed on the page so that different types of users are given access to appropriate sets of key purchasing and payment attributes in the Supplier Sites regions.

Organization Page

Use the Organization page to document high-level company information such as structural, operational, personnel, and financial details about a supplier. These details are common and apply to the organization whether it is a supplier, a customer, or both. Therefore, you can enter the information either in the Suppliers pages or through the Customers Online pages.

In addition, you can import details from third-party directory services, such as Dun and Bradstreet, or if you have implemented iSupplier Portal or Sourcing, you can enable the supplier so that they can make direct updates to the organization details. Unlike other supplier profile information, there is no approval process for updates made to the organization details by the supplier since the information is not used for any transactional processing of business documents by the system.

Tax Details Page

Oracle Payables integrates with Oracle E-Business Tax to provide tax services for invoices. For information on levels at which you can default tax information based on supplier, see: Taxes on Invoices, page 3-184.

You can record tax default options, tax registrations, and withholding applicability for supplier sites using this page.

Address Book Page

The Address Book page displays each of the locations that you define for the supplier. It also includes a region displaying inactive addresses. You can create new addresses and update existing ones. Using the Hide/Show, you can review which operating units use the address by the list of sites that exist for the address. The system only displays sites that are in your MOAC profile. The address table also displays the usages for the address.

The address status indicates whether the supplier has provided any updates for the address. Using iSupplier Portal's Supplier Profile Management tools, suppliers can enter address book information online, creating any number of new addresses, modifying the details for existing addresses, and indicating how each address is used. Suppliers can also inactivate addresses that are obsolete. Buyer administrators need to approve any changes in order to update the master supplier details.

Address statuses include:

- **New.** A supplier has created a new address. Click the Update button to review the details for the new address which are broken into two stages, first look at the address details, and then indicate which sites will be created for the address.

- **Change Pending.** A supplier has changed the address details. Click the Update icon to review the changes that have been made. The page displays the original address details and the changes, indicated by a blue dot. Buyer administrators can approve or make additional modifications to the changes before approving or rejecting the change. If the supplier has indicated that the address should be removed, there is a status change from Active to Inactive.

- **Current.** There are no pending updates for the address.

Buyer administrators can also check the details for the sites that are using the Address. Click the Manage Sites button to view a list of sites and review the Communication, Identification, and Something details for each site. Buyer administrators can use the Create button to set up new sites to use the address.

For those buyer administrators with access to employee-supplier records, the Address Book page displays differently. The system displays the Expense Payment Sites region at the top of the page which includes the HOME or OFFICE site details that are used to process expense payments. These are sites that are not associated to an Address. For the Sites, users can access the Uses, Communication, and Identification details using the horizontal tabs. There is a separate section that allows you to create any additional addresses for the employee supplier.

Since suppliers are stored in TCA, the address details for the supplier may be used by other Oracle products so great care must be taken when removing supplier addresses. If the address is inactivated, the system no longer associates it to any contacts, and any bank account assignments to the address are inactivated. Methods to inactivate addresses include:

- You can click the Remove button on the Address Book page. This sets the address status to inactive and sets the Inactive Date for every site that is associated with the address in all operating units to today's date.

- You can update the address and set its status to Inactive. This changes the address status and does not inactivate any of the sites that are using the address.

- You can use the Manage Sites page to manually update the Inactive Date for each site.

Contact Directory Page

The Contact Directory page lists all the contacts that have been created for the supplier. Click the Update button to review contact details and to view the addresses to which the contact is associated. If you implemented iSupplier Portal or Sourcing, the table indicates which contacts the supplier have been given a user account to access the system. The supplier can enter details for new contacts and update existing contact information which alters the contact status.

Rather than manage user accounts on behalf of suppliers, you can delegate the authority to create user accounts to administrators at each supplier. For full details on setting up supplier's users, see: *Oracle iSupplier Portal Implementation Guide*.

Contact statuses include:

- **New.** A supplier has created a new contact. Click the Update button to review the details for the new contact, make any format updates, and then approve. If the supplier requested a user account for the contact, the Create User Account for the Contact check box displays as checked. Using the Hide/Show, you can review the default responsibilities that will be assigned to the new user and make any changes. Also, the page displays the addresses that are associated with the Contact. If any of these addresses are in a non-Current status then you need to review the address changes before you can approve the contact details.

- **Change Pending.** A supplier has changed the address details. Click the Update button to review the changes that have been made. The page displays the original address details and the changes, indicated by a blue dot. Buyer administrators can approve or make additional modifications to the changes before approving or rejecting the change. If the supplier has indicated that the address should be removed, there is a status change from Active to Inactive.

- **Current.** There are no pending updates for the address.

Business Classifications Page

Use the Business Classifications page to assign to each supplier the classifications that apply to their business. Alternatively, through the iSupplier Portal you can allow the

supplier to access the list and claim the classifications themselves. After a supplier submits its classification details, the buyer administrator is notified, and the classification status is set to Pending. A buyer administrator can review the classification claims made by suppliers, research the details, if necessary, and then approve or reject the claim. The status is blank if a supplier removes the classification. If a buyer administrator claims a classification on behalf of a supplier, the system sets the status to Approved.

In some regions, business classifications are required by government regulations on purchasing activities for an industry. Alternately, buying organizations may use classification information for reports used to analyze purchasing activity. For more information on setting up the list of business classifications, see: *Oracle iSupplier Portal Implementation Guide*.

Products and Services Page

The Products and Services page allows you to categorize the types of goods and services that each supplier can provide. Typically, this categorization is something that you would ask the supplier to do themselves through iSupplier Portal. Buying organizations can use the category details provided by suppliers to help generate invitation lists for RFQs and for reporting. For more information on setting up product and service hierarchies, see the *Oracle iSupplier Portal Implementation Guide*.

The system indicates newly claimed categories by a Pending status and need to be reviewed by a buying administrator. The supplier cannot see the status and does not receive any notifications. Buyer administrators also can add new product and service categories on behalf of a supplier.

If the product and service categories have been set up in a hierarchy, users can select a parent category or child categories. If a parent category is selected, the system automatically selects all of the child categories for that product or service. Once a supplier selects a product and service category or categories, buyer administrators are notified so they can review the details.

Banking Details Page

Use the Banking Details page to create bank accounts for making payments to suppliers.

Using iSupplier Portal, suppliers can access their banking information and, if given the appropriate security privilege, make changes to the details. Suppliers can create new accounts that use existing bank and branch details or create new banks and branches when they create the account. Changes to accounts are shown in the Account Change Requests and Assignment Change Requests tables. New account requests must be approved before assignment requests for the new account can be approved. During approval of a new account, the buyer administrator can either approve the account or set the status to Verify. You can use the Verify status while you prenote the account or perform other activities for verifying an account with your bank.

Surveys Page

As part of the supplier profile, you can create custom questionnaires that can be used to gather feedback from suppliers' surveys. For more information, see: *Oracle iSupplier Portal Implementation Guide*.

Suppliers and Supplier Sites Header Information

Access the Suppliers: Quick Update page to enter supplier header information and supplier site Key Purchasing Setups and Key Payment Setups.

Alternate Supplier Name. You can enter an alternate name for your supplier or supplier site. This is particularly useful if you do business in Japan so you can enter both Kanji and Kana values for the supplier or site name. Alternate names are not used unless you enable the Sort by Alternate Fields Payables option. If you enable that option then Payables uses alternate names when it sorts reports by supplier or supplier site name. See: Sort by Alternate Fields Payables option, *Oracle Payables Implementation Guide* .

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

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. If the Supplier Number Entry option in the Financials Options window is set to Automatic, Payables automatically enters a supplier number for you. If the option is set to Manual, you can enter a unique supplier number.

Supplier Name. Unique supplier name. You can update a supplier name at any time. For example, the Employee Update Program updates the supplier name when an employee's name changes in the employee record. Note that you can always use the supplier number as a unique identifier for a supplier.

If you enable the Allow Remit-To Supplier Override on the Payments Tab in the Setup > Payables menu, then you can override the Remit-To Supplier Name and Site at the Invoices window.

Accounting Information

Access the Suppliers: Accounting page to specify accounting default values.

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. The supplier default for this field 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.

Payables uses the supplier site's prepayment account as the default GL account for all prepayment Item distributions, unless the Build Prepayment Accounts When Matching Payables option is enabled.

For details on how that option works, see: Build Prepayment Accounts When Matching, *Oracle Payables Implementation Guide*.

Bills Payable. If you use Bills Payable (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.

Bank Information

Access the Suppliers: Banking Details page to record the supplier bank accounts that your suppliers and supplier sites use for payment transactions

Define supplier bank accounts in the Bank Accounts window. Bank accounts you have already assigned to the supplier or supplier site in the Bank Accounts window appear in the Suppliers: Banking Details page. See: Banks, *Oracle Payables Implementation Guide*.

The Banking Details page 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. At any time you can add bank accounts for a supplier or supplier site. You can also change the effective dates at any time to make a bank assignment inactive. Updating bank accounts for a supplier will not affect bank accounts for existing supplier sites.

If the bank account is added to a supplier site, then the bank account is defaulted on any invoice entered to the supplier site after the bank account was added. You must manually update any invoice or supplier site already created.

If you want to view detailed information or update a bank account listed in this page, you can click on the Update button to access the Bank Account page.

Account Name. Name of the bank account that this supplier or supplier site uses. The list of values includes only active supplier bank accounts that are either not yet assigned to a different supplier or site within a different supplier, or have the Allow Assignment to Multiple Suppliers option enabled on the account, such as factor company accounts.

Account Number. Bank account number of the supplier's remittance account.

Primary. Enable this check box to have Payables use this bank account as a default when you pay this supplier electronically. For each supplier and supplier site that has bank account assignments, you must designate as the primary bank account exactly one bank account per currency. 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 tab, the Payments tab, and the Modify Payment Batch window with any other remit-to bank with the same currency and for the same supplier.

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

Start Date and **End Date.** 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 Information

Access the Suppliers: Organization page to enter general information on the supplier.

Employee Name. Select the name of an active employee to link an employee to the supplier. You cannot select an employee name unless you create the supplier as an employee.

Type. Type of supplier. Use Type to group suppliers for reporting purposes. Several supplier reports use Type as a report parameter. You define supplier types in the Oracle Payables Lookups window. This value cannot exceed 25 characters. 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.

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 enterprises.

> **Tip:** 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.

Contacts Information

Access the Suppliers: Contact Directory page to enter contact information.

Contact information is for your reference only and is not used by the system.

Contact Title. Enter the appropriate title for your contact (Mr., Ms., Dr., etc.).

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

Create User Account for this Contact. Select the check box to create a user so the supplier can access the iSupplier Portal.

Control Information

Access the Suppliers: Invoice Management page and select the Invoice tab in the Suppliers Sites region.

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 Invoices. The most restrictive supplier site hold. By selecting Hold All Invoices 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 Invoices option at the supplier site.

> **Important:** If the Hold All Invoices 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 Invoice Validation. 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 Invoice Validation, or you can manually release the hold in the Holds tab 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 Payables System Setup 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 Unvalidated Invoices. If enabled, Payables automatically applies a Supplier hold to all unvalidated invoices entered for that site, including any invoices you import. Payables applies this hold when you submit Invoice Validation. You can still pay invoices that were entered for the supplier site. You can manually release the Supplier hold in the Holds tab of the Invoice Workbench. Deselect this supplier site option when you no longer want to hold unvalidated invoices for a supplier site.

Payment Hold Reason. The reason you are applying an invoice hold to an invoice.

Invoice Tolerances. The default invoice tolerance template used for all invoices entered for the supplier site. Define additional invoice tolerance templates for the list of values in the Invoice Tolerances window.

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 Invoice Validation. 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 tab 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: Payables System Setup -> Supplier -> Supplier Site -> Purchase Order Shipment. If the supplier was created automatically during Expense Report Export, the default value is Purchase Order, and you can change it to Receipts as appropriate.

For suppliers that enter invoices on iSupplier Portal, set this option to Purchase Order. See: Self Service Invoices, page 3-165.

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

Related Topics

Applying Holds, page 3-202

EDI (Electronic Data Interchange) Information

If you pay this supplier with electronic payments, use the Payment Terms page to specify your delivery channel. For more information on EDI and electronic payments, see: *Oracle eCommerce Gateway Implementation Guide*.

Key Setup Information

Access the Suppliers: Quick Update page to enter hold defaults for the supplier and key purchasing and payment setup information for your supplier sites. Specify the purchasing and payment options for supplier sites. These options default on the Supplies Terms and Controls pages which you can override, if necessary.

Customer Number. The number your supplier uses to identify your enterprise. This number appears on the Oracle Purchasing Printed Purchasing Order Report.

Organization Information

Access the Suppliers: Organization page to enter general information on your supplier's organization and add attachments relating to your supplier.

Customer Number. The number your supplier uses to identify your enterprise. This number appears on the Oracle Purchasing standard purchase order.

Parent Supplier Number. Parent supplier number.

Parent Supplier Name. Name of supplier's parent enterprise if supplier is a franchise or subsidiary. The parent enterprise must also be defined as a supplier in the system.

Payment Information

Access the Suppliers: Invoice Management page and select the Payment and Terms tabs. The fields displayed on the supplier header region are dependant on the tabs you select in the Suppliers Site region.

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 regions in the Suppliers pages.

The defaults in the Payment Details page come from the defaults you enter in the

Payables System Setup window, except the default for Allow Interest Invoices, which come from the Payables Options window, and the default for Exclude Freight From Discount, which is always No.

Create 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 10-2.

Always Take Discount. Enable this option to have Payables always take an available discount for a supplier, regardless of when you pay the invoice.

For more information, see: Discounts, page 3-31.

Exclude Freight From Discount. If this option is enabled for an invoice, Payables automatically subtracts the freight amount entered on the invoice header 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 Group. Pay Group assigned to a supplier. The default for this field is the Payables System Setup option you define for Pay Group. You can override this default during supplier site entry or invoice entry.

> **Tip:** 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, Payables Open Interface Import, and Recurring Invoices.

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: Payment Schedules, page 3-29.

The payment terms for a supplier site default to the invoices you enter for the site except in the following circumstances:

- You enter a PO Default or QuickMatch invoice in the Invoice Workbench, in which case the terms default from the purchase order.
- You import an invoice record that has payment terms specified on the record, or the import process can derive terms from purchase order matching.

See also: Payment Terms, *Oracle Payables Implementation Guide*

Terms Date Basis. Date from which Payables calculates a scheduled payment for a supplier. The default is one of the following Payables System Setup 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, *Oracle Payables Implementation Guide*. This field is not

visible if you do not enable the Use Bank Charges Payables option.

- **No.** 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.

Related Topics

Automatic Interest, page 10-2

Purchasing Information

Access the Suppliers: Purchasing page to enter purchasing defaults for your suppliers.

All supplier purchasing values default to new supplier sites you enter.

> **Note:** If you use the Multiple Organizations Support feature, values you enter in the Financials Options window will default to both the supplier and supplier site.

Supplier site values default to purchase orders and purchase requisitions. You can override any purchasing defaults during supplier site entry and purchasing document entry.

Bill-To Location. Location to which a supplier sends the invoice for goods or services. The default for this field is the Financials option you define for Bill-To Location, and the supplier site default is the supplier option you enter.

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.

Purchase Order 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 Expense Report Export, the default value is Purchase Order and you can update it.

Self Billing Tab

Enter information in these fields if you have installed Purchasing and use the self-billing features to create invoices on behalf of your suppliers. For more information, see: Payment on Receipt, *Oracle Purchasing User's Guide*. 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*.

Pay On. You can enter a value for the Pay On field only if the supplier site is a purchasing site.

- **Receipt and Use.**
- **Use.**
- **Receipt.** If you want to use the Pay on Receipt AutoInvoice Program to automatically create invoices based on receipts 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 self-billing invoices for this supplier. 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).
- If an Alternate Pay Site uses Gapless Invoice Numbering and has a Selling Company Identifier value, then this value is used when creating a Self Billing Invoice. See Gapless Invoice Numbering, page 2-29

Invoice Summary Level. 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 for transactions that have the same date.
- **Packing Slip.** Create one invoice per packing slip for this supplier pay site for transactions that have the same date.
- **Receipt.** Create one invoice per receipt for this supplier pay site.

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. See also: Automatic Debit Memos, page 3-89.

Gapless Invoice Numbering. If you enable Gapless Invoice Numbering, then you must also enter a Selling Company Identifier.

> **Note:** If you disable Gapless Invoice Numbering, this will result in a possible incomplete setup and a gap in the invoice sequence.

Selling Company Identifier. This is the identifier for the supplier site. You can enter the same value for all of a suppliers sites, but you cannot enter the same value for sites under different suppliers. The value you enter in this field is used to construct the invoice number for all self-billing invoices.

If Gapless Invoice Numbering is also enabled in the Purchasing Options window, then you should enter a value here so that self-billing invoices can be created.

Related Topics

Debit Memos, *Oracle Purchasing User's Guide*

Receiving Information

Access the Suppliers: Receiving page to enter receiving defaults for your suppliers.

All supplier receiving values default to new purchase orders you enter for a supplier. You can override any receiving defaults during purchase order entry.

Allow Substitute Receipts. Receivers can receive substitute items in place of ordered items. You must have previously defined acceptable substitute items for the ordered item in the Purchasing Item Relationships window. See: Defining Item Relationships, *Oracle Inventory User's Guide*.

Allow Unordered Receipts. Receivers can receive unordered items. You can override this option for specific items. If you enable this option you can later match the unordered receipts to a purchase order.

Days Early/Late Receipt Allowed. Maximum acceptable number of days early/late for receipts.

Enforce Ship-to Location. The value you enter in this field determines whether the receiving location must be the same as the ship-to location:

- **None.** The receiving location may differ from the ship-to location.
- **Reject.** Purchasing does not permit receipts when receiving location differs from the ship-to location.
- **Warning.** Purchasing displays a warning message but permits receipt when receiving location differs from the ship-to location.

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 invoice tolerances that you define in the Invoice Tolerances window in Payables, then Invoice Validation applies holds to the invoice and prevents payment until you release the holds.

For 3-Way matching to work, you must set a value for Quantity Received in the Invoice Tolerances window, and the item needs to be set to receipt required.

- **2-Way.** When you match to a purchase order or receipt, Invoice Validation 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 over-receipt tolerance percentage. During receiving, Oracle Purchasing uses the over-receipt tolerance percentage and the over-receipt control action to determine how to handle receipts that exceed the over-receipt tolerance. You also set over-receipt tolerance values at the following other Oracle Purchasing levels: Receiving Options, item, and purchase order. For more information, see Receiving Controls, Options, and Profiles, *Oracle Purchasing User's Guide*.

Note that this field is unrelated to the Quantity Received value in the Invoice Tolerances window in Payables.

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.

Related Topics

Defining Purchasing Options, *Oracle Purchasing User's Guide*

Defining Default Options, *Oracle Purchasing User's Guide*

Defining Accrual Options, *Oracle Purchasing User's Guide*

Defining Control Options, *Oracle Purchasing User's Guide*

Defining Internal Requisition Options, *Oracle Purchasing User's Guide*

Defining Numbering Options, *Oracle Purchasing User's Guide*

Tax Reporting Information

Access the Suppliers: Tax and Reporting page to record supplier tax information to enable three defaults during invoice entry, and to provide tax reporting information. For more information, see: Taxes on Invoices, page 3-184.

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 enterprise as the supplier name; however, the tax reporting name for the enterprise is the name of the individual. The IRS levies

penalties against an enterprise 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.

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, and included in the 1099 Electronic Media Payables requires exactly one tax reporting site for each 1099 supplier for income tax reporting purposes.

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.

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 enterprise 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.

Related Topics

Taxes on Invoices, page 3-184

Tax Codes, *Oracle Payables Implementation Guide*

1099 Reporting Overview, page 9-25

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

Tax Details and Withholding Information

Access the Suppliers: Tax Details page to enter tax details and specify withholding applicability. The options you select for a supplier default to the new supplier sites you enter, then default to invoices you enter for that site.

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.

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.

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.

Income Tax Type. Income tax type for a United States 1099 reportable supplier. Choose from a list of 1099 Miscellaneous Tax types.

Purchasing retains the Income Tax Type at the purchase order line level for a supplier's purchase orders. This value defaults from purchase orders to invoices matched to them.

For unmatched invoices, this value defaults from the supplier to invoice distributions, unless the invoice uses a Distribution Set that has an Income Tax Type value.

You can update the Income Tax Type on an invoice distribution at any time.

State. Enable this option 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.

Default Reporting 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).

Withholding Tax Group. A default withholding tax group to assign to all invoices for the supplier site.

Related Topics

Withholding Tax Overview, page 10-15

Reviewing and Adjusting Suppliers

This discussion includes the following topics:

- Finding Suppliers, page 2-34
- Reviewing Suppliers, page 2-35
- Adjusting Suppliers, page 2-35

Related Topics

Identifying Duplicate Suppliers, page 2-37

Finding Suppliers

You can find suppliers by using the Search region on the Suppliers page. In the Search region, you can enter a wide variety of search criteria, including supplier name, supplier number, tax registration, or DUNS number. If you want to search for employee-suppliers select Employee as the supplier type.

To find a supplier using the Search region:

1. On the Suppliers home page, enter your search values into the appropriate search fields.

   You can enter complex criteria by entering information in several fields. Click the Show More Options link to access additional search fields if necessary.

2. Click Go.

   The search results appear in the table below the search fields. Use the Update button to access the details for the supplier.

Reviewing Suppliers

The To Do List region of the Suppliers page displays the number of outstanding change requests that have been generated by suppliers. Only the nominated next AME approver can update and Approve or Reject the request. General administrators, those with access to the pages, can review details but cannot save any changes. The requests are broken down by type:

- **New Supplier Requests:** Each new supplier invitee added to a Sourcing event creates a New Supplier Request. Suppliers that have not responded to the invitation are listed with a status of Supplier to Provide Details. As an administrator, you can access the invitation and fill out the details on behalf of the supplier if you need to approve them to participate in the bidding for the Sourcing event. Those prospective suppliers who have responded to the invitation and registered their details are listed as Pending Approval and can be reviewed and approved by the administrators identified in the approval flow hierarchy.

- **Prospective Supplier Registrations:** These represent registration requests from walk-up supplier registrations. Suppliers can save in process requests which appear as Draft requests. Those that have been submitted show as Pending Approval.

- **Address, Contact, Business Classification, or Products and Services Requests:** Displays that there are corresponding requests submitted by any supplier.

- **Bank Account Requests:** Displays that there are bank account request updates submitted by any supplier.

The numbers next to the requests indicate the number of new account requests and also the number of assignment requests.

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 using the main Suppliers page. See: Finding Suppliers, page 2-34.

2. In the Suppliers pages, make any changes in the appropriate fields.

Updating Supplier Invoice Holds

Holds are controlled at the supplier site. For example, if you have enabled the Hold All Invoices option for a supplier and supplier site, and you disable the option for the supplier, but not the supplier site, all unvalidated invoices for the supplier site will remain held for payment.

In the Suppliers: Quick Update or Invoice Management pages, update the hold status.

Related Topics

Applying Holds, page 3-202

Releasing Holds, page 3-206

Adding a New Supplier Site

To add a new supplier site:

1. Find the Supplier. See: Finding Suppliers, page 2-34.

2. From the address book, select an address and click Manage Sites and then click Create.

3. The Supplier Site Name defaults from the address. You can override if required. The Site Name does 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. When you click Apply, the system creates the site or sites.

4. You can change site information by navigating to the appropriate Suppliers page.

Updating a Supplier's Tax Status

To update a supplier's tax status:

1. Find the Supplier. See: Finding Suppliers, page 2-34.

2. In the Suppliers: Tax Details page, make any changes to the Taxpayer ID or Tax Registration Number. See: Tax Details and Withholding Information, page 2-33.

   In the Suppliers: Tax and Reporting page, update any additional information. For detailed information on any field, see: Tax Reporting Information, page 2-31.

3. In the Suppliers: Tax Details page, choose the Update Transaction Type in the Supplier Sites region if you need to change a supplier site's tax information. Use the Suppliers: Tax and Reporting page to change transaction tax options for the

supplier sites.

> **Important:** 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.

Related Topics

Update Income Tax Details Utility and Report, page 9-11

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

1099 Reporting Overview, page 9-25

Suppliers subject to income tax reporting requirements, page 2-7

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 Orion Corporation and Orion Corp, or you might enter a contractor 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 page 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.

> **Tip:** 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 9-20.

- **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 2-44.

Related Topics

Supplier Merge Program, page 2-38

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.

> **Important:** 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.

When a primary pay site is merged with another site of the same supplier then the destination site becomes the primary pay site. When you use the Copy Site option to merge a primary pay site with a separate supplier that already has a primary pay site, then the primary pay option becomes disabled when the site becomes a site of the destination supplier.

Alternate Pay Site information is only copied when merging sites for the same supplier. If you are merging two different suppliers, then the Alternate Pay Site information is not copied to any new site or the destination site.

Selling Company Identifier is not copied from one supplier to a new supplier as this could result in a duplicate record.

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 2-37.
- If you merge invoices, the consolidated supplier site must be a pay site. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.
- If you merge purchase orders, the consolidated supplier site must be a purchasing site. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.
- Submit Payables Open Interface Import for any invoice records that are in the Payables 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.

Related Topics

Purchase Order Header Updates Report, page 2-46

Supplier Merge Report, page 2-45

Employee Information

Payables uses employee information to create and update employee type supplier records. You can then pay employees for expense reports and invoices. If your site uses Oracle HRMS, then you can access employee information entered by your Human Resources department through the People window. If your site does not have Oracle HRMS installed, you can access employee information in the Enter Person window.

If you have access to the function POS_HT_SP_EMP_SUPPLIER, then only you can create, update, or query employee type suppliers. The creation and update of employee suppliers are disabled by default.

To provide access to create employee type suppliers:

- Include the function POS_HT_SP_EMP_SUPPLIER with the grant flag checked to access to both standard and employee vendors

- Check the grant flag for the function POS_HT_SP_EMP_SUPPLIER in the menu POS_HT_SP_FULL_ACCESS_MENU. All the users who can create standard

suppliers can also create employee suppliers.

To set up Payables for integration with employee information:

1. In the Financials Options window, set the options in the Human Resources region. These provide defaults during employee record entry.

2. In the Payables System Setup window, in the Supplier Number Entry field, choose Automatic. If you don't choose this option, then Payables can't automatically create suppliers for you during Expense Report Export.

3. In the Payables Options window, set the options in the Expense Report region. Enable the Automatically Create Employee as Supplier option so Payables will automatically create a supplier record the first time you import an expense report for each employee.

4. Enter employee records. Either your Human Resources department enters employee information in the People window (if HRMS is installed), or the appropriate department enters employee information in the Enter Person window. To ensure that Payables can create a supplier record during Expense Report Export, the following are requirements for each employee record:

   - the employee name is unique
   - reimbursement address for either Home or Office exists
   - address lines 1-3 for the home address do not exceed 35 characters
   - City/State/Country does not exceed 25 characters
   - Zip Code for the home address does not exceed 20 characters

5. (Optional) In the Suppliers page, enter a supplier record for the employee. You don't need to do this step if you complete steps 2 and 3, because the system creates supplier records automatically during Expense Report Export.

   To link an existing supplier with an employee, in the Suppliers: Organization page, choose Employee as the Type, then enter either the employee name in the Supplier Name field or the employee number in the Supplier Number field. (Payables creates this link automatically for any employee supplier records it creates during Expense Report Export.)

Check the Grant access to the security function, POS_HT_SP_EMP_SUPPLIER, that enables you to create, update, or query employee suppliers. Creation and updating of employee suppliers is disabled by default.

When you grant access to the Employee Supplier security function, all the users who can create standard suppliers can also create employee type suppliers.

Updating Employee Supplier Records

When employee records are updated, the associated supplier records are not automatically updated in the Suppliers pages. However, Payables updates employee type supplier records at two times:

- **Expense Report Export:**
  - Payables creates a new supplier record when you import the first expense report for an employee if the Payables option Automatically Create Employee as Supplier is enabled and if no supplier record already exists for the employee. The new supplier record is linked to the employee record, and the supplier record has a single pay site of either Home or Office, depending on which is selected in the Send To field on the expense report.
  - When Expense Report Export imports an expense report for an employee, if a supplier record already exists, then Payables ensures that the addresses of any existing Home or Office supplier sites match the employee record.
- **Employee Update Program:** You can submit this program at any time to update employee type supplier records from the corresponding employee records. The program updates the following information:
  - Supplier name (updated from employee name)

    Tip: The system links the supplier number with the employee number, so the link between the records is maintained even if the employee name and supplier name change. So if you want to query all records for any supplier, use the supplier number.

  - Supplier site address (updated from employee Home and location addresses)
  - Inactive Date for supplier, and for Home and Office supplier sites (updated if employment termination date has been entered)

Employee Update Program

This program updates employee type supplier records if the corresponding employee record has been changed.

Employee information is entered in the People window by your Human Resources department if Oracle HRMS is installed at your site, and in the Enter Person window when you don't have HRMS installed. You can link a Payables supplier record to an employee record in the Suppliers window. For detailed information on this topic see: Employee Information, page 2-40.

When employee records are updated, the system does not automatically update the corresponding supplier record. For example, if your Human Resources department updates an employee's address, the employee's supplier record does not change.

When you submit the Employee Update Program, the system identifies any employee records that have changed since the last time you submitted the program. If any employee records have been updated, then the Employee Update Program updates the following information in the Suppliers pages:

- Supplier Name (updated from Employee Name)
- Home and Office supplier site addresses (updated from employee home address and office location)
- Inactive Date field for supplier, and for Home and Office supplier sites (updated if an employment termination date has been entered)

If the program updates any records, it produces a report that lists each employee supplier record that was updated by the program. It lists the previous value and the new, updated value. The report is sorted by supplier name.

> **Tip:** Note that although Expense Report Export updates Home and Office employee supplier addresses, the address could change between import and payment time. We suggest that you set up the Employee Update program to run nightly so payments to employees will have up-to-date name and address information.

Program Submission

Prerequisite

- Employee records are entered in either the People window or the Enter Person window, and the supplier records are linked to the employee records.
- Newly changed employee names must not match the names of existing unrelated suppliers. If the newly changed employee name is identical to an existing supplier name, then Payables will list it as an exception on the report because you cannot have duplicate supplier names. You can make the employee name unique by using a middle name or initial.

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Program Parameters

This program has no parameters.

Report Headings

Supplier Name: The name of the supplier. If the program updated the supplier name, then the report shows the new supplier name.

Updated Value: The type of value that was updated by the program. Possible values are:

- **Name:** The employee name was updated, and the program updated the supplier name.
- **Home Address:** The employee home address was updated, and the program updated the Home supplier site address.
- **Office Address:** The employee was assigned a different location or the address for the location changed, and the program updated the Office supplier site address.
- **Inactive Date:** The employee was assigned an employment termination date, and the program updated the Inactive On value for the supplier.

Updated From: The value that existed before the program updated it, for example, the old address.

Updated To: The value that was updated during the program. For example, the new address.

Supplier Audit Report

Use the Supplier Audit Report to help identify potential duplicate suppliers. For example, you enter a supplier named Orion Corporation, and another supplier named Orion 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 9-1.

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.

Related Topics

Identifying Duplicate Suppliers, page 2-37

Supplier Merge Program, page 2-38

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 2-38.

Related Topics

Identifying Duplicate Suppliers, page 2-37

Purchase Order Header Updates Report, page 2-46

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 2-38.

Related Topics

Identifying Duplicate Suppliers, page 2-37

Supplier Merge Report, page 2-45

3

Invoices

This chapter covers the following topics:

- Invoices Overview
- Entering Invoices Overview
- Entering Invoice Batches in the Invoice Workbench
- Entering Invoices in the Invoice Workbench
- Entering Invoices with Matched Purchase Orders and Receipts in the Invoice Workbench
- Prepayments
- Credit and Debit Memos
- Mixed Invoices
- Entering Foreign Currency Invoices
- Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements
- Recurring Invoices
- Quick Invoices
- Payables Open Interface Import
- Payment Requests
- Self Service Invoices
- Validation
- Approving Invoices
- Taxes on Invoices
- Holds
- Invoice Notices
- Reviewing Invoices

- Adjusting Invoices
- Oracle Assets Integration
- Oracle Projects Integration
- Oracle Purchasing Integration
- Oracle Property Manager Integration
- Oracle Grants Accounting Integration
- Oracle Inventory Integration
- Invoice Window References

Invoices Overview

An *invoice* is an itemized list of goods shipped or services rendered, with an account of all costs. Oracle Payables lets you capture all the attributes of the real-life invoice documents you receive from your suppliers. When you enter an invoice in Payables, the invoice information is divided between the invoice header and the invoice lines.

Invoice Types

- Standard

  An invoice from a supplier representing an amount due for goods or services purchased. Satandard invoices can be either mathced to a purchase order or not matched.

- Credit Memo

  A memo from a supplier representing a credit amount toward goods or services

- Debit Memo

  An invoice you enter to record a credit for a supplier who does not send you a credit memo.

- Mixed

  An invoice type you enter for matching to both purchase orders and invoices. You can enter either a positive or a negative amount for Mixed invoice type.

- Prepayment

  A type of invoice you entr to pay an advance payment for expenses to a supplier or employee.

- Expense Report

  An invoice representing an amount due to an employee for business-related

expenses.

- Withholding Tax

  An invoice you enter to remit taxes withheld to the appropriate tax authority.

- Retainage Release

  An invoice created for complex work and advance contract financing

Invoice Structure

Invoice Header

The *invoice header* defines the common information about the invoice: invoice number and date, supplier information, remittance information, and payment terms. Information specified at the invoice header level defaults down to the line level. You can override the header level information for individual lines, as required.

Invoice Lines

The *invoice lines* define the details of the goods and services as well as the tax, freight, and miscellaneous charges invoiced by the supplier. There can be multiple invoice lines for each invoice header. The Lines tab of the Invoice Workbench captures all of the details for the invoice line necessary for accounting, as well as for cross-product integration with other Oracle E-Business Suite applications, such as Assets, Grants Accounting, Inventory, Projects, Purchasing, Property Manager, and Receivables.

For each invoice, you can manually enter invoice lines, or you can automatically generate lines by matching the invoice to a purchase order shipment, pay item, or receipt. See: Matching to Purchase Orders, page 3-31.

Each invoice line can have multiple distributions tied to each line. Each distribution serves as the source for an accounting entry generated from the invoice. See: Distributions, page 3-17.

If you need to enter a price or quantity correction, you can do so for the specific line. See: Price Corrections, page 3-65.

You can set up line-level approvals using the Invoice Lines Approval workflow. Requesters must approve all lines before they can approve the invoice header. See: Invoice Lines Approval Workflow, page 3-176.

The following different types of invoice lines are supported:

Item Lines

Item lines capture the details of the goods and services billed on your invoice.

Freight and Miscellaneous Lines

Freight lines capture the details of your freight charges. Freight charges can be allocated to Item lines as required.

Miscellaneous lines capture the details of other charges on your invoices such as installation or service. Like Freight lines, Miscellaneous lines can be allocated to Item lines.

Tax lines

Payables integrates with Oracle E-Business Tax to automatically determine and calculate the applicable tax lines for your invoices. E-Business Tax uses your tax setup, plus fields on the invoice header and lines, known as tax drivers, to determine which taxes should be applied to the invoice, to calculate the tax using the appropriate tax rates, and to determine whether or not the tax is recoverable or non-recoverable. E-Business tax creates the necessary tax lines and distributions for the invoice and allocates tax. If your tax setup permits, you can update the tax lines or manually enter tax lines. See: Taxes on Invoices, page 3-184

Invoice Types

Payables provides the following invoice types:

- Standard
- Mixed
- PO Price Adjustment
- Credit Memo
- Debit Memo
- Prepayment
- Expense Report

You can use these invoice types to enter any type of invoice document you receive from a supplier. For example, you can enter basic invoices that are not matched to purchase orders or more complex invoices that matched to purchase orders at the header, lines, shipping or receipt levels. You can enter invoices in foreign currency or enter invoices for suppliers who are subject to income tax reporting requirements (1099). The characteristics of each invoice type are described below.

Standard Invoices

Standard Invoice are invoices from a supplier representing an amount due for goods or services purchased. Standard invoices can be either matched to a purchase order or not

matched. Standard invoices must be positive amounts.

Mixed Invoices

Mixed Invoices can be matched to both purchase orders and invoices. Mixed invoices can have either positive or negative amounts.

PO Price Adjustment Invoices

PO Price Adjustment Invoices are for recording the difference in price between the original invoice and the new purchase order price. PO price adjustment invoices can be matched to both purchase orders and invoices.

Credit Memo

Credit Memos are memos from a supplier representing a credit amount toward goods or services. Credit memos are always negative amounts.

Debit Memo

Debit Memos are invoices you enter to record a credit for a supplier who does not send you a credit memo.

Prepayment

Prepayments are invoices you enter to record an advance payment for expenses to a supplier or employee.

Expense Reports

Expense Reports are invoices representing an amount due to an employee for business-related expenses.

Scheduled Payments

Scheduled payments are created based on payment terms when the invoice header is saved. An invoice header can have one or more scheduled payments.

Distributions

Distribution details include invoice accounting details, the GL date, charge accounts, and project information. An invoice line can have one or more invoice distributions.

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 Quick

Invoices window. 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 Quick Invoices Window and the Invoice Workbench, page 3-10.

- **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 Quick Invoices 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 3-13, and Entering Invoice Batches, page 3-11.

- **Quick Invoices 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 Quick Invoices window, page 3-114.

The following features highlight the differences between the Invoice Workbench and Quick Invoices:

- Enter Prepayment type invoices
- Enter Debit Memo type invoices
- Match Credit Memos to invoices
- Calculate taxes on invoices

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:

- Tax lines and distributions
- 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 Quick 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
    - Calculate taxes

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 3-101.
- **RTS Invoices.** If you use Return to Supplier feature in Oracle Purchasing, the system creates these debit memos directly in Payables.
- **Retroactive Price Adjustment Invoices.** If Oracle Purchasing users use the Retroactive Pricing of Purchase Orders feature, the system automatically creates Adjustment and PO Price Adjustment invoices.

Invoices Import

You can import invoices or invoice information to create invoices in Payables. See: Expense Report Export Program, page 4-10 and Payables Open Interface Import Program, page 3-139.

- **Oracle Internet Expenses expense reports:** Expense reports your employees enter using a Web browser.
- **Payables expense reports:** Expense reports entered in the Payables Expense reports window by the Payables department. See: Expense Reports and Credit Cards, *Oracle Payables Implementation Guide*.
- **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 4-21.
- **EDI invoices.** Electronic invoices transferred from Oracle e-Commerce Gateway. See: Running the EDI Invoice Inbound Program, *Oracle e-Commerce Gateway User's Guide*.
- **XML invoices.** Electronic invoices transferred from the Oracle XML Gateway. See: XML Invoices, *Oracle Payables Implementation 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, *Oracle Payables Implementation Guide*.

- **Oracle Property Manager invoices:** Lease invoices transferred from Oracle Property Manager. See: Oracle Property Manager Integration, page 3-294.

- **Oracle Assets lease payments:** Lease payments transferred from Oracle Assets. See: Assets Integration, page 3-275.

Supporting Third Party Payment

Financial settlement is one of the key components of a business process. It is the final step in completing the business transaction. In the Procure to Pay cycle, suppliers send invoices to customers after delivering goods or rendering services. Once the invoices are received, the accounts payables department of the customer validates the invoices and approves them for payments.

The payments made to the suppliers during the settlement process are generally dependent on the agreement entered into between the customers and suppliers for carrying on the business transactions. Payments are generally made to the original supplier providing the goods or services, however there can be specific arrangements made wherein the suppliers can specify a different party to be paid on their behalf. The payments made to other parties on behalf of the suppliers are termed as Third Party payments.

Third Party payments help parties involved in business to set off their liabilities without directly paying them. This reduces the direct funds movements and transactions are settled easily.

When customers make payments from their Payables system, there might be instructions from the supplier to make the payment to a different party, that is the Third Party. In that case, the remittance of the payment goes to the Third Party. For all legal purpose including 1099, it is treated as a payment to the original supplier.

The Payables department maintains the Supplier information. Establishing Third Party Payment relationship is part of the supplier maintenance activity.

The Payables clerk may also have information of the Third Party at the time of entering the invoices. The Payables clerk can have the right to override the Third Party defaulted at the time of invoice entry.

The Payments clerk processes the payment for the invoices that are due for payment. Generally the payments clerk is aware of the Third Party suppliers to whom the payments can be released on behalf of the supplier. The Payment's department have the right to override the actual party to whom the payment can be made at the time of making payments.

This functionality lets you do the following:

- Establish Third Party relationship

- Default Third Party supplier information when creating invoice and processing payments
- Override Third Party supplier information on the Invoice and Payments windows
- Default Remit To Bank Account for the Third Party supplier on Invoice and Payment windows
- While processing payments to Third Party Supplier:
    - Uses the address of the Third Party supplier, when the Payment Process Type is Printed
    - Uses the Bank and Bank Account information of the Third Party supplier, when the Payment Process Type is Electronic to transfer funds

Related Topics

Entering Foreign Currency Invoices, page 3-94

Mixed Invoices, page 3-94

Prorating Freight and Miscellaneous Charges, page 3-19

Entering Freight on Invoices, page 3-13

Taxes on Invoices, page 3-184

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

Invoice Validation, page 3-170

Applying Holds, page 3-202

Releasing Holds, page 3-206

Scheduling Invoice Payments, page 3-29

Entering Prepayments, page 3-73

Finding Invoice Batches, page 3-216

Finding Invoices, page 3-216

Adjusting Invoices, page 3-262

Cancelling Invoices, page 3-273

Checking Funds for Invoices, page 10-26

Entering Prepayments, page 3-73

Invoice Overview, page 3-223

Foreign Currency Transactions, page 6-1

Prepayments, page 3-70

Mixed Invoices, page 3-94

Invoice Overview, page 3-223

Invoice Notices, page 3-213

Discounts, page 3-31

Assets Integration, page 3-275

Oracle Inventory Integration, page 3-294

Differences Between Entering Invoices in the Quick Invoices Window and the Invoice Workbench

You can enter invoices in either the Quick Invoices 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 Quick Invoices For Invoice Entry

Use the Quick Invoices 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 Quick Invoices window, and that you should perform in the Invoice Workbench instead.

Use the Quick Invoices 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 validation and payment.

Functionality available only by invoice entry in the Invoice Workbench

Use the Invoice Workbench to:

- Enter Prepayment type invoices

- Enter Debit Memo type invoices
- Match Credit Memos to invoices
- Calculate taxes on invoices

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:

- Tax lines and distributions
- 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 Quick Invoices 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
- Calculate taxes

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 AP: Use Invoice Batch Controls profile option. See: Profile Options in Payables, *Oracle Payables Implementation Guide*.
- 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.

  Tip: 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. The Invoice Batch Name must be unique across all operating units. This name appears on your reports and helps 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.

   Note: 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 Invoice Validation 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 values you enter for defaults override any system and supplier site defaults for the invoices. For example, if you want the purchase order to provide the default value for Payment Terms on the invoice, then leave the Payment Terms field here blank.

   When you enter individual invoices you can override any values that default from the batch.

4. Choose the Invoices button and enter the invoices.

5. Save your work.

Related Topics

Invoice Batches Window Reference, page 3-302

Invoice Validation, page 3-170

Adjusting Invoice Batches, page 3-266

Entering Invoices in the Invoice Workbench

Use the Invoice Workbench to enter and maintain complex invoices for which you require extensive online validation and online defaulting. Also, 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 validation and payment.

Related Topics

Entering Basic Invoices in the Invoice Workbench, page 3-13

Entering Distributions in the Invoice Workbench, page 3-17

Creating Distributions by Allocation in the Invoice Workbench, page 3-19

Payment Schedules, page 3-29

Entering Basic Invoices in the Invoice Workbench

You can use the Invoice Workbench to enter basic invoices. A *basic invoice* is a trade invoice you receive from a supplier that 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 Supplier Information, *Oracle iSupplier Portal User Guide*.

To enter an unmatched (basic) invoice:

1. Navigate to the Invoice Workbench.
2. Enter or accept the default for Operating Unit.
3. Select Standard or Mixed for the invoice Type.

Note: Standard invoices must have positive lines and Mixed

invoices can have positive or negative lines.

4. Enter or accept defaults for the basic invoice header information such as the Trading Partner, Supplier Number, Supplier Site, Invoice Date, Invoice Number, Invoice Currency, and Invoice Amount.

   Payables prints the address for the Supplier Site on the payment.

   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.

5. Review and update the Payment Terms, Payment Terms Date, Pay Group, Payment Method, as necessary.

6. Payables automatically schedules payment of the invoice using the following header fields: Invoice Amount, Terms, and Terms Date. Enter or review the defaults for these fields.

7. Optionally, enter a Distribution Set. The distribution set does not populate the distribution account on the invoice lines window. It only creates distribution lines, not invoice lines.

8. Enter other invoice header information as required.

9. To enter invoice lines, select the Lines tab. Enter an invoice line for each line that appears on a supplier's invoice.

   Note: The Gross Total for the invoice lines must be the same as the Invoice Amount for the invoice header, or the invoice will not pass validation.

10. Enter the line Type. Possible types are: Item, Freight, Miscellaneous, or Tax. You can only enter tax lines if your tax setup permits. See: Taxes on Invoices, page 3-184.

11. Optionally, enter the Quantity Invoiced, UOM, and Unit Price of the item you are invoicing.

12. Enter the total Amount of the invoice line as shown on the supplier's invoice.

13. Optionally enter a Description of the item you are invoicing.

14. Optionally, enter a Requestor if you are using the Invoice Approval Workflow. See: Invoice Approval Workflow, page 3-176.

15. Accept the default GL Date or change as necessary.

16. If you are entering a Freight or Miscellaneous line and you want to allocate the charge equally across all item lines, check the Prorate Across All Item Lines check box. You can allocate Freight or Miscellaneous lines to specific Item lines, or allocate a specific amount or percent by clicking the Allocate button. See: Allocation, page 3-21.

    Tax lines are automatically allocated. See: Taxes on Invoices, page 3-184.

17. Enter Remit to Supplier Name and Remit to Supplier Site if you want to pay to the Third Party. These fields are mandatory and enable you to record the Third Party supplier to whom the payments are to be made. After you select the Trading Partner (Invoicing Supplier), Supplier Site and enter the Invoice Date in the invoice header and tab out, the values in the Remit to Supplier Name and Remit to Supplier Site fields are defaulted on the invoice header based on the relationship defined for the Trading Partner (Invoicing Supplier) at the supplier site level.

18. Enter distribution information for the line. You can enter distributions in the following ways:

    - **Automatically using a Distribution Set.** Review the Distribution Set for the line. If the Distribution Set defaulted from the invoice header, you can change the distribution set as required.

    - **Automatically by Matching to Purchase Order or Receipt.** If the invoice is matched to a purchase order, the distributions default into the invoice from the purchase order or receipt . Review the distributions in the Distributions window.

    - **Manually.** Enter the distribution account information directly in the Distribution Account field, or enter them in the Distributions window. See Entering Invoice Distributions, page 3-17.

      The Distribution Account is used only for defaulting. Once it has been defaulted onto the distributions and if the account on the distributions is overridden, it is not corrected or reflected on to the lines.

    - **Manually by allocating charges.** If you are entering a Freight or Miscellaneous line, you can create distributions by allocation. See:Creating Distributions by Allocation, page 3-19.

19. If you want to overlay the default distribution information for the line, complete any of the following fields as necessary:

    - Distribution Account

    - Default Account Description

    - Overlay Account

- Balancing Segment
- Cost Center Segment
- Account Segment

The values you enter in these fields (for example, balancing segment, cost center, and account), will overlay the defaulted account information. When you overlay account information, use the account flexfield structure of your organization.

For example, assume that the default distribution account for a line is: 01.002.2200.003. The first segment represents the balancing segment, the second segment is the cost center, the third segment is the account, and the last segment is the sub-account. If you enter a different cost center (034) in the Cost Center Segment field, then the system will overlay the Cost Center Segment on top of the default distribution account, resulting in the following account: 01.034.2200.003.

The overlay information may be ignored in favor of the defaulted account information if:

- project information is provided and the Project Account Override option is turned off;
- the invoice is matched to a purchase order or receipt and the system is accruing on receipt or the Allow Account Override option is turned off;
- the line is for a price or quantity correction and the system is accruing on receipt or the Allow Account Override option is turned off.

For more information on the Account Overlay feature, see: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

For a detailed description of these fields, see: Invoices Window Reference, page 3-304.

20. Enter other invoice line information as required.

21. Enter tax lines for the invoice. You can enter tax lines:
    - **Automatically.** Click Calculate Tax and E-Business Tax determines the applicable taxes based on the invoice header and line information and calculates the appropriate tax lines and distributions. See: Taxes on Invoices, page 3-184.
    - **Manually.** If your tax setup permits, you can enter tax lines. See: Taxes on Invoices, page 3-184.

22. Save your work.

23. To view distributions for the line, click Distributions.

Related Topics

Adjusting Invoices, page 3-262

Applying Holds, page 3-202

Applying Prepayments to Invoices, page 3-74

Invoice Validation, page 3-170

Attachments in Payables, *Oracle Payables Implementation Guide*

Budgetary Control In Payables, page 10-25

Creating Single Payments, page 5-13

Distributions Window Reference, page 3-326

Entering Credit/Debit Memos, page 3-88

Entering Foreign Currency Invoices, page 3-94

Entering Freight on Invoices, page 3-13

Entering Invoice Distributions, page 3-17

Entering Project Related Invoices and Distributions, page 3-278

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

Financials Options, *Oracle Payables Implementation Guide*

Invoices Window Reference, page 3-304

Payables Options, *Oracle Payables Implementation Guide*

Creating Multiple Payments, page 5-24

Scheduling Invoice Payments, page 3-29

Taxes on Invoices, page 3-184

Entering Distributions in the Invoice Workbench

The distributions you enter for an invoice allocate the invoice line amount to various expense or asset accounts. For example, you can distribute expenses from one office supply invoice line to expense accounts for several departments. Payables uses distributions to create accounting entries for invoices.

You can create distributions:

- Automatically using a Distribution Set. See: Distribution Sets, *Oracle Payables Implementation Guide*

- Automatically by matching an invoice to a purchase order or receipt. See: Entering

Invoices with Matched Purchase Orders and Receipts in the Invoice Workbench, page 3-31

- Manually in the Distributions window. See: Entering Invoice Distributions Manually, page 3-18
- Manually by allocating charges. See: Creating Distributions by Allocation, page 3-19

In general, Tax distributions are automatically created by E-Business Tax. However, if your tax setup permits, you can enter tax distributions manually. See: Taxes on Invoices, page 3-184.

If an invoice is matched to a purchase order, Payables checks the distributions to see if they are within the tolerance you define. See: Invoice Tolerances, *Oracle Payables Implementation Guide*.

Entering Invoice Distributions Manually in the Distributions Window

You can enter distributions manually if you want to control how the total invoice amount is allocated to various expense or asset accounts.

All manually entered distributions will automatically have a Distribution Class of Permanent.

You cannot enter distributions manually for the following types of invoice lines: purchase order/receipt matched lines, prepayment applications/unapplications, automatic withholding tax lines, or lines related to corrections.

To enter distributions manually in the Distributions window:

1. Select your invoice in the Invoice Workbench, then select the line that you want to enter distributions for, 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 withholding tax. Choose Freight or Withholding Tax for those types of charges.

   Note: If you use Periodic Costing and enter a Freight or Miscellaneous invoice line, then you need to Allocate the charges to one or more distributions. See: Creating Distributions By Allocating in the Invoice Workbench, page 3-19.

3. Enter the distribution Amount and the GL Account.

   If you enter an asset type Account, Payables automatically enables the Track as Asset check box at the distribution level 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 at the distribution level. See: Assets Integration, page 3-275

.

4. Enter or override defaults for other distribution fields as necessary.

   The distribution GL Date defaults from the GL Date you entered on the invoice line, which gets its default from the invoice header. 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.

5. 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 Validation.

6. Save your work.

Related Topics

Adjusting Invoices, page 3-262

Distributions Window Reference, page 3-326

Distribution Sets, *Oracle Payables Implementation Guide*

Entering Freight on Invoices, page 3-13

Invoice and Invoice Batch Default Chart, page B-1

Taxes on Invoices, page 3-184

Creating Distributions by Allocation in the Invoice Workbench

You can use the Allocations window to automatically create freight or miscellaneous distributions. The Allocations window displays when you navigate to the allocate button from invoice lines.

The charge distributions you create are *allocated* 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 3-21.

If you navigate to the Allocations window through an Invoice Line (not distribution), then all the allocated lines (Freight and Miscellaneous) display. If you view in the context of a Freight or Miscellaneous line, then you can see all the invoice lines and then allocate (percentage, amount, prorate) against the invoice lines. In this case, distributions for Freight and Miscellaneous lines are generated automatically based on invoice line 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.

> **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 3-22.

To create freight or miscellaneous distributions by allocating to item distributions:

1. In the Invoices window, enter all basic invoice information. See: Entering Basic Invoices, page 3-13.

2. Enter invoice distributions using the method of your choice. Select any Item or new distribution.

   > **Note:** The selected record must be an Item or a new distribution if you want to use the Charge Allocations window to create new distributions.

3. Choose the Allocate button. Payables opens the Charge Allocations window.

4. All the invoice lines display and you can allocate (percentage, amount, prorate) against the invoice lines. In this case, distributions for Freight and Miscellaneous lines are generated automatically based on invoice line distributions.

5. In the Allocations region, Payables displays all distributions. You can allocate freight and miscellaneous charges to Item distributions only.

   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 an Item distribution, you cannot select the check box.

6. Specify the charge amounts allocated to each selected invoice line 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.

   - **Prorate button.** Payables creates 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, Payables will create two freight distributions, one for $7.50, and one for $2.50.

   - **Amount.** 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.

7. To create more allocated charge distributions (Freight or Miscellaneous), choose the New button. Payables saves your allocations and clears the Charge Allocations window so you can allocate new charges.

8. Choose the OK button to allocate the Charge Amount to the selected the invoice line distributions and close the window. Payables automatically creates the Freight or Miscellaneous distributions. You can review them in the Distributions window.

Related Topics

Allocation Restrictions, page 3-29

Charge Allocations Window Reference, page 3-23

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 3-19
- Charge Allocations Window Reference, page 3-23
- Allocate Window, page 3-22
- Allocation Restrictions, page 3-29

If You Use Periodic Costing

If you use Periodic Costing, then you may find all of the allocation discussions helpful:

- Charge Allocations Window Reference, page 3-23
- Creating Distributions by Allocation, page 3-19
- Matching Charges to Material Receipts, page 3-25

- Recording Allocations for Periodic Costing, page 3-27
- Reviewing Allocation of Other Charges, page 3-29
- Allocation Restrictions, page 3-29

Allocate Window

Use the Allocate window to automatically create allocated tax, freight, and 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 window).

> **Note:** You cannot adjust Adjustment and PO Price Adjustment invoices. For more information, see the Oracle Purchasing User Guide.

Notice that in the matching window displays the Associated Charges region. If you want to change the allocated amounts, deselect the Freight/Misc check box to clear the amounts. You can then re-enter the allocated charge by selecting the Freight/Misc 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 and the Charge Allocations window, which was in releases before 11*i* and 12.

Prerequisites

- 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 Match 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.
   - 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.

Related Topics

Allocation Restrictions, page 3-29

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 3-19.
- 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 3-27.
- Review and update existing allocations for a charge. See: Reviewing Allocation of Other Charges, page 3-29.

If the cursor is in an Item or Line, and you choose the Allocate button, then the Allocations window displays, and you can use the Allocations window to create distributions based on the information you enter. If the cursor is on an existing tax, freight, or miscellaneous line, 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.

Note: You cannot access the Allocations window from the Distributions

window. You can access it from the Invoice Workbench window.

See: Charge Allocations Window Reference., page 3-23

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 3-25. If a tax, freight, or miscellaneous charge distribution is already matched to a receipt, then you cannot allocate it to another invoice distribution.

Related Topics

Allocation Restrictions, page 3-29

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 value associated with the tax charge.
- For a Freight or Miscellaneous charge: Tax code value applicable to the freight or miscellaneous distribution. This tax code value 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 button to prorate the charge amount across all eligible lines.

Applicable Lines

(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

New. Allocates the charge amounts to selected distributions and clears the Charge Allocations window so you can allocate new charges. This is located at the top of the application.

Select/Unselect All. Selects or deselects all eligible distributions.

Cancel. Discards any changes and closes the window.

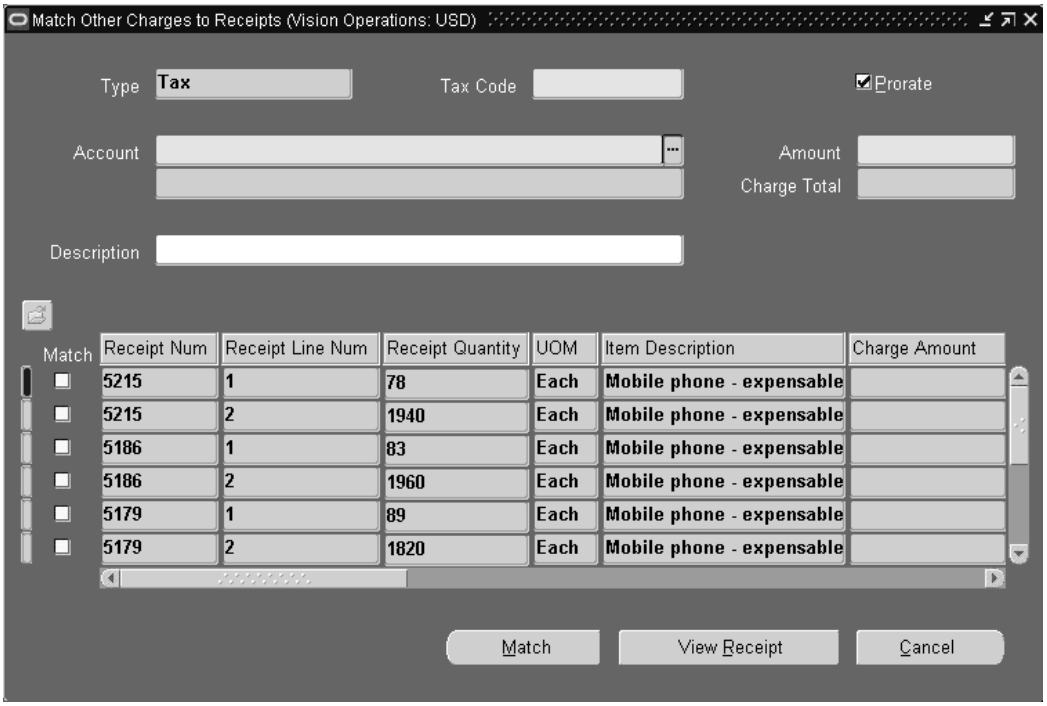
OK. Allocates the charge amounts to selected distributions and closes the window.

Prorate. Is a button in the Allocations window.

Related Topics

Allocation Restrictions, page 3-29

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 aStandard 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.

   Enter all basic invoice information (see: Entering Basic Invoices, page 3-13), 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.

   The supplier and site on each receipt you match to can be different from the supplier and site on a freight, miscellaneous, and tax charge invoice. Specify the receipt supplier and site in the Supplier region.

   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.

   After entering search criteria for the receipts, 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 or tax group. 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 Invoice Workbench window and complete the allocation in the Allocations window. Oracle Cost Management can then include the tax amount in the actual cost of the item on the receipt.

Related Topics

Allocation Restrictions, page 3-29

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 3-13.

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.

   Note: 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.

   Tip: 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 Allocate window, click the Prorate button.

   - 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 has 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 appropriate lines in the Invoice Lines region 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: Adjusting Invoice Distributions, page 3-268

Scheduled Payment

When you first save the invoice header, Payables automatically schedules payment for each invoice based on the Payment Terms and Terms Date you enter for the invoice. Then during Invoice Validation, the system recreates the scheduled payments and overwrites any manual adjustments if:

- The Recalculated Scheduled Payment Payables Option is enabled, or
- The Exclude Tax from Discount Calculation Payables option is enabled and you have made changes to the tax amount on 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 Invoice Validation. This recalculation is based on your most favorable available payment terms and start dates.

If you enable the Exclude Tax from Discount Calculation Payables option and the invoice has changes to the tax amount after the invoice is initially saved, Invoice Validation will automatically recalculate the Discountable Amount and recreate the scheduled payments to reflect the new Discount Amount. You can query the invoice to view the new Discount Amount in the Scheduled Payments tab. For more information on the Exclude Tax from Discount Calculation Payables option, see: Exclude Tax from Discount Calculation Payables option, *Oracle Payables Implementation Guide*.

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 tab 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.

> **Important:** You can manually adjust scheduled payments or use the Split Schedule functionality to adjust scheduled payments. The Recalculate Scheduled Payment Payables functionality will not overwrite those changes. However, if the Exclude Tax from Discount Calculation Payables option is enabled and changes have been made to the tax amounts and if the invoice is not fully paid, then Invoice Validation will overwrite any manual scheduled payments changes.

Related Topics

Scheduled Payments Tab Reference, page 3-323

Adjusting Scheduled Payments, page 3-272

Applying a Hold to a Scheduled Payment, page 3-204

Discounts, page 3-31

Financials Options, *Oracle Payables Implementation Guide*

Payables Options, *Oracle Payables Implementation Guide*

Payment Terms, *Oracle Payables Implementation Guide*

Reviewing Payments, page 5-64

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 first save the header information for an invoice, Payables automatically creates a scheduled payment. If the invoice uses discount payment, the schedule payment 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.

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 Calculation option you specify in the Payables Options window controls whether Payables subtracts the tax amount from the invoice amount when it calculates the invoice amount applicable to discount. Note that if you apply a prepayment with a discount to an invoice due a discount, you may need to adjust the discountable amount by the prepayment application amount to ensure that the discount taken is not overstated.

If the Exclude Tax From Discount Calculation option is enabled and changes have been made to the tax amounts and if the invoice is not fully paid, then the Invoice Validation recreates the scheduled payments based on the new discountable amount.

DISCOUNT RESTRICTIONS

BANK CHARGES: You cannot use the Discount feature if you enable the Use Bank Charges Payables option.

Related Topics

Payment Terms, *Oracle Payables Implementation Guide*

Scheduling Invoice Payments, page 3-29

Scheduled Payments Tab Reference, page 3-323

Payment Payables Options, *Oracle Payables Implementation Guide*

Entering Invoices with Matched Purchase Orders and Receipts in the Invoice Workbench

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, *Oracle Payables Implementation Guide*.

After you save the match, Payables updates the quantity or amount 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).

Receipt and purchase order matching setup and functionality is described in detail in Purchasing Integration, page 3-282. 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 or services 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 3-37.

- **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. Payables automatically creates invoice distributions based on the purchase order distributions. See: Matching to Purchase Order Shipments and Distributions From the Invoice Workbench, page 3-31 and Entering Purchase Order Matched Invoices in Quick Invoices, page 3-115

- **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 3-31.

- **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. See: Price Corrections, page 3-65.

When you are matching to a purchase order, open the View PO window to have easy access to purchase order information. See: View Purchase Order Information, page 3-70

Prerequisites

- Enter a purchase order. See: Overview of Purchase Orders, *Oracle Purchasing User Guide*

- Enter purchase order shipment information. See: Entering Purchase Order Shipments, *Oracle Purchasing User Guide*

- Select a Match Approval Level and an Invoice Match Option for the purchase order. Entering Purchase Order Shipments, *Oracle Purchasing User Guide*

- Enter the supplier and at least one pay site. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.

Related Topics

Amount Matching of Purchase Orders, page 3-286

Debit Memo Notification Workflow), *Oracle Purchasing User Guide*

Purchasing Integration, page 3-282

Purchase Order Matching Database Tables, *Oracle Payables Reference Guide*

Invoice Matching Detail Report, page 9-71

Match to Purchase Orders Window Reference, page 3-295

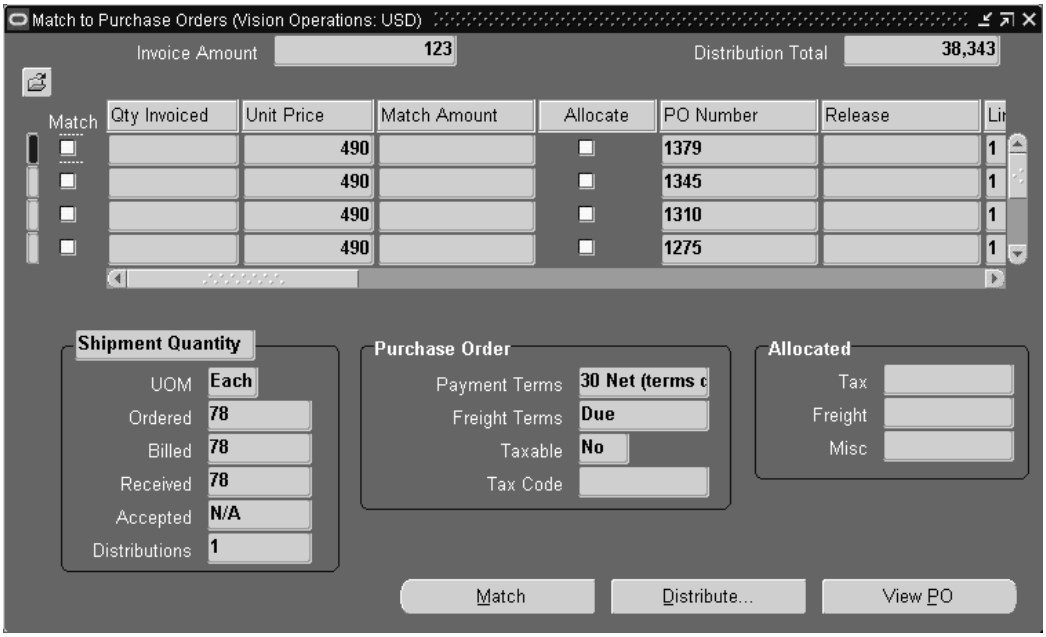
Matching to Purchase Orders

You can match to purchase orders using:

- Match to Purchase Order Window, page 3-34

- Lines Tab of the Invoice Workbench, page 3-35
- Quick Match, page 3-36

Matching to Purchase Orders in the Match to Purchase Orders Window



The simplest way to match an invoice to purchase order shipments or distributions is to use the Match to Purchase Orders Window. Payables automatically creates invoice lines and distributions based on the matched shipments and distributions.

To match an invoice to purchase order shipments and distributions using the Match button:

1. In the Invoice Workbench, enter the invoice header information.
2. Optionally, enter a PO Number. The payment terms will default in based on the PO selected.
3. Choose the Match button. If you entered a PO Number, the PO Number will default into the Find Purchase Orders for Matching window.
4. Query the purchase order shipment lines you want to match to. The Match to Purchase Orders window appears.
5. To match to a shipment, check the Match check box next to each shipment line that you want to match to. Enter a quantity invoiced. Payables automatically calculates the Match Amount.

   Payables automatically creates invoice lines by matching lines on the supplier's invoice to shipments on the purchase order.

6. To automatically create Freight, Miscellaneous, or both lines associated with the shipment line, check the Freight/Misc. check box. To create the distributions, in the Freight/Misc window, check the type of charge that you want to allocate, enter the allocated amount, and enter a description if necessary. Payables creates distributions based on the allocated amounts.

7. To match to a distribution, select the shipment line, enter a quantity matches, then click Distribute. A single shipment line can have multiple distribution lines. Check the Match check box next to each distribution line that you want to match to and enter a Quantity Invoiced.

8. Click Match.

9. Select the Lines tab to see the information that defaulted from the Match to Purchase Orders window. Accept the defaulted information or update the following fields: Qty Invoiced, Unit Price, and Match Amount.

   Verify that the Invoice Amount and Gross Total for the lines match or the invoice will not pass validation.

10. Click Discard to discard any lines that you do not want to include on the invoice.

11. Click Distributions to view the distributions that were defaulted in from the purchase order for each line.

The Distribution Account on the Lines tab is used only for defaulting. Once it has been defaulted onto the distributions and if the account on the distributions is overridden, it is not corrected or reflected on to the lines.

Matching to Purchase Orders in the Invoice Workbench Lines Tab

You can also match an invoice to purchase order shipments and distributions by entering information directly in the Lines tab of the Invoice Workbench. Payables automatically creates distributions based on the matched shipments and distributions.

If an invoice is matched to a purchase order with multiple lines and only some of those lines have tax codes, then the invoice only populates the Tax classification code on the lines matched to a PO with tax codes as well.

To match purchase order shipments and distributions in the Invoice Workbench:

1. In the Invoice Workbench, enter the invoice header information.

2. In the Lines tab, enter the line Type and Amount.

3. Enter the PO Number that you want to match to. If you specified a PO Number in the invoice header, that PO Number will default to the line; however, you can match to any purchase order, so modify the PO Number field as necessary.

4. If you are matching to a blanket purchase order, you must also provide a Release

Number.

5. To match the invoice line to a shipment or distribution, complete the necessary fields. To match to:

   - **PO 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, you can select it from a list of values. The list of values defaults based on the PO Number specified.

     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.

6. Save your work.

7. Click Distribute to view the distributions that defaulted in from the matched shipments and distributions.

Matching to Purchase Orders Using Quick Match

To match invoices to all open, unbilled purchase order shipments, use Quick Match. Quick Match matches shipments on a first in, first out (FIFO) basis. Quick Match is convenient to use if you have:

- Invoices that have one shipment per line
- Multiple shipments that are received in chronological order

If you have multiple shipments that are not received in chronological order, use the Match to Purchase Order Shipments window or the Lines tab in the Invoice Workbench. Payables automatically creates invoice lines and distributions based on the matched shipments and distributions.

To match purchase order shipments using Quick Match:

1. In the Invoice Workbench, enter the invoice header information.

2. Click Quick Match. Payables automatically creates invoice lines based on the open, unbilled shipments for the supplier.

3. Select the Lines tab to see the information that defaulted from the Quick Match. Accept the defaulted information or update the following fields: Qty Invoiced, Unit Price, and Match Amount.

   Verify that the Invoice Amount and Gross Total for the lines match or the invoice will not pass validation.

4. Click Discard to discard any lines that you do not want to include on the invoice.

5. Click Distributions to view the distributions that were defaulted in from the purchase order for each line.

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.

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.

Matching to Receipts

The process for matching to receipts, is the same as matching to purchase orders; however, to match to receipt, ensure the following prerequisites are complete:

- Invoice Match Option for the purchase order shipment is set to Receipt.

- A purchase order for the same supplier and currency as the invoice you are entering is approved and open, and has at least one receipt entered against it.

If the Invoice Match option for the supplier site is set to receipt then the match button will default to Receipt and you can use the Match to Receipt window to match receipts

to invoices.

You can also match to purchase orders in the Lines tab of the Invoice Workbench. Enter a PO Number and a Receipt number to match to a receipt line.

Payables automatically creates distributions for the matched to receipt lines.

See: Matching to Purchase Orders, page 3-33.

Advances and Progressive Contract Financing

Oracle Payables, Purchasing and Services Procurement provides an integrated solution to automate acquisition of complex services. Complex service contracts are characterized by:

- High dollar value projects.
- Long lead time delivery schedules.
- Progress payments based on work completion.
- Advances and progress based financing options.
- Retainage options.

Oracle Payables provides the functionality to release progress payments, release and recoup advances, apply retainage on invoices, and release retained funds. Advances are generally one-time prepayments made before work on a contract begins, while contract financing infuses money to the supplier as work progresses. Oracle Payables ensures that the amounts financed are recovered by automatically applying financing to subsequent invoices per the specific terms captured in the purchase order.

For more information, see: Complex Work in the Procurement Suite, *Oracle Purchasing User's Guide*.

Prerequisites

Before you enter invoices for complex service work contracts, you must do the following:

- Create a document style in Oracle Purchasing.
- Create a service procurement purchase order in Oracle Purchasing.
- Create a retainage account in Financials Options setup.
- Define matching tolerances in the Invoice Tolerances Template.
- Specify supplier terms and controls in the supplier setup.

- Define approval rules in Oracle Approvals Management.

Document Styles

Document styles are created and used in Oracle Purchasing to enable complex payment terms on a service procurement purchase order. To match a prepayment invoice created in Oracle Payables to a services procurement purchase order created in Oracle Purchasing, you must select an appropriate document style when creating the purchase order. An appropriate document style is one that has been enabled for Advances or Contract Financing.

For details on creating document styles, see: Defining Document Styles, *Oracle Purchasing User's Guide*.

Service Procurement Purchase Order

Advances are entered on the purchase order by choosing the appropriate document style and then entering an Advance Amount in the Financing region of a purchase order line(s). The Recoupment Rate in the same region represents the percentage the supplier will be paid on subsequent invoices until the advance is fully recouped. For example, if a recoupment rate of 20% is entered, then the deploying company may pay the supplier 80% of the first progress invoice. That is, 20% of the progress invoice may be paid by recouping the advance until the advance is fully exhausted. The distribution for the advance is entered in the Distributions subtab of the purchase order. A purchase order must be approved and open before it can be matched to a prepayment.

Contract financing is entered on the purchase order by choosing the appropriate document style and then adding Pay Items for each purchase order line. Distributions for each Pay Item are entered in the Distributions subtab of the purchase order. The distribution account is populated on the prepayment created in Payables when the prepayment is matched to the purchase order. A purchase order must be approved and open before it can be matched to a prepayment.

For details on creating services procurement purchase orders, see: Entering Complex Work Purchase Order Pay Items, *Oracle Purchasing User's Guide* and Entering Complex Work Purchase Order Lines, *Oracle Purchasing User's Guide*.

Retainage Account Setup

Define the retainage account for the operating unit in the GL Accounts region on the Accounting tab of the Financials Options window (Setup > Options > Financials Options > Accounting tab). Oracle Payables uses this account to record the distribution on progress invoices and subsequent retainage release invoices for funds withheld from suppliers.

Invoice Tolerances Setup

Use the Invoice Tolerances Template to define the matching tolerances policy for variances between the procurement contract or the work to date represented by the approved work confirmations. For more information on setting up invoice tolerances,

see: Invoice Tolerances, *Oracle Payables Implementation Guide*.

Supplier Terms and Controls Setup

Set up supplier's terms and control defaults using the Suppliers page. You can specify the Payables invoice management defaults, such as the invoice match option for the supplier and the retainage rates for the supplier sites. These values default on the purchase order. For more information on setting up your suppliers, see: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.

Approval Management Setup

Oracle Approvals Management provides you the ability to configure rules for approving business transactions or activities. Although this setup is optional, Oracle recommends enabling workflow approval to automate the approval process for your complex service contracts. For more information on setting up invoice approvals, see: Setting Up Invoice Approval Workflow, *Oracle Payables Implementation Guide*.

Entering Prepayments for Advances and Contract Financing

You can enter prepayment invoices for complex service contracts using the:

- Invoice Workbench window.
- Quick Invoices window.
- Create Invoices page in the iSupplier Portal.

This section includes the following topics:

- Procedure for entering prepayment invoices for advances or contract financing in the Invoice Workbench window.
- Procedure for entering prepayment invoices for advances or contract financing in the Quick Invoices window.

For information on creating self-service invoices using the iSupplier Portal, see: Oracle iSupplier Portal Integration, page 3-165.

Entering Prepayment Invoices for Advances or Contract Financing in the Invoice Workbench Window

To enter prepayment invoices for advances or contract financing in the Invoice Workbench window, perform the following steps.

1. In the Type field, select the Prepayment option as the invoice type.

   Note: The Prepayment option includes advances and contract financing.

2. In the PO Number field, optionally enter the associated service procurement purchase order number or select it from the list of values, after which information defaults in the following fields from the purchase order: Supplier, Supplier Number, Supplier Site, and prepayment payment terms.

   Note: The PO Number list of values lists all service procurement purchase orders that have advance or contract financing pay items.

3. In the Invoice Num field, enter the supplier invoice number.

4. In the Invoice Amount field, enter the amount of the prepayment.

5. Match the prepayment invoice to the purchase order by performing a standard Match.

   An advance prepayment invoice is matched to a purchase order number, line numbers, and distributions. Pay items are not matched for an advance, since an advance is paid once before any work commences and is not based on performance.

   A contract financing prepayment invoice is matched to a purchase order number, line numbers, pay items (shipments), and distributions.

   Note: Oracle Payables ensures that the amounts financed and later recovered never exceed the allowable amounts designated by the specific terms captured in the purchase order.

6. To enter search criteria to find available purchase orders with available advances or contract financing terms, select the Match button.

   Review the information and select the rows you wish to match the prepayment invoice to by selecting the corresponding Match check box.

   Note: The information in the Payment Type field of the Match to Purchase Orders window indicates whether the service procurement purchase order row is an advance or contract financing. The Shipment Item Description field provides a description of the item ordered on the purchase order for which the Advance was provided. The Shipment Item Description field provides a description of the pay item on the purchase order for contract financing.

   Adjust the value in the Match Amount field, if needed, based on the supplier's invoice.

   If the advance, or pay item for contract financing, has multiple distributions on the purchase order and you wish to match to a particular distribution, select the

Distribute button.

Once done with your selection, select the Match button in the Match to Purchase Orders window. Oracle Payables populates the invoice lines in the Lines tab and creates the distributions for the advance or contract financing lines.

7. To manually enter lines for the advance, select the Lines tab.

   Enter values in the Amount, PO Number, PO Line fields and Optionally enter a value in the PO Distribution field.

   > **Note:** The list of values for the PO Line Number and PO Distribution fields provide additional information to help you choose the correct value. This extra information includes PO descriptions, Supplier Item Numbers, Amounts Unbilled, and Need-by Dates.

8. Save your work.

   Once you save your work, Oracle Payables matches the prepayment invoice to the purchase order.

For more information on the fields in the Invoice Workbench window, see: Invoices Window Reference, page 3-304.

Entering Prepayments for Advances or Contract Financing in the Quick Invoices Window

To enter prepayment invoices for advances or contract financing in the Quick Invoices window, perform the following steps:

1. Enter a unique value for the quick invoice batch.

2. In the Type field, select the Prepayment option as the invoice type.

   The Prepayment option includes advances and contract financing.

   > **Note:** If the Type is Prepayment, the Prepayment on Invoice check box, Prepayment Number, Prepayment Line Number, Prepay Apply Amt, and Prepayment GL Date fields become inactive. These fields refer to applying a prepayment to an invoice, and not to creating a new prepayment.

3. In the header fields, enter the Supplier, Supplier Site, Invoice Number, and Invoice Amount.

4. In the Invoice Lines region:

   - Select Item in the Type field of the Lines region..

Note: Freight and Miscellaneous line types cannot be imported for prepayments.

- Enter the Amount, PO Number, PO Line Number, and optionally, the PO Distribution Number.

  For contract financing, also enter the PO Shipment field.

5. Select the Create Invoices button to start the import process.

For more information on entering quick invoices, see: Quick Invoices Window Reference, page 3-125.

Validating Prepayment Invoices

Oracle Payables validates invoices prior to paying or creating accounting entries. For more information on validating invoices, see: Invoice Validation, page 3-170.

To validate a prepayment invoice, perform the following steps.

1. To confirm that the prepayment has been entered correctly, select the Actions button in the Invoice Workbench window.

   The Invoice Actions popup appears.

2. Select the Validate check box and then select the OK button.

   If the prepayment invoice is validated, the status in the Status field is Unpaid, which means that the prepayment invoice is ready to be paid.

   Note: The prepayment invoice status of Unpaid applies only to prepayment invoices. A prepayment cannot be drawn down until it is paid.

Tolerances and Holds

Tolerances are used to control acceptable prepayment invoice variances of supplier invoices for price, quantity, and amount information compared with what is stipulated in the contract. The follows types of tolerances are used:

- quantity-based tolerances for goods procurement
- amount-based tolerances for services procurement

Tolerance templates are used to control tolerances across organizations for any supplier site. You can create multiple templates for invoice tolerances in the Invoice Tolerances window, but you can only assign one set of tolerances per supplier site.

The Invoice Tolerances window enables you to designate the type of tolerance template as either Goods or Services. If you select the Goods template type, then holds placed for Ordered, Maximum Ordered, Received, and Maximum Received tolerances are based on quantity. Similarly, if you select the Services template type, then holds placed for Ordered, Maximum Ordered, Received, and Maximum Received tolerances are based on amount. You can create two sets of tolerances for each supplier site; one for Goods and one for Services.

The tolerance templates are applied during invoice validation per invoice line depending on the PO Line Type and Pay Item Line Type. For example:

- If the PO Line is Fixed Price and the Pay Items are Lump Sum, the system uses the Services template assigned to the supplier site.

  If the Services template type is applied, the price tolerance is disabled, since price validations are applicable for services.

- If the PO Line is Fixed Price and the Pay Items are rate based, the system uses Goods template assigned to the supplier site.

  While it is a Goods template, it represents quantity-based matches.

- If the PO Line is Fixed Price and the Pay Items are Milestone, the system does not use a tolerance template, because any variance is not acceptable.

  Oracle Payables places a milestone hold for goods if the price and amount are not exact or if the quantity billed is over the quantity ordered.

During the validation process, a matching hold is placed on prepayment invoices if the amount ordered, received, maximum ordered, maximum amount received, or milestone tolerances are violated. For details on matching holds, see: Matching Holds, page C-7.

Confirming Work

A work confirmation is information that confirms that work was delivered by a certain supplier at a specific price on a specific date as specified by a specific work confirmation number, which is associated with a purchase order number.

During validation, you can use 2 or 3-way matching to verify work confirmation. If you are comfortable with a supplier's historical performance, 2-way matching with control back to the purchase order may be adequate for internal controls. On the other hand, if a supplier is new or you prefer increased control when tracking the work performed, you can optionally use 3-way matching.

Advance prepayments can only be 2-way matched, that is, verifying that the purchase order and the invoice match within accepted tolerance levels, since there is no work or deliverable associated with an advance. For contract financing prepayments, you can use 2-way or 3-way matching. Three-way matching verifies that the purchase order, the invoice, and receiving information match within accepted tolerance levels.

The work confirmation receipt is the only type of receipt allowed for complex service

contracts. If the amount of work completed is equal to the amount billed on the invoice, then the invoice is eligible for payment. If the amount of work completed is less than the amount of work billed on the invoice, then the invoice is placed on a matching hold.

Funds Checking

If the Budgetary Control feature is enabled, the Funds Check functionality verifies that sufficient funds are available to pay an invoice. If sufficient funds are available, funds reserve occurs during validation. Oracle Payables totals distribution amounts by account and checks whether any of these totals exceed available funds for the distribution account. If a single account fails funds checking, the entire invoice fails funds checking. Funds can also be checked manually.

Encumbrancing Prepayments

If budgetary control and encumbrance functionality are enabled, Purchasing and Payables create encumbrances and encumbrance reversals against the budgets defined in Oracle General Ledger. Encumbrances are anticipated expenditures. Advances and contract financing prepayments are always matched to a contract line pay item and recouped from an invoice delivery item for that same contract line.

> **Note:** Oracle Payables only encumbers upon delivery and not when the prepayment invoice is entered.

Calculating Taxes on Advances and Contract Financing

Oracle Payables integrates with Oracle E-Business Tax to provide tax services for invoices. For complex service contracts the system calculates taxes depending on the type of invoices and your configuration. This table represents how tax is calculated:

Tax Calculations

Invoice Type	Tax Calculation
Standard	• Tax is calculated on progress to-date invoices, net of retainage based on the tax drivers. • Tax is calculated on final delivery invoices based on the tax drivers.

Invoice Type	Tax Calculation
Prepayments	• Tax is calculated on the advance if you create a tax rule for advances. • Tax is calculated on progress treated as financing if you create a tax rule for contract financing. • Tax is reversed on the prepayment recoupment either by recalculating the prepaid tax based on today's rates or prorating the prepaid tax based on the recoupment amount.
Retainage Release	Tax is calculated on retained amounts ready to be released based on the original invoice's tax drivers.

Prerequisites

Before the system can calculate taxes on your complex service invoices, you must configure tax rules in E-Business Tax. To set up taxes for complex service contracts, complete the following steps in E-Business Tax:

1. Select the applicable tax regime code and tax on the Tax Rules page.
2. Create a tax rule for all transactions on the Create Tax Rule: General Information page.
3. Add a line class condition in the Additional Factors Available on Transaction Lines region of the Create Tax Rule: General Information page.

   Add P2P Advance if you want to create a tax rule for advances. Add P2P: Contract Financing if you want to create a tax rule for contract financing.
4. Assign a tax rate for when the condition is true on the Create Tax Rule: Condition Results page.
5. Specify your recoupment tax treatment in the Applied Amount Handling field on the Create Taxes page.

For more information on tax setup, see: Setting Up Taxes on Invoices, page 3-184.

Retainage

Supplier invoices are managed and paid as specified by the complex payment terms of

the associated service procurement contract. Service procurement payment scenarios exist in numerous industries. For example, during the procurement of equipment that has a long production lead time, such as engineered-to-order items, periodic progress payments are paid to suppliers by the deploying company. The progress payments are based on the costs incurred by the supplier or upon delivery of specified milestones contained in the contract.

Retainage is the act of withholding a portion of a payment until a substantial portion or all of the work is completed. It is a common practice in project-based construction and public sector service procurement contracts and is generally used in projects with a high value or with long-term contracts. A portion of a progress payment is generally withheld by the buying organization until all work in the contract is complete and accepted. The percentage withheld is negotiated, defined in the contract, and is based on the risk factors involved. These risk factors include the performance and reliability of the supplier.

The retained amount is based on the contractual terms defined in the service procurement contract or purchase order line. A contract line can be associated with one or more progress payments. After performing a portion of the contractual work, the supplier sends a progress invoice to the buying organization, requesting payment against the service procurement contract line or purchase order.

The progress invoices submitted by a supplier are recorded as Standard Invoices in Oracle Payables. Oracle Payables withholds a portion of a progress invoice during matching to these payment lines (2-way matching) or to the receipts of these payment lines (3-way matching). The retained amount is represented as negative distribution amounts of type Retainage to the matched invoice line.

> **Note:** No manual override or manual entry of retainage amounts is allowed.

Oracle Payables supports progress invoices with the following invoice amounts:

- net of retainage
- gross of retainage

Net of Retainage Invoice Amount Example

The following tables in this section illustrate an invoice amount that includes retainage as it would appear in the Invoice Workbench windows if the Net of Retainage check box is enabled in the default folder of the Invoice Workbench window. This example shows an invoice that is a progress payment of $100.00 matched to a pay item that has two distributions. The retainage rate at the contract line is 15%.

Invoice Header

Invoice Number	Supplier	Invoice Amount	Date	Net of Retainage Check Box Enabled
INV101	BVC Inc.	**$85.00**	10/01/2006	**Yes**

Invoice Lines

Line Number	Type	Amount	PO Number	PO Line	Pay Item	Retained Amount	Retained Amount Remaining
1	Item	$100.00	CONS101	1	1	-$15.00	$15.00

Invoice Lines Running Totals

Gross	Retainage	Net Amount
$100.00	-$15.00	$85.00

Since the Net of Retainage check box is selected, the invoice validation process compares $85.00, the net amount, to the invoice amount entered in the invoice header region of $85.00 to determine if the invoice should be placed on a line variance hold.

Invoice Distributions

Line Number	Distribution Number	Type	Amount	Account	Related Retainage Distribution	PO Distribution	Retained Amount Remaining
1	1	Item	$50.00	01-Charge1	Inv101-1-1	1	

Line Number	Distribution Number	Type	Amount	Account	Related Retainage Distribution	PO Distribution	Retained Amount Remaining
1	2	Item	$50.00	01-Charge2	Inv101-1-2	2	
1	3	Retainage	-$7.50	01-Retainage	Inv101-1-1	1	$7.50
1	4	Retainage	-$7.50	01-Retainage	Inv101-1-2	2	$7.50

Gross of Retainage Invoice Amount Example

The following tables in this section illustrate an invoice amount that does not include retainage as it would appear in the Invoice Workbench windows if the Net of Retainage check box in the default folder of the Invoice Workbench window is disabled. This example shows an invoice that is a progress payment of $100.00 matched to a pay item that has two distributions. The retainage rate at the contract line is 15%.

Invoice Header

Invoice Number	Supplier	Invoice Amount	Date	Net of Retainage
INV101	BVC Inc.	**$100.00**	05/01/2005	**No**

Invoice Lines

Line Number	Type	Amount	PO Number	PO Line	Pay Items	Retained Amount	Retained Amount Remaining
1	Item	$100.00	CONS101	1	1	-$15.00	$15.00

Invoice Lines Running Totals

Gross	Retained	Net Amount
$100.00	-$15.00	$85.00

Since the Net of Retainage check box is disabled, the invoice validation process compares $100.00, the gross amount, to the invoice amount entered in the invoice header region of $100.00 to determine if the invoice should be placed on a line variance hold.

Invoice Distributions

Line Number	Distribution Number	Type	Amount	Account	Related Retainage Distribution	PO Distribution	Retained Amount Remaining
1	1	Item	$50.00	01-Charge1	Inv101-1-1	1	
1	2	Item	$50.00	01-Charge2	Inv101-1-2	2	
1	3	Retainage	-$7.50	01-Retainage	Inv101-1-1	1	$7.50
1	4	Retainage	-$7.50	01-Retainage	Inv101-1-2	2	$7.50

Invoice Lines and Retainage

Oracle Payables retains applicable retainage on all progress payment invoices. Progress payment invoices are standard invoices matched to a service procurement purchase order or receipt. Progress payment invoices have pay items of types Rate, Milestone, or Lump Sum. During the matching process, Oracle Payables calls the Oracle Purchasing API to retrieve the amount to retain. The retainage information is stored in the matched invoice item line and the system creates negative retainage distributions prorated to the item distributions.

Discarding Invoice Lines with Retainage

Discarding an invoice line means that you remove it from visibility in the Lines tab of the Invoice Workbench window, but the data remains in the database.

If you discard an item line with retainage, the retained amount of the pay item is reduced. When the reversing distributions are created, the retainage distributions are also reversed. If the invoice amount is gross of retainage, the gross amount of the payment schedule is increased.

If a line carries retainage information and some or all of the related retainage releases have been billed, then the original invoice line cannot be discarded, since the retainage release lines contain references to the original standard invoice line.

Important: Discarding retainage release line leaves incorrect balances.

Invoice Line Corrections with Retainage

Price, quantity, and amount corrections are allowed for a base-matched item line. If, however, an item line carries retainage, and some or the entire retained amount has been released, no corrections are allowed on the item line.

Note: You cannot correct an item line with released retainage.

Line-Level Matching/Corrections and Retainage Computation

After amount information is entered in the purchase order, the PO API is called to retrieve the amount to retain and displays it by populating the Retained Amount field in the Lines tab. Also the matching/corrections API takes the retained amount and creates the necessary retainage distributions if the Net of Retainage check box is selected. In cases where the Net of Retainage check box is disabled, the matching API also updates the payment schedules.

Retainage Release

Retainage release is the act of releasing, or paying, that portion of a payment that was withheld until a substantial portion or all of the service procurement work is completed. The amounts retained during the life of the contract must be released and paid to the supplier or sub-contractor once all or a substantial portion of the work is completed. Retainage terms in a service procurement contract are agreed upon by the buyer and the supplier and are defined in the contract. Oracle Payables receives any required contract data from Oracle Purchasing, Oracle Projects, and Oracle Contracts. Once the release criteria are met, suppliers request a release of the retained amount by submitting a document called a Retainage Release Request.

Oracle Payables uses the Retainage Release Request to create a type of invoice called Retainage Release. A retainage release invoice has lines, which are copied from the original standard progress invoices, which show an amount left to be released.

Creating Retainage Release Invoices

Note: Retainage release invoices can only be entered manually in the

Invoice Workbench window.

Entering Retainage Release Invoices

To create retainage release invoices, perform the following tasks:

1. Navigate to the Invoice Workbench window.
2. In the Operating Unit field, select the applicable operating unit from the list of values in which the retainage release invoice will be created.
3. In the Type field, select the Retainage Release invoice type from the list of values.
4. In the header region, enter a purchase order number for which you want the retainage released in the PO Number field or select it from the list of values.

   All the information defaults from the associated purchase order.

   > **Note:** If you do not provide a purchase order number, you must provide supplier information so the system can default other invoice header information.

5. In the Invoice Amount field, enter the gross invoice amount, which includes tax.
6. In the Release Amount Net of Tax field, enter the release amount net of tax, which is the invoice amount without tax.

   The system automatically selects the invoice lines that can be released.
7. Enter any other required header information.
8. Select the Match button.

   The Find Retained Invoice Lines window appears.

   - Enter the applicable invoice line search criteria and select the Find button.

     The Release Retainage window appears. Invoice lines appear that match the search criteria, which have unreleased retainage.

   - Select the Select check boxes for the applicable pay items and the system defaults the retainage amounts that can be released.

     > **Note:** You can accept the defaulted amount or manually enter any amount less than or equal to the defaulted amount in the Release Amount field.

   - Optionally, select the View PO button to access detailed purchase order

information.

- After entering the amount to release in the Release Amount field, select from the following:
  - Select the Release button to prorate the release amount to all the invoice lines that are matched to a pay item and not fully released.
  - Select the Lines button and the system navigates to the Retainage Release Lines window and queries the item lines that are matched to the pay item. The lines are sorted by creation date. You can now perform the following tasks:
    - Select the Select check box for each line for which you want to release retainage. When a line is selected, the system defaults the amount that can be released. If necessary, you can override the amount.
    - Select the Invoice Overview button to navigate to the Invoice Overview window and view the complete details of the invoice.
    - Select the Release button. Based on your selection, the system creates retainage release lines and retainage distributions.

9. When you select the Match button, the system does the following:
   - creates retainage release lines
   - creates retainage reversing distributions and copies the same account and project information from the original distribution
   - updates the original retained item line, retainage distributions, and the pay item with the amount released

Creating and Adjusting Payment Schedules for Invoices with Retainage

When an invoice amount entered is net of retainage, as indicated by the selected Net of Retainage check box at the invoice header, there is no impact to the creation of the payment schedule or adjustments.

When an invoice amount entered is gross of retainage, the payment schedule is adjusted. The adjustment reduces the gross invoice amount in the payment schedule and occurs at the following event points:

- anytime retainage is computed on an invoice
- when an invoice line with retainage is discarded
- when an invoice with retainage is cancelled

Discountable Basis of Payment Schedules for Invoices with Retainage

Whenever payment schedules are recreated, the amounts applicable to a discount take retainage into account and are net of retainage.

Tax Calculation on Invoices with Retainage

Tax calculation on invoices with retainage is shown in the table below. In this example, if the progress payment invoice is $100.00 and the retainage is 15%, the invoice amount will be $85.00 plus VAT (10%) of $8.50 equals a total invoice due the supplier of $93.50.

Example of Tax Calculation on an Invoice with Retainage

Details	Value
Progress Payment	100.00
Less Retainage	15.00
Amount Due	85.00
VAT	8.50
Total Due to Supplier	93.50

Validating Invoices with Retainage

Validating invoices with retainage impacts holds, variance calculations, and withholding tax.

Holds on Invoices with Retainage

The Line Variance hold is placed on an invoice when the invoice amount is unequal to the sum of all invoice lines. This hold determination considers whether the Net of Retainage check box is enabled or disabled. The following table describes the rules for determining the line variance hold for invoices with retainage.

Hold Determination Rules for Invoices with Retainage

Net of Retainage Check Box	Hold Determination Rule
Enabled	Invoice Amount = Sum of all the line amounts - Sum of all the Lines Retained Amount. If this is not the case, the Line Variance hold is applied.

Net of Retainage Check Box	Hold Determination Rule
Disabled	Invoice Amount = Sum of all the line amounts. If this is not the case, the Line Variance hold is applied.

Variance Calculation on Retainage Release Invoices

- The Exchange Rate Variance applies to retainage release invoices. Foreign currency invoices can have an exchange rate difference between the invoices that withheld retainage and the retainage release invoice. The difference between these rates is reflected as an exchange rate variance in the retainage release invoice. The variance is charged to the System Gain or Loss account.

The following tables in this section illustrate an Exchange Rate Variance example. Assume the invoice is a progress payment for $100.00 CAD, the functional currency is USD, and the exchange rate is .1 matched to a pay item that has two distributions. The retainage rate at the contract line is 15%.

Invoice Header

Invoice Number	Supplier	Amount	Date	Net of Retainage
INV101	BVC Inc.	$85.00	05/01/2006	Yes

Invoice Lines

Line Number	Type	Amount	PO Number	PO Line	Pay Item	Retained Amount	Retained Amount Remaining
1	Item	$100.00	CONS101	1	1	-$15.00	$15.00

Invoice Lines Running Total

Gross	Retainage	Net Amount
$100.00	-$15.00	$85.00

Since the Net of Retainage check box is disabled, the Invoice Validation process compares $85.00, the net amount, to the invoice amount of $85.00 in the header to determine if the invoice should be placed on a line variance hold.

Invoice Distributions

Line Number	Distribution Number	Type	Amount	Account	Related Retainage Distribution	PO Distribution	Retained Amount Remaining
1	1	Item	$50.00	01-Charge1	Inv101-1-1	1	
1	2	Item	$50.00	01-Charge2	Inv101-1-2	2	
1	3	Retainage	-$7.50	01-Retainage	Inv101-1-1	1	$7.50
1	4	Retainage	-$7.50	01-Retainage	Inv101-1-1	2	$7.50

Assume the retainage is released when the exchange rate is 0.2 between the CAD and USD currencies. A retainage release invoice with an Exchange Rate Variance is created as follows:

Invoice Header

Invoice Number	Supplier	Amount	Functional Currency Amount	Date
INV102	BVC Inc.	$15.00	$3.00	05/01/2006

Invoice Lines

Line Number	Type	Amount	Functional Currency Amount	PO Number	PO Line	Pay Item	Retained Invoice	Retained Invoice Line
1	Retainage Release	$15.00	$3.00	CONS101	1	1	INV101	1

Invoice Distributions

Line Number	Distribution Number	Type	Amount	Functional Currency Amount	Account	Variance Related Distribution
1	1	Retainage	$7.50	$0.75	01-Retainage	Inv101-1-1
1	2	ERV		$0.75	01-Loss	Inv101-1-2
1	3	Retainage	$7.50	$0.75	01-Retainage	Inv101-1-1
1	4	ERV		$0.75	01-Loss	Inv101-1-1

Retainage release invoices can have Tax Rate and Tax Exchange Rate Variances.

Withholding Tax on Invoices with Retainage

Payables calculates withholding taxes on invoices during the invoice validation process or during the payment calculation. Invoices with retainage impact the taxable amount withheld, based on when the withholding tax is calculated.

If the withholding tax is calculated during the invoice validation process, then the taxable amount withheld is the gross amount. If the withholding tax is calculated during the payment calculation, then the taxable amount withheld is net of retainage.

Withholding taxes are not calculated on retainage release invoices if the calculation is done during the invoice validation process. instead, the withholding taxes are calculated during the payment calculation.

Accounting for Invoices with Retainage and Retainage Releases Invoices Using Subledger Accounting (SLA)

The following example illustrates the accounting entries created by Oracle Payables for retainage and retainage release invoices. The sample data includes a progress pay item in a services procurement contract for $100.00, and the retainage rate is 15%. There is a 10% tax that is 0% recoverable. The progress payment invoice is created by matching to the progress pay item. The amounts include:

- Invoice Amount: $93.50
- Item Amount: $100.00
- Retainage: $15.00
- Tax: $8.50

The related retainage release invoice includes the following amounts:

- Invoice Amount: $16.50
- Retainage: $15.00
- Tax: $1.50

Accrual Basis Accounting Entries for Invoices with Retainage and Retainage Release Invoices

The tables below illustrates the accrual basis accounting entries for invoices with retainage and retainage release invoices.

Invoice Entry

Distribution Description	Debit	Credit
Expense	100.00	
Non-Recoverable Tax	8.50	
Retainage		15.00
Liability		93.50

Payment Entry

Distribution Description	Debit	Credit
Liability	93.50	
Cash		93.50

Release Invoice Entry

Distribution Description	Debit	Credit
Non-Recoverable Tax	1.50	
Retainage	15.00	
Liability		16.50

Release Payment Entry

Distribution Description	Debit	Credit
Liability	16.50	
Cash		16.50

Cash Basis Accounting Entries for Invoices with Retainage and Retainage Release Invoices

The tables below illustrates the cash basis accounting entries for invoices with retainage and retainage release invoices.

Invoice Entry - no entry.

Payment Entry

Distribution Description	Debit	Credit
Expense	100.00	

Distribution Description	Debit	Credit
Non-Recoverable Tax	8.50	
Retainage		15.00
Cash		93.50

Release Invoice Entry - no entry.

Release Payment Entry

Distribution Description	Debit	Credit
Non-Recoverable Tax	1.50	
Retainage	15.00	
Cash		16.50

Automatically Recouping Advances and Contract Financing Payments

Oracle Payables ensures that amounts financed, such as prepayments, and later automatically recouped or recovered, never exceed the allowable amounts specified by the terms in the fixed price contract.

Overview

Recoupment is the automatic process of recovering prepaid amounts when invoicing for progress or for the final delivery of goods or services, based on specific terms specified in the services procurement contract. It is basically a prepayment distribution tied to an item line. Recoupment, a common business practice in Federal Government contracts, settles advances and contract financing paid to a supplier against the delivery invoice. When the supplier or contractor submits invoices for the project, any prepayments are recouped from the previous advances or contract financing.

Recoupment rules present in the service procurement contract enable Oracle Payables to automatically draw against the prepayments and reduce the amount due on the delivery invoice. Automatic recoupment occurs as part of the matching process at the following event points in Oracle Payables: header-level matching, line-level matching, and the open interface import.

Advances and contract financing prepayments are automatically deducted from the

standard invoice delivery payments for the contract line. The advanced or financed prepayment items are matched to a specific contract line in a service procurement purchase order. They are applied to, or recouped from, the same contract line with the delivery of the item, up to the unpaid invoice amount. Recoupment amounts are automatically calculated for every standard invoice item line that is matched to a service procurement purchase order delivery pay item or shipment. It is based on the total available amount of financed pay items or shipments for that same contract line.

Recoupment treats advances and contract financing prepayments differently, as the following table describes:

How Recoupment Treats Advances and Contract Financing Prepayments Differently

Prepayment	Recoupment
Advance	The progress payments and the final delivery invoice are all considered progress payments. That is, each of the progress payments and the final delivery invoice are all portions of the total amount due the supplier. Progress payments can be based on a milestone, a rate, or a lump sum.
Contract Financing	All progress payments are called prepayments. The prepayments are recouped, or drawn down, against the total amount due. The final delivery invoice is for the total amount due, rather than a portion of the total amount due.

Manual recoupment is unavailable. You can, however, manually change the automatically generated recouped distributions by discarding the standard invoice item line, correcting the service procurement contract line, and then re-entering the standard invoice item line.

The order of a recoupment is on a first-in, first-out (FIFO) basis by the prepayment invoice payment date, with contract financing recouped first and then advances. After the recouped amounts are calculated, the payment schedules are adjusted for the amount remaining. You can view the recouped amounts in the View Prepayment Applications tab in the Invoice Workbench window.

Matching Progress Invoices to Service Procurement Purchase Orders

Since a recoupment is a prepayment distribution that is tied to an item line, the recoupment distributions are created automatically as part of the matching process. Recoupment amounts are automatically calculated for every standard (progress) invoice item line that is matched to a service procurement purchase order delivery pay

item or shipment and are based on the total available amount of the financed pay items or shipments for the contract line item. If prepayments are available to apply, Oracle Payables determines the maximum amount to recoup for the line item. After calculating and subtracting retainage, the available prepayments are applied on a FIFO basis according to the prepayment payment date.

Matching Rules for Recoupment

If at least one standard (progress) invoice line is matched to a service procurement purchase order actual delivery pay items, Oracle Payables performs calculations and comparisons to determine the correct amount to apply as follows:

1. The amount applied is equal to the lesser of the amount available to apply or the maximum amount to recoup.

   The amount available to apply depends on the availability of payments that can be applied to each of the standard invoice item lines that are matched to a service procurement actual delivery pay item. The prepayments available for consideration are the available advance or contract financing pay items that are from the same purchase order line as that of the standard (progress) invoice line.

2. Oracle Payables calculates the amount to recoup according to the following rules:

   1. Retainage is calculated first, if applicable.

      The maximum amount to recoup is based on the following formulas:

      - If (Gross Invoice Line Amount)(Recoupment Rate) ≥ (Gross Invoice Line Amount Net of Retainage), then Maximum Amount to Recoup = Amount Net of Retainage.

      - If (Gross Invoice Line Amount)(Recoupment Rate) < (Gross Invoice Line Amount Net of Retainage), then Maximum Amount to Recoup = (Gross Invoice Line Amount)(Recoupment Rate).

        The amount that is applied is the lesser of the Amount Available to Apply or the Maximum Amount to Recoup.

3. The available prepayment lines that are matched to a service procurement purchase order are applied to the standard (progress) invoice amount of the invoice containing the lines that are matched to the same service procurement purchase order. The FIFO basis is used according to the prepayment payment date. These amounts are applied first, then the remaining available prepayments, until the prepayments applied equal the value of the amount to apply.

Manually Applying and Unapplying Prepayment Invoices

You can manually apply prepayment invoices to standard invoices by using the Apply/Unapply Prepayments window in the Invoice Workbench. This window can be

accessed by navigating from the Actions button in the Invoice Workbench. Since the recouped amounts are calculated during the matching process, they are defaulted and are available upon entering this window. The amount remaining in the payment schedules is adjusted based on both the retained and recouped amounts.

You can only apply the available prepayment invoices that are not matched to the financing pay items and do not total more than the amount remaining in the Apply/Unapply Prepayments window. The recouped amounts cannot be displayed or unapplied from within the Apply/Unapply Prepayments window.

Calculating the Recoupment Amount

Oracle Payables determines how much of the prepaid amount to recoup, based on which ever is less:

1. The gross amount of the invoice line multiplied by the recoupment rate.
2. The matched line balance after retainage
3. The unapplied advance balance.

Recoupment Example

The table below shows a recoupment example where the prepayment amount is $40.00, the recoupment rate is 80%, and the retainage rate is 15%. The invoice line amount is $10.00.

Recoupment Example

Description	Amount	Calculation
Invoice Line	$10.00	
Retainage	-$1.50	$10.00 x 15% = $1.50

Description	Amount	Calculation
Recoupment	-$8.00	Lesser of: • $10.00 x 80% = $8.00 (line item amount available) • $10.00 - $1.50 = $8.50 (amount due after retainage) • $40.00 - $0.00 = $40.00 (remaining prepaid amount)
Total Payment Due	$0.50	

Adjusting Payment Schedules

Creating the header of a standard invoice generates the payment schedule for the invoice. When prepayments are applied to the standard invoice, Oracle Payables adjusts the payment schedule. Entering a progress invoice with recoupment results in an adjustment to the payment schedule and a reduction of the gross amount.

Recoupment events that result in an automatic adjustment to payment schedules are the following:

- Calculating recoupment for a progress invoice, such as matching to purchase orders, making corrections, and line-level matching.
- Discarding an item with a prepayment distribution results in an increase in the gross amount.
- Canceling an item with a prepayment distribution results in an increase in the gross amount.

Correcting Prices, Quantities, and Amounts

You can perform price, quantity, and amount corrections to reflect adjustments of unit price, quantity, and amount previously billed through a specific invoice matched to a purchase order or receipt. The corrections can be performed in the context of matching to a purchase order or receipt line. Access the Corrections window to make your corrections.

If the original base-matched invoice has an amount recouped, then the corrections that result in increases to the original base-matched invoice should update the Amount

Recouped information in the PO shipment in the purchase order entity. The corrections that result in decreases to the base-matched invoice do not update the amount recouped information in the PO shipment.

Viewing Recouped Amounts

You can view recouped amounts from the Invoice Workbench window as follows:

- View Prepayment Applications tab: you can view the prepayment item line descriptions created for each recoupment distribution. The value for Amount Applied is also available, which is the sum of the recouped distributions.

- Lines tab: you can view the prepayment invoice number, prepayment invoice line number, and recoupment rate fields for each invoice line.

Corrections

Corrections enable you to adjust the invoiced price, quantity, or amount of previously matched purchase order shipments, distributions, or receipts. You can use a correction when a supplier sends an invoice for a change for an invoice you have already matched to a purchase order. This existing matched invoice, also known as the *base-matched invoice*, is the invoice that the correction is adjusting, and it represents the actual quantity, unit price, and amount being charged for the purchased goods.

To record a correction enter a Standard invoice to record a price *increase*, or enter a Credit Memo or Debit Memo to record a price *decrease*.

Price corrections adjust the invoiced unit price of previously matched purchase order shipments, distributions, or receipts, without adjusting the quantity billed.

You can record a simple price decrease correction by entering a credit or debit memo and matching to a base-matched invoice. However, we strongly recommend that you record all price corrections by matching to a purchase order or receipt.

> **Note:** In amount matching of purchase orders, you cannot perform price corrections. See Amount Matching of Purchase Orders., page 3-286

You can enter a correction only if all of the following are true:

- the invoice type of the base-matched invoice is Standard or Mixed.

- the amount of the correction will not reduce the total amount billed for the shipment to be less than zero.

Invoice Validation and the Weighted Average Price

When Invoice Validation checks whether the invoice price is within the tolerance

allowed, it checks the weighted average price of the base matched invoice and all the price corrections associated with the base matched invoice.

To calculate the weighted average unit price, Payables uses this equation: (quantity * unit price) + (quantity * unit price) . . . / quantity invoiced for the base-matched invoice.

For example, the following table shows an invoice matched to a purchase order, and a subsequent price correction for the invoice:

Transaction	Quantity	Unit Price	Amount
Base Matched Invoice	10	1.00	10.00
Price Correction	5	.20	1.00

The weighted average price in this example is 1.10 because (10 * 1.00) + (5 * .20) / 10 = 1.10.

However, if you provide no values for the quantity and unit price then the system uses the net amount of the price correction in the equation. For example, the following table shows a price correction with a negative amount but no values for Quantity or Unit Price:

Transaction	Quantity	Unit Price	Amount
Base Matched Invoice	10	1.00	10.00
Price Correction	null	null	<1.00>

The weighted average price is 9 because (10 * 1.00) + (-1.00) / 10 = 9.

Entering the Base Matched Invoice Number

When you enter a correction in the Invoice Workbench or Payables Open Interface, you provide the number of the base-matched invoice when:

- you enter the Invoice Num field of the Find Purchase Orders for Matching window during purchase order matching.
- you enter the Invoice Num field of the Find Receipts for Matching window during receipt matching.
- you select an invoice in the Match to Invoice window when you match the price correction credit or debit memo directly to the base matched invoice.

- you provide a value in the AP_INVOICE_LINES_INTERFACE.PRICE_CORRECT_INV_NUM column when you enter a price correction in the Payables Invoice Open Interface.

Recording Price, Quantity, or Amount Corrections

Use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have matched to a purchase order or receipt.

To record a price, quantity, or amount corrections in the Corrections Window:

1. Enter the invoice.

   - If you are recording a price *increase*, enter a Standard or Mixed invoice. Payables then automatically defaults the supplier and supplier number from the purchase order to the Invoices window.

   - If you are recording a price *decrease*, enter a Credit Memo or Debit Memo type invoice. See: Entering Credit/Debit Memos, page 3-88.

   Enter all basic invoice information (see: Entering Basic Invoices, page 3-13) but do not manually enter the distributions that will be part of the price correction.

2. Click Corrections. The Find Document for Corrections window appears.

3. Select the type of correction you want to enter: Price, Quantity, or Amount.

4. Query the invoice or purchase order that you want to correct. Click Find.

   The window displays the available purchase order shipment lines based on your correction type and query. The type of correction that you can make depends on the type of purchase order line you are correcting:

   - **Goods.** You can make price or quantity corrections.

   - **Services.** You can make amount corrections on all services, with the exception of Rate Services.

   - **Rate Services.** You can only make Quantity corrections for Rate Services.

   If the purchase order line is a Milestone, then you cannot enter corrections. In this case, you must completely reverse the invoice.

5. Select the line that you want to correct and enter the correction details. Note that the change is the difference between the original price, quantity, or amount, and the new price, quantity, or amount. For example, if the original unit price was $100.00 and the supplier is decreasing the price by $10.00, enter -10.00 in this field. If the invoice Type is Credit or Debit Memo, the value in the Unit Price field must be negative.

- **Price Correction.** Enter the price change in the Unit Price field.
- **Quantity Correction.** Enter the quantity change in the Correction Qty field.
- **Amount Correction.** Enter the amount change in the Correction Amount field.

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. If you enter a value for Quantity Invoiced on a price correction, the quantity is used only to calculate the Match Amount (Quantity Invoiced x Unit Price = Match Amount). Payables does not record this quantity in the Invoiced Quantity field on the credit/debit memo distribution because a price correction does not involve the movement of goods, only an adjustment in the price of previously invoiced goods.

6. Click Correct to complete the correction.
7. If you want to match in further detail, you can match to specific purchase order distributions:
   - Click Distribute.
   - Select the purchase order distribution you want to match to and enter the appropriate details.
8. Choose Correct to save your match.
9. To review the new invoice distributions, choose the Distributions button in the Invoices window.

Related Topics

Invoice Overview, page 3-223

Purchasing Integration, page 3-282

Taxes on Invoices, page 3-184

Price Corrections, page 3-65

Entering Freight on Invoices, page 3-13

Final Matching Invoices and Final Closing Purchase Orders

Final matching an invoice to a purchase order indicates that no more invoices should be matched to the purchase order. To final match, select the Final Match option in the Invoice Lines region or the enable mark the Final Match check box that is available on every PO line during matching. If you select Final Match and you match to an purchase

order, the system updates the closure status of the entire purchase order to *Finally Closed* when you validate the invoice. If you match to a purchase order shipment, the system updates the closure status of the shipment to Finally Closed when you validate the invoice.

In Purchasing, you can finally close a purchase order at the following levels: header, release, line, or shipment. When you finally close at one level then all sublevels are also finally closed. No further actions can be performed against a purchase order level that is finally closed.

If the Show Finally Closed POs profile option is set to No, then during invoice entry Payables does not display purchase orders that are finally closed. If the profile option is set to Yes then Payables displays these purchase orders but you can't match to them.

If an invoice is matched to a purchase order shipment that then becomes finally closed before validation of the invoice, Invoice Validation applies a Finally Closed PO hold on the invoice. You cannot manually release this hold. You must reverse the match in the Distributions window and resubmit Invoice Validation 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 exception that causes Invoice Validation 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 Invoice Validation.

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 for any distribution on that invoice that is matched to the shipment.

If you are using encumbrance accounting and you mark an invoice distribution as a final match to a purchase order, the system 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. Also, you cannot final match a prepayment.

Prerequisite

- Enable the Allow Final Matching Payables option. See: Matching Payables Options, *Oracle Payables Implementation Guide*.

To final match a purchase order:

> **Note:** Final Match only if you are certain this is a final match against the related purchase order. Once you validate a final matched invoice distribution, you cannot update the Final Match check box for the

distribution.

- When you are matching an invoice or a credit/debit memo to a purchase order, check the Final Match option in the Match to Purchase Orders window.

Related Topics

Closing Purchase Orders, page 3-292

Entering Basic Invoices, page 3-13

Scheduling Invoice Payments, page 3-29

Entering Purchase Order Matched Invoices, page 3-31

Entering Credit/Debit Memos, page 3-88

Invoice Tolerances, *Oracle Payables Implementation Guide*

Purchasing Integration, page 3-282

Final Match (with Budgetary Control), *Oracle General Ledger User Guide*

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.

Related Topics

Payment Overview, page 5-62

Purchasing Integration, page 3-282

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.

A supplier might send an invoice that references a prepayment. If a supplier reduces the invoice amount by the amount of the prepayment and associated tax, you can use

the Prepayment on Invoice feature to enter the invoice. See: Entering Invoices that Reference Prepayments, page 3-79.

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 Quick Invoices window 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 apply a hold to a prepayment if you want to control payment of it. You can also enter an invoice amount that includes a prepayment.

On a prepayment, you can enter any number of distributions, either manually, or automatically by purchase order matching, distribution sets, or allocating. 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 9-81.

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, Quick Invoices, Expense Reports window, or Oracle Internet 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 Quick Invoices and Expense Reports, these values appear after import:

- For the invoice:

    - Invoice Workbench: 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:
    - Invoice Workbench: 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 3-72
- Entering Prepayments, page 3-73
- Entering Invoices that Reference Prepayments, page 3-79
- Applying and Releasing Holds on Prepayments, page 3-73
- Paying Prepayments, page 3-73
- Applying Prepayments to Invoices, page 3-74
- Applying Prepayments to Expense Reports, page 3-79
- Withholding Tax When Applying Prepayments, page 3-79
- Unapplying Prepayments, page 3-80
- Cancelling Prepayments, page 3-82
- Find Prepayments to Apply Window, page 3-84
- Find Invoices to Apply Window, page 3-83
- Recording a Refund of a Prepayment, page 3-82
- Apply/Unapply Prepayments Window Reference, page 3-85

For information on how taxes are applied to prepayments, see: Taxes on Invoices, page 3-184.

Foreign Currency Prepayments

Payables uses the exchange rate from the invoice when it accounts for the applied

Prepayment and associated tax distributions. 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.

Related Topics

Prepayments, page 3-70

Entering Prepayments

You can enter a Prepayment type invoice only in the Invoice Workbench. You cannot enter a Prepayment type invoice in the Quick Invoices window.

Optional Reuirements

- (Optional) Enter a prepayment account at the supplier site.
- (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.

Related Topics

Implementing Sequential Voucher Numbering, *Oracle Payables Implementation Guide*

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 3-202.

You release holds from a prepayment just as you would for any other invoice. See: Releasing Holds, page 3-206.

Related Topics

Prepayments, page 3-70

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 5-13, or Creating Multiple Payments, page 5-24. You must fully pay a prepayment before you can apply the prepayment to an invoice.

Related Topics

Prepayments, page 3-70

Applying Prepayments to Invoices and Expense Reports

You can apply the available amount of Item type distributions from a Temporary type prepayment to one or more 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.

If you use Automatic Offsets then your setting for the Prevent Prepayment Application Across Balancing Segments Payables option, *Oracle Payables Implementation Guide* controls whether you can apply a prepayment to an invoice or expense report with a different balancing segment.

Prerequisites

- The invoice type is Standard, Mixed, or Expense Report.
- Today's date is on or after the Settlement Date of the prepayment.
- The prepayment application GL date must be on or after the latest GL Date used on both the Prepayment and Standard invoice distributions.
- The prepayment is type Temporary, fully paid, validated, 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.

You can apply a prepayment in the following ways:

- Applying Prepayments in the Invoice Workbench, page 3-75
- Applying Prepayments in the Quick Invoices Window, page 3-76
- Applying Prepayments to Invoice Records in the Payables Open Interface, page 3-78
- Applying Prepayments to Expense Reports, page 3-79

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 in the Invoice Workbench

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.

Applying Prepayments in the Invoice Workbench

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 3-85.

   - If you initially queried a prepayment, Payables displays all invoices in the apply prepayments window 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.

     If the invoice references a prepayment, check the Prepayment on Invoice check box for each prepayment distribution that reduced the amount of the invoice.

     Enter the amount to apply for each prepayment distribution.

     Optionally change the GL Date, which is the accounting date for the new Prepayment distributions that Payables creates when you apply a prepayment. This date must be after the latest accounting date on any distribution for either prepayment or invoice and must be in an open period. 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 validated and paid Prepayment distributions in the Apply Prepayments window 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.

6. Save any changes and validate the invoice. Any unpaid amount remaining on the invoice is ready for payment.

Applying Prepayments in the Quick Invoices Window

For Quick 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 Quick Invoices invoice records Payables applies the prepayment during import, so the available prepayment amount is available to apply to other invoices until import.

You can apply a specific prepayment or multiple prepayments to an invoice. If you enter only a prepayment amount and do not identify a specific prepayment, Payables applies available prepayments for that supplier, in order of oldest prepayment to the newest, up to the prepayment amount. You can specify the first prepayment to apply. If the prepayment amount you enter exceeds the available amount on the specified prepayment, Payables then applies other available prepayments, in order of oldest to newest, up to the remaining prepayment amount.

When you enter an invoice record in the Quick Invoices window, 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 applies 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.

Additional Prerequisite for Quick Invoices

- Get up-to-date prepayment information from the Prepayments Status Report. See: Prepayments Status Report, page 9-81.

To apply a prepayment to an invoice in the Quick Invoices window:

1. In the Quick Invoices 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. If the supplier invoice references the prepayment, then enable the Prepayment on Invoice check box.
4. Submit Payables Open Interface Import to import the invoice record. Payables applies the prepayment amount to the invoice during import.
5. 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.
6. Save any changes and validate the invoice. Any remaining unpaid amount on the invoice is ready for payment.

Related Topics

Prepayments, page 3-70

Applying Prepayments in the Payables Open Interface

Payables Open Interface Import applies prepayments. You can also apply prepayments to invoices in the Invoice Workbench after you import them.

For invoice records in the Payables Open Interface, Payables applies the prepayment during import, so the available prepayment amount is available to apply to other invoices until import.

You can apply a specific prepayment or multiple prepayments to an invoice. If you enter only a prepayment amount and do not identify a specific prepayment, Payables applies available prepayments for that supplier, in order of oldest prepayment to the newest, up to the prepayment amount. You can specify the first prepayment to apply in the PREPAY_NUM column. If the prepayment amount you enter exceeds the available amount on the specified prepayment, then Payables applies other available prepayments, in order of oldest to newest, up to the remaining prepayment amount.

If you specify a prepayment to apply, you can apply one or all prepayment Item distributions. If you do not specify a value for PREPAY_DIST_NUM, Payables applies 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 invoice record. You cannot enter a number for prepayment amount that exceeds the unpaid invoice amount.

After import you can 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.

The following open interface columns are relevant to applying a prepayment in the Payables Open Interface. You must enter at least either a prepayment amount or a prepayment number. For more details on any column, see: Table Descriptions, *Oracle Payables Reference Guide.*

- PREPAY_NUM
- PREPAY_DIST_NUM
- PREPAY_APPLY_AMOUNT
- PREPAY_GL_DATE
- INVOICE_INCLUDES_PREPAY_FLAG

Related Topics

Prepayments, page 3-70

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 4-7.

For expense reports entered in Internet expenses, advances are applied during Expense Report Export 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.

Related Topics

Prepayments, page 3-70

Withholding Tax When Applying Prepayments

If you use automatic withholding tax, Payables creates the correct withholding tax distributions. If your Withholding Tax Payables option is set to Apply Withholding Tax at Invoice Validation Time, then you might want to time the entry of the prepayment application before the invoice is validated. If you apply the prepayment before the invoice is validated, Payables creates a withholding tax distribution net of the prepayment amount. If you validate 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 your Withholding Tax Payables option is set to create withholding invoice at invoice validation time or at payment time.

Related Topics

Prepayments, page 3-70

Entering Invoices that Reference Prepayments

You can enter supplier invoices where the invoice amount includes prepayments.

If you receive a supplier invoice, and the invoice amount has been reduced because of prepayments that the supplier has received, you need to indicate that the invoice amount includes one or more prepayments in one of two ways:

- Quick Invoices: When you enter the invoice in the Quick Invoices window, enable the Prepayment on Invoice check box.

- Invoice Workbench: When you apply a prepayment to an invoice in the Invoice Workbench, enable the Prepayment on Invoice check box in the Apply/Unapply Prepayments window.

When you indicate that the invoice amount includes one or more prepayments, the following conditions are true:

- After the prepayment application, the negative distributions have the Prepayment on Invoice check box checked in the Distributions window.

- Distribution Total: The Distribution total includes the Prepayment distributions and any associated tax distributions.

- Amount Paid: The amount paid on the invoice does not include the prepayments that the supplier referenced on the invoice.

Because the Distribution Total includes prepayments, you need to ensure that you have applied prepayments before you submit the invoice for Invoice Validation.

> **Important:** Since the invoice amount includes prepayments, you should not use Distributions Sets to create your invoice distributions when using the Prepayment on Invoice feature.

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 11*i*, 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 Invoice Workbench 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 Release 11*i*

If you applied a prepayment to an invoice before upgrading to 11*i*, 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 11*i*, 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 11*i*.

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:

   - **Supplier Name.**

   - **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.

Related Topics

Invoice Validation, page 3-170

Prepayments, page 3-70

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.

   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 3-80.
2. Void the payment document used to pay the prepayment. See: Voiding Payments, page 5-67.
3. Cancel the prepayment (see above, To cancel an unapplied prepayment).

Related Topics

Prepayments, page 3-70

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 5-20

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 Invoice Workbench, 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. Choose the Actions button to navigate to the Invoice Actions window. Select the Apply/Unapply Prepayment check box and choose OK.
3. Select the prepayment you want to apply. Enter the refund amount in the Amount To Apply field. Optionally change the GL Date.
4. 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.

Related Topics

Prepayments, page 3-70

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.

Related Topics

Prepayments, page 3-70

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.
   - **Prepayment Dates**. Range of invoice dates for the prepayment(s).
   - **Supplier Site.**
   - **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.

Related Topics

Prepayments, page 3-70

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 is type Temporary with a status of Available.

If you use Automatic Offsets, you can set up Intercompany Accounting in Oracle General Ledger to ensure that the prepayment application is balanced by balancing segment. For more information on applying prepayments when using automatic offsets, see: Automatic Offsets and Payment Processing, page 10-12. For information on setting up Intercompany Accounting, see: Intercompany Accounting, page 10-31.

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.

Prepayment on Invoice. (check box) Enable this check box if the invoice references a prepayment (the invoice amount has been reduced by the prepayment amount and any associated tax).

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. Payables will default the latest GL Date used on the invoice and prepayment invoice distributions. This value will be the GL Date on the Prepayment distribution that Payables creates.

Prepayment Number. Invoice number of the prepayment.

Line Num. Displays the line number.

Amount Available. Amount of the prepayment that you can apply. This is the original distribution amount minus any existing amounts applied to invoices.

Amount of Included Tax. Displays the tax amount included.

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 9-123.

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.

PO Num/Receipt Num. If the Prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.

For details on how Payables builds the GL accounts for matched prepayments when the Build Prepayment Accounts When Matching Payables option is enabled, see: Build Prepayment Accounts When Matching, *Oracle Payables Implementation Guide*.

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.

If you enable Automatic Offsets and choose Balancing Segment, you can still select prepayments and apply them to your invoices. However, you can select only one invoice at a time for prepayment application. Payables automatically applies the prepayment amount across prepayment distributions, according to the balancing segments on the invoice distributions. If you have multiple balancing segments, each time you make a prepayment application, Payables applies only those prepayment distributions that share the same balancing segment. For more information on applying prepayments when using automatic offsets, see: Automatic Offsets and Payment Processing, page 10-12

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. Payables will default the latest GL Date used on the invoice and prepayment invoice distributions. 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 9-123.

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 value 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.

Related Topics

Prepayments, page 3-70

Applying Prepayments to Invoices, page 3-74

Unapplying Prepayments, page 3-80

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 3-213.

This discussion includes the following topics:

- Entering Credit/Debit Memos, page 3-88
- Matching Credit/Debit Memos to Purchase Orders and Invoices, page 3-89
- Clearing a Credit, page 3-93

Entering Credit/Debit Memos

To enter a credit/debit memo:

1. In the Invoice Workbench 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 3-13.

   Enter Immediate Payment Terms, if appropriate.

2. Enter distributions. You can enter them manually (see: Entering Invoice Distributions, page 3-17) or enter them automatically in one of the following ways:

   - Enter a skeleton Distribution Set. See: Distribution Sets, *Oracle Payables Implementation Guide*

   - Match to the original invoice you entered. See: Matching Credit/Debit Memos to Purchase Orders and Invoices, page 3-89.

   - Match to a purchase order or receipt. See: Matching Credit/Debit Memos to Purchase Orders and Invoices, page 3-89.

Related Topics

Recording a Refund from a One Time 1099 Supplier, page 3-101

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.

If you match a credit memo to an invoice for the full amount of the invoice, then the allocations on the invoice are copied to the credit memo. If you match a credit memo to only a portion of the invoice, then no allocations are copied to the credit memo. You can manually allocate credit memo distributions, or you can allow Payables to allocate during Invoice Validation of the credit memo.

Payables calculates discounts on credit and debit memos if the following conditions are met:

- You match them to invoices you paid using a discount.

- You use the same payment terms that were used on the original invoice

- The credit memo must be paid within the terms of the 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 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 From RTS Transaction, then for each receipt transaction selected in the Receiving Returns window that is a Return to Supplier (RTS) transaction, the system automatically creates one debit memo in Payables. The debit memo is prorated across all purchase order distributions associated with the selected receipt

transaction. The debit memo is automatically matched to the purchasing document (purchase order or receipt) that is specified on the purchase order shipment being returned.

> **Note:** If creating the debit memo would reduce the invoice quantity billed below zero, then the system does not automatically create the debit memo.

- **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 3-67

Matching Credit/Debit Memos to Invoices

You can match credit and debit memos to invoices only in the Invoice Workbench, not in Quick Invoices.

To match a credit/debit memo to an invoice or invoice line:

1. In the Invoice Workbench, enter a Credit Memo or Debit Memo type invoice. See: Entering Credit/Debit Memos, page 3-88.

   Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions. See: Entering Basic Invoices, page 3-13.

2. In the Match Action field, select PO to correct a matched invoice line or Invoice to correct an unmatched invoice line. Click the Correction button.

3. In the Find Documents for Correction window, enter search criteria for the invoice.

4. Choose the Find button. Payables navigates to the Invoice Corrections window.

   To see more information about an invoice, select it and choose the Invoice Overview button.

5. Select the invoice and enter a Credit Amount.

   To match in further detail, choose the Select Lines button. Select each invoice line

you want to match to and enter a Credit Amount.

6. Choose the Correct button to correct the invoice.

   To review the new invoice lines, choose the lines tab from the Invoices window.

Matching Credit/Debit Memos to Invoices Using Quick Credit

Use Quick Credit to create a credit or debit to completely reverse an existing invoice record.

To enter a credit/debit memo using quick credit:

1. In the Invoice Workbench enter a Credit Memo or Debit Memo Invoice Type. Enter a negative invoice amount and all basic invoice information. See: Entering Basic Invoices, page 3-13.

   Enter Immediate Payment Terms, if appropriate.

2. Check the Quick Credit check box.

3. Enter the invoice number to be credited in the Credited Invoice field.

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 3-88.

   Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions. See: Entering Basic Invoices, page 3-13.

2. In the Invoice Workbench, select either Purchase Order or Receipt from the Match Action field. Choose the Match button. Payables opens the Find Purchase Orders for matching window or the Find Receipts for Matching window.

3. 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 line select the receipt line and enter a value for either 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 Distribute 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 freight or miscellaneous distributions, enable the Freight/Misc. check box. See: Allocate window, page 3-22.

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.

Validating Related Invoices

The Validate Related Invoices button validates related invoices depending on which type of invoice is selected:

- If you select an invoice, then Validation includes all price corrections and credit/debit memos associated with that invoice.

- If you select a price correction, Validation includes the base matched invoice.

- If you select a credit/debit memo, then Validation includes all invoices associated with the credit/debit memo.

To validate related invoices:

- In the Invoices window, select one or more invoices and choose the Actions button. Check Validate Related Invoices, and choose OK.

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 5-19.

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 3-31.

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.

Mixed Invoices

Mixed Invoices are invoices or credit/debit memos for which you can match to purchase orders and to other invoices. Mixed invoices can be either positive or negative values. However, you can only match a negative amount mixed invoice to a standard invoice.

To enter a Mixed invoice:

1. In the Invoice Workbench, enter a Mixed invoice Type. Enter all basic invoice information. See: Entering Basic Invoices, page 3-13.

   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 3-31, and Matching Credit/Debit Memos to Purchase Orders and Invoices, page 3-89.

   Note: You can only match a negative amount mixed invoice to a standard invoice.

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 ledger. See: Foreign Currency Transactions, page 6-1.

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.

Related Topics

Foreign Currency Transactions, page 6-1

Foreign Currency Invoice Restrictions, page 3-98

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 Invoice Workbench, enter all basic invoice information, including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. See: Entering Basic Invoices, page 3-13.

   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.

Related Topics

Foreign Currency Transactions, page 6-1

Foreign Currency Invoice Restrictions, page 3-98

Entering Purchase Order Matched Invoices, page 3-31

Entering Credit/Debit Memos, page 3-88

Invoice Validation, page 3-170

Invoice Variances, page 3-287

AutoRate Program, page 6-11

Payables Options, *Oracle Payables Implementation Guide*

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, *Oracle Payables Implementation Guide*.
- 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 Invoice Workbench, enter all basic invoice information, including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. See: Entering Basic Invoices, page 3-13.

   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.

Related Topics

Foreign Currency Transactions, page 6-1

Foreign Currency Invoice Restrictions, page 3-98

Entering Purchase Order Matched Invoices, page 3-31

Entering Credit/Debit Memos, page 3-88

Invoice Validation, page 3-170

Invoice Variances, page 3-287

Payables Options, *Oracle Payables Implementation Guide*

AutoRate Program, page 6-11

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, *Oracle Payables Implementation Guide*.
- Enable the Use Multiple Currencies Payables option. See: Payables Options, *Oracle Payables Implementation Guide*.
- 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 Invoice Workbench, enter all basic invoice information, including the Invoice Currency, and the Invoice Amount expressed in the foreign currency. See: Entering Basic Invoices, page 3-13.

   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 validate 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 Invoice Validation, 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.

Related Topics

Foreign Currency Transactions, page 6-1

AutoRate Program, page 6-11

Foreign Currency Invoice Restrictions, page 3-98

Entering Purchase Order Matched Invoices, page 3-31

Entering Credit/Debit Memos, page 3-88

Invoice Validation, page 3-170

Invoice Variances, page 3-287

Payables Options, *Oracle Payables Implementation Guide*

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. Invoice Validation 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.

Related Topics

Foreign Currency Transactions, page 6-1

Entering Purchase Order Matched Invoices, page 3-31

Entering Credit/Debit Memos, page 3-88

Invoice Validation, page 3-170

Invoice Variances, page 3-287

AutoRate Program, page 6-11

Payables Options, *Oracle Payables Implementation Guide*

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 to the supplier, then that value defaults down 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 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 3-98.

- (Optional) Define Distribution Sets for 1099 suppliers that have Income Tax Types.

To record income tax information for an invoice:

1. In the Invoice Workbench enter all basic invoice information. See: Entering Basic Invoices, page 3-13.

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, *Oracle Payables Implementation Guide*, Entering Purchase Order Matched Invoices, page 3-31, or Entering Invoice Distributions, page 3-17.

   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.

Related Topics

1099 Reporting Overview, page 9-25

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

Suppliers subject to income tax reporting requirements, page 3-98

Automatic Withholding Tax Overview, page 10-15

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 3-98.
- Enable the Allow Pre-Date Payables option. See: Payment Payables options, *Oracle Payables Implementation Guide*.
- Enable the AP: Use Invoice Batch Controls profile option. See: Profile Options in Payables, *Oracle Payables Implementation Guide*.
- 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 2005. Controlling the Status of Payables Periods, *Oracle Payables Implementation Guide*.
- 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, *Oracle Payables Implementation Guide*.

To record 1099 payments made outside of Payables and from a legacy system into Payables:

1. Create an invoice in Payables including the income tax type for the 1099 payment totals.
2. Create a corresponding credit or debit memo without the income tax type.
3. Pay both invoices with a zero amount.

Invoice Date	Invoice Number	Invoice Amount	Income Tax Type
04/24/03	125111	500.00	MISC1
04/24/03	125111CM	-500.00	

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 5-19.

Related Topics

1099 Reporting Overview, page 9-25

Recurring Invoices

You can enter invoices for periodic expenses for which you may not receive invoices, such as rent. To enter recurring invoices, define a recurring invoice template, then create invoices based on that template. With a recurring invoice template, you can do the following:

- Specify the intervals in which recurring invoices 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.

Recurring Invoices can also be used to create debit memos.

Prerequisites

Recurring invoices are affected by the following prerequisites.

- **Special Calendars and Term Date Basis:** Determine the frequency of your recurring invoices. For example, once a week or monthly. In addition, consider how the due date will be determined when you define your special calendar. 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. If the Terms Date Basis is 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, the first day of the period in which the recurring invoice is created.

- **Purchase Orders:** You can use Purchasing Orders to plan for recurring invoices.
  - **Match option:** Recurring invoice processing requires that the purchase order schedules or pay items be defined with a Match Option of Purchase Order to prevent invoice creation conflicts if the receipt or work confirmation has not occurred by the time of invoicing. The Match Approval Level can be 2-way, 3-way, or 4-way.
  - **Attributes Inherited from the Purchase Order:** While the Recurring Invoices Template may have several tax fields, the Purchase Order attributes will take precedence over the template. The invoices will inherit the accounting distributions from the purchase order shipment or pay item with the line amount being prorated if there is more than one distribution. The invoice may also inherit the purchase order shipment or pay item descriptive flexfields if the Payables System Option setting for Transfer PO Descriptive Flexfield Information is set to yes.
  - **Quantity:** If the purchase order shipment or pay item is quantity based, Payables calculates the quantity by subtracting the calculated tax from the amount then dividing it by the unit price. This is important to evaluate when defining your template amounts to avoid matching holds on the resulting invoices.
  - **Blanket Purchase Orders:** If you are using a blanket purchase order, to avoid errors, enter the revision number and verify it each time you create invoices from the template.
- **Distribution Sets:** If not using a purchase order, define a Distribution Set for default accounts, distributions, and line descriptions. For example, define a Distribution Set to split a monthly recurring rent amount to different departments that share the rented space. The line amount to be distributed will be the invoice amount minus calculated tax. The invoices' line description will be inherited from the Distribution Set if one is defined. If the Distribution Set does not have a description, the invoice will inherit the value for Line Description from the Recurring Invoices template. The invoice will also inherit the Descriptive Flexfields from the Distribution Set.
- **Payment Attributes:** By anticipating the attributes needed for payment and fiscal reporting of the recurring invoices, you can either define these on the Supplier Site for defaulting to the Recurring Invoice template or enter them directly on the template. Payment attributes consist of pay group, payment priority, payment method, remit to bank account, delivery channel, bank charge bearer, payment reason, and payment reason comments. Note that the Payment Method may also default based on a company policy.

- **Withholding Tax:** If applicable, the withholding tax group defined on the template will be used as a basis for withholding from invoices created from a template. If the Payables System Option Setting for Apply Withholding Tax has been defined with either At Invoice Validation or Payment, the value will default from the supplier site or can be entered directly in the template.

- **1099 Reporting:** If the supplier is defined as 1099 Reportable, the invoice will inherit the Income Tax Type from the supplier site.

- **Document Sequencing:** If the Document Sequencing profile option is defined as Always Used or Partially Used, you must define a sequence as Automatic. The sequence should be assigned to the Recurring Standard Invoices category for invoices and Debit Memo Invoices for debit memos.

- **Invoice Approval Workflow:** If you want your recurring invoices to go through an approval process, enable the Use Approval Workflow Payables Option and configure approver rules in Approvals Management. If your approver requirements include the requester, enter the requester on the recurring invoice template. If you do not want your recurring invoices to require approval, even though you have enabled the Payables Option, uncheck the Approval Workflow Required check box on the Control tab on the Recurring Invoices template.

Creating a Recurring Invoice Template

To create a recurring invoice template

1. Define a template for each operating unit, supplier, and supplier pay site, as needed.

2. Choose a calendar, then 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.

3. In the Invoice Definition tabbed region, enter the template Number, which must be unique for the 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.

   The template description defaults onto the header of the invoices created.

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 or pay item. This can be done by navigating to the Lines Definition tab.

5. Optionally, enter the GL Date, which will default to each invoice you create with this template. Unless you will create all of your invoices while the accounting period for this GL date is Open or Future, leave this field blank to have Payables

use the beginning date of the recurring invoice's period. The GL date can be changed in the Invoice Definitions tab.

6. In the Amounts tabbed region, enter the amount for the first invoice or enter in a Control amount and Payables will calculate the First Amount. The Control Amount is the total amount available for the creation of invoices (including tax).

   Note: When creating a recurring invoice template based on a purchase order, enter a positive amount. Entering a negative amount may result in a credit memo. You cannot create purchase order-matched templates that result in credit memos.

7. If you want the invoices to increase or decrease by a set percentage from period to period, enter the percentage in the Change field. For example, if you pay rent once per month and your rent increases 1% per month, enter 1 here.

8. 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. When Payables creates the invoice for that period, the invoice amount equals the special amount.

9. Payables displays the Next Amount, which is the amount of the next invoice that Payables will create from this template.

10. In the Control tabbed region, optionally enter a Hold name to prevent the creation of invoices using this template.

11. Enter an Expiration Date when you no longer want to use the template to create invoices even though there may be periods left.

Related Topics

Recurring Invoices Window Reference, page 3-107

Recurring Invoice Restrictions, page 3-106

Entering Recurring Invoices, page 3-101

Creating Recurring Invoices, page 3-105

Withholding Taxes from Recurring Invoices, page 3-106

Taxes on Invoices, page 3-184

Foreign Currency Transactions, page 6-1

Adjusting Invoices, page 3-262

Scheduling Invoice Payments, page 3-29

Creating Recurring Invoices

In the Control Payables Periods window, ensure that the periods you create invoices in have a status of Open, Future, or Never Opened.

Prerequisites

- Define a recurring invoice template. See: Defining a Recurring Invoice Template, page 3-103.

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 opens the Create Invoices window and displays the number of invoices you selected. 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 displays 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 enter a Batch Name only if the AP: Use Invoice Batch Controls profile option is enabled.

4. If you are using Foreign Currency, enter Exchange Rate information. See: Foreign Currency Transactions, page 6-1.

5. Choose OK to create the invoices. The new invoices are now regular invoices and must be validated before you can pay them or create journal entries for them. If you enabled the Invoice Approval Workflow Required check box, then all of your recurring invoices will go through the Invoice Approval Workflow process.

6. If you have enabled the Invoice Amount Limit or Hold Unvalidated Invoices supplier site holds, Payables places those invoices on hold 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.

Related Topics

Recurring Invoices Window Reference, page 3-107

Defining a Recurring Invoice Template, page 3-103

Withholding Taxes from Recurring Invoices, page 3-106

Adjusting Invoices, page 3-262

Recurring Invoice Restrictions, page 3-106

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 3-103.

> **Note:** You cannot create recurring credit memos that are purchase-order matched.

Withholding Taxes from Recurring Invoices

To withhold taxes from a recurring invoice:

- When you define a recurring invoice template, enter the Withholding Tax Group in the Invoice Definitions tab. This group will be applied to all invoices you create for that template.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Withholding Tax Groups, *Oracle Payables Implementation Guide*

Recurring Invoices Window Reference, page 3-107

Defining a Recurring Invoice Template, page 3-103

Entering Recurring Invoices, page 3-101

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 CREATING AN INVOICE: You cannot update the following fields in the recurring invoice template after you have created an invoice: Supplier Name, Number, Site, First and Next Periods, Template Number, Currency, GL Date, First Amount, Change, Number of Regular Invoices, Release Total, Amount Remaining, and Next Amount.

Related Topics

Taxes on Invoices, page 3-184

Foreign Currency Transactions, page 6-1

Adjusting Invoices, page 3-262

Scheduling Invoice Payments, page 3-29

Recurring Invoices Window Reference

Operating Unit - The operating unit for which the template is defined.

Number of Invoices. This field is located at the bottom of the window. Enter 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.

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. If you change the number of periods, then this value must be less than the original number of periods.

First. The first period for which a recurring invoice will be created. The period cannot be Closed or Permanently Closed.

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. If you change the Number of Periods value, then the system reduces the value in the Periods Remaining field by the same amount.

Invoice Definition Tab

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.

Currency. Currency for invoices created from a template. Default is the functional currency unless the supplier site has a different default.

Description. Template description used as the distribution descriptions if no purchase order or Distribution Set description is available.

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.

Accounting Region

Liability Account. Account where invoice liability will be recorded. This will be defaulted to all 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.

Line Definition Tab

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.

Release. Releasing a Purchase Order.

Amounts Tab

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. After you create a recurring invoice, you can change the value in the Control Total field. If you change the value in this field, then the system automatically updates the values in the Released Total and Amount Remaining fields.

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.

Tax Tab

For a description of the fields on this tab, see: Invoice Workbench Window Reference, page 3-304

Control Tab

Approval Workflow Required. If this option is enabled then when Payables creates invoices using this template it will set each invoice's approval status to Required. The invoices will then need to be approved before they can be paid.

Hold. Hold name to automatically prevent the creation of invoices using a template. Release the hold by clearing this field.

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.

Requestor. The name of the requestor.

Payment Tab

Terms. Terms you want to use to create a scheduled payment for each invoice you create from a template.

Pay Group. Pay Group name associated with a template. Default Pay Group name for all invoices created with a template.

Payment Method. Payment method for invoices created from a template.

Pay Alone. Pay alone invoices are paid on separate payment documents.

Payment Reason. Indicates the reason for payment.

Payment Reason Comments. Enter the comment for the reason.

Delivery channel. Enter the mode of delivery.

Remittance message 1. Enter the message o remittance.

Remittance message 2. Enter the message o remittance.

Remittance message 3. Enter the message o remittance.

Remit to Supplier Name. Enter or accept the Remit to Supplier Name if you want to pay to the Third Party. This field is mandatory and enable you to record the Third Party

supplier to whom the payments are to be made.

Remit to Supplier Site. Enter or accept the Remit to Supplier Site if you want to pay to the Third Party. This field is mandatory and enable you to record the Third Party supplier to whom the payments are to be made. The Remit To Supplier Site list of values displays only those supplier sites that are attached to the selected Remit To Supplier Name for which the relationship is defined and is active as on Invoice date.

Remit-To Bank Account Region

Bank Account Name/Number. If you are paying your supplier electronically, then 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.

If the value in the Payment Method field of the Template Definition region is Electronic, then Payables displays the bank and branch associated with the supplier bank account that you selected.

Remit-To Bank Region

Bank/Branch Name/Number. Payables displays the Bank and Branch associated with the supplier bank account you select.

Buttons

Create Recurring Invoices. After you have created a template and entered in the number of invoices that you want to create, click this button. This button opens the Create Invoices window where you can review invoice information before confirming that you want to 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 periods.

Related Topics

Entering Recurring Invoices, page 3-101

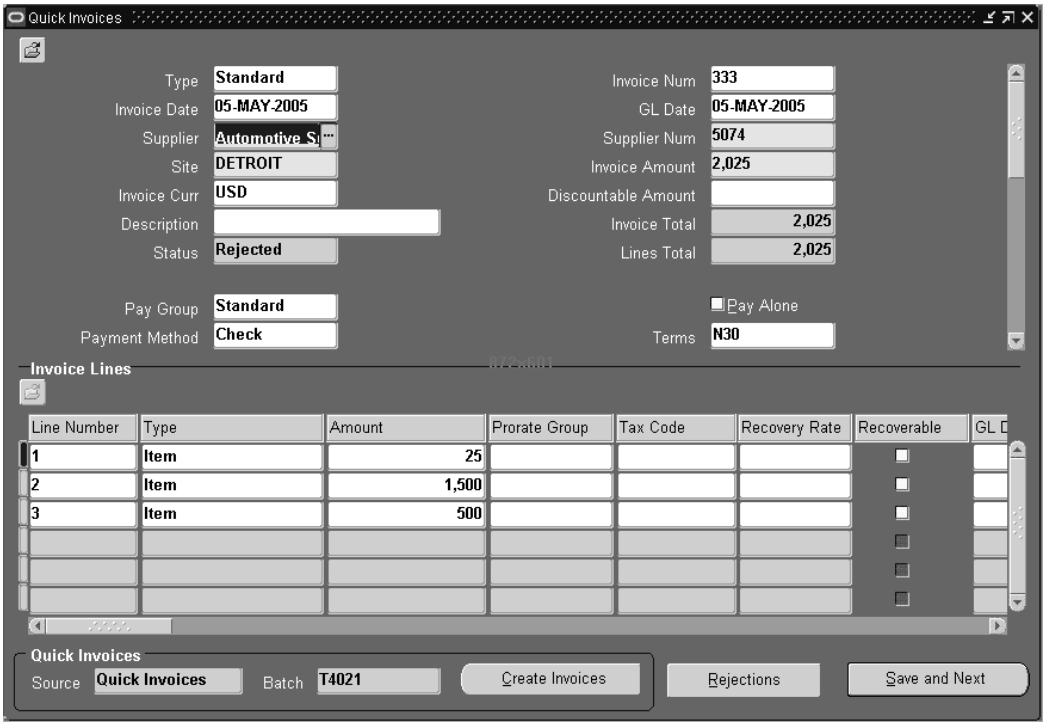
Defining a Recurring Invoice Template, page 3-103

Creating Recurring Invoices, page 3-105

Withholding Taxes from Recurring Invoices, page 3-106

Special Calendar, *Oracle Payables Implementation Guide*

Quick Invoices



You can enter invoices in either the Quick Invoices window or the Invoice Workbench. The Quick Invoices 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 Quick Invoices folders. You can resize, rename, move, and hide fields to meet your needs. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

This section includes the following topics:

- Quick Overview, page 3-112
- Entering Invoice Records in the Quick Invoices Window, page 3-114
- Entering Purchase Order Matched Invoices in the Quick Invoices, page 3-115
- Entering Price Corrections in the Quick Invoices, page 3-119

- Finding Invoice Records in the Quick Invoices, page 3-120
- Modifying Invoice Records in the Quick Invoices Window, page 3-122
- Adding Invoice Records to An Existing Quick Invoices Batch, page 3-122
- Creating Invoices From Quick Invoices Invoice Records Import, page 3-123

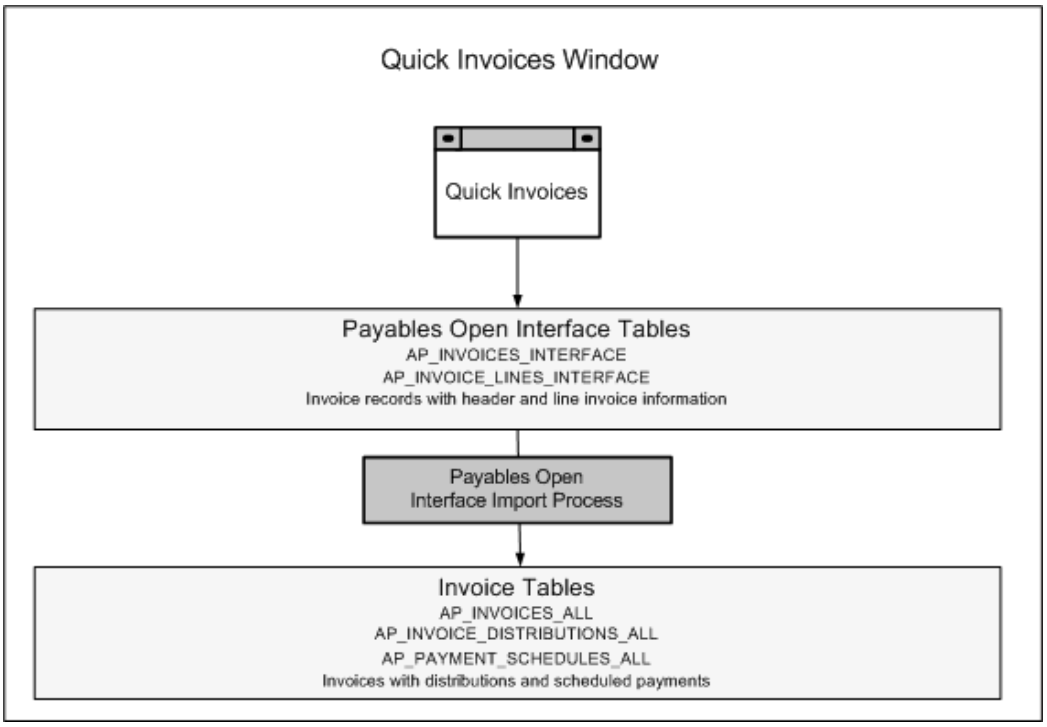
Related Topics

Quick Invoices Window Reference, page 3-125

Quick Invoices Identification Window Reference, page 3-124

Quick Invoices Overview

Payables uses information you enter in the Quick Invoices 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 Quick Invoices window than you can in the Invoice Workbench (the Invoice Workbench is the Invoices window and its associated windows).



For a text description of the previous graphic, see: Text Description of the Quick Invoices Window Graphic, *Oracle Payables User's Guide*.

After you enter invoice records in the Quick Invoices window, you can submit a customized workflow program to automate your 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 Quick Invoices 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 validate in the Invoice Workbench.

After you successfully create invoices based on data in the invoice records, you can purge the invoice records from the Payables Open Interface tables.

Related Topics

Submitting the Payables Open Interface Import Program, page 3-141

Payables Open Interface Troubleshooting, page 3-148

Payables Open Interface Purge Program, page 3-149

Payables Open Interface Workflow, *Oracle Payables Implementation Guide*

Payables Open Interface Import Report, page 3-151

Payables Open Interface Tables, *Oracle Payables Reference Guide*

Entering Invoice Records in the Quick Invoices Window

When you enter invoice records in the Quick Invoices window, you group the invoice records by assigning the same batch name to each invoice. When you enter a value for Quick Invoices Batch in the Quick Invoices Identification window, the system assigns that Quick Invoices Batch name to each invoice record you enter. You can use the Quick Invoices Batch name to query the group of invoice records in the Quick Invoices window, and to identify a group of invoice records that you want to import together.

Note that if you use invoice batch control and you want to maintain the grouping of invoices after import, then when you submit import for the Quick Invoices 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 Quick Invoices

Prerequisites

- Define suppliers with at least one pay site. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.

- If you don't want to use Quick Invoices as the source for all Quick Invoices batches, define additional values for the import Source in the Oracle Payables Lookups window (optional). See: Lookups, *Oracle Payables Implementation Guide*.

- Customize your Quick Invoices folder forms to hide fields you don't use. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

To enter a basic invoice record in the Quick Invoices window:

1. Navigate to the Quick Invoices. The Quick Invoices Identification window opens. Enter a unique value for the batch. For the Source, enter Quick Invoices, or a source you defined in the Oracle Payables Lookups window. The Quick Invoices Batch and Source values in the Quick Invoices Identification window will default to all invoice records you enter.

2. In the Quick Invoices 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: Quick Invoices Window Reference, page 3-125.

3. To add a new record in the Quick Invoices 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 Quick Invoices Invoice Records (Invoice), page 3-123. Or, you can import the batch later. See: Submitting the Payables Open Interface Import Program, page 3-141.

5. Save your work.

Related Topics

Quick Invoices, page 3-111

Entering Purchase Order Matched Invoice Records in the Quick Invoices Window

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.

Tip: 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 Invoice Validation time.

Matching to a Purchase Order at the Quick Invoices 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 all shipments have the same match option (purchase order or receipt).

To enter a purchase order matched invoice record at the header level:

1. In the Quick Invoices 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 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 Quick Invoices

Prerequisite

- A purchase order for the same supplier, supplier site, and currency as the invoice record you are entering must be approved and open.
- The Match option on the purchase order shipment is set to Purchase Order.

To enter a purchase order matched invoice record at the shipment or distribution level:

1. In the Quick Invoices 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 Item as the line type and enter the Amount.

   Important: 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 Quick Invoices

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 Quick Invoices 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 Item as the line Type and enter the Amount.

   Important: 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 Prorate Across check box for 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.

Related Topics

Quick Invoices, page 3-111

Quick Invoices Window Reference, page 3-125

Entering Price Corrections in the Quick Invoices, page 3-119

Entering Price Corrections in the Quick Invoices

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.

> **Tip:** We strongly recommend that you use the Invoice Workbench, rather than the Quick Invoices window to enter price corrections in this version of Payables. Entering in the Invoice Workbench allows you to specify more detailed information, so Invoice Validation can properly validate that the price is within the appropriate tolerance.

For more information, see: Price Corrections, page 3-65.

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 Quick Invoices window for a purchase order shipment or distribution:

1. In the Quick Invoices 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.

   > **Important:** 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, 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 in the Invoice Lines region.

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.

Related Topics

Quick Invoices, page 3-111

Quick Invoices Window Reference, page 3-125

Finding Invoice Records in the Quick Invoices Window

You can query any invoice record in the Quick Invoices window if you entered it in the Quick Invoices 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 Quick Invoices batch, you can use the Quick Invoices Identification window. Or, to find invoice records regardless of Quick Invoices batch, you can perform a query directly in the Quick Invoices 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 enterprise and you want to view or modify them, do not use the Quick Invoices window. Use the Open Interface Invoices window

instead.

Prerequisites

- You entered the invoice record using the Quick Invoices window.
- The invoice record has not been purged from the Payables Open Interface tables.

To find invoice records using the Quick Invoices Identification window:

1. The Quick Invoices Identification window and the Quick Invoices window appear.
2. In the Quick Invoices Identification window, identify the invoice records you want to find by entering values for Quick Invoice 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 Quick Invoices 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 Quick Invoices window displays the invoice record you want to see.

To find invoice records by performing a query in the Quick Invoices window:

1. Navigate to the Quick Invoices. The Quick Invoices Identification window and the Quick Invoices window appear.
2. Go directly to the Quick Invoices window. Do not use the Quick Invoices Identification window.

   Note: If you use the Quick Invoices Identification window, the Source and Quick Invoices Batch values for each invoice record will default from the Quick Invoices 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 Quick Invoices 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 Quick Invoices window displays the invoice record you want to see.

Related Topics

Quick Invoices, page 3-111

Modifying Invoice Records in the Quick Invoices Window

In the Quick Invoices window, you can modify any invoice record you entered in the Quick Invoices 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 Quick Invoices 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 Import Report, page 3-151.

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 Quick Invoices window:

1. Find the invoice record. See: Finding Invoice Records in the Quick Invoices Window, page 3-120.
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 Quick Invoices Invoice Records (Import), page 3-123.

Related Topics

Quick Invoices, page 3-111

Adding Invoice Records to an Existing Quick Invoices Batch

You can add invoice records to a Quick Invoices 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 Quick Invoices batch:

1. In the Quick Invoices Identification window specify the Quick Invoices Batch and

Source of the existing Quick Invoices 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 Quick Invoices window displays the invoice records in the Quick Invoices batch. To create a new record, either choose New Record from the menu, or use the [down arrow] key until the Quick Invoices 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 Quick Invoices Identification window.

3. Enter the invoice record in the Quick Invoices window.

Related Topics

Quick Invoices, page 3-111

Quick Invoices Identification Window Reference, page 3-124

Creating Invoices From Quick Invoices Invoice Records (Import)

The Payables Open Interface Import Program creates invoices using the invoice records you entered in the Quick Invoices 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 validate them.

There are two ways you can submit Payables Open Interface Import for invoice records you have entered in the Quick Invoices 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 Quick Invoices Batch Name (Group parameter). To submit the request from the Submit Request window, see: Submitting the Payables Open Interface Import Program, page 3-141.

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, *Oracle Payables Implementation Guide*.

To create Payables invoices by using the Create Invoices window:

1. In the Quick Invoices 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 use invoice batch control, then enter a value for Invoice Batch. Payables uses the Quick Invoices Batch name as a default. You can override this value.

   If you want to assign a GL Date to any invoice record in the Quick Invoices 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 Import 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. Click the Ok 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 validation.

Related Topics

Payables Open Interface Import Troubleshooting, page 3-148

Quick Invoices, page 3-111

Quick Invoices Identification Window Reference

When you navigate to the Quick Invoices window, the Quick Invoices Identification window opens. Use this window to assign Source and Batch names to the invoice records. You can then use these values to identify invoice records for queries, and for import.

When you enter invoice records, the Source and Quick Invoices Batch name values default from the values currently in the Quick Invoices Identification window.

Source. Enter Quick Invoices, or enter a value that you defined in the Oracle Payables Lookups window. 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 Quick Invoices invoice records, do not use it for any other method of entering data in the Payables Open Interface tables. At import time, the Source differentiates between invoice records

you enter in the Quick Invoices window; credit card records from your credit card issuer; lease invoices from Property Manager; lease invoices from Oracle Assets, and invoice records you load using Oracle e-Commerce Gateway or SQL*Loader.

Quick Invoices Batch. A Quick Invoices Batch is used to group invoice records that you enter in the Quick Invoices window. You can add invoice records to a batch at any time. You can use the 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 (batch) for each request. This reduces the processing time of your import. For example, if you 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 AP: Use Invoice Batch Controls profile option is enabled) and you want to maintain the grouping of invoices after import, then when you submit import for the Quick Invoices 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 Import Report to find the reason for the rejection. Correct the invoice in the Quick Invoices 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 validation.

- **Null.** The invoice record has not been processed by import.

Related Topics

Quick Invoices, page 3-111

Quick Invoices Window Reference, page 3-125

Quick Invoices 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 validate it in the Invoice Workbench.

You can modify invoice records in the Quick Invoices 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 Quick Invoices 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 Import Report, page 3-151, and see the validation information in the column descriptions of the Payables Open Interface Table Descriptions, *Oracle Payables Reference Guide*.

> **Tip:** Customize your Quick Invoices folder forms to prevent yourself from entering values that could cause rejection of the invoice during import.

Quick Invoices 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, you do not enter a value in this Document Category field, and the Sequential Numbering profile option is set to Always. 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 Quick Invoices 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 6-1 and Entering Foreign Currency Invoices, page 3-94.

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 Payables 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 Quick Invoices 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 Quick Invoices 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 Quick Invoices 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 Quick Invoices 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 Quick Invoices 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 Quick Invoices 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 Interface Import, *Oracle Payables Reference Guide*.

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 terms on the invoice record.

Prepay Apply Amt. If you are applying prepayments, the maximum currency amount of the prepayments you want to apply to an invoice. If you specify a prepayment number and leave this field blank, then Payables enters the unapplied prepayment amount up to the amount of the invoice. 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 invoice record 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 on Invoice. (check box). Enable this check box if you are entering an invoice that references a prepayment that the supplier received, and the invoice amount is reduced by the amount of the prepayment and any associated tax. See: Entering Invoices that Reference Prepayments., page 3-79

Prepayment Number. (LOV) Invoice number of a specific prepayment you want to apply. Leave this field blank if you do not want prepayments applied to the invoice.

Requester. Person who requested the goods or services on the invoice. If you use Invoice Approval Workflow, you can define rules that use this value to generate a hierarchical list of approvers for 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 Quick Invoices 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.

Remit to Supplier Name. Enter or accept the Remit to Supplier Name if you want to pay to the Third Party. This field is mandatory and enable you to record the Third Party supplier to whom the payments are to be made.

Remit to Supplier Site. Enter or accept the Remit to Supplier Site if you want to pay to

the Third Party. This field is mandatory and enable you to record the Third Party supplier to whom the payments are to be made. The Remit To Supplier Site list of values displays only those supplier sites that are attached to the selected Remit To Supplier Name for which the relationship is defined and is active as on Invoice date.

Terms. (LOV) Payment terms. This value defaults from the supplier site. You can overwrite that value.

If you're matching to a purchase order and want to use the purchase order's terms, then make sure this field is blank.

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, *Oracle Payables Implementation Guide*.

Transaction Code. USSGL Transaction Code. 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. This value will be validated for uniqueness. 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 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. 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 validated, but the lines will not equal the invoice total when you save the record in the Quick Invoices.

Source. Source identifier used by Payables Open Interface Import. The value should be either Quick Invoices, or a source name you defined in the Oracle Payables Lookups window.

Quick Invoices Batch. Name of the Quick Invoices Batch that you assigned in the Quick Invoices 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 Payables Open Interface Import 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 validation.
- **Rejected.** The import process has rejected the invoice. Read the Payables Open Interface Import Report or choose the Rejections button to see the reason for the rejection. Correct the invoice in the Quick Invoices window and resubmit import.

Quick Invoices 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.

You can create distributions by entering lines, or you can create them automatically by using Distribution Sets, proration of charges, or purchase order matching.

> **Tip:** Customize your Quick Invoices folder window to hide fields for features you don't use. 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, then Payables uses the supplier site's income tax type as the default value. If you use a Distribution Set to create invoice distributions, then 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 9-25.

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 9-11.

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 Quick Invoices 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. See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

Account Segment. If you want import to override the account segment of the account for this line, then enter the overriding value. See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

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. Payables does not support Extended Precision when calculating amounts.

Balancing Segment. If you want to override the balancing segment of the account for

this line during import, then enter the overriding value. See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

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. See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

Description. Description of the distribution. 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.

See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*

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, page 3-68.

> **Important:** Enable only if you are certain this is a final match to the purchase order. Once you validate 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 Invoice Validation of the imported invoice, Payables will use the line amount and Tax Code value to create tax distributions with the appropriate tax codes and tax amounts. Payables then subtracts the calculated tax from the distribution amount. For detailed information on automatic tax calculation, see: Taxes on Invoices, page 3-184.

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 9-25.

Line Number. Unique line number for the invoice. If no 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 Organization** (LOV)/ **Expenditure Type** (LOV). If Oracle Projects is installed, enter values in these fields to associate an invoice with a project.

> **Note:** The values that you enter for Project, Task, and Expenditure Organization correspond to internal IDs in the Payables Open Interface tables. For example, the Project value that you select from the list of values corresponds to the Project ID in the AP_INVOICE_LINES_INTERFACE table.

The information you enter creates 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. See: Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*.

If you match to a purchase order distribution (or a purchase order shipment with one distinct account), then after you save the record, the Quick Invoices 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 Account 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).

> **Tip:** We strongly recommend that you use the Invoice Workbench, rather than the Quick Invoices window to enter price corrections in this version of Payables. Entering in the Invoice Workbench allows you to specify more detailed information, so Invoice Validation can properly validate that the price is within the appropriate tolerance.

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 that 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.

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 3-275.

Transaction Code. USSGL Transaction Code. Payables 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 3-13.
- **Tax.** Tax amount. For detailed information on entering tax Type distributions, see:Taxes on Invoices, page 3-184.
- **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, *Oracle Payables Implementation Guide*.

[ ] (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 Quick Invoices 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 Import Report. For more information on the rejection, see: Payables Open Interface Import Report, page 3-151.

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 Quick Invoices Invoice Records, page 3-123.

Save and Next. Save the data and move to the next invoice.

Related Topics

Quick Invoices, page 3-111

Quick Invoices Identification Window Reference, page 3-124

Distribution Sets, *Oracle Payables Implementation Guide*

Entering Foreign Currency Invoices, page 3-94

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

Entering Project Related Invoices and Distributions, page 3-278

Taxes on Invoices, page 3-184

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:

- Quick Invoices. You can enter Standard and Credit invoices in the Quick Invoices window.
- Supplier invoices (ASC X12 810/EDIFACT INVOIC) transferred through Oracle e-Commerce Gateway.
- Supplier invoices transferred through the Oracle XML Gateway. See: Oracle XML Gateway, *Oracle Payables Implementation Guide*.
- Invoices you load from other accounting systems with a custom SQL*Loader program. See: Using SQL*Loader to Populate the Payables Open Interface Tables, *Oracle Payables Implementation Guide*.
- Credit card transactions you have transferred using the Create Procurement Card Issuer Invoice. See: Create Procurement Card Issuer Invoice, page 4-26.
- Lease invoices you have transferred from Oracle Property Manager. See: Property Manager Integration, page 3-294.
- Lease payments you have transferred from Oracle Assets. See: Assets Integration, page 3-275.

> **Note:** Use Expense Report Export to export expense report data from Oracle Internet Expenses into Payables. See: Expense Report Export Program, page 4-10.

This section includes the following topics:

- Submitting the Payables Open Interface Import Program, page 3-141
- Payables Open Interface Troubleshooting, page 3-148
- Open Interface Invoices Window, page 3-149
- Payables Open Interface Purge Program, page 3-149
- Payables Open Interface Outbound Advice, page 3-150
- Payables Open Interface Workflow, *Oracle Payables Implementation Guide*
- Payables Open Interface Import Report, page 3-151

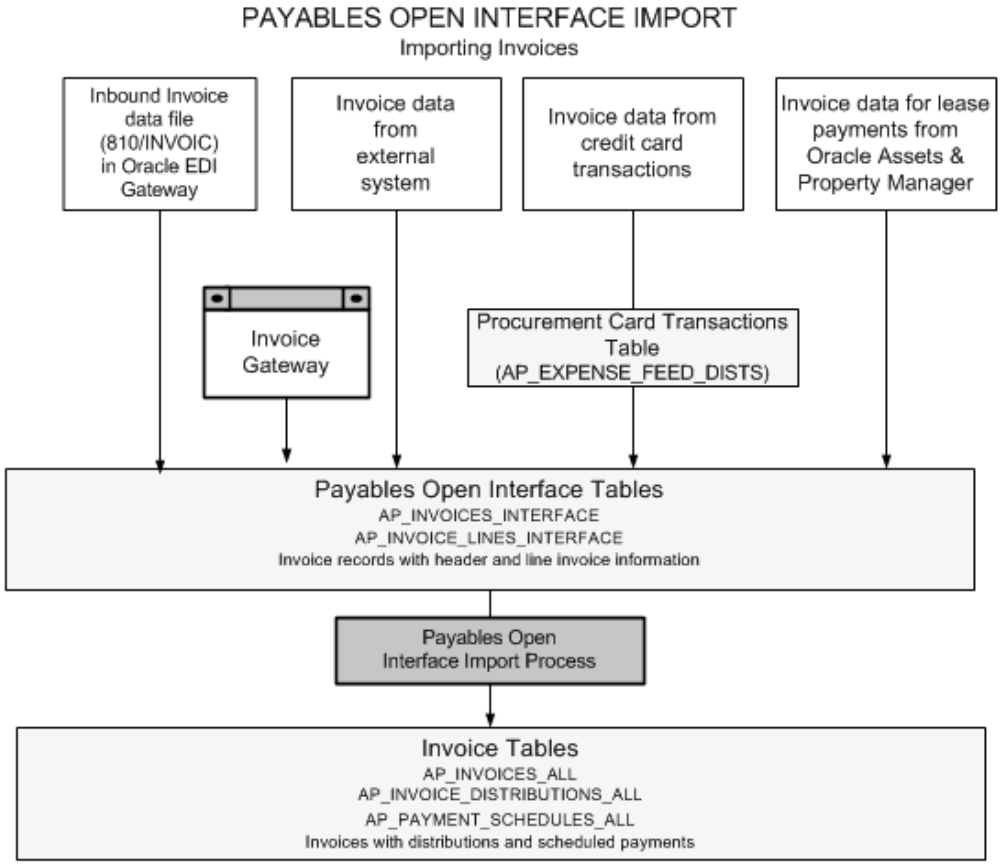
Related Topics

Payables Open Interface Tables, *Oracle Payables Reference Guide*

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 the import, the program checks the supplier site to determine which invoice tolerance template to use when checking invoices with a source of Oracle e-Commerce Gateway. If no value for the Invoice Tolerances field is found at the site level then tolerance checking is not performed. Otherwise, the tolerances defined at the site level at import time will be used. The import program checks the specific invoice tolerance template stored in the Invoice Tolerances window to determine if the invoice falls within the defined tolerances. 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 validated in the Invoice Workbench.

> **Tip:** 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.



For a text description of the previous graphic, see: Payables Open Interface Import Graphic, page D-3.

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 XML Invoice Records

If your supplier is transmitting invoices through the XML Gateway, you can submit the P2P Inbound Process Request set. This request set populates the Payables Open Interface Tables with electronic invoice records from your supplier. It then submits the Payables Open Interface Import Program that transfers invoice data from the interface tables into the invoice tables in Payables.

> **Important:** The Payables Open Interface Import Program needs to be run for each operating unit if you have a multi-org implementation.

The request set then submits the Payables Validation and Accounting processes and automatically generates an output file of supplier invoice rejections that is sent to a Confirmation User Email id that is specified in the Define Bank window. This output file includes the number of invoices that had holds applied during Invoice Validation and any invoices that are not included in the accounting process. You need to resolve all issues and then validate any corrected invoices before they can be selected for payment.

Additionally, data problems that your system administrator needs to address will be automatically sent to an AP Administrator Email id that is defined in the Define Bank window.

You may need to submit Payables Open Interface Import separately if you have had rejections that you have fixed and want to import corrected XML Gateway invoice records.

Importing Quick Invoices Records

When you enter invoice records in the Quick Invoices 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 2-11.
- If you use Payables Open Interface Workflow, Workflow has completed processing records.

> **Note:** If you want Payables to import Quick Invoices invoice records, import will select these records for import even if Payables Open Interface 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 Information (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 : *Defining Code Conversion Categories and Assigning Categories, 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 Inbound Program (Oracle e-Commerce Gateway User's Guide).*

Additional Prerequisites for XML Gateway Invoices

- In e-Commerce Gateway, define the trading partner. See: *Defining Trading Partner Information (Oracle e-Commerce Gateway User's Guide)*.

- All XML invoices must be matched to a purchase order and include a valid purchase order reference.

- All invoice lines passed by the XML Gateway must be of Item, Freight, or Tax types. For any Tax type lines, the account on the line must be derived from the account set up on the Tax Code. For any Freight type lines, the account on the line must be derived from the freight account set up in Payables Options

- The Payables Open Interface Import must be run for each operating unit that receives invoices.

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 an existing source. See: Lookups, *Oracle Payables Implementation Guide*.

- Transfer invoices into the Payables Open Interface tables. See: Using SQL*Loader to Populate the Payables Open Interface table, *Oracle Payables Implementation Guide*.

Additional Prerequisites for Invoices You Transfer Using the Create Procurement Card Issuer Invoice

- Transfer invoices into the Payables Open Interface tables. See: Create Procurement Card Issuer Invoice, page 4-26.

Additional Prerequisites for Invoices You Transfer from Oracle Property Manager

- Transfer lease invoices into the Payables Open Interface tables using the Export Payments to Payables window in Oracle Property Manager.

Additional Prerequisites for Invoices You Transfer from Oracle Assets

- Transfer lease payments into the Payables Open Interface tables using the Export Payments to Payables window in Oracle Assets.

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 3-146. 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 Quick Invoices window, enter the Quick Invoices 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 Import 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 validation.

   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 Import Report, page 3-151

   Fix problems that are identified in the report, and then resubmit Payables Open Interface Import.

   When your Supplier Site Contact open interface import is rejected because of duplicate site codes, then use the vendor-site-id to attach a contact to the supplier site. If you are sure that your supplier-site-code is unique, then you can use the site

code.

- If you entered invoice records in the Quick Invoices window, update the records in the Quick Invoices 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.

Related Topics

Payables Open Interface Import, page 3-139

Payables Options, *Oracle Payables Implementation Guide*

Defining Financials Options, *Oracle Payables Implementation Guide*

Payables Open Interface Import Troubleshooting, page 3-148

Account Overlay in Payables Open Interface Import, *Oracle Payables Reference Guide*

Payables Open Interface Import Parameters

Source. Choose the source of the invoices from the list of values.

- **Quick Invoices.** Invoice records you entered in the Quick Invoices window. If you did not specify a source when you entered the invoice records then Quick Invoices was automatically entered as the Source for all invoice records during entry.

- **Oracle e-Commerce Gateway.** Supplier invoices (ASC X12 810/EDIFACT INVOIC) transferred through Oracle e-Commerce Gateway.

- **Oracle XML Gateway.** Supplier invoices transferred through the Oracle XML Gateway.

- **Procurement Card.** Procurement card transactions from the procurement card issuer.

- **Oracle Property Manager.** Lease invoices from Oracle Property Manager.

- **Oracle Assets.** Lease payments from Oracle Assets.

- **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 Quick Invoices window, enter the Quick Invoices Batch name. If you did not enter a value for Quick Invoices Batch name during entry, then no value was assigned to Quick Invoices Batch Name (GROUP_ID). If you do not specify a Group during import, Payables imports invoice records for all Quick Invoices batches that match the Source name you specify.

Invoice Batch Name. You can enter a batch name only if you have enabled the AP: Use Invoice Batch Controls profile option. 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 Quick Invoices window, you may want to enter the Quick Invoices Batch name for consistency.

If the AP: Use Invoice Batch Controls profile option is enabled and if you provide no value for this parameter then the system provides a value for you. The value the system provides is the concatenation of the Source and a unique sequential number. For example, ERS: 1234.

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 Hold and Release Names 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.

> **Important:** 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 10-25.

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 Import 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.

Related Topics

Payables Open Interface Import, page 3-139

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 Import 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. An example of this type of error is:

- Using a distribution set with a line type setting other than Item.

Correct the data in one of the following ways:

- If you entered invoice records in the Quick Invoices window, update the records in the Quick Invoices 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 Quick Invoices (for example, electronic payments received through the e-Commerce Gateway or XML 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 Import 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.

Related Topics

Payables Open Interface Import, page 3-139

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, *Oracle Payables Reference Guide*.

The Open Interface Invoices window now contains four additional fields, Remit To Supplier Name, Remit To Supplier ID, Remit To Supplier Site Code, and Remit To Supplier Site ID to use with Third Party payment.

The Open Interface Invoice window includes Original Invoice Amount and Dispute Reason options for Dispute Resolution functionality. These fields are hidden. Use Show Fields folder option to display these fields.

Changes to the Payables Open Interface Import Program

Payables Open Interface Import API imports Invoices from external sources including invoices from OTM. Two new fields, Original Invoice Amount and Dispute Reason, are added. The API for Payables Open Interface Import is enhanced to capture and process the values introduced for the Dispute Resolution functionality.

> **Important:** We recommend that you use the Quick Invoices window to update any invoice records you entered in the Quick Invoices window.

Related Topics

Payables Open Interface Import, page 3-139

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 9-1.

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, Quick Invoices, 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 Quick Invoices window, enter the Quick Invoices 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.

Related Topics

Payables Open Interface Import, page 3-139

Payables Open Interface Outbound Advice

This program creates notification data about e-Commerce invoices processed during Payables Open Interface Import.

If you choose either the Rejected or All parameter, the advice includes the same exceptions that are identified on the Payables Open Interface Import Report, page 3-151.

You can send this notification to your supplier via the e-Commerce Gateway. See: Outbound Application Advice (824/APERAK) *(Oracle e-Commerce Gateway Implementation Manual)*.

Program Submission

You submit this program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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.

Related Topics

Payables Open Interface Import, page 3-139

Payables Open Interface Import 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.

Report Submission

Payables automatically generates this report when you submit the Payables Open Interface Import process. See: Payables Open Interface Import Program, page 4-10.

Report Headings

Source. 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.
- **XML Gateway.** XML invoices sent electronically from your supplier and processed through the Oracle XML Gateway.
- **Quick Invoices.** Invoice record you entered in the Quick Invoices window.
- **User-defined source.** Lookup value with Source type you define for invoices

loaded into the open interface tables using SQL*Loader or the Quick Invoices window.

- **Credit Card.** A credit card transaction you transferred to the Payables Open Interface tables using the Create Procurement Card Issuer Invoice.
- **Oracle Property Manager.** Lease invoices you transferred from Oracle Property Manager.
- **Oracle Assets.** Lease payments you transferred from Oracle Assets.
- **ERS.** Evaluated Receipt Settlement. Payables uses this source name to automatically create invoices from receipts.
- **RTS.** Return to Supplier. Debit memos automatically created by Payables from Purchasing returns.

Group/Invoice Batch Name/GL Date/Purge/Summarize Report. Payables displays the values you entered for these parameters when you submitted Payables Open Interface Import.

Batch Name. Payables displays the value you entered when you submitted Payables Open Interface Import. If you didn't enter a value and you use batch control then the system assigns a value for you by concatenating the source with a unique sequential number. For example, ERS: 1234.

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/Currency/Amount. Number, date, currency, 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.

Total Invoices Imported. Total number of invoices that the Payables Open Interface Import Program imported.

Total Functional Currency Invoice Amount. Sum of all invoices displayed in your functional currency.

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.

Total Invoices Rejected. Total number of invoices that the Payables Open Interface Import Program rejected.

Reason/Description. 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.
- **Amount Billed Would Be Below Zero.** This transaction would reduce the amount billed on the purchase order to below zero.
- **Amount Unpaid Too Small.** The prepayment amount that you are trying to apply (PREPAY_APPLY_AMOUNT) exceeds the invoice amount.

  Note: For invoices that include prepayments (that is, the invoice amount has already been reduced by the amount of the prepayment) the prepayment amount cannot exceed the unpaid invoice amount.

- **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 9-81.
- **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.

  Or, your value in VENDOR_ITEM_NUM is the only purchase order-related column, with a value and multiple purchase order lines exist with this value.

  Or, the combination of VENDOR_ITEM_NUM and the entered INVENTORY_ITEM_ID exist on multiple purchase order lines, but no single purchase order line can be determined.
- **Cannot Apply Zero or Neg.** You cannot enter a value for the prepayment application amount (PREPAY_APPLY_AMOUNT) that is either zero or a negative

number.

- **Cannot Apply/Unapply Zero.** The prepayment application amount (PREPAY_APPLY_AMOUNT) was a nonzero number that, when rounded based on the currency code of the prepayment, became zero. You cannot apply a zero amount prepayment.

- **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 include tax.

- **Can't Prorate to Zero.** You cannot prorate across lines that sum to zero.

- **Different Match Options.** You matched to a purchase order line, and the shipments have different match options (purchase order and receipt).

- **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 Terms.** Inactive payment terms (TERMS_ID or TERMS_NAME).
- **Inconsistent Allocation Information.** You cannotallocate charge lines on an invoice to both receipts and to items on that invoice.
- **Inconsistent AWT Group.** Values exist forAutomatic 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 Exch Rate Info.** Values exist for both EXCHANGE_RATE and NO_XRATE_BASE_INFO. You can enter a value for only one of these two columns. Payables calculates one of these two values based on the other value and the INVOICE_AMOUNT. Delete one of the values depending on your system setup and which column value you want Payables to calculate.
- **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 at least one of the following combinations of columns and the information does not

match:

- PO_LINE_ID and PO_LINE_NUMBER do not match.
- VENDOR_ITEM_NUM and INVENTORY_ITEM_ID do not match.
- VENDOR_ITEM_NUM and PO_LINE_ID do not match.
- VENDOR_ITEM_NUM 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_TRANSACTION_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).

  Or the invoice is matched to more than one purchase order directly, or indirectly through a receipt, and the terms on those purchase orders are different.
- **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 Rate Overwritten.** This is an informational message only. When the invoice was successfully imported, the import process overwrote the invoice exchange rate with a fixed rate, for example, the exchange rate with the euro.

- **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 either an exchange rate or a value for the functional currency amount.

Change the rate type to USER or delete the exchange rate or functional currency amount.

- **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, VENDOR_ITEM_NUM). These values must match the purchase order PO_LINES_ALL.INVENTORY_ITEM_DESCRIPTION, PO_LINES_ALL.INVENTORY_ITEM_ID, or PO_LINES_ALL.VENDOR_PRODUCT_NUM. Or, you provided values for these columns and these values do not exist on a purchase order.

- **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 Quick Invoices 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. For example, the shipment is Cancelled or Finally Closed.

- **Invalid Prepay Dist Info.** You are trying to apply a prepayment to an invoice and you have provided invalid prepayment distribution information. One of the following conditions is true for the prepayment distribution specified (PREPAY_DIST_ID or PREPAY_DIST_NUMBER): 1) it is not an Item distribution, 2) it is a reversal, or 3) it does not exist.

- **Invalid Prepayment Information.** You are trying 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 9-81.

- **Invalid Price/Quantity.** The values for Unit Price, Quantity Invoiced, and Line amount are inconsistent. (Quantity Invoiced x Unit Price = Amount)

- **Invalid Price Correction Invoice Num.** You entered a value for PRICE_CORRECT_INV_NUM that is invalid. The value must be the invoice number of a valid base-matched invoice. See: Price Corrections, page 3-65.

- **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 Requester.** The value for REQUESTER_ID does not correspond to a current, valid employee.

- **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 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. Only used for EDI invoices.

- **Line Has Price Break.** You are matching to a blanket purchase order release at the line level which has been set to allow price override. You have provided only line level data. Payables cannot identify the shipment to which it should match because shipments can have different prices. If you identify the shipment, then Payables can

complete the match.

- **Line Type Cannot Be AWT.** Open Interface Import will not import an invoice if the LINE_TYPE_LOOKUP_CODE is AWT (automatic withholding tax).

- **No Exchange Rate.** The invoice currency is different from your functional currency, you have entered USER as the exchange rate type, and you have not entered a value for DEFAULT_EXCHANGE_RATE.

- **No Invoice Lines.** You must enter at least one invoice line to create an invoice. 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 PO Shipment Num.** You matched the invoice to purchase order with multiple shipments and you did not specify a purchase order shipment number (PO_LINE_LOCATION_ID or PO_SHIPMENT_NUM), or you did not provide enough information for import to derive the shipment number by using values in other columns. For example, if the shipment has a unique Ship-to location for the purchase order, then you can match to the shipment by providing a Ship-to location (SHIP_TO_LOCATION_CODE) exactly as it appears on the shipment.

- **No Price Correction PO Information.** You entered a price correction but did not provide enough information for the system to identify which purchase order amount(s) you want to update.

- **Nothing to Apply.** No prepayment amount is available to apply.

- **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 Combination.** The tax code value you entered or which defaulted based on the Tax Code Default hierarchy does not have an account associated with it, and the system needs a tax account to create the distribution.

- **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.

- **Price Correction Requires Invoice Num.** You entered Y for PRICE_CORRECTION_FLAG. However, you did not provide a value for a base-matched invoice in the PRICE_CORRECT_INV_NUM column.

- **Release Missing.** You have matched to a blanket purchase order and you have not provided a value for Release Number.

- **Site: No Terms.** 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.

- **Skeleton Distribution.** This line does not have a type of Item, and you tried to use a Skeleton distribution set.

- **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.

Related Topics

Payables Open Interface Import, page 3-139

Common Report Headings, page 9-6

Financials Options, *Oracle Payables Implementation Guide*

Payables Options, *Oracle Payables Implementation Guide*

Invoice Validation, page 3-170

Foreign Currency Transactions, page 6-1

Voucher Numbers, *Oracle Payables Implementation Guide*

Budgetary Control In Payables, page 10-25

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Site Locations, *Oracle Human Resources User's Guide*

Payment Requests

Payables provides the ability to disburse funds to a party (a payee) who is not defined as a trading partner in your supplier master. E-Business Suite products, such as Oracle Receivables and Oracle Loans, can submit disbursement requests to Payables, where you can disburse the funds and manage the payment process using the payment management features that are available in Payables. When a disbursement request is submitted to Payables, it is recorded as a *payment request*.

Using payment requests you can:

- Approve payment requests using the Invoice Approval Workflow
- Account for payment requests, through Payables' integration with Oracle Subledger Accounting
- Calculate and manage tax, through Payables' integration with Oracle E-Business Tax
- Pay and report on payment requests

You can submit a payment request from another application, for example, from Receivables to pay a customer for an On Account Credit Memo, or from Loans to disburse funds for a loan, and Payables will verify, account, tax, and approve the payment request. You can track the progress of the payment request in the originating application. Once the payment request is approved, you can report and audit the payment request in Payables.

You can only submit a payment request from other applications; you cannot enter a payment request for a payee directly in Payables.

The payment request process is as follows:

1. Submit a request to disburse funds from another application, such as Receivables or Loans. Note that you cannot submit a payment request in Payables.
2. Payables automatically creates a payment request, in real-time.

3. Once the payment request is created, you can search for it just as you would search for an invoice. Enter Payment Request in the Type field and enter the payee name in the Trading Partner field. Note that because the payee is not a supplier, do not enter a Supplier Number. See: Find Invoices to Apply Window, page 3-83.

4. If the payment request requires approval, use the Invoice Approval Workflow to approve payment requests. See: Invoice Approval Workflow, page 3-176.

5. Payables applies holds to the payment request if there are any exceptions. See: Holds, page 3-201.

6. Once the holds are released and the payment request is approved, it can be paid as a single payment or as part of a payment batch. See: Creating Single Payments, page 5-13 or Creating Multiple Payments, page 5-24.

Once the payment request is paid, your auditors can view the request to disburse funds in the originating application and the payment request in Payables.

Once you enter a payment request, you cannot delete payment request or update payment request fields. If necessary, you can cancel the payment request or void the payment, just as you would for an invoice. Payables notifies the originating application to respond to these actions.

Reporting on Payment Requests

Use the following reports to view information about your payment requests:

- Invoice Aging, page 9-55
- Invoice Approval Status, page 9-57
- Invoice Audit Listing By Voucher Number, page 9-59
- Invoice on Hold, page 9-64
- Open Items Revaluation, page 9-79
- Cash Requirement, page 9-87

Setting Up Payment Requests

There are no specific setup steps required to use payment requests; however, the setup steps listed below do affect the payment request process. Review these steps if you plan to use payment requests.

Oracle Applications

- **Document Sequencing – Payment Request Document Category**

If the Sequential Numbering profile is set to Partially Used or Always Used, ensure that you have assigned a sequence to the Payment Request document category. See: Sequence Assignments Window, *Oracle Applications System Administrator's Guide*.

Oracle Payments

- You can use the following Oracle Payments setups to define custom payment methods for payment requests, define defaulting rules, and specify whether you want to manage payment requests separately from other payments.
  - Payment Method Controls
  - Payment Method Defaulting Rules
  - Payment Instruction and Report Formats
  - Payment Attribute Validations
  - Payment Process Profiles
  - Disbursement Option

  See: Funds Disbursement Planning, *Oracle Payments Implementation Guide*

Oracle Payables

- **Payables Options - Use Invoice Approval Workflow**

  Enable the Use the Invoice Approval Workflow Payables Approval Option to approve payment requests using the workflow. See: Payables Options, *Oracle Payables Implementation Guide*

- **Financial Options**

  Depending on how much information is provided in the originating application, Payables may default attributes from the Financial Options window, including Liability GL Account, Payment Terms, Pay Group, and Terms Date Basis. See: Financial Options, *Oracle Payables Implementation Guide*

Oracle Approvals Management

- **Approval Rules**

  If you are using the Invoice Approval Workflow for payment requests, define the approval rules. See: Invoice Approval Workflow, page 3-176.

Self Service Invoices

Oracle Payables integrates with Oracle iSupplier Portal to enable suppliers to create, submit, and view self service invoices. Suppliers with an iSupplier Portal account can create invoices for:

- Open, approved, standard, or blanket purchase orders that are not fully billed
- Items from multiple purchase orders
- Items for which there is no purchase order

Suppliers can also use iSupplier Portal to enter credit memos against a fully billed purchase order. See: Submitting Invoices, *Oracle iSupplier Portal User Guide*.

Depending on the supplier setup, suppliers can use iSupplier Portal to view self service invoices, including any retainage and recoupment information for Contract Financing Invoices. See: Viewing Invoice Information, *Oracle iSupplier User Guide*.

In addition, iSupplier Portal also allows suppliers to request advances. Suppliers can only request advances if the advances were pre-approved on the purchase order.

Even if you don't implement Oracle iSupplier Portal, you can also allow internal users to enter self service invoices using the Invoice Actions page.

Entering Self Service Invoices Matched to Purchase Orders

To enter a self service invoice that is matched to a purchase order, enter the following information:

1. In the Invoice Actions page, select With a PO.

   The supplier's information, including Taxpayer ID, is defaulted from the supplier setup.

2. Select a Remit To address for payment.

3. Enter the Customer Tax Payer ID.

4. You can specify any quantity to bill as long as it doesn't cause the quantity billed to be below zero. Also, the currency must be the same as the purchase order currency.

5. If necessary, add attachments to the invoice. These attachments use the From Supplier category. After the invoice is submitted, these attachments can be viewed in the Invoices and Invoice Overview windows. See: Attachments in Payables., *Oracle Payables Implementation Guide*

6. If your supplier tax setup permits, update tax lines. See: Taxes on Invoices, page 3-184.

7. Review the invoice and submit it now, or save the invoice and update and submit it later.

After you submit the invoice, it is considered a liability and can be updated and validated in Payables.

For complete instructions on how to enter self service invoices, see: Submitting Invoices,

Entering Self Service Invoices Matched to Receipt

The process for entering self service invoices that are matched to receipt is the same as entering self service invoices that are matched to purchase orders; however, if the Invoice Match Option for the shipment is Receipt, then you will only be able to enter an invoice for the shipments that have been received.

For example, if you ordered 50 items, but have received only 35 items, then you will only be able to create an invoice for the 35 items you have received.

Entering Self Service Invoices Not Matched to a Purchase Order

If you are entering a self service invoice that is not matched to a purchase order, that invoice must be approved using the Invoice Approval Workflow.

When you enter self service invoices that are not matched to a purchase order, follow the same steps for entering an invoice that is matched to a purchase order, but, optionally, enter a Requestor. The Requestor is the person who may be responsible for approving the invoice in Payables.

Once you submit the invoice, it is entered in Payables as a "Standard Invoice Request". Payables automatically initiates the Invoice Approvals Workflow even if you set the Require Validation Before Approval Payables Option to No.

During the workflow, the requestor and other approvers can enter in accounts and distribution amounts. The requestor and approvers can approve or reject the invoice, or they can request that the supplier enter into negotiation. See: Invoice Approval Workflow Overview, page 3-176.

Self service invoices that are not matched to a purchase order not considered a liability and cannot be updated in Payables until they are approved. Once the invoice is approved, the invoice type changes from Standard Invoice Request to Standard Invoice and you can update the invoice in Payables.

Entering Self Service Invoices - Internal User

To grant internal users access to the Invoice Actions page to enter self service invoices, grant the user the Payables Request responsibility. You do not need to implement iSupplier Portal to grant this responsibility to users. Users with the Payables Request responsibility can only create invoices in the Invoice Actions page. In addition, the internal user will only have access to the suppliers that are part of the Organization that the internal user belongs to. For example, if the user is in the North American organization, he will only have access to suppliers assigned to that organization, and not to suppliers assigned to other organizations such as Europe or Africa.

Flexfields on Self Service Invoices

Your system administrator can set up descriptive flexfields to capture any additional information your enterprise needs for invoice processing.

Setting Up Self Service Invoices

Prerequisites

- Setting Up Taxes in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*
- Setting Up iSupplier Portal, *Oracle iSupplier Portal Implementation Guide*

  This prerequisite is *not* required if you only want to allow internal users to enter self service invoices.
- Setting Up Suppliers, *Oracle iSupplier Portal Implementation Guide*
- Setting Up Invoice Approval Workflow, *Oracle Payables Implementation Guide*

  This step is only required if you are entering invoices that are *not* matched to a purchase order.

To set up self service invoices:

1. For each Supplier Contact, define the following:
   - Ensure that the Supplier Contact has a user account. If the contact does not have a user account, enable the Create User Account for this Contact check box.
   - Assign the appropriate iSupplier Portal responsibilities to the contact. For access to all iSupplier Portal user features, assign the iSupplier Portal Full Access responsibility.

     If you create custom responsibilities for iSupplier Portal, ensure that the following Securing Attributes are included in the responsibility definition. These attributes allow you to set the appropriate user access restrictions for the supplier contact:
     - ICX_SUPPLIER_ORG_ID - Restricts user to a supplier.
     - ICX_SUPPLIER_SITE_ID - Restricts user to a supplier site.
     - ICX_SUPPLIER_CONTACT_ID -Restricts user to a contact.

     See: Defining a Responsibility, *Oracle Applications System Administrator Guide*.
   - Define the user access restrictions for the contact. You can restrict users to specific suppliers, supplier sites, or contacts.

   See: Defining Contacts, *Oracle iSupplier Portal Implementation Guide*.

2. If you are allowing internal users to enter self service invoices, then assign the Payables Request responsibility to the internal user. See: Defining a Responsibility, *Oracle Applications System Administrator Guide*.

3. Set the following profile options at the site level:

   - **POS: Limit Invoice to Single PO** - Set this option to Yes if you only want suppliers to enter one invoice for each purchase order.

   - **POS: Invoice Unit Price Change for Quantity Based Matches** - Set this option to one of the following options to determine if suppliers to be able to enter a different unit price than what appears on the purchase order:

     - Not Allowed

     - Price Increase or Decrease

     - Price Increase

     - Price Decrease

   - **POS: Allow Invoice Backdating** - Set this option to Yes if you want to allow suppliers to enter an invoice for a date in the past.

   See: Define Profile Values, *Oracle Applications System Administrator Guide*

4. (Optional) In the Payables Options window, enter a Freight account if you want to use a specific account for Freight charges. If you leave this value blank, then Freight amounts are prorated across the Item lines and charged to the Item line accounts.

5. (Optional) In the Financials Options window, enter a Miscellaneous account if you want to use a specific account for miscellaneous charges. If you leave this value blank, then Miscellaneous amounts are prorated across the Item lines and charged to the Item line accounts.

6. When your system is set up, contact your selected suppliers with their account information and your URL.

Special Issues for Self Service Invoices

- Suppliers cannot access cancelled shipments for invoicing.

- If a shipment has multiple distributions and the shipment is partially billed then the system prorates the quantity billed across the distributions.

  You can adjust the distributions in Payables after the invoice is submitted.

Related Topics

Invoice Approval Workflow Overview, page 3-176

Invoice Validation, page 3-170

Validation

Before you can pay or create accounting entries for any invoice, the Invoice Validation process must validate the invoice.

Invoice Validation checks the matching, tax, period status, exchange rate, and distribution information for invoices you enter. It checks the supplier site to determine which invoice tolerance template to use. If no invoice tolerance template is specified, tolerance checking is not performed. If an invoice tolerance template is specified, Invoice Validation will check against the specific invoice tolerances template stored in the Invoice Tolerances window to determine if the invoice falls within the defined tolerances and automatically applies holds to exception invoices. If an invoice has a hold, you can release the hold by correcting the exception that caused Invoice Validation to apply the hold by updating the invoice or the purchase order, or changing the invoice tolerances. Then resubmit Invoice Validation to release the hold. In the Invoice Holds tab, you can manually release certain invoice holds, even if you have not resolved the matching error condition.

> **Note:** When the invoice is in a Validated state, the Liability Account field cannot be updated.

Authorized users can always correct an invoice, even if you have validated, approved, paid, or created accounting entries for the invoice. See also: Adjusting Invoices, page 3-262.

You can identify all invoices that Payables has not yet reviewed with Invoice Validation by submitting the Invoice Register and selecting the Unvalidated Invoices Only parameter. You can review the validation status of an invoice online in the Invoice Overview window or the Invoices window.

Payables and Oracle Alert integrate to alert the appropriate accounts payable or purchasing staff when you or Payables place an invoice on hold. Oracle Alert also provides an integrated system of alerts, messages, and message distribution to focus attention on time-sensitive or critical information and streamline the validation process. Exception reporting in Oracle Alert is accomplished using either electronic mail or paper reports.

You can submit an invoice for validation in one of the following ways:

- Online by using either the Validate or the Validate Related Invoices check box in the Invoice Actions window. See: Submitting Online Validation for Invoices, page 3-172.

- Online by using the Validate button in the Invoice Batches window. See: Submitting Online Validation for Invoice Batches, page 3-172.

- Batch by submitting the Payables Invoice Validation program from the Submit Request window. See: Payables Invoice Validation Program, page 3-172.

The order of the Invoice Validation process and Invoice Approval Workflow Program is based on the Approval Processing Sequence Payables option. For example, you might want to validate before you approve if you enter invoices that require the Invoice Validation process to create tax distributions for you. If your approvers need to review tax details before they approve an invoice, then we recommend that you select an option that validates before approving. For more information on submitting invoices for approval, see Invoice Approval Workflow Overview, page 3-176.

Validation Example

For example, Invoice Validation places 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 Invoice Validation.

Invoice 2. A supplier sends a credit to correct the amount due on a previous invoice. You match the credit to the purchase order as a price correction and associate it with the invoice during the match. The weighted average price of the invoice and credit memo now matches the purchase order shipment price. Payables releases the hold when you resubmit Invoice Validation. Use the Validate Related Invoices option in the Invoice Actions window to submit Invoice Validation for both the credit and the original invoice.

Invoice 3. You increase your tolerance levels using the Invoice Tolerances window. Your invoice now matches your receipt and purchase order within your newly-defined tolerance levels and Payables releases the hold when you resubmit Invoice Validation.

Related Topics

Releasing Holds, page 3-206

Payables Options, *Oracle Payables Implementation Guide*

Purchasing Integration, page 3-282

Summary of Hold and Release Codes, page C-1

Encumbrance Entries in Payables, page 10-28

Using Oracle Alert for Exception Reporting, *Oracle Payables Implementation Guide*

Validation When You Use Budgetary Control, page 10-27

Taxes on Invoices, page 3-184

Submitting Online Invoice Validation for Invoices

Prerequisite

- Enable the Allow Online Validation Payables option.

To submit online Invoice Validation for invoices:

1. In the Invoices window, find and select one or more invoices you want to validate.
2. Choose the Actions button. In the Invoice Actions window, select the Validate option.

   Or, if you are validating a credit or debit memo, select Validate Related Invoices to submit online validation for invoices associated with the credit or debit memo.
3. Choose OK.

Submitting Online Invoice Validation for Invoice Batches

Prerequisite

- Enable the Allow Online Validation Payables option.

To submit online Invoice Validation for invoice batches:

1. In the Invoice Batches window, find and select one or more invoice batches that include invoices that you want to validate.
2. Choose the Validate button. Invoice Validation reviews each invoice contained in each batch you selected.

   In the Invoice Holds tab, you can review any invoice holds and releases that Invoice Validation applies.

Related Topics

Selecting Multiple Records, *Oracle Applications User's Guide*

Invoice Validation Program

The Invoice Validation process checks 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 either manually release the hold (if allowable) or correct the exception that caused Invoice Validation to apply the hold and then resubmit Invoice Validation.

You can schedule regular submission of the Invoice Validation program when you define your submission options for the Invoice Validation program in the Submit

Request window. You can specify the intervals in which you want to submit Invoice Validation, and Payables will submit Invoice Validation using the parameters that you specify up until the End Resubmission date you specify. See also: Submitting Standard Reports, Programs, and Listings, page 9-1.

Invoice Validation Program Parameters

Option.

- **All.** Submit Invoice Validation for all invoices that do not have a status of Validated. Payables reviews all invoice distributions that Invoice Validation has not yet reviewed, and reviews invoices with unreleased holds.

- **New.** Process only invoice distributions that were entered or imported after the last validation cycle. Invoice Validation only selects invoice distributions that Invoice Validation has not yet reviewed. If you choose this value, Invoice Validation does not review any invoice distributions already on hold.

  Tip: Enter All to ensure you release any existing holds on invoices as well as place new holds. Submit Invoice Validation right before you make automatic payments to update the authorization status on all invoices.

Invoice Batch Name. Invoice Validation reviews invoices that are in the invoice batch you select. You can enter a value in this field only if you have enabled the AP: Use Batch Controls profile option. See Profile Options in Payables, *Oracle Payables Implementation Guide*.

Start/End Invoice Date. If you want Invoice Validation to review invoices that have an invoice date in a range you specify, then enter a date range.

Supplier Name. If you want Invoice Validation to review invoices for a specific supplier, then enter the supplier.

Pay Group. If you want Invoice Validation to review invoices for a specific pay group, then enter the pay group.

Invoice Number. If you want Invoice Validation to review a specific invoice, then enter the invoice number.

Entered By. If you want Invoice Validation to review all invoices entered by a specific person, then enter the userid of that person.

Related Topics

Adjusting Invoices, page 3-262

Applying Holds, page 3-202

Releasing Holds, page 3-206

Budgetary Control in Payables, page 10-25

Using Oracle Alert for Exception Reporting, *Oracle Payables Implementation Guide*

Invoice Variances, page 3-287

Budgetary Control In Payables, page 10-25

Automatic Offsets, page 10-6

Summary of Hold and Release Names, page C-1

Validation When You Use Budgetary Control, page 10-27

Approving Invoices

Oracle Payables integrates with Oracle Approvals Management and Oracle Workflow to approve invoices. The Invoice Approval Workflow process uses Oracle Approvals Management and Oracle Workflow to enable you to define business rules to determine who approves invoices and how they will be routed for approval to different approvers. The requester, who initiated the purchase of the line item, is one way of identifying the starting approver in the approval hierarchy using the business rules defined in Oracle Approvals Management. For information on defining rules in AME, refer to the *Oracle Approvals Management User Guide*.

You can define the approval rules in Oracle Approvals Management in one of the following ways:

- Line-level rules only.
- Document-level rules only.
- Line-level and document-level rules.

Approving Invoices at the Line-Level

Line-level approval is the approval of one specific line or set of lines within an invoice, rather than approving the entire document. Approvers have access to the Notification Detail and Interactive Line Details pages to review the invoice details. The pages display only the appropriate level of information for the approver to view. That is, approvers view only the information that they can approve or reject. Furthermore, no additional login or privileges are required for the approver to approve. The self-service login that an approver uses to view the notifications is sufficient to review the invoice information.

The system does not initiate document level approval until all lines have been approved. If an approver rejects one line, the remaining line level approvals continue to go through approval. This allows the continuation of the line level approval process while the rejected line is being resolved. However, the system does not continue to document level approvals unless all lines are approved.

Note: Invoice approval workflow is required for self service invoices that are not matched to a purchase order. These invoices are entered in Oracle iSupplier Portal or using the Payables Request responsibility.

To approve invoices at the line-level:

1. Access the Workflow Notifications List and select notifications with the AP Invoice Approval type.

   The subject indicates that the notification is for lines on an invoice.

2. Review the information on the Notification Detail page.

   You can either approve or reject all invoice lines and enter comments using this page.

3. Click on the Approve/Reject Individual Lines link to access the Interactive Line Details page to approve, negotiate, or reject individual invoice lines.

   Select an invoice line and click the Show link to view more detailed information, such as accounting distributions, purchase order information, negotiation detail, and approval sequence. The approver can modify the accounting distributions and add attachments.

   Once you have reviewed the invoice line information, select an Action of Approve, Negotiate, or Reject for that invoice line. The system requires you to select an action for each line. The system does not allow partial approvals. Click the Submit button to update the approval status or initiate the negotiation process.

   Note: Negotiation is available at the line-level for Holds Negotiation for PO Matched Invoice. For Unmatched invoices, Negotiation is available, but not at the line-level.

Approving Invoices at the Document-Level

To approve invoices at the document-level:

1. Access the Workflow Notifications List and select notifications with the AP Invoice Approval type. The subject indicates that the notification is for an invoice.

2. Review the information on the Notification Detail page. You can either approve or reject the entire invoice and enter comments using this page.

3. Click on the View Additional Invoice Details link to access the Interactive Line Details page.

   Select an invoice line and click the Show link to view more detailed information, such as accounting distributions, purchase order information, negotiation detail, and approval sequence. The approver can modify the accounting distributions and

add attachments.

Once you have reviewed the invoice line information, you can either approve or reject the entire invoice.

Invoice Approval Workflow Overview

The Invoice Approval Workflow automates your invoice approval process. Based on rules you define, the workflow determines if an entire invoice (document) or invoice lines need approval, who the approvers are, and in what order approvers should approve payment of the invoice.

If you use Invoice Approval Workflow, then every invoice and invoice line that require approval must be approved before you can pay it. Payables indicates that an invoice requires approval by setting the value in the Approval status field in the Invoices window to Required. The approval status is derived from the approval status of the document maintained at the invoice header and the approval status of the invoice lines. For example, if the invoice lines require approval and the document does not, the system sets the approval status for the invoice lines to Required, the approval status for the document to Not Required, and the derived approval status to Required.

> **Note:** Line-level approval is only available for self service invoices that are matched to a purchase order.

> **Note:** Invoice approval workflow is required for self service invoices that are not matched to a purchase order. These invoices are entered using Oracle iSupplier Portal or the Payables Request responsibility.

When you use this feature, all invoices require approval, with the following exceptions. Payables sets the Approval status of the following invoices to Not Required:

- expense reports imported through the Payables Expense Report Export Program (because these expense reports have already been through an approval process)
- recurring invoices if the recurring invoice template did not have the Approval Workflow Required option enabled (because recurring invoices are often approved in advance)
- invoices that existed before you enabled the feature
- invoices that completed the Invoice Approval Workflow process and the Invoice Approval Workflow process determined that according to the rules set up in Oracle Approvals Management that no one needs to approve the invoice

You can set up your system to request and receive approval through the approver's e-mail, through the approver's Oracle Workflow Notifications Workflow web page, or

both.

Approvers can approve or reject the invoice document or invoice line. If both invoice lines and document need to be approved, all the lines of the invoice requiring approval must be approved before the invoice document can be approved. The following scenario assumes that only invoice document approval is required. However, the same process applies to approving invoice lines.

- If an approver approves the invoice, then the invoice goes to the next person in the approver list until all required people approve the invoice.

- If an approver rejects the invoice, then the workflow program ends.

  If an approver rejects one line, the remaining line level approvals continue to go through approval. This allows the continuation of the line level approval process while the rejected line is being resolved. However, the system does not continue to document level approvals unless all lines are approved.

- If an approver does not respond within the time you specify, then Workflow sends a reminder to the approver. If the reminder notification time expires with no response from the approver, Workflow sends the approval notification to that person's manager.

An approver can delegate approval requests, approval reminders, and escalated approval requests. If a notification is delegated to an approver outside the approval chain, the system continues with the original approval chain. For example, the approval chain consists of approvers A > B > C. Approver A delegates to approver X. Once approver X approves the invoice, the system notifies approver B. If the delegated approver does not respond within the time you specify, the system sends a reminder to the delegated approver. If the delegated approver still does not respond, the system rejects the invoice approval and does not escalate it. The Invoice History Approval and Invoice Lines Approval History windows track the approval process, including the delegated approvers' actions.

If an approver rejects an invoice or invoice line, you can perform one of the following actions:

- Use the Force Approval option to manually approve the invoice.

- Use the Initiate Approval option to resubmit the invoice to the Invoice Approval Workflow after correcting any issue that caused the approver to reject the invoice.

- Use the Cancel Invoice option to cancel the approval process.

> **Tip:** We recommend that you schedule the Invoice Approval Status Report to run nightly so you can closely monitor your rejected invoices.

For more information on invoice approval actions, see Handling Exceptions, page 3-179

You can review the approval status of an invoice that has started the Invoice Approval Workflow in the following ways:

- Invoice Approval History window and the Invoice Lines Approval History window. See: Invoice Approval History, page 3-182.

- Invoice Approval Status Report. See: Invoice Approval Status Report, page 9-57.

Oracle iSupplier Portal and Payables Request Invoice Approvals

Invoice approval workflow is required for self service invoices that are not matched to a purchase order. These invoices are created using Oracle iSupplier Portal or the Payables Request responsibility. The system initiates the approval process automatically when the invoices are submitted. At this point, the invoice becomes an invoice request. The approval workflow must be complete before the invoice becomes a standard invoice. Once the invoice becomes a standard invoice, the system validates it and the invoice is susceptible to holds. The requester name on the iSupplier Portal can be the first approver in the approval chain.

Invoice Selection Criteria

You can submit the Invoice Approval Workflow for an invoice either from the Invoice Actions window, or from the Submit Request window. An invoice must meet all of the following criteria to be processed:

- The invoice approval status must be:

  - Required or Needs Reapproval, if you submit the workflow program from the Submit Request window.

  - Anything except Initiated or Manually Approved, if you submit the workflow program from the Invoice Actions window.

  The invoice approval status is derived from the approval status of the document maintained at the invoice header and the approval status of the invoice lines.

- The invoice amount must equal the distribution total.

- The tax calculated status must not be either New or Needs Recalculation, indicating that the system calculated tax.

- The Ready for Approval check box in the Invoices window must be enabled. This check box is enabled by default for all invoices.

- The system applies the rules specified in the Approval Processing Sequence Payables option to determine if invoice approval can be initiated. For example, if the Approval Processing Sequence Payables option requires validation before approval, then the invoice must be validated.

Note: The system automatically initiates invoice approval workflow for self service invoices that are not matched to a purchase order and that come from iSupplier Portal or the Payables Request responsibility.

Approval and Validation

The order of the Invoice Validation process and Invoice Approval Workflow Program is based on the Approval Processing Sequence Payables option. Options include:

- Require Validation Before Approval.
- Require Accounting Before Approval.

For example, you might want to validate before you approve if you enter invoices that require the Invoice Validation process to create tax distributions for you. If your approvers need to review tax details before they approve an invoice, then we recommend that you select an option that validates before approving.

Handling Exceptions

You are provided with the following actions for handling invoice document and invoice line approvals:

- If the workflow program fails, then the workflow sends an e-mail or workflow notification (or both) to a designated person such as your system administrator. This person can abort the workflow program, retry the failed workflow activity, or resolve the problem that caused the error to occur.
- You can force approve a non-validated invoice or invoice line regardless of the Approval Process Sequence Payables option setting. You might want to use force approval if there is a problem with the workflow program and you need to pay an invoice immediately. To force approve an invoice, select it in the Invoices window, then in the Invoice Actions window choose the Force Approval option. This stops the workflow program for the invoice or invoice line. When you force approve an invoice, the system updates the document and line approval statuses to Manually Approved.
- You can stop the approval of an invoice or invoice line so you can make invoice or line adjustments. To stop the approval for an invoice or invoice lines, select the Stop Approval check box in the Invoice Actions window. The system cancels all pending workflow processes and cancels all open notifications associated with the invoice and invoice lines. The system sets the document and invoice line approval statuses to Stopped.

  Once you change the invoice amount the system automatically sets the document approval status to Needs Reapproval. Resubmit the invoice to Invoice Approval Workflow either from the Invoice Actions window or from the Submit Request

window.

- You can cancel the approval of an invoice or invoice line. To stop the approval for an invoice or invoice lines, select the Cancel Invoices check box in the Invoice Actions window. The system cancels all pending workflow processes and cancels all open notifications associated with the invoice and invoice lines. You cannot resubmit the invoice or invoice lines to the approval process. The system sets the document and line approval statuses to Invoice Cancelled.

- You can delete an invoice, invoice lines, and invoice distributions if the invoice has not gone through the approval process or if the approval status is Not Required.

Related Topics

Invoice Approval History, page 3-182

Invoice Approval History Window Reference, page 3-183

Invoice Approval Status Report, page 9-57

Setting Up Invoice Approval Workflow, *Oracle Payables Implementation Guide*

Invoice Approval Workflow Program, page 3-180

Invoice Approval Workflow Program

The Invoice Approval Workflow automates your invoice approval process. Based on rules you define, the workflow determines if an entire invoice or invoices lines need approval, who the approvers are, and in what order approvers should approve payment of the invoice. The workflow then sequentially asks each approver in the approval list to approve invoices online. If both invoice lines and the invoice need to be approved, all the lines of the invoice requiring approval must be approved before the invoice can be approved. For example, you can define rules so invoice lines over $10,000 require CFO approval, and invoices over $100,000 require CEO approval as well. For more information, see: Invoice Approval Workflow Overview, page 3-176.

When you start this program, it updates the approval statuses of the invoice, document, and invoice lines to Initiated. The invoice is then placed in the WF_DEFERRED queue. The next time the Workflow Agent Listener runs, the system initiates Invoice Approval Workflow for the invoice.

Prerequisites

Before you can use the approval process for an invoice or invoice lines, you must:

- Define all your invoice approval rules in Oracle Approvals Management (AME). For information on defining rules in AME, refer to the *Oracle Approvals Management User Guide*.

- Set up, and optionally customize, the Invoice Approval Workflow. See: Setting Up

Invoice Approval Workflow, page 3-176.

- Enable the Use Invoice Approval Workflow Payables option. See Invoice Payables Options, *Oracle Payables Implementation Guide*.

  Note: Self service invoices that are not matched to purchase orders, which are created using Oracle iSupplier Portal and the Payables Request Functionality do not use this option. Approval is always required for these invoices.

- Schedule the Workflow Agent Listener to run regularly using the Submit Request window. The system administrator usually performs this procedure.

Each invoice must meet all selection criteria to be processed by the Invoice Approval Workflow. See: Invoice Selection Criteria, page 3-178.

To submit the Invoice Approval Workflow Program from the Invoices window:

1. In the Invoices window, query and select one or more invoices that you want the workflow to process.
2. Choose the Actions button.
3. In the Invoice Actions window, select the Initiate Approval option and choose OK.

To submit the Invoice Approval Workflow Program using the Submit Request window:

1. In the Submit Request window, select Invoice Approval Workflow Program as the request Name, and enter the parameters of your choice. See: Invoice Approval Workflow Program Parameters, page 3-182. Choose OK.
2. Choose the Submit button to submit your request.

To schedule automatic submission of the Invoice Approval Workflow Program:

1. In the Submit Request window, select Invoice Approval Workflow Program as the request Name, and enter the parameters of your choice. See: Invoice Approval Workflow Program Parameters, page 3-182. Choose OK.
2. Define your submission options in the Schedule window. Specify the intervals in which you want to submit the Invoice Approval Workflow. Payables will submit the Invoice Approval Workflow using the parameters that you define, up until the end date that you specify. See also: Submitting Standard Reports, Programs, and Listings, page 9-1.

Invoice Approval Workflow Program Parameters

Supplier Name. If you want to process invoices for a specific supplier, then enter the supplier name. If you do not enter a supplier name, then the program will process eligible invoices for all suppliers.

Invoice Number. If you want to process a single invoice, then enter the invoice number. If you do not enter an invoice number, then the program will process all eligible invoices.

From/To Invoice Date. If you want the Invoice Approval Workflow to process only invoices with invoice dates in a specified date range, then enter the date range.

Related Topics

Invoice Approval History, page 3-182

Invoice Approval History Window Reference, page 3-183

Invoice Approval Status Report, page 9-57

Invoice Approval Workflow Overview, page 3-176

Setting Up Invoice Approval Workflow, *Oracle Payables Implementation Guide*

Invoice Approval History

Use the Invoice Approval History window to review the approval progress of any invoice that has started or completed the Invoice Approval Workflow process.

This window shows you all the approvers for an invoice in the order that the workflow requests approval from them. You can see who has reviewed the invoice, whether the approver approved or rejected it, the response date, what the invoice amount was when the approver reviewed it, and any comments the approver entered. You also see who the pending approver is and who the planned approvers are. If an invoice is force approved, then you see the username of the person who approved the invoice. You can also review the approval progress of any invoice resubmitted to the Invoice Approval Workflow process.

Since this window does not automatically update, you should requery the window to see up-to-date information on an invoice. Future approvers in this window are based on whatever rules are currently defined in Oracle Approvals Management (AME). However, this future approver list can potentially change within the lifecycle of the approval process. For example, an invoice might be rerouted because of an escalation, or planned approvers are removed from the list when an invoice is force approved.

If you submit an invoice to the Invoice Approval Workflow that does not require a person to approve it, then the Invoice Approval History window will be blank for that invoice.

If an invoice is cancelled it no longer appears in this window, even if it has completed the workflow.

If an invoice amount is changed, then a Needs Reapproval record is displayed in the Invoice Approval History window.

For details on what invoices are selected for approval and how approvers are selected to approve an invoice, see: Invoice Approval Workflow Overview, page 3-176.

Invoice Lines Approval History

Use the Invoice Lines Approval History window to review the progress of any invoice line that has started or completed the Invoice Approval Workflow process. This window displays approval history for all lines within an invoice when you access it through the Invoice Approval History window, or approval history for one specific invoice line when you access it through the Invoices or Invoice Overview windows. The system displays similar approval information for an invoice line in this window as it does for an invoice in the Invoice Approval History window.

To review invoice or invoice line approval history information:

- Select an invoice and choose View Invoice Approval History. The Invoice Approval History window opens and displays current invoice approval information for the entire invoice.

  You can also view approval information for all invoice lines within an invoice using the Invoice Approval History window.

- Select an invoice line and choose View Line Approval History. The Invoice Lines Approval History window opens and displays approval information for that particular invoice line.

Related Topics

Invoice Approval History Window Reference, page 3-183

Invoice Approval Status Report, page 9-57

Invoice Approval Workflow Program, page 3-180

Oracle Approvals Management User Guide, page 3-180

Invoice Approval History Window Reference

Approval Context. Displays Invoice Approval or Invoice Line Approval.

Action Date. Date that the approval action occurred. For example, the date an approver rejected the invoice.

Action. The window shows the action associated with each approver.

- **Approved.** The invoice was approved by this approver.
- **Rejected.** The invoice was rejected by this approver.

- **Sent.** The invoice is in this approver's queue.
- **Future.** The invoice is not yet in the approval queue of the approver.
- **Manually Approved.** An accounts payable processor manually approved the invoice by using the Force Approval feature.
- **Stopped.** The approval process for the invoice was stopped by an accounts payable processor.
- **Needs Reapproval.** The amount of the invoice was changed by an accounts payable processor and the invoice needs to go through the approval process again.
- **Cancelled.** The invoice approval process was cancelled by an accounts payable processor. The invoice cannot be resubmitted to the approval process.

Approver. Name of the approver who is assigned to perform an action in response to a request for approval notification or escalation notification. You set up approvers in Oracle Approvals Management (AME). If an invoice was force approved, this field shows the username of the accounts payable processor who force approved the invoice. If an invoice amount was changed, then the Approver field remains blank.

Amount Reviewed. Invoice total at the time of approval, rejection, or resubmission. This field serves as an audit trail because the invoice amount can change between approvers.

Comments. As an invoice goes through the Invoice Approval Workflow process, the approver can enter comments about the approved or rejected invoice. If the invoice is force approved then this field is blank. If an invoice amount is changed, then this field shows the username of the payables processor who changed the amount.

Related Topics

Invoice Approval History, page 3-182

Invoice Approval Workflow Process, page 3-176

Invoice Approval Workflow Program, page 3-180

Oracle Approvals Management User Guide

Taxes on Invoices

Oracle Payables integrates with Oracle E-Business Tax, the Oracle Applications tax engine, to provide tax services for invoices. With this integration, E-Business Tax provides a central repository for your invoice tax requirements. E-Business Tax does *not* provide tax services for Withholding Taxes or 1099 Income Taxes. For information on these taxes see: Withholding Tax Overview, page 10-15 or 1099 Reporting Overview, page 9-25.

E-Business Tax provides tax services for the following categories of Payables invoices:

- **Standard Invoices** - includes Standard, Mixed, PO Price Adjustment, Credit Memos, and Debit Memos
- **Prepayment Invoices**
- **Expense Reports**

Each of these categories maps to an *event class* in E-Business Tax.

E-Business Tax uses your tax setups as well as information from the invoice header and line level (the *tax drivers*) to determine the applicable taxes, tax statuses, tax rates, taxable basis, calculations, rounding, and tolerance for each invoice.

The tax drivers E-Business Tax uses to calculate taxes can differ depending on the category of invoice and the parties involved. For example, for a Standard invoice in the U.S., the Location ID and Place of Supply on the invoice are used to determine the applicable State and County Sales Taxes. For a list of tax drivers, see: Tax Drivers on Invoices, page 3-200.

When you enter an invoice and click Calculate Tax, E-Business Tax calculates the following tax amounts.

Invoice Header Tax Amounts

- **Total Tax:** Total of inclusive and exclusive tax due to the supplier.
- **Self-Assessed Tax:** Total of self-assessed tax. Self assessed tax amounts are taxes that you are liable for, but that do not appear on the invoice. Self-assessed taxes are also known as reverse charge or use taxes in certain tax regimes. You can view self-assessed tax amounts in the Self Assessed Tax Amount field in the Invoice Header. This field is for reference only; it has no impact on the amount due to the supplier. See: Self Assessed Taxes on Invoices, page 3-189.

Invoice Line Tax Amounts

- **Exclusive Tax:** Shown in separate, summarized lines on the invoice. Recoverable and Non Recoverable exclusive taxes are shown in separate distributions and are summarized in a tax line. You can view exclusive tax amounts in the Invoice window, the Invoice Workbench, Distributions (All Distributions), or the Tax Lines Summary window.
- **Inclusive Tax:** Shown in the Included Tax Amount column for the line. The line amount is the total of the item amount and the inclusive tax amount. The inclusive tax amount is provided for reference only. Recoverable and Non Recoverable inclusive taxes are shown in distributions under a non-tax line. To view the inclusive tax amounts as separate lines, use the Tax Lines Summary window or the Distributions window. For Prepayments, inclusive tax amounts are also shown in the Tax Amount Applied field in the Apply Prepayments window.

When you validate an invoice, E-Business Tax recalculates the tax and places any

tax-related holds on the invoice. If you update a tax driver on a validated invoice, you must revalidate it. In general, E-Business Tax automatically calculates all applicable tax amounts for invoices except in the following instances:

- If you import invoices into Payables from another source, then the tax can be imported with the invoice. See: Payables Open Interface Import, page 3-139.
- Depending on your tax setup, you can manually enter, update, or cancel some tax lines in E-Business Tax. See: Entering Manual Tax Lines on Invoices, *Oracle E-Business Tax User Guide* or Updating Tax Lines on Invoices, page 3-188.

Setting Up Taxes on Invoices

To set up taxes for invoices, complete the following setup steps in E-Business Tax:

1. Set Up Tax Regimes, *Oracle E-Business Tax User Guide*

   A *tax regime* is a country or geographic region where you do business and where a specific tax applies.

2. Set Up Taxes, *Oracle E-Business Tax User Guide*

   A *tax* is a classification of a tax imposed by a government through a fiscal or tax authority. For example, VAT is a type of tax.

3. Set Up Tax Statuses, *Oracle E-Business Tax User Guide*

   A *tax status* is the taxable nature of a product in the context of a transaction for a tax. For example, there can be several tax statuses for a tax: standard rate, zero rate, exempt, and partial exempt.

4. Set Up Tax Rates, *Oracle E-Business Tax User Guide*

   A *tax rate* is the rate specified for a tax status. Tax rates are effective for a period of time and can be expressed as a percentage, as a value per unit quantity, or as a fixed sum per transaction.

5. Set Up Tax Recovery Rates (Optional), *Oracle E-Business Tax User Guide*

   A *tax recovery rate* is the rate for the partial or full reclaim of taxes paid on the purchase or movement of a product.

6. Set Up First Party Legal Entities, *Oracle E-Business Tax User Guide*

   A *First Party Legal Entity* is a legal entity involved in transaction taxes.

7. Define the Defaults and Controls for a Country, *Oracle E-Business Tax User Guide*

   Specify the default tax information for a given country.

8. Define the Defaults and Controls for a Configuration Owner , *Oracle E-Business Tax*

User Guide

Specify the default tax information for a given configuration owner. A configuration owner is any First Party Legal Entity, First Party Legal Establishment, or operating unit involved in transaction taxes.

9. Define the Default Application Tax Options, *Oracle E-Business Tax User Guide*

   Specify the default tax information for Payables event classes (Standard Invoices, Prepayments, Expense Reports).

For more information on setting up taxes, see: Setting Up Taxes in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*.

Entering Manual Tax Lines on Invoices

To enter manual tax lines on invoices, enable the following manual tax options in E-Business Tax. You can set these options at the Event Class, Configuration Owner, or Tax level. Setting these options at the Event Class level is the most generic; the Configuration Owner is more specific; and the Tax level is the most specific. The more specific settings override the more generic settings.

- Event Class
  - Allow Entry of Manual Tax Lines
  - Allow Recalculation for Manual Tax Lines
  - Allow Override for Calculated Tax Lines
  - Allow Manual Tax Only Lines - A tax only line is a tax line that is not related to the transaction or any item line on the invoice.
- Configuration Owner
  - Allow Entry of Manual Tax Lines
  - Allow Override for Calculated Tax Lines
  - Allow Recalculation for Manual Tax Lines
- Tax - Controls and Defaults
  - Allow Override for Calculated Tax Lines
  - Allow Manual Tax Only Lines

You can only enter manual tax lines in Payables if:

- The tax amount applies proportionally to the invoice items
- The tax amount is exclusive
- The tax line is entered before 'Calculate Tax is clicked.
- The tax line is entered before the invoice is validated or accounted.

When you enter a manual tax line, enter an amount in the Tax Control Amount field in the invoice header. E-Business Tax uses the Tax Control Amount to prorate automatically calculated tax amounts. For example, if you enter a Tax Control Amount of $10 and E-Business Tax calculates a total tax amount of $12, then E-Business Tax will prorate the calculated tax amounts so the total tax amount matches the Tax Control Amount you entered.

See: Entering a Manual Tax Line, *Oracle E-Business Tax User Guide*

Updating Tax Lines on Invoices

To update tax lines on invoices, enable the Allow Override for Calculated Tax lines tax option in E-Business Tax. You can set this option at the following levels:

- Event Class
- Configuration Owner
- Tax

Setting this option at the Event Class level is the most generic setting; Configuration Owner is more specific; and Tax level is the most specific. The more specific settings override the more generic settings.

If your suppliers can enter invoices using Oracle iSupplier Portal, then set the Allow Override for Calculated Tax lines tax option for the supplier as well. See: Oracle iSupplier Portal Integration, page 3-165

When you enable the this option, you can update the taxes that were calculated by E-Business Tax. For example, you can update the rate or amount. You can also make a tax inclusive or self-assessed. See: Self-Assessed Taxes on Invoices, page 3-189.

You can only update detailed tax lines if you do not make any changes to tax lines in the Tax Lines Summary window. See: Changing Existing Tax Line Information, *Oracle E-Business Tax User Guide*.

If you override the tax amount and it falls outside of the tolerances specified, then a hold will be placed on the invoice. See: Defining Tax Tolerances, *Oracle E-Business Tax User Guide*.

Excluding Taxes from Discounts

If you do not want to include taxes in your discounts, then enable the Exclude Tax From Discount Calculation Payables Option. Note that if you enable this option, you cannot set the Discount Distribution Method Payables Option to Prorate.

At validation, E-Business Tax calculates the total tax for the invoice. Next, Payables calculates the discountable amount, which is Invoice Amount minus the Total Tax Amount. Then, if the invoice has scheduled payments, Payables updates those payments accordingly. Payment schedules are not updated if there are changes to taxes after validation, because the taxes were not considered when calculating the discount. Payables can only calculate the discountable amount if the invoice is not paid (partially or fully paid). If an invoice is paid, you must manually adjust the payment schedules as required. The only exceptions to this are:

- Offset (Reverse Charge) Taxes – Any taxes with corresponding reverse charge taxes are not excluded from the discount application.

- Taxes on Prepayments - When you create or pay a Prepayment, Payables takes the applicable discount; however, when the Prepayment is applied to the invoice, the tax on the prepayment is not excluded.

Self-Assessed Taxes on Invoices

To implement self-assessed taxes on invoices, enable the Set for Self Assessment/Reverse Charge option when you define the tax registration information for the Party Tax Profile for any First Party Legal Entity or First Party Legal Establishment. You can enable this option at the following levels:

- Regime

- Regime, Tax

- Regime, Tax, Tax Jurisdiction

Setting the Self Assessment/Reverse Charge option at the Regime level is the most generic; Regime, Tax is more specific; and Regime, Tax, Tax Jurisdiction level is the most specific. Any specific settings override the more generic settings. See: Setting Up Parties for Self Assessment, *Oracle E-Business Tax User Guide*.

You can also enable self assessment for Third Parties. If you enable self-assessed taxes for Third Parties, then the taxes will only be assessed for the supplier at the level specified and not for other suppliers in that tax regime, tax, or jurisdiction.

The following example illustrates how E-Business Tax applies self-assessed taxes to invoices.

Assume you enter an invoice from a supplier for $1000.00. The supplier did not charge tax on the invoice; however, assume that according to tax rules, as the purchaser you

are liable to pay a 5% tax on the item to your tax authority.

Standard Invoice

Invoice Amount (including tax)	Tax Rate	Tax Amount
1000.00	0.00	0.00

When you click Calculate Tax or validate the invoice, E-Business Tax uses the tax drivers on the invoice, such as Ship To, Product Type, Primary Intended User, Business Category and Product Fiscal Classification to calculate taxes and determines if any self-assessed tax should be applied.

In this case, provided the tax setup allows, a Self-Assessed Tax Amount of $50.00 is applied to the invoice. The Self Assessed Tax Amount field in the Invoice Header is updated to reflect the amount of self-assessed tax due. This field is for reference only; it has no impact on the amount due to the supplier. Note that the Tax Amount for the supplier's invoice is $0.00 and the Invoice Amount is $1000.00.

Standard Invoice - Calculated Self-Assessed Tax

Invoice Amount (including tax)	Tax Rate	Tax Amount	Self Assessed Tax Amount
1000.00	0.00	0.00	50.00

You can view the self-assessed tax details in the Tax Lines Summary window. You can also use the View Accounting report to see how the self-assessed tax amounts are accounted. The following table illustrates the accounting for this self-assessed tax.

Accounting - Self-Assessed Tax

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-580-7740-0000-000	Item Expense	1000.00	
Vision Operations	01-000-2210-0000-000	Liability		1000.00

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-580-7740-0000-000	Self Assessed Tax	50.00	
Vision Operations	01-000-2340-0000-000	Self Assessed Tax		50.00

In this accounting example, the credit is the self-assessed tax liability and the debit is the non-recoverable self-assessed tax amount.

You cannot use the Distributions window to view self-assessed tax amounts, because they are not represented on the supplier's invoice.

Depending on your E-Business Tax setup, you can use the Tax Lines Summary window to update calculated tax lines and mark them as self-assessed or to manually enter self-assessed tax lines. If you update a calculated tax line and mark it as self-assessed, the invoice will be updated to remove the calculated tax line from the invoice line and the distribution details. Also, the Self Assessed Tax Amount field in the invoice header will be updated with the self-assessed tax amount, as shown in the previous example. See: Updating Tax Lines on Invoices, page 3-188, or Entering Manual Tax Lines on Invoices, page 3-187.

To report on self-assessed taxes, use the following Subledger Accounting reports:

- Account Analysis Report, *Subledger Accounting Implementation Guide*
- Open Account Balanced Listing, *Oracle Subledger Accounting Implementation Guide*

If you are using Offset or Use taxes, see: Setting Up Offset Taxes, *Oracle E-Business Tax User Guide*.

Taxes with Deferred Recoverability

In some cases, recoverable taxes can only be accrued and accounted for after the invoice is paid; this is known as *deferred recoverability*. You can set up taxes with deferred recoverability by enabling the following options at the Tax Regime, Tax, Tax Status, or Tax Rate levels in E-Business Tax. Tax Regime is the most generic level; Tax Rate is the least specific. If you set the options at the Tax Rate level it will override any settings at a more generic level.

- Tax Regime:
  - Allow Tax Recovery
  - Default Recovery Settlement - Set the option to Deferred.

- Tax:
  - Allow Tax Recovery
  - Default Recovery Settlement - Set the option to Deferred.
  - Tax Accounts - set up the following tax accounts in GL to manage the deferred recoverable taxes:
    - Tax Expense
    - Recoverable Tax
    - Interim Tax - this account is used for deferred recoverable taxes until the invoice is paid. In Cash-Based accounting, an interim tax account is not used because the accounting will only be done at the time of actual payment and receipt.

- Tax Status:
  - Allow Tax Recovery
  - Default Recovery Settlement - Set the option to Deferred.

- Tax Rate:
  - Allow Tax Recovery
  - Default Recovery Settlement - Set the option to Deferred.

The default account for recoverable taxes in Subledger Accounting is Accounts Payable deferred. You can change this account if necessary.

The following example illustrates how deferred recoverability works in Payables.

Assume you have an invoice for $1100.00, with a total tax amount of $100.00. Assume that the tax is 55% recoverable.

Standard Invoice

Invoice Amount (including tax)	Tax Amount
1100.00	100.00

After the invoice is validated, the recoverable portion of the tax is placed in an interim tax account until the invoice is paid.

Accounting - Deferred Recoverable Tax Before Invoice is Paid

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-580-7740-0000-000	Item Expense	1100.00	
Vision Operations	01-000-2210-0000-000	Liability		1100.00
Vision Operations	01-000-2800-0000-000	Recoverable Tax	55.00	
Vision Operations	01-000-7740-0000-000	Non-Recoverable Tax		45.00

Once the invoice is paid, the deferred tax amount is credited and debited to deferred recoverable tax.

Accounting - Deferred Recoverable Tax After Invoice is Paid

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-2210-0000-000	Liability	1100.00	
Vision Operations	01-000-1110-0000-000	Cash Clearing		1100.00
Vision Operations	01-000-2800-0000-000	Deferred Recoverable Tax		55.00
Vision Operations	01-000-2520-0000-000	Deferred Recoverable Tax	55.00	

If you were entering a Credit Memo with deferred recoverable taxes, then these entries would be reversed.

Accounting - Deferred Recoverable Tax on Credit Memo

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-2210-0000-000	Liability	1100.00	
Vision Operations	01-000-1110-0000-000	Cash Clearing		1100.00
Vision Operations	01-000-2800-0000-000	Deferred Recoverable Tax	55.00	
Vision Operations	01-000-2520-0000-000	Deferred Recoverable Tax		55.00

Taxes on Prepayment Invoices

Prepayments have the following special considerations related to tax.

Taxes can be set up for Prepayments in general, or for specific types of prepayments such as contract financing, advances and automatic and manual prepayment applications.

Taxes are not always applied to Prepayments. If you want to apply taxes to Prepayments, enable the Allow Tax Applicability option for the Prepayment Event Class in E-Business Tax. See: Managing Event Class Settings, *Oracle E-Business Tax User Guide*.

Define tax rules to set up specific tax rates for different types of prepayments. For example, to tax Contract Financing prepayments but not Advances, you can create a tax rule which will look specifically for line classes of P2P Advance or P2P Contract Financing to assign a specific tax rate. See: Tax Rules in E-Business Tax, *Oracle E-Business Tax User Guide*

Tax rules also affect how taxes are applied to a prepayment. In particular, it is affected by how you set the Applied Amount Handling option for the tax. You can set this option to either Recalculated or Prorate.

The following examples illustrate how the Applied Amount Handling option affects Prepayments.

Recalculated Examples

If the the Applied Amount Handling option is Recalculated, when a Prepayment is applied to a Standard Invoice the tax is recalculated and, if there is a difference in tax rates no liability remains.

Assume that you enter a Prepayment for $240.00, with a 20% Tax Rate.

Prepayment Invoice

Invoice Amount (including tax)	Tax Rate	Tax Amount
240.00	0.20	40.00

After the prepayment is paid, the tax rate changes from 20% to 25%. Next, assume you enter a Standard Invoice for $250.00, the 25% tax rate is automatically applied to the invoice.

Standard Invoice

Invoice Amount (including tax)	Tax Rate	Tax Amount
250.00	0.25	50.00

When you apply the Prepayment to the Standard Invoice, the system applies the Prepayment at the current tax rate, leaving no liability. However, if you view the accounting, the difference of $10.00 is credited to the Tax Difference Account.

Accounting - Recalculated Prepayment

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-580-7740-0000-000	Item Expense	200.00	
Vision Operations	01-580-7740-0000-000	Non-Recoverable Tax	50.00	
Vision Operations	01-000-2210-0000-000	Liability		250.00
Vision Operations	01-000-2210-0000-000	Liability	250.00	

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-1340-0000-000	Prepaid Expense		240.00
Vision Operations	01-000-7826-0000-000	Tax Difference Account		10.00

In another example, assume you enter a prepayment of $100.00, with 10% tax and the tax is 60% recoverable. In that case $6.00 is recoverable and $4.00 is non-recoverable. If the tax rate changes to 15%, then the recoverable tax amount is 9.00 and the non-recoverable tax amount is 6.00. A tax different of 2.00 is credited to the tax difference account. The accounting for this scenario is shown in the following table.

Accounting - Recalculated Prepayment

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-1340-0000-000	Item Expense	100.00	
Vision Operations	01-000-1340-0000-000	Non-Recoverable Tax	6.00	
Vision Operations	01-000-1340-0000-000	Recoverable Tax	9.00	
Vision Operations	01-000-2210-0000-000	Liability		115.00
Vision Operations	01-000-2210-0000-000	Liability	115.00	
Vision Operations	01-000-1340-0000-000	Prepaid Expense		100.00
Vision Operations	01-000-1340-0000-000	Prepaid Expense		4.00
Vision Operations	01-000-1340-0000-000	Prepaid Expense		9.00

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-7826-0000-000	Tax Difference Account		2.00

Prorate Example

If the Applied Amount Handling option is Prorate, then the tax is applied at the Prepayment rate and the difference between the tax on the Prepayment and the Standard Invoice is a liability. This example uses the same assumptions as the Recalculated example and illustrates what happens when there is a tax rate *increase*.

Prepayment Invoice

Invoice Amount (including tax)	Tax Rate	Tax Amount
240.00	0.20	40.00

Standard Invoice

Invoice Amount (including tax)	Tax Rate	Tax Amount
250.00	0.25	50.00

Standard Invoice After Prepayment is Applied - Prorate

Invoice Amount (including tax)	Tax Amount	Tax Liability Remaining
10.00	10.00	10.00

In this case, the difference between the Prepayment Tax Amount and the Standard Invoice Tax Amount is accounted in the Tax Difference Account and Liability has a credit balanced of $10.00.

Accounting - Recalculated Prepayment

Ledger	Account	Accounting Class	Accounted DR	Accounted CR
Vision Operations	01-000-1340-0000-000	Prepaid Expense	240.00	
Vision Operations	01-000-2210-0000-000	Liability		240.00
Vision Operations	01-000-2210-0000-000	Liability	240.00	
Vision Operations	01-000-1110-0000-000	Cash Clearing		240.00
Vision Operations	01-580-7740-0000-000	Item Expense	200.00	
Vision Operations	01-580-7740-0000-000	Non-Recoverable Tax	50.00	
Vision Operations	01-000-2210-0000-000	Liability		200.00
Vision Operations	01-000-2210-0000-000	Liability		50.00
Vision Operations	01-000-2210-0000-000	Liability	250.00	
Vision Operations	01-000-1340-0000-000	Prepaid Expense		240.00

If the Applied Amount Handling option is Prorate, and the tax rate *decreases*, then when you apply the prepayment to the invoice the result is a credit balance. To avoid a tax decrease from causing a credit balance, unapply the prepayment and enter a lesser prepayment, so the invoice total after the prepayment is applied is 0.

If you anticipate that tax decreases will occur and do not want to unapply and reapply prepayments as described, then consider setting up inclusive taxes in E-Business Tax. It is easier to partially apply prepayments that have inclusive taxes; therefore, it is easier to manage prepayments when tax decreases occur.

Tax Variances

A tax variance occurs when there is a difference between the tax on the invoice and the tax on the PO matched to the invoice. When you match a PO to an invoice, there are three tax-related variances that can occur:

- Tax Exchange Rate Variance (TERV) – when there is a difference between the invoice and PO distributions due to exchange rate variance.
- Tax Invoice Price Tax Rate Variance (TIPV) – when there is a difference between th invoice and PO distributions due to price variance.
- Tax Rate Variance (TRV) – when there is a difference between invoice and PO distributions due to difference in tax applicability.

In addition, Tax Quantity Variance (TQV) is calculated, but is shown as a non-variance distribution.

Variances are calculated for all taxes that are enabled in E-Business Tax.

The following example illustrates how variances are determined.

Purchase Order

Quantity	Price	Currency	Exchange Rate	Total Tax	Approval Amount
1	100.00	CAD	0.8	0.00	100.00

Assume that the purchase order shown above is matched to the invoice shown below.

Invoice

Item Amount	Payment Currency	Exchange Rate	Unit Price	Tax Amount	Invoice Amount
100.00	CAD	1.1	100.00	20.00	120.00

Note that the exchange rate and tax amounts differ between the PO and the Invoice. The distributions for the invoice show a Tax Exchange Rate Variance of 0.3 and a Tax Rate Variance of $20.00.

To illustrate an Invoice Price Tax Rate Variance, assume that the invoice is the same as as above, but the Unit Price changes from $100.00, as shown on the Purchase Order, to $200.00. The Tax Amount also changes as a result of the change in Unit Price.

Invoice

Item Amount	Payment Currency	Exchange Rate	Unit Price	Tax Amount	Invoice Amount
100.00	CAD	1.1	200.00	40.00	120.00

Tax Tolerances and Releasing Tax Holds

To define tax tolerances, enabled the Allow Override for Calculated Tax Lines option in E-Business Tax. Tax Tolerances can be defined for any combination of Event Class and Configuration Owner. *Tax Tolerances* determine when Tax Holds are placed on an invoice. E-Business Tax places a hold on an invoice when a calculated tax line is updated and the updated tax amount exceeds the specified tolerance. Use E-Business Tax to release a tax hold.

For more information on tax tolerances and tax holds, see: Defining Tax Tolerances, *Oracle E-Business Tax User Guide*.

Tax Drivers on Invoices

The following tax drivers appear on the invoice header and are used to determine tax applicability and calculate taxes for invoices:

- Invoice Date
- Supplier Name
- Supplier Number
- Supplier Site Invoice
- Currency Related Invoice
- Taxation Country
- Credited Invoice (Quick Credit)
- Exchange Rate
- Exchange Rate Type
- Exchange Rate Date
- Invoice Sub-Type

The following tax drivers appear on the invoice lines and are used to determine tax applicability and calculate taxes for invoices:

- Type
- Quantity Invoiced
- Unit of Measure
- Unit Price Amount
- PO Number
- PO Release Number
- PO Shipment Number
- Receipt Number
- Default Account
- Inventory Item
- Business Category
- Primary Intended Use
- Fiscal Classification
- Product Fiscal Classification
- Product Type
- Product Category
- Ship-To
- Country of Supply
- Assessable Value
- Control Amount

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 Invoice

Validation.

In addition to manually releasing holds, Oracle Payables integrates with Oracle Workflow to provide a resolution of user releasable holds through workflow. Holds resolution workflow is initiated during Invoice Validation.

Payables provides some generic invoice holds for you to use, and you can define your own, based on your invoice validation 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 3-202
- Releasing Holds, page 3-206

Related Topics

Invoice Hold and Release Names, *Oracle Payables Implementation Guide*

Summary of Invoice Hold Names, page C-1

Invoice Holds Tab Reference, page 3-321

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 Names ("holds") to an invoice using the Invoice Holds tab 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 tab of the Invoice Workbench.
- **Supplier Hold.** In the Suppliers: Invoice Management page, you can enable the Hold All Payments, Hold Unvalidated Invoices, or Hold Unmatched Invoices options for supplier sites. You also have the option of specifying an Invoice Amount Limit for a supplier site.

  Important: The Holds field of the Invoices window displays only invoice holds and does not reflect holds you apply in the Scheduled Payments tab or in the Suppliers: Invoice Management page. For example, if the Hold All Payments option is enabled in the Suppliers: Invoice Management page 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 Invoice

Validation. 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 Invoice Validation.

Applying a Hold to an Invoice

Prerequisite

- Define your hold codes in the Invoice Hold and Release Names window. See: Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.
- Enter the invoice. See: Entering Invoices, page 3-13.

To apply a hold to an invoice:

1. Find the invoice in the Invoices window. See: Finding Invoices, page 3-216.
2. Select the invoice and choose the Holds tab. Apply a hold by selecting a Hold Name from the list of values. You can select from all Invoice Validations 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.

Supporting Engineering and Construction Subcontractor Payment Management

Engineering and Construction firms have unique requirements regarding subcontractor management, subcontractor payment, and customer billing. It is a common practice in the Engineering and Construction industry to hire a Subcontractor by a General contractor to perform specific portions of work as part of the overall construction project. Improvements in Payment management of Subcontractor are considered to be a top priority to the Engineering and Construction industry in recent years, considering Subcontractor role in successful completion of the project. To synergize the efforts of Subcontractor in overall success of project it is very important to do timely payments to place appropriate controls in the Payment process.

Payables Department must have efficient and effective controls on payments. Payables department must ensure that suppliers are paid only when they are supposed to be paid as per the terms defined. Till then the suppliers should be held for any payment.

The Business Process related to Engineering and Construction usually includes the Pay when Paid terms and other deliverable required from the Subcontractor Pay When Paid is a payment term common in the Engineering and Construction Industry where subcontractors are not paid until the customer pays the general contractor.

PO Deliverable are documents required to be submitted or renewed by the

subcontractor. If this is not done as per the terms, the payments are held for the supplier.

For details on the Business process, refer to *Oracle Projects User Guide*.

Payables supports automatic Payment Holds and Releases in following scenarios:

- Pay when paid scenario
- PO Deliverable

You define the Hold and Reasons on the Holds tab on the Invoices Workbench window. Two new types of Invoice Hold Names, Pay when paid scenario and PO Deliverable, and two new Invoice Release reasons, Project Manager release and Automatic Release, are included.

This lets you hold the payment if pay when paid term is enabled or if Deliverable is not received from tbe subcontractor

Pay When Paid Scenario

To support pay when paid scenario, you must first enable these terms in the Purchase Order. Whenever invoices are validated (online or through the Concurrent Process), if the invoice is matched to Purchase order or receipt, and any of the matched PO has Pay When Paid marked as Yes, the invoice is put on hold with hold reason as Pay when Paid hold. You can release the Pay When Paid Hold:

- From Project Manager workbench
- Through PRC: Release Pay When Paid Invoices Concurrent Process
- Manually through invoice workbench

Refer to the *Oracle Projects User Guide* for more details.

To support payment control with regard to PO deliverable, whenever invoices are validated (online or through the Concurrent Process), if the PO Deliverable are not received or renewed as per the terms and set up, the invoices are put on PO Deliverable Hold. The hold is released when the PO Deliverable are received.

PO Deliverable Hold can be released in the following ways:

- By the Invoice validation Program
- From the Project Manager Workbench
- Manually through Invoice Workbench

Refer to Oracle Projects and Oracle Procurement User Guides for more details.

Applying a Hold to a Scheduled Payment

Prerequisite

- Enter the invoice. See: Entering Invoices, page 3-13.

To apply a hold to a scheduled payment:

1. Find the invoice in the Invoices window. See: Finding Invoices, page 3-216.

2. Select the invoice and choose the Scheduled Payments tab. 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 Hold and Release Names window. See: Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

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 Invoicing tab of the Supplier Sites region on the Suppliers: Invoice Management page, 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 Invoice Validation. 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 tab.

You can also use Oracle Workflow to release the hold through workflow.

- **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 Invoice Validation. 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 tab.

  You can also use Oracle Workflow to release the hold through workflow.

- **Hold Unvalidated 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 Invoice Validation. You will still be able to pay invoices that have previously been entered and validated for the supplier site. You can manually release the hold in the Invoice Holds tab or through workflow. Uncheck this option when you no longer want to hold unvalidated 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.

Related Topics

Releasing Holds, page 3-206

Invoice Validation, page 3-170

Selecting Multiple Records, *Oracle Applications User's Guide*

Checking Funds for Invoices, page 10-26

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 tab. 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 Invoice Validation before you can pay or create accounting entries for it. Invoice

Validation 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 Invoice Validation, 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 Invoice Validation, and Payables automatically releases the Distribution Variance hold.

If you release a manually releasable hold that Payables applied during Invoice Validation, the next time you submit Invoice Validation, Payables will not reapply the same hold.

Payables applies some holds that you cannot release. You can use the Invoice Holds tab to view invoices with these holds, but you cannot manually release these holds. You must correct the exception that caused Invoice Validation to place the hold on the invoice, then resubmit Invoice Validation 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 Validations ("holds") from an invoice using the Invoice Holds tab. You can release multiple invoice holds from many invoices at once using the Invoice Actions window. See: Releasing Holds From an Invoice, page 3-208, and Releasing Holds from Multiple Invoices, page 3-208.

- **Scheduled Payment Hold.** You can release a scheduled payment hold in the Scheduled Payments tab. See: Releasing Scheduled Payment Holds, page 3-209.

- **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: Invoice Management page. Holds resulting from the following supplier options must be released from the invoices in the Invoice Holds tab: the Hold Unvalidated 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, page 3-208.

> **Note:** You can also use Oracle Workflow to release holds through workflow. See: Releasing Holds Through Workflow, page 3-209.

Related Topics

Hold Release Restrictions, page 3-212

Summary of Hold and Release Names, page C-1

Invoice Holds Tab Reference, page 3-321

Releasing Holds From an Invoice

Prerequisite

- Define your release codes in the Invoice Hold and Release Names window. See Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

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 3-216.

2. Choose the Holds tab. Release a hold by selecting a Release Name. You can select from all Invoice Holds and Release Names 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 Holds and Release Names 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 Hold and Release Names window. See Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

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 3-216. 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 Holds and Release Names 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 Hold and Release Names window. See Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

To release scheduled payment holds:

1. In the Invoices window, choose the Scheduled Payments tab

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 Suppliers: Invoice Management page.

Releasing Holds Through Workflow

Holds resolution workflow is initiated during Invoice Validation when:

- The Initiate Workflow option is selected for the hold type.

- The hold can be released manually.

> **Note:** If the Approvals Manager setup does not provide a valid approver, the workflow terminates without further processing.

Prerequisites

Prior to releasing holds through workflow, you must:

- Install and set up Oracle Approvals Management (AME) for the transaction type of APHLD.

  Define the rules that the system uses to determine who the appropriate approvers are for a hold. Holds resolution requires only one level of approval. For information

on defining rules in AME, see: *Oracle Approvals Management User Guide*.

- Set up Oracle Workflow for the workflow item type of APHLD.

  For information on setting up Oracle Workflow, see: Setting Up Oracle Workflow, *Oracle Workflow Administrator's Guide*.

- Define your release codes in the Invoice Hold and Release Names window. See: Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

- Select the Initiate Workflow option for the hold type and specify workflow options.

To release holds through Workflow:

1. Access the Workflow Notifications List and select notifications for holds.

2. Review the information on the Notifications Detail page.

   For PO matched invoices, the approver can select:

   - **Release.** On receiving this response, the system releases the hold and the invoice becomes eligible for Invoice Validation and payment.

   - **Acknowledge.** This indicates that the hold has been handled. For example, you have altered the tolerances so the Quantity Ordered hold is no longer needed and when the invoice is validated the system will release the hold.

     The workflow waits for the specific amount of time defined for the hold type, and then determines if the hold is released. If so, the workflow ends. The system sends the notification again if the hold has not been released. This process continues until the hold is resolved.

   - **Negotiate.** The approver can negotiate with the supplier on the price or quantity.

     Access the Invoice Lines Detail page. When the approver selects Negotiate as the Action for the invoice line, the system sends a workflow notification to the supplier. Negotiation is for all lines involved in the hold. The approver does not have the option to negotiate some lines, they need to negotiate all lines.

     The supplier can Accept, Cancel Invoice, or continue the negotiation process. The system sends a notification to the approver if the supplier accepts or cancels the invoice.

     > **Note:** The user assigned to the supplier must have access to the cancel invoice function in order to cancel an invoice.

For non-PO matched invoices, the approver can Release or Acknowledge the hold. The approver does not have the option to negotiate the hold.

Note: The non-PO matched invoice negotiation is initiated during the invoice approval process. For more information on invoice approval, see: Invoice Approval Workflow Overview, page 3-176.

Hold Resolution Workflow

The Hold Resolution workflow allows you to release holds through workflow. As a part of the holds resolution, for non-purchase order matched invoices, it allows negotiation between the internal Payables clerk and the supplier. Releasing the holds on an invoice allows it to be eligible for validation and approval.

All holds are available as attributes in AME. You define conditions for the hold attributes that you are using workflow to resolve. Once your Conditions and Approver Groups are finalized, you can create your Approval Rules. You create an approval rule for your purchase order matched invoices and one for your unmatched invoices.

See: Approvals Management Implementation Guide for more details.

Holds resolution workflow runs during validation when the:

- Initiate workflow option is selected for the Hold Type.
- Hold can be released manually.

If the Approvals Manager setup does not set up a valid approver, then the workflow terminates without further processing.

PO Matched Flow

The holds resolution workflow uses the following process for PO matched invoices. An initial Workflow notification is sent to Internal Approver who is derived from the Approvals Management Engine (AME) setup. The Internal Approver can choose the following actions:

- Release the Hold – The Hold is released and the hold history table is updated. The invoice becomes eligible for validation and approval.
- Acknowledge the Hold – Acknowledge that the Hold has been taken care of already (say the tolerances have been altered so the Quantity Ordered hold is no longer needed and when the invoice is next validated the hold is released). The workflow waits for specific amount of time setup at the Hold type level, and checks again if the hold is really released. And then the workflow ends. If the hold has still not been released, then the notification is sent again. This is repeated until the hold is resolved.
- Negotiate – You can go to the negotiation page through a link in the Notification and negotiate with the supplier on the Quantity Ordered, Quantity Received, Price, Amount Ordered, and Amount Received. Price or the Quantity. Negotiation is only for the lines involved in the hold. When the internal approver chooses to negotiate with a supplier, a Workflow notification is sent to the supplier (selected in the

negotiation page by the internal approver).

- The supplier has the following choices:
  - Accept – The Hold is released and logged in the approval history table and a notification is sent to the internal approver who negotiated with the supplier.
  - Cancel Invoice - The invoice is cancelled and the action logged in the approval history table.
  - Negotiate - The supplier can negotiate with the internal approver on the Price or the Quantity. Note that the negotiation is only for the lines involved in the hold.

Non-PO Matched Flow

The only difference between the PO Matched and the Non-PO Matched flow is that the Internal Approver does not have the option to negotiate. An initial Workflow notification is sent to the Internal Approver. The Internal Approver can do the following:

- Release the Hold – The Hold is released and the hold history table is updated. The invoice becomes eligible for validation and approval.
- Acknowledge the Hold – Acknowledge that the Hold has been taken care of already (say the tolerances have been altered so the Quantity Ordered hold is no longer needed and when the invoice is next validated the hold is released).

The workflow waits for specific amount of time setup at the Hold type level, and checks again if the hold is really released. And then the workflow ends. If the hold has still not been released, then the notification is sent again. This is repeated until the hold is resolved.

Related Topics

Adjusting Invoices, page 3-262

Invoice Tolerances, *Oracle Payables Implementation Guide*

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 tab of the Invoice Workbench to view invoices with these holds, but you cannot release these holds. You must fix the problem that caused Invoice Validation to place the hold on the invoice then resubmit Invoice Validation 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 Invoice Validation placed one or more holds on invoice during validation.
- **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.** Invoice Validation created an invalid Exchange Rate Variance account for an invoice distribution. Payables only applies this hold if you enable Automatic Offsets.
- **No AWT Period.** Invoice Validation did not find the period in the withholding tax special calendar. Create the period in the special calendar and resubmit Invoice Validation.

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 3-214.
- 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 9-124.

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, *Oracle Payables Implementation Guide.* 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, *Oracle Payables Implementation Guide*

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.

Related Topics

Print Invoice Notice, page 9-124

Reviewing Invoices

This section includes the following topics:

- Invoice Overview, page 3-223
- Finding Invoice Batches, page 3-216
- Finding Invoices, page 3-216
- Reviewing Invoice Distributions, page 3-218
- Reviewing Payment Information, page 3-219
- Payments Window Reference, page 3-322
- Reviewing Invoice Batches, page 3-218
- Reviewing Invoices, page 3-217
- Calculating a Supplier or Supplier Site Balance, page 3-220
- Adjusting Invoice Batches, page 3-266
- Adjusting Invoices, page 3-262
- Adjusting Invoice Amounts, page 3-264
- Adjusting Invoice Exchange Rates, page 3-265
- Adjusting GL Dates, page 3-265
- Adjusting Invoice Distributions, page 3-268
- Adding New Invoice Distributions, page 3-270
- Reversing Invoice Distributions, page 3-271
- Adjusting Scheduled Payments, page 3-272
- Cancelling Invoices, page 3-273
- Identifying Duplicate Invoices, page 3-222
- Invoice Adjustment Chart, page 3-224
- Invoice Distribution Adjustment Chart, page 3-252

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.

Related Topics

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Batch Control Reports, page 9-53

Invoice Batches Window Reference, page 3-302

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 validation 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 3-216.

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 3-223.

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 are not available until you provide information in other fields. The following are examples of this:

   - You must enter a purchase order number before you can select a purchase order shipment
   - You must enter an invoice type before selecting an invoice status
   - You must enter a supplier before you can enter a site

2. Choose the Find button to navigate to the Invoices window where Payables displays all invoices that match your criteria. Invoices are automatically sorted by invoice type in ascending order.

   You can also open custom folders that display information in a custom format, if you or your organization use this feature. For example, you can customize folders to sort your invoice data on up to three fields.

   Important: 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.

Related Topics

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Invoice Overview, page 3-223

Adjusting Invoices, page 3-262

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 3-223.

> **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 7-9

To review invoices in the Invoice Workbench:

1. Find the invoice using the Find Invoices window. See: Finding Invoices, page 3-216.
2. If you want to review invoice distributions, scheduled payments, holds, or payments, choose the appropriate button or tab in the Invoices window.

Reviewing Invoice Batches

Prerequisite

- The AP: Use Invoice Batch Controls profile option is enabled.

To review invoice batches:

1. Find the invoice batch. See: Finding Invoice Batches, page 3-216.
2. To see detailed information on any invoice in the batch, in the Invoice Batches window choose the Invoices button

Reviewing Invoice Distributions

Distributions Window

From the Distributions window, you can use the Find Invoice Distributions window to search for distributions for one invoice that match criteria you select. For example, if you have an invoice with a large number of distributions, you can view only distributions that meet criteria you specify. You can 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.

View Accounting Lines Window

If you want to search for accounted distributions outside of the context of the invoice, you can use the View Accounting Lines windows to identify them and see which invoices they belong to. For example, you can search for all accounted distributions that have a particular account. In the Find Accounting Lines window, you can search by any combination of the following criteria: supplier name, currency, transfer to GL status, account range, and accounting date range. Payables then shows all accounting lines that match your inquiry in the View Accounting Lines window. See: Viewing Accounting Entries, page 7-9.

Related Topics

Reviewing Invoices, page 3-217

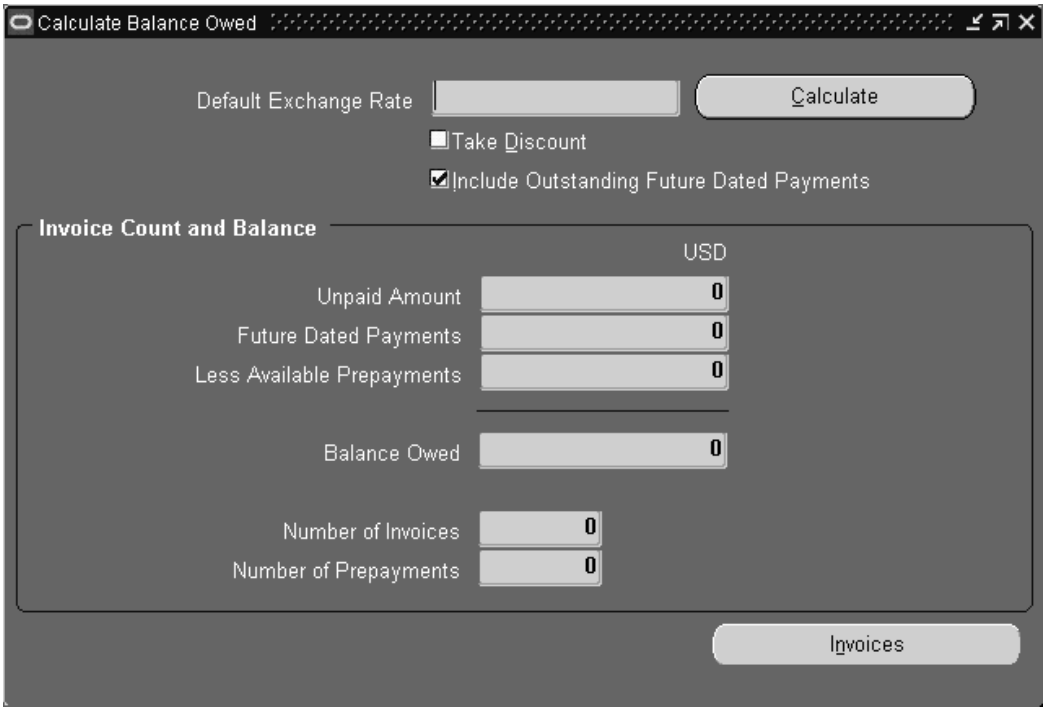
Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Reviewing Payment Information in the Invoice Workbench

Use the Payments tab 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 View Payments tab. 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 tab.

> **Note:** This tab is separate from the Payments window in the Payments Workbench, which you use to create single payments.

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.

Use the Find Invoices window and choose the Calculate Balance Owed button to see how much you owe a supplier and how many unpaid invoices you have in the system for the supplier. To calculate the balance owed, Payables subtracts available prepayments from the unpaid invoice amount. Payables does not use unpaid prepayments when it calculates the balance.

If you have foreign currency invoices that do not yet have exchange rates, you can calculate the balance with an exchange rate you enter in the window. The exchange rate you enter will not update the invoices; you are still required to submit AutoRate or enter an exchange rate in the Invoices window.

To calculate a supplier or supplier site balance:

1. Open the Find Invoices window from the Invoices window, either by choosing the Find icon from the Toolbar or by selecting Find from the 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 displays and includes in its calculation only paid 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.

Related Topics

Calculate Balance Owed Window Reference, page 3-221

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.

Take Discount: If you want Payables to reduce the balance by available discounts, then check this check box.

Include Outstanding Future Dated Payments: If you want to include in the Balance Owed the amount in the Future Dated Payments field, then enable this check box, then choose the Calculate button.

Unpaid Amount: Sum of unpaid, validated and unvalidated invoices. This number includes negative amount invoices but does not include unpaid prepayments.

Future Dated Payments: Sum of all outstanding (issued but not matured) future dated payments. If you do not want this amount included in the Balance Owed, then uncheck

the Include Outstanding Future Dated Payments check box and then choose the Calculate button.

Less Available Prepayments: Available prepayments (the sum of Temporary, paid, unapplied prepayments) include prepayment Item distributions and the associated tax. Payables does not use unvalidated or unpaid prepayments when it calculates the balance because they are not available for application.

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.

Related Topics

Supplier Customer Netting Report, *Oracle Receivables User Guide*

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).

> **Tip:** 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 report 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 9-61.

- **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 9-60.

Related Topics

Supplier Merge Program, page 2-38

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 Hold and Release Names, *Oracle Payables Implementation Guide*.

2. Resolve the discrepancy with your supplier.

3. Cancel the invoice. See: Cancelling Invoices, page 3-273.

Invoice Overview Window

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

> **Note:** 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, View Receipt, 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 7-9

> **Note:** For invoice approval, the Notification Detail and Interactive Line Details pages display only the appropriate level of information for the approver to view. The approver can approve or reject the invoice or invoice lines using these pages.

Adjusting Invoices

Adjustment Charts

Invoice Adjustment Chart

The following chart shows for each field in the Invoices window the conditions under which you cannot adjust the value in the field. Because the paid status and accounted status are common reasons you cannot adjust an invoice, we have provided separate columns for those reasons for easy reference.

> **Note:** When you change the following fields, which are marked with an asterisk, Payables recalculates the scheduled payment: Discountable Amount, Payment Method, Terms Date, Terms.

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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	NO	NO

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
	void on the same GL Date exist. You cannot adjust the invoice amount to less than the amount you have already paid on an invoice.		
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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
Descriptive Flexfield	Invoice is fully or partially paid and Allow Adjustments to Paid Invoices Payables option is disabled.	YES	YES

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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.	NO	NO

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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 Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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
Functional Curr Amount	The Payables option Calculate User Exchange Rate is not enabled and if the exchange rate type is not User.	NO	NO
GL Date	Invoice is cancelled.	YES	YES

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
Invoice Curr	Multiple currencies are not used. 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 Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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 document number present. Invoice is a prepayment.	NO	NO

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
Liability Account	Invoice is a prepayment and is encumbered. You use encumbrance and any of the distributions are validated.	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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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.	YES	YES
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.	YES	YES
Payment Curr		NO	YES

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
Prepayment PO Number	Invoice is not a prepayment or Supplier has no value. Invoice is cancelled. Prepayment is applied.	YES	YES
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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 validated. Invoice is a prepayment and is purchase order matched.	NO	NO

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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 validated. Invoice is a prepayment and is purchase order matched.	NO	NO

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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 Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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	YES

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
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 Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable 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

Invoice Fields	Cannot adjust field if:	Updatable if paid or partially paid?	Updatable if accounted?
Withholding Tax Group	Invoice is prepaid and is withheld at payment time. Invoice is validated and is withheld at validation 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

Related Topics

Invoice and Invoice Batch Default Chart, page B-1

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Invoice Distribution Adjustment Chart

This section discusses the fields and restrictions on the invoice distribution adjustment chart.

General Restrictions

You cannot update, reverse, or delete a distribution if:

- The Distribution window is Display only.
- The invoice has been cancelled.
- Referenced by an active correction such as Price, Quantity, or Line, which itself has not been reversed or cancelled.
- It represents a Price or Quantity correction. Such reversals must be accomplished by discarding the entire Line.
- It is referenced by active distributions, that is the distributions themselves have not been reversed or cancelled. This applies to Freight and Miscellaneous distributions allocated to a the Invoice Line.
- The invoice has been paid or partially paid and the Allow Adjustments to Paid Invoices Payables option is disabled.
- The distribution is on a Prepayment type invoice and the distribution has been applied.
- The distribution is type Prepayment or Tax related to this prepayment. 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.
- The distribution has been encumbered.
- The invoice is an interest invoice and the payment that paid it has been accounted.
- Automatic Offsets is enabled, the invoice contains distributions charged to more than one balancing segment, and the invoice is paid or partially paid and accounted.
- The invoice is an Adjustment or PO Price Adjustment invoice.

- The Invoice is PO/RCV matched. Such reversals must be accomplished by discarding the entire Line.
- The Invoice represents a variance (IPV or ERV). A variance is only reversed as part of discarding the parent line or cancelling the invoice.

You cannot delete a distribution if:

- The distribution has been validated.

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

The following chart shows for each field in the Invoices window the conditions under which you cannot adjust the value in the field. Because the accounted status is a common reason you cannot adjust an invoice distribution, we have provided a separate columns for that reason for easy reference.

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 (validated). Projects is installed, distribution is project-related, and the PA: Allow Override of PA Distributions in AP/PO profile 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

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Amount	Encumbrance is enabled and a) the distribution is part of a reversal pair, or b) the distribution has been encumbered (validated). Distribution is purchase order matched.	NO
Description		YES
Descriptive Flexfield	Invoice is fully or partially paid and Allow Adjustments to Paid Invoices Payables option is disabled.	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 validated, or b) is part of a reversal pair. Distribution has been validated.	NO

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 encumbered (validated) Invoice is a Prepayment type invoice.	NO

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Projects	Projects is not installed or project does not have a name. Encumbrance is enabled. Distribution: a) is encumbered (validated), 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. If the invoice has been fully or partially paid, you have taken a discount for it, and your Discount Distribution Method Payables option is anything other than System, you will be unable to update the Project field in the Distributions window.	YES

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Recoverable	Enable Recoverable Tax Payables option is disabled. Encumbrance is enabled and distribution a) is encumbered (validated), or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Distribution type is not Tax.	NO
Statistical Quantity/Unit	No defined unit of measure exists for the account. Record is queried. Distribution is validated. Distribution is part of a reversal pair.	NO

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Tax Code	Encumbrance is enabled and distribution a) is encumbered (validated), or b) is part of a reversal pair. Distribution is an automatically created withholding tax distribution. Tax Code field has value; or Tax Code field 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

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Tax Recovery Rate	Enable Recoverable Tax Payables option is disabled. Encumbrance is enabled and distribution a) is encumbered (validated), 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 validated. Distribution is purchase order matched and a tax line is associated with it that is encumbered.	NO
Track As Asset	If the account type is Asset, you cannot disable this check box.	YES

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 validated. 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

Invoice Distribution Field	Cannot adjust field if:	Updatable if Accounted?
Withholding Tax Group	Invoice is already paid and you withhold at payment time. Invoice is already validated and you withhold at validation time. Distribution is not a withholding tax distribution. Record is saved.	NO
USSGL Transaction Code	The following section is applicable to customers who use transaction codes. Transaction codes are typically used by US Federal Government customers to produce both proprietary and budgetary entries for a given transaction. USSGL option is disabled. Encumbrance is enabled and distribution a) is validated, or b) is part of a reversal pair.	NO

Related Topics

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Adjusting Invoices

For most invoice types, 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 Invoice Validation before you can pay it. If you adjust payment terms or any scheduled payment information on a validated invoice, you do not need to resubmit Invoice Validation.

For detailed information on adjusting different types of invoices and invoice distributions, and under which conditions you can adjust values in specific invoice and distribution fields, see: Invoice and Invoice Batch Adjustment Restrictions, page 3-267; Invoice Adjustment Chart, page 3-224; and Invoice Distribution Adjustment Chart, page 3-252.

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.

> **Note:** If Payables automatically withholds tax at Invoice Validation time, it withholds only the first time you submit Invoice Validation for an invoice. If you adjust an invoice after Payables calculates withholding tax, you need to make appropriate adjustments manually.

If and invoice is unpaid 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 Invoice Validation.

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 3-224

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 3-67.

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 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.

Related Topics

Invoice Adjustment Chart, page 3-224

Adjusting Project-Related Invoices, page 3-280

Budgetary Control In Payables, page 10-25

Invoice Variances, page 3-287

Unrealized Gain/Loss Report, page 9-85

Purchasing Integration, page 3-282

Adjusting Invoice Amounts

To adjust the amount of an invoice:

1. Find the invoice. See: Finding Invoices, page 3-216.

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 tab. Adjust the scheduled payments to match the new invoice amount. Choose OK.

4. Save your work. You must submit Invoice Validation again before you can pay the invoice.

Related Topics

Adjusting Invoice Distributions, page 3-268

Adding New Invoice Distributions, page 3-270

Reversing Invoice Distributions, page 3-271

Adjusting Scheduled Payments, page 3-272

Entering Purchase Order Matched Invoices, page 3-31

Invoice Validation, page 3-170

Entering Basic Invoices, page 3-13

Invoice Adjustment Chart, page 3-224

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 6-11.

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.

You cannot change the GL Date of a distribution once it has been validated.

If you are allowed by your accounting 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.

Related Topics

Entering Foreign Currency Invoices, page 3-94

Foreign Currency Transactions, page 6-1

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Unaccounted Transactions Sweep Program, page 9-10

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Adjusting Invoice Batches

To adjust an invoice batch:

1. Find the invoice batch. See: Finding Invoice Batches, page 3-216. 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 3-262.

   - **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 validated.

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.

Related Topics

Deleting Invoices, page 3-274

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Invoice and Invoice Batch Adjustment Restrictions:

The following are general restrictions for adjusting invoices. For restrictions for adjusting particular fields, see:

- Invoice Adjustment Chart, page 3-224
- Invoice Distribution Adjustment Chart, page 3-252

REVERSING DISTRIBUTIONS AND ENCUMBRANCE ACCOUNTING: If you use encumbrance accounting and you reverse a validated invoice distribution, Payables automatically creates an encumbrance reversal entry that reverses the invoice distribution encumbrance entry created when you validated the invoice. You cannot update the reversed invoice distribution because Payables will use it to create the reversing encumbrance entry.

ADJUSTING DISTRIBUTIONS ON INVOICES THAT CROSS BALANCING SEGMENTS: If Automatic Offsets is enabled and the invoice contains distributions that are charged to more than one balancing segment, you cannot add, delete, reverse, or update distributions once the invoice is paid or partially paid.

CANCELLED INVOICES: If you have cancelled an invoice, you cannot adjust any invoice or invoice distribution information for that invoice. However, under certain conditions, you can delete it.

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 Invoice Validation for the invoice. After you submit Invoice Validation for a final matched invoice and Payables validates the invoice, you cannot make adjustments to the invoice or reopen the purchase order.

INTEREST INVOICES: You cannot adjust an interest invoice if the payment that paid it has been accounted.

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.

DELETING DISTRIBUTIONS. If you have reversed a distribution, you cannot delete

it or the associated reversal line. If a distribution line has been encumbered, you cannot delete it.

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 3-224.

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 Invoice Validation again before you can pay the invoice. Invoice Validation recalculates the invoice scheduled payments. Invoice Validation also reallocates 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, Invoice Validation removes any existing allocations and prorates the charge across all eligible distributions.

Many factors affect whether you can adjust invoice distributions. For a complete list of restrictions, see: Invoice and Invoice Batch Adjustment Restrictions, page 3-267. For a chart that shows each field and when you can adjust it, see: Invoice Distribution Adjustment Chart, page 3-252.

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 3-216.

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 3-270.

   - **Reverse Distributions.** Select the distributions and choose Reverse. Payables automatically creates a reversing distribution for each distribution you select. See: Reversing Invoice Distributions, page 3-271.

   - **Rematch to Purchase Orders.** Reverse a purchase order matched distribution, see: Reversing Invoice Distributions, page 3-271, then match to a new purchase order shipment distribution or receipt see: Matching to Purchase Orders, page 3-31.

   - **Adjust Account.** If you have not yet accounted for the distribution and you do not use encumbrance accounting, adjust the Account. If the invoice is project-related, for other restrictions see: Adjusting Project Related Invoices, page 3-280.

     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 3-80

   - **Adjust GL Date.** Payables uses the GL Date of the invoice distribution as the accounting date. See: Adjusting GL Dates, page 3-265.

   - **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 Invoice Validation for it, you can adjust the Final Match option. See: Final Matching Purchase Orders, page 3-68.

- **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 3-267 and Invoice Distribution Adjustment Chart, page 3-252.

- **Projects Information.** If the invoice is fully or partially paid, you have taken a discount for it, and your Discount Distribution Method Payables option is anything other than System, then you cannot update the Project field in the Distributions window. See also: Adjusting Project-Related Invoices, page 3-280

3. Save your work.

4. If you changed the distribution amount, added distributions, reversed distributions, or changed the Tax Code value, you must submit Invoice Validation before you can pay the invoice. Invoice Validation will recalculate your scheduled payments.

Related Topics

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

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 3-216. 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 3-18.

- 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 3-31.

- 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 3-89.

2. Adjust the Invoice Amount accordingly.

3. Choose the Scheduled Payments tab. Adjust the scheduled payment amounts to match the new invoice amount. See: Adjusting Scheduled Payments, page 3-272. 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.

- The distribution is not already a reversal.

To reverse invoice distributions:

1. Find the invoice. See: Finding Invoices, page 3-216.

   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 Invoice Validation will automatically reallocate for you.

2. Save your work.

Related Topics

When Adjustments to Paid Invoices Can Cause Accounting Problems, page 3-263

Applying Prepayments to Invoices, page 3-74

Unapplying Prepayments, page 3-80

Paying Invoices from the Invoice Workbench, page 5-22

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.

> **Important:** Payables recalculates and overwrites scheduled payments if you adjust the invoice Payment Terms. Invoice Validation recreates scheduled payments if the Exclude Tax from Discount Calculation Payables option is enabled and updates have been made to the tax amount, or if the Scheduled Payment Recalculation Payables option is enabled. If you manually adjust scheduled payments and Payables subsequently recalculates the scheduled payments, you will need to reenter your changes, including any holds that you have placed on scheduled payments.

To adjust scheduled payments for an invoice:

1. Find the Invoice. See: Finding Invoices, page 3-216.

2. In the Invoices window, choose the Scheduled Payments tab. In the Scheduled Payments tab 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.

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.

Related Topics

Scheduling Invoice Payments, page 3-29

Invoice Validation, page 3-170

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 if it is paid or applied to an invoice.

Related Topics

Invoice and Invoice Batch Adjustment Restrictions, page 3-267

Cancelling Invoices

You can cancel only unpaid invoices. You can cancel any unvalidated invoice, or a validated 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 is selected for payment in a payment batch. You can cancel an invoice that was paid with a payment that is now voided, if the invoice status is now Unpaid. 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 3-271.

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 Invoice Validation for the invoice and, if there are no accounting holds on the invoice, updates the status of the invoice to Cancelled.

> **Note:** 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 3-264.

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.

Note: If you cancel an invoice with manually entered withholding tax, you should check to see if any invoices for the tax authority were created manually to reflect the amount withheld. If such invoices exist, they will not be cancelled automatically, and you might want to cancel them manually.

To cancel an invoice:

1. Find the invoice. See: Finding Invoices, page 3-216.
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 that you have applied a prepayment to. You must first unapply the prepayment.

INVOICES YOU HAVE MATCHED TO PERMANENTLY CLOSED PURCHASE ORDERS: If you use encumbrance accounting, 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.

CAN'T REDUCE QUANTITY BELOW ZERO: You cannot cancel an invoice if cancelling it reduces the quantity billed on a purchase order below zero.

Related Topics

Applying Prepayments to Invoices, page 3-74

Unapplying Prepayments, page 3-80

Selecting Multiple Records, *Oracle Applications User's Guide*

Purchasing Integration, page 3-282

Deleting Invoices

You can delete an invoice if it is not accounted, and at least one of the following is true:

- the invoice is cancelled
- the invoice is not matched to a purchase order or receipt

> **Note:** If you use encumbrance accounting, you can delete an invoice only if the invoice is not validated, not matched to a purchase order or receipt, and not accounted.

You cannot delete an invoice in the following conditions:

- the invoice has been paid, including those with unapplied prepayments or voided payments
- the invoice is being processed by the Invoice Approval Workflow

> **Note:** To determine whether the invoice is being processed, you can view the status of an invoice in the Invoice Approval History window. If the invoice has an Approval value of either Required or Not Required, then you can delete the invoice.

For more information, see: Invoice Approval Workflow Process: page , page 3-176.

Related Topics

Purging Records, page 8-1

Oracle 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 Guide*.

You can also use Payables to make payments for capital leases that you record in Oracle Assets. In Oracle Assets, you enter lease payments and create lease payment schedules that are exported to Payables through the Export Lease Payments to Payables Process. This process loads invoice information into the Oracle Payables Open Interface and you can run the Payables Open Interface Import to create your invoices. For detailed information see: Exporting Lease Payments to Oracle Payables *(Oracle Assets User Guide or online help)* and Payables Open Interface Import, page 3-139.

Prerequisites

- Install Oracle Assets.
- Assign to Payables the same ledger 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 Quick Invoices window.

   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. Validate the invoice. See: Invoice Validation, page 3-170.

3. Account for the invoice. See: Creating Accounting Entries in Payables, page 7-7.

4. Transfer the invoice accounting entries to General Ledger. See: Transferring Accounting Entries to Your General Ledger, page 7-10.

5. Submit the Mass Additions Create Program, page 9-8. 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.

Related Topics

Entering Invoice Distributions, page 3-17

Create Mass Additions from Invoice Line Distributions in Oracle Payables, *Oracle Assets User Guide*

Oracle Assets User Guide, *Oracle Assets User Guide*

Oracle Projects Integration

If you install Oracle Projects, you can record project information on supplier invoices and employee expense reports. For each transaction, Payables records the project name, task, and expenditure information. The Account Generator creates a charge account for each invoice distribution that has project information. Project-related transactions are interfaced back to Projects where the transactions are recorded and associated with particular projects.

Note: Project fields appear in the Invoices window and Distributions window only if you have installed Oracle Projects.

This document includes the following topics:

- Entering Project-related Invoices and Expense Reports, page 3-277
- Adjusting Project-related Invoices, page 3-280

Entering Project-Related Invoices and Expense Reports

This discussion gives a brief overview of the ways in which you can add project information to expense reports and invoices. For detailed information on Payables Integration with Projects, see the "Integration with Other Oracle Applications" chapter in the *Oracle Project Costing User Guide.*

You can enter project information on *supplier invoices.* These transactions are interfaced to Oracle Projects as supplier invoices. You can use the Payables Open Interface Import program to import project-related invoices from Quick Invoices and other sources. You can also enter project information on supplier invoices in the following ways:

- Use the Invoices window and the Distributions window to enter an invoice, and include project information. You can specify project information either by using a project-related Distribution Set or by entering the project information manually.
- If you match to a project-related purchase order then Payables automatically copies any project information from the purchase order to the invoice distribution.
- Assign a project-related Distribution Set or purchase order to a recurring invoice template.
- In the Distributions window, add project information to any existing supplier invoice you have entered or imported.

You can enter project information on *expense reports.* These transactions are interfaced to Oracle Projects as expense reports. You can enter project information on expense reports in the following ways:

- Employees enter project information on an expense report in Internet Expenses.
- In the Distributions window, add project information to any invoice you have entered or imported. This includes expense reports you entered in the Invoices window (invoice type of Expense Report), expense reports you entered in the Payables Expense Reports window, or Internet Expenses expense reports that you have imported.

Note: Only expense reports entered in Internet Expenses are processed by the Expense Reporting Workflow, and any changes you make to an expense report after import will not be included in this workflow.

The PA: Default Expenditure Item Date for Supplier Cost profile option controls how Payables and Purchasing determine expenditure item dates for supplier invoices and receipt accruals. Payables uses this profile option to determine the expenditure item date for supplier invoices distribution lines. See: Profile Options, *Oracle Projects Implementation Guide*.

Entering Project-Related Invoices and Distributions

When you enter a project-related invoice, you enter the project 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. In the Distributions window you can add a value for Quantity.

Creating Project-Related Recurring Invoices

When you set up a recurring invoice template, assign a project-related distribution set or purchase order 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 Expense Reports in Internet Expenses

This section gives you an overview of the process of entering project-related expense reports using Internet Expenses. Each step refers you to documentation where you can find more information on the step.

1. Set up Payables, Oracle Internet Expenses, and Oracle Projects to process project-related expense reports in Internet Expenses.

   See: Setting Up Oracle Projects with Internet Expenses *(Oracle Internet Expenses Implementation and Administration Guide)*

2. In Oracle Internet Expenses, an employee enters an expense report with project-related receipts, either online or disconnected (on a spreadsheet that is uploaded). For each project-related receipt, the employee enters a project number and a task number.

   When the employee submits the expense report in Internet Expenses, the system validates the project-related information, and then saves the expense report information in the Expense Report transaction tables. If an expense line fails validation, Internet Expenses provides an error message. 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 usesthe *Project Expense Report Account Generator* to assign a charge account to each project-related item on the expense report.

   See: Default Account Generator for Expense Reports (Oracle Projects Implementation Guide)

4. The Accounts Payable department (AP) reviews, audits, adjusts, and approves expense reports entered in Internet Expenses. 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 Internet Expenses Implementation and Administration Guide)*

5. You submit Expense Report Export to convert the expense report into an invoice. Select Oracle Internet Expenses as the Source parameter to create invoices from expense reports entered in Internet Expenses. An expense report entered in Internet Expenses is not eligible for import until the Manager (Spending) Approval Process and the AP Approval Process complete successfully.

   See: Workflow *(Oracle Internet Expenses Implementation and Administration Guide)*

   See: Expense Report Export Program, page 4-10.

   If expense reports could not be imported, then the Export Results page lists the rejection reasons. If the expense report is rejected, correct the problems and resubmit Expense Report Export.

   See: Resolving Expense Report Export Exceptions, page 4-14.

6. In the Payables Invoice Workbench, you can adjust project information in the Distributions window.

   See: Adding or Modifying Project Information on Invoices., page 3-280

7. In Payables, validate and pay the invoice.

Entering Project-Related Expense Reports in Payables

The Expense Reports window has no project fields. You can enter project-related 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 project information, either by using a project-related Distribution Set, or by manually entering project information. The system automatically builds the charge account for the distribution based on the project information on the distribution.

Related Topics

Adjusting Project-related Invoices, page 3-280

Oracle Internet Expenses Implementation and Administration Guide.

Implementing Oracle Payables for Projects Integration, *Oracle Projects Implementation Guide*

Creating a Project Related Distribution Set, *Oracle Payables Implementation Guide*

Adjusting Project-Related Invoices

If the project-related invoice is not accounted, then in Payables you can make the same adjustments that you can to any other unaccounted invoice. See: Adjusting Invoices, page 3-262.

However, you cannot update the account if the PA: Allow Override of PA Distributions in AP/PO profile option is disabled.

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 charge account, and you want to change the cost center to 445. Choose 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: Adjustments to Supplier Costs, *Oracle Project Costing User Guide*.

If you have interfaced the invoice from Payables to Projects, then from Projects, you can make net-zero adjustments to supplier cost expenditure items. Projects generates accounting events for the adjustments and creates accounting for the accounting events in Oracle Subledger Accounting.

In Payables you can cancel an invoice after interfacing it to Projects.

Viewing Adjustments Made in Oracle Projects

You can access Expenditure Inquiry in Projects from the Invoice Workbench to view any adjustments to the invoice that users made in Projects. On the Invoice Workbench, select View Project Adjustments option from the Tools menu to open the Find Expenditure Items window.

This option is context-sensitive. Oracle Payables automatically enters find criteria based on whether your cursor is on the invoice header, an invoice line, or an invoice distribution line. You can optionally revise the find criteria before you search for the expenditure items.

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 validate the invoice and create accounting for the invoice, you can interface the invoice to Projects.

Adjusting Charge Account Information

The Account Generator generates a charge account for each distribution that has project information. If you change the project information on an invoice distribution, the Account Generator rebuilds the account based on the new project information.

You can make changes to project information either in Payables, or in Projects if the invoice has already been interfaced to Projects. For detailed information, see: Accounting Transaction Created by the Account Generator, *Oracle Project Costing User Guide*, Implementing Accounting for Project-Related Supplier Costs and Expense Reports, *Oracle Projects Implementation Guide*, and Integrating with Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide.*

You cannot override the charge account on a project-related distribution if the PA: Allow Override of PA Distributions in AP/PO profile option is disabled.

The PA: Allow Override of PA Distributions in AP/PO profile option controls whether the Account Generator generates an account when a user enters or updates project information and the account on an invoice. The following chart shows different actions a user might perform on an invoice and how the setting of this profile option determines whether the Account Generator generates or regenerates an account.

The user . . .	If profile is Yes then the Account Generator:	If profile is No then the Account Generator:
enters a new project-related invoice and enters an account.	does not generate account.	overrides user-entered account and generates account.
enters a new project-related invoice but does not enter an account.	generates account.	generates account.
updates a project-related invoice. User changed project information but did not change the account.	generates account, and the system displays a message that the account was automatically updated.	regenerates account.
updates a project-related invoice. User does not change project information and tries to change the account.	does not generate account, and the system allows the user to change the account.	does not generate account, and the system does not allow the user to change the account.

The user . . .	If profile is Yes then the Account Generator:	If profile is No then the Account Generator:
updates an invoice. User changed from a project-related invoice to a nonproject-related invoice, but did not change the account.	does not generate account.	does not generate account.
updates an invoice. User changed from a nonproject-related invoice to a project-related invoice, but did not change the account.	generates account, and the system displays message that the account was automatically updated.	generates account.
updates an invoice. User changed from a nonproject-related invoice to a project-related invoice, and changed the account.	does not generate account.	generates account.

Oracle 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 validating 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, *Oracle Payables Reference Guide*. 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, *Oracle Payables Implementation Guide*
- Integrated Supplier and Purchasing Information, page 3-283

- Purchase Order and Receipt Matching, page 3-284
- Holding Invoices with Invalid Purchase Order Numbers, page 3-293
- Two-, Three-, and Four-way Approval, page 3-285
- Purchase Order Shipment and Distribution Matching, page 3-284
- Payment on Receipt, page 3-287
- Invoice Variances, page 3-287
- Variance Accounts, page 3-288
- Defining Accrual and Variance Accounts, page 3-289
- Closing Purchase Orders, page 3-292
- Receipt Accrual, page 3-293
- Purging Payables and Purchasing Information, page 3-293

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

For more information, see: Lookups, *Oracle Payables Implementation Guide*.

Purchase Order and Receipt Matching

Payables shares purchase order information from your purchasing system to enable online matching with invoices. When matching based on quantity, 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, Invoice Validation applies a hold to the invoice, which prevents payment.

> **Note:** To prevent overbilling when amount matching, enable the Shipment Amount tolerance and set it to zero.

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.

Related Topics

Invoice Validation, page 3-170

Releasing Holds, page 3-206

Entering Purchase Order Matched Invoices, page 3-31

Adjusting Invoices, page 3-262

Matching to Receipts from the Invoice Workbench, page 3-37

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.

> **Note:** When matching based on amount, price or quantity correction is not applicable.

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.

Related Topics

Matching to Receipts from the Invoice Workbench, page 3-37

Entering Purchase Order Matched Invoices, page 3-31

Adjusting Invoices, page 3-262

Cancelling Invoices, page 3-273

Price Corrections, page 3-65

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 and purchase order shipment levels.

If the invoice and purchase order do not match within the tolerances you define for quantity and price, Invoice Validation places a matching hold on the invoice. You must release the hold before you can pay the invoice.

Related Topics

Releasing Holds, page 3-206

Amount-Based Matching of Purchase Orders

Use amount-based matching of purchase orders to match supplier invoices for services based on the invoice amount. Purchasing specifies Amount as the match basis.

You can perform amount matching on the following kinds of invoices: Credit Memo, Debit Memo, Expense Report (from Invoice Workbench only), Mixed, Prepayment, Recurring, and Standard.

When matching invoices based on amount, match your billed (invoice) amount to purchase order shipments or receipts to ensure that you pay only for the rate or value of the services. You enter invoices and create invoice distributions similar to quantity matching. However, you provide an amount, rather than quantity and unit price, as the basis to create distributions.

You can further match a distribution to a purchase order by clicking on the Distribute button, selecting each purchase order distribution, and entering the applicable amount. If you have not distributed while selecting a shipment, Payables prorates the appropriate purchase order distribution.

In some instances, you may enter an invoice against a service shipment with different rates for regular and overtime hours. If you want to match to the service shipment and also track the regular and overtime hours differently, you match to the same shipment twice and enter the appropriate amount each time. You can optionally enter the hours worked in the Quantity Invoiced field and the rate in the Unit Price field.

You can also allocate charges during matching by specifying the tax, freight, and miscellaneous charges.

Invoice validation is similar to quantity matching except if the accrue on receipt option is set to No, Payables calculates the amount variance, which is the excess amount invoiced and expensed during accounting. Payables does not have a separate

accounting entry for this but records it separately for encumbrance.

In addition to the entries recorded by Payables in encumbrance accounting, Payables creates amount variance encumbrance entries if the PO and Invoice Encumbrance types are different and reverses any amount variance during invoice accounting in accrual basis and during payment accounting in cash basis.

Since quantity-related and price-related validations are not applicable, Payables does not check tolerances related to quantity and price. Invoice tolerances specified for the quantity and price are also not applicable. Instead, Payables validates the invoice only on the following applicable holds when matched to a service order or receipt: Final Matching, Currency Difference between Invoice and PO, PO Approval, Receipt Exception, Shipment Exception, Shipment Amount, Total Amount, and Exchange Rate Amount.

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 validate and pay these purchase order matched invoices using standard Payables payment processing functionality. See: Payment on Receipt, *Oracle Purchasing User's Guide*.

If you enable the supplier site option, Create Debit Memo from RTS Transaction, then when you enter RTS (Return to Supplier) transactions in Purchasing, the system automatically creates unvalidated debit memos in Payables that are matched to the purchasing document specified on the purchase order shipment.

Invoice Variances

If you use accrual basis accounting, and have Oracle Purchasing installed, then Payables records variances when you validate 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.

Amount	Forumula
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)

> **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 Invoice Validation, 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.

Related Topics

Invoice Tolerances, *Oracle Payables Implementation Guide*

Invoice Validation, page 3-170

Encumbrance Entries in Payables, page 10-28

Accounting Methods, *Oracle Payables Implementation Guide*

Variance Accounts, page 3-288

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.

If you use Period End Accrual, and if the CCID segments are the same, then the system summarizes IPV and ERV expenses with the distribution and nonrecoverable tax expenses in a single expense entry. Any lines with different CCIDs appear as separate entries.

Payables creates all variance distributions at invoice validation time.

Expense Items

The following table shows the variance accounts used for expense items:

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 Items

The following table shows the variance accounts used for inventory items:

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 B-9.

Exchange PO Rate Variance Gain/Loss Account. Accounting Region of the Financials Options window in Payables or Purchasing. See: Defining Financials Options, *Oracle Payables Implementation Guide*.

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, *Oracle Inventory User's Guide*.

Invoice Price Variance Account. Organization Parameters window in Inventory. See: Organization Parameters Window, *Oracle Inventory User's Guide*.

Related Topics

Invoice Tolerances, *Oracle Payables Implementation Guide*

Invoice Variances, page 3-287

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*

Retroactive Price Update on Purchasing Documents

If your enterprise uses Oracle Purchasing's Retroactive Price Update on Purchasing Documents feature, your purchasing department can retroactively adjust the price of a previously invoiced items and in Payables.

The following text applies only if your purchasing department uses this optional feature.

> **Important:** In certain countries, unless you receive special dispensation from the fiscal authorities, this feature may not be appropriate because it automatically generates invoices without first receiving a corresponding invoice document from a supplier.

If your Oracle Purchasing system is set up to use this feature, when an Oracle Purchasing user updates the price on an item that has already been invoiced, and then the user submits the Create Adjustment Documents in Payables program, the program adjusts the total invoiced amount to the final negotiated purchasing price. The two types of adjustment invoices are:

- **PO Price Adjustment:** This invoice is for the difference in price between the original invoice and the new purchase order price. Also, the accounting for this

invoice effectively moves any invoice price variance amount from the original invoice to the charge account.

- **Adjustment invoice:** This invoice effectively reverses any outstanding regular Payables price corrections and PO Price Adjustment invoices. This is so the PO Price Adjustment document can be for only the price difference between the original invoice and the new PO price.

These adjustment invoices can be positive, negative, or zero amount. When the original invoice and its related adjustment documents are paid, the net effect is as if the original invoice had always had the new price. The supplier is paid the appropriate amount, and the accounting is adjusted accordingly.

You cannot manually enter these types of invoices, nor can you adjust or cancel them. You can view, report on, validate, account for, and pay them.

If you want to effectively cancel one of these invoices, the Purchasing user can set the price back to the original price on the purchase order and resubmit the Create Adjustment Documents in Payables program. This will generate new adjustment documents to net to zero any outstanding adjustment documents.

- If positive, credits payment to the supplier.
  - If negative, debits against future or unpaid invoices.
  - Can be zero in some cases.
  - When appropriate, tax is automatically calculated.
  - Cannot be manually entered or updated.

More Information

- Read the Oracle Purchasing User Guide section, Retroactive Price Update on Purchasing Documents for complete information on setting up and using this feature.
- Before using this feature, enable the Allow Zero Payments option in the Payables Options region of the Bank Accounts window. This will allow you to pay zero amount invoices that might be generated only to adjust invoice price variance accounting.
- For project-related invoices the system always exactly copies the account from the original distribution to keep the original and adjustment invoices consistent.
- If the exchange rate type on the original invoice is User, then the system copies the exchange rate from the original invoice to the adjustment documents.

- If the Create Adjustment Documents in Payables program cannot generate an adjustment invoice for some reason, then the program produces the Create Adjusting Documents in Payables Exceptions report. For example the exchange rate type of the original invoice is not User and there is no exchange rate defined in the daily rates table for the exchange date. The report will list this as an exception.

  Note: The system produces the Create Adjusting Documents in Payables Exceptions report only when there are exceptions generated in the Create Adjustment Documents in Payables program.

- Original invoices must complete Invoice Validation before Invoice Validation will process the related Adjustment and PO Price Adjustment invoices.

- If you submit Supplier Merge for a supplier for which you might use the feature for, then merge all invoices, not just unpaid ones.

- Extended withholding is not supported with this feature. If you use this localization, then you should not use this feature.

Because this is an Oracle Purchasing feature, most documentation for this feature resides in the Oracle Purchasing user guide and online help.

Related Topics

Retroactive Price Update on Purchasing Documents, *Oracle Purchasing User 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 unless the shipment is finally closed. When you submit Invoice Validation, 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.

In Oracle Purchasing, you can manually close a purchase order at the header, release, line, and shipment levels and also enter a Closed Reason, which is displayed in the Match to Purchase Order and Match to Receipts windows. This indicates that the record

was intentionally closed and should not be matched. For detailed information, see: *Oracle Purchasing User Guide*.

> **Note:** The *Finally Closed* status of a purchase order indicates that the purchase order is permanently closed and no further actions can be performed against it in either Purchasing or Payables.

Related Topics

Final Matching and Final Closing Purchase Orders, page 3-68

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: Taxes on Invoices, page 3-184.

Related Topics

Variance Accounts, page 3-288

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*

Holding Invoices With Invalid Purchase Order Numbers

If a supplier sends you an invoice that is either missing a purchase order number, or has an invalid purchase order number, then you can manually apply the Invalid PO hold to the invoice to prevent payment of it. You can then submit the Invalid PO Supplier Notice to automatically generate a notice that informs the supplier that you require a valid purchase order number. See: Invalid PO Supplier Notice, page 9-121.

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.

Related Topics

Purging Records, page 8-1

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 Payables Invoice Open Interface table. To import this information into Payables and create Payables invoices, use the Source of Oracle Property Manager when you submit the Payables Open Interface Import program. You can then query, validate, and pay the lease invoices in Payables.

Related Topics

Oracle Property Manager User's Guide

Oracle Grants Accounting Integration

If you install Oracle Grants Accounting, 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.

Oracle Inventory Integration

To comply with the European Union's Intrastat requirements, you might 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. For details, see: Collecting and Reporting Movement Statistics, *Oracle Inventory User's Guide*

Invoice Window References

Match to Purchase Orders Window Reference

The Match to Purchase Orders window is a customizable folder in which you can move, resize, and hide fields in the window. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Accounting Date. Date accounting entries are created.

Associated Charges Freight/Misc. Total of associated Freight or Miscellaneous charges.

Award. If you use Oracle Grants Accounting, the award number of the project.

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 3-22.

Buyer. Buyer who created the purchase order associated with this purchase order shipment.

Closed Code. Indicates whether a purchase order shipment has been closed for invoicing.

Closed Reason. The reason the purchase order line or shipment was closed.

Deliver To. Person who submitted the purchase requisition for the item.

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.

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 validate a final matched invoice distribution, you cannot update the Final Match field for the distribution or match other invoices to this shipment. For detailed information, see: Final Matching Purchase Orders, page 3-68.

Freight/Misc. Check this check box for the shipments that you want to prorate to freight or miscellaneous lines. For detailed information see: Allocation, page 3-21.

Invoice Amount. Payables displays the amount of the invoice you are matching to the purchase order.

Item Category. Item category from the purchase order shipment line.

Item Description. Description of an item from the purchase order shipment line.

Item Num. 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.

Last Receipt. Last date someone entered receiving information for a purchase order shipment in Purchasing.

Line. Payables displays the purchase order shipment line number. You can match an invoice to one or more purchase order shipment lines.

Match. 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.

Match Amount. Total currency amount you want to match. If you enter Quantity Invoiced, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

Match Basis. Basis on which invoices are matched to purchase orders. Options include: Price Correction, Quantity Correction, Invoice Line Correction, Invoice Line Matched to Purchase Order, Invoice Line Matched to Receipt, Other Charge Invoice Line Matched to Receipt, or Not Matched. You can also define custom match types in the Invoice Line Match Type lookup.

Need-By Date. The need-by date, as specified in the purchase order shipment.

Payment Type. The payment type as specified on the purchase order.

PO Number. Payables displays the purchase order number of the shipment.

Purchase Order Payment Terms. Payment terms associated with the purchase order shipment.

Purchase Order Freight Terms. Freight terms associated with the purchase order shipment.

Project/Task/Expenditure. If you have Oracle Projects installed, 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. If you change these values at the invoice header level, then the values will not affect any existing distributions.

> **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.

Quantity Invoiced. Number of units invoiced. This value defaults from the unbilled 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).

Release. Payables displays the Release associated with a blanket purchase order.

Ship-To Location. Payables displays the shipment location of the item from the purchase order shipment line.

Shipment Item Description. The description of the item as it appears on the purchase order shipment.

Shipment Num. Number of the purchase order shipment.

Supplier Item. Supplier item number from the purchase order shipment line.

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.

Display Only Region

Invoice Amount. Payables displays the amount of the invoice you are matching to the purchase order.

Line Total. The total of the invoice lines.

Shipment Quantity. Payables displays for the currently selected purchase order shipment the following information:

- **UOM.** Unit of measure that was entered on the purchase order line, for example, Each, Days, or Dozen. You can verify that the unit of measure on a purchase order 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 this value to your current invoice quantity and the Quantity Billed in the Receipt Quantity Region to ensure 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.

- **Shipped.** The number of shipped purchase order lines.
- **Type.** The shipment type.

Payment Terms. Payment terms associated with the purchase order shipment.

Freight Terms. Freight terms associated with the purchase order shipment.

Freight/Misc. If you have used the Freight/Misc. check box, the amounts you have allocated for Freight or Miscellaneous charges.

Buttons

View PO. Choose this button to view the purchase order.

Distribute. Choose this button to navigate to the Match to Purchase Order Distributions window.

Match. Choose this button to complete the match.

Related Topics

Closing Purchase Orders, page 3-292

Match to Receipts Window Reference

This window is a customizable folder. Note that in the default folder, many of the fields listed below are hidden. You can create custom folders by unhiding, hiding, moving, resizing, and renaming fields in this window. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Accounting Date. Date accounting entries are created.

Award. If you use Oracle Grants Accounting, the award number of the project.

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 3-22.

Bill of Lading. Bill of Lading for the purchase order receipt.

Buyer. Buyer who created the purchase order associated with this purchase order shipment.

Closed Code. This indicates whether a purchase order shipment has been closed for invoicing.

Closed Reason. Reason the purchase order line or shipment was manually closed.

Container. Number of the shipping container in which the received goods arrived.

Deliver To. Person who submitted the purchase requisition for the item.

Distribution Total. The sum of the distributions of the invoice you are matching to the purchase order. This number includes Match Amounts that you have not yet saved.

Freight Carrier. Freight carrier (for example, Rail).

Freight/Misc. Check the Allocate check box for the shipments for which you want to prorate tax, freight, or miscellaneous. For detailed information see: Allocation, page 3-21.

Item Category. Item category from the purchase order shipment line.

Item Description. Item description from the purchase order shipment line.

Item Num. Item number from the purchase order shipment line.

Inventory Org. Inventory organization to which the received item belongs.

Invoice Amount. Payables displays the amount of the invoice you are matching to the purchase order receipt.

Item Num. Item number from the purchase order shipment line.

Item Category. Item category from the purchase order shipment line.

Item Description. Item description from the purchase order shipment line.

Match. Check this check box to select a receipt and to enter matching data for it. Note that when you check this box the information in the Receipt Qty display only region shows the shipment information for the selected shipment line.

Match Amount. Total currency amount you want to match. If you enter Quantity Invoiced, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

Match Basis. Basis on which invoices are matched to purchase orders. Options include: Price Correction, Quantity Correciton, Invoice Line Correction, Invoice Line Matched to Purchase Order, Invoice Line Matched to Receipt, Other Charge Invoice Line Matched to Receipt, or Not Matched. You can also define custom match types in the Invoice Line Match Type lookup.

Need-By Date. The need by date as specified in the purchase order shipment.

PO Line. Purchase order line number.

PO Number. Number of the purchase order shipment.

Packing Slip. Packing slip number entered for the receipt.

Payment Type. The payment type specified on the purchase order shipment.

Project, Task, Expenditure. 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. If you change these values at the invoice header level, then the values will not affect any existing distributions.

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.

Qty Invoiced. The unbilled quantity or number of units invoiced. This value defaults from the receipt shipment quantity.

If you enter Unit Price and Match Amount, Payables calculates and enters this value. (Quantity Invoiced x Unit Price = Match Amount).

Receipt Date. The date of the receipt.

Receipt Line Num. The receipt shipment line number. You can match an invoice to one or more receipt shipment lines.

Receipt Num. The receipt number of the shipment.

Release Number. Release number of the blanket purchase order shipment.

Ship To Location. Location where the items are being shipped.

Shipment Item Description. The description of the shipment item, as it appears on the purchase order.

Shipment Num. Purchase order shipment number.

Shipment Type. The shipment type from the purchase order shipment line.

Shipped Date. Date the items were recorded as shipped.

Supplier Item. Supplier item number from the purchase order shipment line.

Transaction Date. The date the goods were recorded as reviewed.

UOM. Unit of measure that was entered on the receipt shipment line, for example, Each, Days, or Dozen. You can compare the unit of measure on a receipt shipment line to the unit of measure on your invoice. The quantity invoiced must be in the same unit of measure as the quantity ordered on the receipt.

Unit Price. Price per unit. This value defaults from the receipt 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 receipt shipment with a Unit Price of 1, for example, a receipt for labor service charges where the Unit Price is 1 and the labor service amount is entered in the Quantity Invoiced field.

Waybill Airbill Num. The waybill/airbill number.

Display Only Region

Invoice Amount. Payables displays the amount of the invoice you are matching to the purchase order receipt.

Line Total. The total of the lines on the invoice.

Purchase Order. Payables displays purchase order information for the currently selected receipt:

- **UOM.** Unit of measure that was entered on the purchase order shipment line.
- **Qty Ordered.** Compare this value to your current invoice quantity and the Quantity Billed in the Receipt Quantity Region to ensure that you are not being billed for too many items.
- **Shipped.** The number of purchase order items that have been shipped.
- **Unit Price.** Price per unit on the purchase order.
- **Payment Terms.** Payment terms associated with the purchase order shipment.
- **Freight Terms.** Freight terms associated with the purchase order shipment (for example, Prepaid).
- **Type.** The purchase order type.
- **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.

Receipt Quantity. Payables displays receipt quantity information for the currently selected receipt:

- **UOM.** Unit of measure that was entered on the receipt shipment line.
- **Billed.** Total invoice quantity previously matched to the selected receipt shipment line.
- **Received.** Quantity received on the receipt line.
- **Returned.** Quantity returned on the receipt line.
- **Net Received.** Net quantity received, calculated by subtracting Returned from Received.
- **Accepted.** Quantity of items accepted by Quality Control on a shipment.

Associated Charges. If you have used the Freight/Misc. check box and window to allocate freight or miscellaneous charges, Payables displays the amounts you have

prorated for Freight or Miscellaneous charges.

- **Freight.**
- **Misc.**

Buttons

Match. Choose this button to complete the match.

Distribute. Choose this button to navigate to the Match to Receipt Distributions window.

Invoice Overview. Choose this button to view the invoice in the Invoice Overview window.

View Receipt. Choose this button to view the receipt.

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 3-304.

All amounts in the Invoice Batches window are in the invoice currency.

This window is a customizable folder. Note that in the default folder, many of the fields listed below are hidden. You can create custom folders by unhiding, hiding, moving, resizing, and renaming fields. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

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 Category 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 10-6.

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.

If you want the terms to default from the purchase order, then leave this field blank.

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.
- **Prepayment.** An invoice you enter to make an advance payment to a supplier or employee.
- **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.

Validate. After you have entered invoices in an invoice batch, choose the Validate button to submit Invoice Validation for each invoice in the batch. In the Invoice Holds tab, you can review any invoice holds and releases that Payables applies during Invoice Validation.

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 7-7.

Related Topics

Entering Invoice Batches, page 3-11

Adjusting Invoices, page 3-262

Invoice Adjustment Chart, page 3-224

Invoices Window Reference

The Invoices window is a customizable folder. Note that in the default folder, many of the fields listed below are hidden. You can create custom folders by unhiding, hiding, moving, resizing, and renaming fields in this window. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

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.

Supporting Dispute Resolution

Two new fields, Original Invoice Amount and Dispute Reason, are introduced in the invoice workbench for dispute resolution. These are Display Only fields and are hidden and use Show Fields folder option to display these fields.

Actual Total. If you are entering or reviewing an invoice batch, Payables displays the cumulative total of the invoice amounts in the batch.

Approved Amount, Approval Status, Approval Description. Use these fields for your reference.

For example, you might want to use these fields for future reference when you force approve an invoice that was manually approved for payment outside of the Invoice Approval Workflow, for example, by a hardcopy signature.

These fields are not populated by Payables or used by Payables in any way.

Award Number. If you use Oracle Grants Accounting, enter the award number of the project.

Batch Actual Total. If you are entering or reviewing an invoice batch, Payables displays the cumulative total of the invoice amounts in the batch.

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.

Batch Name. If you entered this invoice in an invoice batch, Payables displays the batch name.

Business Category: A tax driver field used by E-Business Tax to determine and calculate applicable taxes.

Cancelled By / Date / Amount. The name of person who cancelled an invoice, date of cancellation, and original amount of cancelled invoice.

Create Freight Distribution. Check this check box to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window. If you have enabled the Automatically Create Freight Distribution Payables option and have entered a default Freight Account, Payables automatically checks this check box and enters a default freight account in the Freight window. You can override this account.

Credited Invoice. The invoice being credited, when the Quick Credit check box is enabled.

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 subtract the tax amount from the invoice amount when calculating the default Discountable Amount. However, Payables will not subtract Offset type taxes.

You can manually change the Discountable Amount field. Note that if you apply a prepayment with a discount to an invoice due a discount, you may need to adjust the Discountable Amount by the prepayment application amount to ensure that the discount taken is not overstated. For example, you are applying a $100 prepayment that has a $10 discount. Before the system creates the scheduled payments, you should subtract $100 from the Discountable Amount. However, we recommend that you do not modify this amount to reduce it by the tax amount if your Exclude Tax From Discount Calculation Payables option is enabled. See also: Discounts, page 3-31.

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, and Miscellaneous Invoice distributions in the Distributions window. This total does not include Tax, Withholding Tax, or some Prepayment type distributions. When you enter an invoice that references a prepayment, the distribution total will include Prepayment distributions and any associated tax distributions that have the Prepayment on Invoice check box enabled. If the Distribution Total does not match the Invoice Amount, Payables will apply a hold to your invoice during Invoice Validation.

Document Approval Status. The status of the entire invoice (document) with respect to the Invoice Approval Workflow program. For more information on the approval status, see: Invoice Approval Workflow Overview, page 3-176.

Document Needs Reapproval. Indicates that the invoice needs to be processed by the Invoice Approval Workflow again. Selecting this check box updates the Document Approval Status field to Needs Reapproval.

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 6-1 and Entering Foreign Currency Invoices, page 3-94.

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 6-8.

Fiscal Classification. A tax driver used by E-Business Tax to determine and calculate applicable taxes.

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.

Ledger Currency. Currency of your ledger.

Ledger Curr Amount. If you enter a foreign currency invoice and have provided an exchange rate for the invoice currency, rate type, and rate date, then Payables automatically calculates and displays the functional currency of the invoice. You can enter a value in this field only if the Payables option Calculate User Exchange Rate is enabled, if you use the exchange rate type User, and if the invoice is not yet accounted.

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.

Internal Recording Date. The date the invoice was recorded.

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 Num. 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 10-6. Also, if you enable Automatic Offsets but do not use encumbrance accounting, if you update the liability account for an invoice, you must resubmit Invoice Validation before you can pay the invoice. (Payables sets the unaccounted distributions to Needs Revalidation so you need to resubmit Invoice Validation).

Match Action. The match level: Purchase Order, Invoice, Receipt. These fields default from the supplier site you had set up. If the invoice is finally matched to a PO that requires matching to a receipt, then the value is not changed.

Operating Unit. The operating unit for the invoice.

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, has been selected for payment in a payment batch, or has one or more withholding distributions.

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.

Note that if you change the payment method after Payables has calculated scheduled payments for the invoice, Payables will recalculate the scheduled payments and you will need to re-enter any manual changes you have made to scheduled payments,

including scheduled payment holds.

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.

PO Number. The purchase order you are matching the invoice to.

Enter this field when creating or adding lines to an invoice.

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 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.

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. If you change these values at the invoice header level, then the values will not affect any existing distributions.

> **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.

Quick Credit. Enable this check box to create a quick credit from this invoice. See: Quick Credit, page 3-89

Rate Type. Type of exchange rate between invoice and functional currency. See: Types of Exchange Rates, page 6-6.

Ready for Approval. Indicates that an invoice is ready to be processed by the Invoice Approval Workflow. The Invoice Approval Workflow will not process an invoice if this check box is unchecked. If you want to delay an invoice from being selected for approval, then uncheck this check box.

This check box is enabled by default for all invoices, even if you don't use the Invoice Approval Workflow feature. See: Invoice Approval Workflow Overview, page 3-176.

Related Invoice. The invoice that is associated with the selected invoice. For example, a prepayment that is applied to a standard invoice.

Release Amount Net of Tax.

Remit To Bank Account Name. The supplier site's remit-to bank account for the invoice currency. If there is no primary bank account for the supplier site, Payables defaults the primary bank account for the supplier.

Remit To Bank Account Number. The supplier site's remit-to bank account for the invoice currency. If there is no primary bank account for the supplier site, Payables defaults the primary bank account for the supplier.

Requester. Person who requested the goods or services on the invoice. If you use Invoice Approval Workflow, you can define rules that use this value to generate a hierarchical list of approvers for the invoice.

Self Assessed Tax Amount. Tax that was not charged by a supplier but that you are liable for paying to your tax authority. See: Taxes on Invoices, page 3-184.

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.

If you designate a primary pay site for a supplier then that pay site defaults to this field for all invoice types during invoice entry.

Supplier. Name of the supplier to which you want to remit payment.

Supplier Num. Identification number for a supplier in your system.

Supplier Tax Invoice Date. The date on the which the supplier charged tax, as shown on the purchase order.

Supplier Tax Invoice Exchange Rate.

Customs Location Code.. Displays the Custom location code.

Remit to Supplier Name. Enter or accept the Remit to Supplier Name if you want to pay to the Third Party. This field is mandatory and enable you to record the Third Party supplier to whom the payments are to be made.

Remit to Supplier Site. Enter or accept the Remit to Supplier Site if you want to pay to the Third Party. This field is mandatory and enable you to record the Third Party supplier to whom the payments are to be made. The Remit To Supplier Site list of values displays only those supplier sites that are attached to the selected Remit To Supplier Name for which the relationship is defined and is active as on Invoice date.

Taxation Country. The country where tax is applicable

Tax Amount. Amount of tax on an invoice.

Tax Control Amount. The total amount of tax for the invoice, if you are manually entering tax lines. Enter a tax control amount if you are manually entering tax lines. The total amount of tax lines must equal the Tax Control Amount or the invoice is placed on hold.

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, *Oracle Payables Implementation Guide*.

If you want to ensure that the payment terms default from the purchase order, then enter a PO Number.

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.

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.

Trading Partner. Name of the supplier or payee to whom you want to remit payment.

Transaction Code. Codes that your bank uses to identify different types of transactions on its statements. You can define these values in Oracle Cash Management.

Type. The type of invoice you select determines which processing options Payables makes available to you.

- **Adjustment.** A system-generated invoice that nets out price corrections and retroactive price adjustment invoices. For more information, see Retroactive Price Update on Purchasing Documents., page 3-290

- **Credit Memo.** A 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 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 10-2.

- **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 3-94.

- **PO Price Adjustment.** A system-generated positive, negative, or zero amount invoice that allows Payables to account for the original invoice transaction as if it had been entered at the final purchase order price. For more information, see Retroactive Price Update on Purchasing Documents., page 3-290

- **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 3-70.

- **Retainage Release.** An invoice used to record the release of retained amounts for complex service contracts. See: Retainage Release, page 3-38

- **Standard.** A trade invoice you receive from a supplier.

- **Standard Invoice Request.** A self service invoice that was entered in Oracle iSupplier Portal and is not matched to a purchase order. Standard Invoice Request invoices must be approved before they can be modified in the Invoice Workbench. See: Self Service Invoices, page 3-165

- **Withholding Tax.** An invoice automatically generated by the system to pay a tax authority amounts withheld from supplier invoices. See: Creating Withholding Tax Invoices, page 10-21.

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.

Withheld Amount. Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.

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.

Buttons

Actions. Opens the Invoice Actions window for a selected invoice(s) which you can use to perform actions such as validating, approving, cancelling, or printing.

Distributions. Opens the Distributions 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.

Quick Match. Automatically matches invoice to open, unbilled purchase order lines for the specified supplier.

Tax Details. Opens the Tax Lines Summary window, which displays the tax lines on the invoice. See: Taxes on Invoices, page 3-184.

General Tab

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.

Amount Paid. Amount you have paid on the invoice. This amount includes applied prepayments and related tax distributions that do not have the Prepayment on Invoice check box enabled. 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 tab.

Approval. The derived status of an invoice with respect to the Invoice Approval Workflow program. The approval status is derived from the approval status of the document and the approval status of the invoice lines. For more information on the approval status, see: Invoice Approval Workflow Overview, page 3-176 If you want to review the status of an invoice in the Invoice Approval Workflow or want to see the approval history then see: Invoice Approval History Window Reference, page 3-183, and Invoice Approval Status Report, page 9-57.

- **Not Required.** Invoice does not require approval. Possible reasons include the following:
  - The Use Invoice Approval Workflow feature is not enabled.
  - The invoice was created by Expense Report Export from an expense report.

- The invoice is a recurring invoice and the Approval Workflow Required option was not enabled for the template when the invoice was created.
- Invoice Approval Workflow processed the invoice and determined that no individuals need to review and approve the invoice.
- The invoice existed before you enabled the Invoice Approval Workflow feature.

- **Required.** Invoice requires approval and has never been included in the approval process.
- **Initiated.** Invoice is currently in the approval process.
- **Workflow Approved.** Invoice was approved by all required approvers.
- **Manually Approved.** An accounts payable processor manually approved this invoice by using the Force Approval feature.
- **Rejected.** Invoice was rejected by an approver. Workflow also sets invoices to this status when an approver and the approver's manager both fail to respond to requests for approval within the specified timeout period.
- **Needs Reapproval.** Invoice will be resubmitted to the approval process.
- **Invoice Cancelled.** An accounts payable processor cancelled the invoice approval process. The invoice cannot be resubmitted to the approval process.
- **Stopped.** An accounts payables processor stopped the approval process for the invoice.

Description. Payables displays the invoice description.

Distribution Total. Sum of the Item, Freight, and Miscellaneous Invoice distributions in the Distributions window. This total does not include Tax, Withholding Tax, or some Prepayment type distributions. When you enter an invoice that references a prepayment, the distribution total will include Prepayment distributions and any associated tax distributions that have the Prepayment on Invoice check box enabled. If the Distribution Total does not match the Invoice Amount, Payables will apply a hold to your invoice during Invoice Validation.

Freight. The amount of freight lines on the invoice.

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 tab. To see detailed information on all hold types, submit the Invoice on Hold report. See also: Applying Holds, page 3-202.

Items. The total amount of Item lines on the invoice.

Miscellaneous. The total amount of Miscellaneous lines on the invoice.

Pending Approver. Displays the name of the person to whom workflow notification has been sent but has not yet responded.

Prepayments Applied. The amount of prepayment applied to the invoice.

Retainage. The amount retained for advances and contract financing.

Scheduled Payment Holds. Number of holds on schedule payments.

Subtotal. The total of the Item lines, Retainage, Prepayments, and Withholding Tax on the invoice.

Status. Status of an invoice.

- **Validated.** The Invoice Validation program has tested and validated the invoice and it is available for payment and 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 Revalidation.** Validation has tested the invoice and has applied one or more holds to the invoice. Before you can pay the invoice, you must manually release the holds or resolve the problems causing the holds, then resubmit Validation.
- **Never Validated.** Validation has never tested the invoice.
- **Permanent.** Permanent prepayment that has been fully paid.
- **Unpaid.** Prepayment that is not yet paid.
- **Unvalidated Prepayment.** Prepayment has not been validated.
- **Selected for Payment.** Invoice is selected for payment.

Total. The invoice total including tax.

Withholding. The amount of tax withheld.

Lines Tab

Use the Lines tab to enter item line information to enable you to perform the following tasks:

- calculate tax for item lines

- tie distributions to each line
- match an invoice line to a purchase order shipment pay item or receipt
- approve invoices at the line-level
- match invoice lines to a purchase order
- capture and transfer information to and from Oracle Projects and Oracle Assets

If a field defaults to the line from the header region, the definitions for these fields are provided in the Header Region.

Account Segment. One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account combination.

Specify an account segment if you want to overlay a specific account segment in place of the segment derived from the template, matching or default accounts. The segment is ignored if the invoice line:

- Includes Project information and the Project Account Override is turned off;
- Is purchase order or receipt matched and the system is accruing on receipt or the allow account override (system option) is turned off;
- Is for a price or quantity correction and the system is accruing on receipt or allow account override (system option) is turned off.

The segment is validated against list of possible values for Account Segment in GL for the appropriate Chart of Accounts. It cannot be updated if the line cannot add any more distributions, or if the line has GENERATE DISTRIBUTIONS set to N (No) or D (Done).

See: Automatic Offsets, page 10-12

Amount. Line amount. The line amount is the Quantity Invoiced * Unit Price.

Approval Status. Line amount. The approval status of an invoice line within the Invoice Approval Workflow process. For more information on the approval status, see: Invoice Approval Workflow Overview, page 3-176.

Assessable Value. The deemed price at which a product is valued, by a tax authority, for tax calculation purposes. The same product can have more than one assessable value, as given by different tax authorities.

Asset Book. This field is used to default to the distributions if the Track as Asset check box is enabled. The default Asset Book is the ledger, if only one ledger exists.

Asset Category. This field is used to default to the distributions if the Track as Asset check box is enabled. Defaults in based on the Inventory Item.

Award Number. If you use Oracle Grants Accounting, 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.

Balancing Segment. An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment.

Specify a balancing segment if you want to overlay a specific balancing segment in place of the segment derived from the template, matching or default accounts. This segment is ignored if the invoice line:

- Includes Project information and the Project Account Override is turned off;
- Is purchase order or receipt matched and the system is accruing on receipt or the allow account override (system option) is turned off;
- Is for a price or quantity correction and the system is accruing on receipt or allow account override (system option) is turned off.

The balancing segment is validated against list of possible values for Balancing Segment in GL for the appropriate Chart of Accounts. It cannot be updated if the line cannot add any more distributions, or if the line has GENERATE DISTRIBUTIONS set to N (No) or D (Done).

See: Automatic Offsets, page 10-12

Business Category. The business category is a tax driver used by E-Business Tax to determine and calculate the applicable taxes.

Cancelled. Invoice cancelled by Oracle Payables.

Control Amount. A feature used 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.

Corrected Invoice. Corrected invoice number.

Corrected Invoice Line Number. If the invoice line is a correction, the invoice number the line is correcting.

Correction. Possible Correction types are: Price Correction, Amount Correction (Quantity), or null. This field is populated if the line represents a correction. Price Corrections are only available for Standard, Mixed, Credit Memo, or Debit Memos. Price and Amount Corrections are only available for Item lines. Invoice Line Corrections can be entered for Item, Freight, and Miscellaneous lines, but not for Tax lines.

Cost Center Segment An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment.

Specify a cost center segment if you want to overlay a specific cost center segment for the distributions in place of the segment derived from the template, matching or default accounts. The cost center segment is ignored if the invoice line:

- Includes Project information and the Project Account Override is turned off;

- Is purchase order or receipt matched and the system is accruing on receipt or the allow account override (system option) is turned off;

- Is for a price or quantity correction and the system is accruing on receipt or allow account override (system option) is turned off.

The cost center segment is validated against list of possible values for Cost Center Segment in GL for the appropriate Chart of Accounts. It cannot be updated if the line cannot add any more distributions, or if the line has GENERATE DISTRIBUTIONS set to N (No) or D (Done).

See: Automatic Offsets, page 10-12

Default Account Description The default account for distributions generated for the line in the absence of a specific account, specified by a Distribution Set.

Deferred End Date, Number of Periods, Deferred Option, Period Type, Start Date. Used to generate deferred accounting entries.

Description. Item description.

Discarded. Invoice line discarded by Oracle Payables.

Distribution Set Used to generate distributions for the line. The distribution set is automatically validated to ensure that all accounts specified in the set are valid. If a distribution is specified at the header level, then the value defaults into this field for the line. You can update the distribution set for the line as necessary.

Encumbrance Status. The status of the invoice line in the Encumbrance process.

Expenditure Item Date. This date defaults in based on the site-level "PA: Default Expenditure Item Date for Supplier Cost" profile option.

Final Match. Enter Yes only if this is the last invoice line you want to match to the purchase order and you are sure you want to final match. See: Final Matching Purchase Orders, page 3-68.

- 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 validated.

- 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 Invoice Validation, Payables changes the status to Done and you cannot update it.

> **Important:** Enter Yes only if you are certain this is a final match against the related purchase order. Once you validate a final matched invoice distribution, you cannot update the Final Match field for the distribution.

Fiscal Classification. A classification used by a tax authority, which is further divided into: party fiscal classification, party site fiscal classification, product fiscal classification, transaction fiscal classification, and document fiscal classification.

Included Tax Amount. The amount of tax, both recoverable and non recoverable, included in the line total. This field is for reference only.

Income Tax Region. The region or state you assign to paid invoice distribution lines for a 1099 supplier.

Income Tax Type. A type of payment you make to 1099 suppliers. 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. For purchase order matched invoices, this value always defaults from the purchase order, (even if the purchase order value is null and the supplier has a value). If this happens and you want to use the supplier value, you can enter it here manually or use the Update Tax Details Utility.

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.

Inventory Item. Inventory item identifier. This field is only available for Item lines that are matched to purchase orders or receipts.

Invoice Includes Prepayment. If this check box is enabled, the prepayment is referenced on the supplier invoice and the invoice amount includes the amount of the prepayment and any associated tax. Distributions with the Prepayment on Invoice check box enabled are included in the Distributions Total and are not included in the Amount Paid for the invoice.

Item Description. Item description. This description defaults from the PO or Receipt if the invoice is matched. For PO matched invoices, this is the PO Shipment; for Receipt matched invoices, this is the receipt line.

Line Source. Source of the invoice line. For example, Open Interface or Manual lines.

Manufacturer. Name of the manufacturer of the item. This field is only available for Item lines.

Match Basis. Basis on which invoices are matched to purchase orders. Options include: Price Correction, Quantity Correction, Invoice Line Correction, Invoice Line Matched to Purchase Order, Invoice Line Matched to Receipt, Other Charge Invoice Line Matched to Receipt, or Not Matched. You can also define custom match types in the Invoice Line Match Type lookup.

Model. Model number of the item. This field is only available for Item lines.

Nonrecoverable Tax Amount. The part of the tax amount, that is included in the line amount, that cannot be recovered.

Num. Line number of the invoice line.

Overlay Account. Allows null values for some segments so not all account segments need to be provided.

PO Distribution Number. Purchase order distribution line number, if the invoice is matched to a purchase order.

PO Line Number. Purchase order line number, if the invoice is matched to a purchase order.

PO Number. Purchase order number, if the invoice is matched to a purchase order.

PO Release Number. Purchase order release number, if the invoice is matched to a purchase order.

PO Shipment Number. Purchase order shipment number, if the invoice is matched to a purchase order.

Prepayment Invoice Number, Line Number, PO Number. Populated when you apply or unapply a prepayment to the invoice.

Primary Intended Use. A tax driver used by E-Business Tax to determine and calculate the applicable taxes for the line.

Product Category. A type of product fiscal classification that is non-Inventory based.

Product Fiscal Classification. A tax classification used by a tax authority to categorize a product.

Product Type. A tax driver used by E-Business Tax to determine and calculate the applicable taxes for the line.

Project, Task, Expenditure Information. If you have Oracle Projects installed, the 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. If you change these values at the invoice header level, then the values will not affect any existing distributions.

> **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.

Project Quantity. Project Quantity defaults in based on the quantity invoiced.

Prorate across All Item Lines. Available only for Freight and Miscellaneous lines. Enable this check box if you want to prorate the Freight or Miscellaneous line across all Item lines. Tax is always prorated across all Item lines. You cannot update this check box if the line has allocation rules associated with it, is already distributed, or if the line is matched by Receipt.

Receipt Line Number. The receipt and receipt line information, if the invoice line is matched to receipt.

Quantity Invoiced. Quantity of items for matched invoice lines, price corrections,

quantity corrections, or non-matched invoice lines.

Receipt Required. Indicates whether the invoice line is receipt matched and if a receipt is required (3-way match).

Receipt Verified. Indicates whether the invoice line receipt was verified (4-way match).

Recoverable Tax Amount. The part of the tax amount, that is included in the line amount, that can be recovered.

Requester. (Optional) Person who initiated the purchase of the line item. This may be the person who is responsible for approving the invoice line if you are using the Invoice Approval Workflow.

Serial Number. Serial number of the item. This field is only available for Item lines.

Ship to. A tax driver used by E-Business Tax to determine and calculate the applicable taxes for the line.

Tax, Classification Code, Jurisdiction, Rate, Rate Name, Regime, Status. Tax drivers used by E-Business Tax to determine and calculate the applicable taxes for the line.

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.

Type. Type of invoice line. Possible types are: Item, Freight, Miscellaneous, Prepayments, Tax, or Withholding Tax. Prepayment lines are automatically generated when you apply or unapply a prepayment. You can only enter Tax lines if your tax setup permits. You can only enter a Withholding Tax if your withholding tax setup permits.

Unit Price. Unit price of the item.

UOM. Unit of measure for quantity invoiced.

Warranty Number. Warranty number of the item. This field is only available for Item lines.

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.

Holds Tab

Use the Invoice Holds tab 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 3-202, and Releasing Holds,

page 3-206.

Held By. Displays who placed the hold.

Hold Date. Displays the date on which the hold was placed.

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 hold names 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.

Purchase Order Number, Reason, Line, Ship To. 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 Number, Line, Date. If the invoice is receipt matched, Payables displays the receipt information for this invoice.

Release By. Displays who released the hold.

Release Date. Displays the date on which the hold was released.

WF Status. The status of the hold in the workflow.

View PO (button). Navigates to the View PO window. You can select this only if the invoice is purchase order matched.

Release..(button). 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 hold release names 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.

View Payments Tab

[] (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.

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 enterprise.

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.

Void. Payables enables this check box if you have voided the payment.

Scheduled Payments Tab

All amounts in the Scheduled Payments tab 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 reflect discounts you realize on payments. It shows the actual amount disbursed. For example, for a 100 invoice, if you paid 90 and realized a 10 discount, then Payables displays 90 in the Amount Paid field.

If you check the Prepayment on Invoice check box when applying prepayments, then your Prepayment and associated Tax distributions will not be included in the Amount Paid calculation.

For example, you receive a 500 invoice that references a 100 prepayment. Your invoice looks like this:

Description	Amount
Services	500
(less Prepayment received)	(100)
Total Amount Due	400

When you enter this invoice, you check the Prepayment on Invoice check box to apply the 100 prepayment that is referenced on the invoice. You make a 300 payment and Payables displays 300 in Amount Paid. You still owe the supplier 100, so you apply an additional 100 prepayment distribution. You do not check the Prepayment on Invoice check box when applying the 100 prepayment distribution because this prepayment is

not referenced on the invoice. In this case, the 100 prepayment application is included in the Amount Paid field so Payables now displays a total of 400 in Amount Paid. See: Entering Invoices that Reference Prepayments., page 3-79

Amount Remaining. Payables displays the unpaid amount of a selected scheduled payment line.

Remit to Supplier Name. Displays the Remit to Supplier Name to pay to the Third Party.

Remit to Supplier Site. Displays the Remit to Supplier Site to pay to the Third Party.

Bank Account Name. Name of the account from which a scheduled payment will be made.

Bank Account Number. Number of the account from which a scheduled payment will be made.

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.

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.

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, then during Invoice Validation the system recalculates the due date based on your most favorable available payment terms and start dates, unless you have manually entered or updated any scheduled payments.

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 3-204.

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.

Pay..(button). Opens the Payments window so you can pay selected scheduled payments. See: Paying Invoices From the Invoice Workbench, page 5-22.

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.

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.

If you use the Split Schedule button to update default scheduled payments then no payment schedule recalculation will be performed during Invoice Validation, even if the Recalculate Scheduled Payments Payables option is enabled.

System Hold Reason. The reason the payment is on hold, as determined by the system based on specified tolerances.

View Prepayment Applications Tab

The View Prepayment Applications tab displays the prepayments applied to the invoice.

Amount Applied. Amount of prepayment applied to the invoice.

PO Num, Receipt Num. Payables populates these fields for prepayments related to a purchase order.

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 Invoice Validation, 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 Invoice Validation 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 validated, you cannot update the Liability Account for the invoice. If you use encumbrance accounting and Automatic Offsets, and there is at least one unvalidated invoice distribution, then you can update the Liability Account.

Related Topics

Adjusting Invoices, page 3-262

Invoice Adjustment Chart, page 3-224

Invoice on Hold Report, page 9-64

Invoice and Invoice Batch Default Hierarchy Chart, page B-1

Payments Window Reference, page 5-75

Distributions Window Reference

This window is a customizable folder. Note that in the default folder, many of the fields listed below are hidden. You can create custom folders by unhiding, hiding, moving, resizing, and renaming fields in this window. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

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.

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.

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.

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.

> **Important:** 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.

You cannot change the GL Date after the invoice has completed Invoice Validation.

If the GL Date of an invoice is in a future period in Payables, you cannot pay the invoice.

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 9-25

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 9-25.

For purchase order matched invoices, this value always defaults from the purchase order, (even if the purchase order value is null and the supplier has a value). If this happens and you want to use the supplier value, you can enter it here manually or use the Update Tax Details Utility.

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 9-11.

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.

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.

Expense 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.

Status. Validation status of the distribution:

- **Validated.** The Invoice Validation program has tested the distribution line.
- **Needs Revalidation.** Validation has previously tested the distribution line and a subsequent change has been made to the line.
- **Never Validated.** Validation has never tested the distribution.
- **Unvalidated Prepayment.** Prepayment has not been validated.

Tax Regime. Tax regime associated with the distribution. See: Taxes on Invoices, page 3-184

Tax. Tax associated with the distribution. See: Taxes on Invoices, page 3-184.

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 3-13.
- **Tax.** Distribution for a tax amount. For detailed information on tax distributions, see: Taxes on Invoices, page 3-184.
- **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 10-15.

- **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.

Display Only Region

Total. Sum of the invoice or line amounts.

Distribution Total. Sum of the distribution amounts excluding withholding and some prepayment type distributions.

Status. Validation status of the selected invoice distribution. (See above)

Accounted. Indicates whether accounting entries have been created for the distribution.

PO Number. Purchase order number that is matched to the distribution.

Account Description. Description of the selected distribution.

Buttons

Tax Distributions. Choose this button to view the tax distributions calculated by E-Business Tax. See: Taxes on Invoices, page 3-184.

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.

View Receipt. 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.

Related Topics

Adjusting Invoices, page 3-262

Checking Funds for Invoices, page 10-26

Creating Distribution Sets, *Oracle Payables Implementation Guide*

Distribution Sets, *Oracle Payables Implementation Guide*

Entering Foreign Currency Invoices, page 3-94

Entering Invoice Distributions, page 3-17

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

Entering Project Related Invoices and Distributions, page 3-278

Taxes on Invoices, page 3-184

Invoice Adjustment Chart, page 3-224

Invoice Distribution Adjustment Chart, page 3-252

Invoice and Invoice Batch Default Chart, page B-1

Matching Credit/Debit Memos to Purchase Orders and Invoices, page 3-89

Reviewing Invoice Distributions, page 3-218

4

Expense Reports and Credit Cards

This chapter covers the following topics:

- Expense Reports
- Procurement Card Management
- Credit Card Management
- Managing Credit Card Outstanding Transactions

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 entered in Oracle Projects and then 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 Expense Report Export program which automatically creates invoices from the expense reports. You can then use Payables to validate, pay, and account for the invoices. You cannot view expense reports in this window if they have been purged. If you do not purge expense reports, you can still view successfully imported expense reports in this window, but you cannot modify them.

To manage expense reports:

1. Enter employees and their locations, expense addresses, Supervisors, and default

expense accounts. See: Employee Information, page 2-40.

2. Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options, *Oracle Payables Implementation Guide*, and Expense Report Payables Options, *Oracle Payables Implementation Guide*.

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 Expense Report Export. See: Expense Report Payables Options, *Oracle Payables Implementation Guide*.

   - Enter the employee as a supplier in the Suppliers window before submitting Expense Report Export for expense reports. See: Entering Employees as Suppliers, page 2-8.

4. For expense reports entered in Payables and Oracle Internet Expenses, define expense report templates that model the different expense report formats your employees use and the rate and policy schedules that your enterprise uses. See: Defining Expense Report Templates, *Oracle Internet Expenses Implementation and Administration Guide*.

5. Enter expense reports in any of the following products:

   - **Payables Expense Reports.** See: Entering Expense Reports in Payables, page 4-3.

   - **Oracle Internet Expenses.** See: *Oracle Internet Expenses Implementation and Administration Guide*.

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 4-6, and Applying Advances Against Expense Reports, page 4-7.

   Optionally modify or review Payables or Projects expense reports. See the following:

   - Modifying and Reviewing Payables Expense Reports, page 4-9

   - Modifying and Reviewing Oracle Projects Expense Reports, page 4-9

7. Submit Expense Report Export to create invoices and invoice distributions for the expense reports. See: Expense Report Export Program, page 4-10. Review the Expense Report Export. If there are exceptions, correct any expense reports that caused exceptions and resubmit Expense Report Export.

8. Submit the Employee Update Program to update employee-type supplier records with up-to-date name and address information from the employee record. See:

Employee Update Program, page 2-42.

9. Pay the invoices as you would any other invoices. See: Creating Single Payments, page 5-13, or Creating Multiple Payments, page 5-24.

Entering Expense Reports

You can enter expense reports in these products:

- Oracle Payables
- Oracle Internet Expenses
- Oracle Projects

Entering Basic Expense Reports in the Payables Expense Reports Window

Prerequisites

- Enter employees and their locations, expense addresses, Supervisors, and default expense accounts. See: Employee Information, page 2-40.
- Enter Human Resources Financials options and Expense Report Payables options. See: Human Resources Financials Options, *Oracle Payables Implementation Guide* and Expense Report Payables Options, *Oracle Payables Implementation Guide*.
- Define expense report templates. See: Defining Expense Report Templates, *Oracle Internet Expenses Implementation and Administration Guide*.
- If you want to be able to check the Includes Tax check box, you must use Line or Tax Code 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 the employee is not defined yet as a supplier) 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: Calculate Taxes, *Oracle E-Business Tax User Guide*.

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 from the employee record.

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 Expense Report Export you have the option to override this date.

5. Either enter an Invoice Number, or Payables will enter the invoice date or the expense report 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. If you enable the Reviewed By Payables check box, this indicates that receipts are not required for this expense report. Consequently, the Receipt Verified check box in the Expense Audit tabbed region becomes nonupdatable.

8. Enter the expense report Template you want to use. If a default template is defined in the Payables Options window and the template is active, then Payables displays that default value. The template determines which items you can select. The template also might provide default values for Type, Includes Tax, Tax Code, and GL Account. During Expense Report Export, 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 value in the Tax Code field 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 or Tax Code level and if the Allow Override (Distribution Amount Includes Tax) Payables option is enabled and if the item amount includes tax, then 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 on the template for the expense item.

9. 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 in the Exceptions section of the Expense Report Export Report. If the period ending Date is in a Closed period, Expense Report Export uses the first day of the next Open or Future

accounting period as the GL date. If no open or future period is available then import will reject the expense report.

Recording VAT Details on an Expense Report

You can record VAT (Value Added Tax) details on an expense report in the Expense Reports window. You can also enter or update VAT information in the Distributions window after the Expense Report Export program has created invoices from expense reports. See: Merchant Information Tabbed Region, page 4-19, and Receipt Information Tabbed Region, page 4-20.

Related Topics

Applying Advances Against Expense Reports, page 4-7

Applying Holds to Expense Reports, page 4-6

Withholding Tax Overview, page 10-15

Entering Expense Reports, page 4-3

Entering Foreign Currency Expense Reports, page 4-5

Expense Report Export Program, page 4-10

Defining Expense Report Templates, *Oracle Internet Expenses Implementation and Administration Guide*.

Expense Reports, page 4-1

Expense Reports Window Reference, page 4-15

Modifying and Reviewing Existing Expense Reports, page 4-8

Paying Expense Reports, page 4-10

Expense Report Export Program, page 4-10

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 6-1, and Entering Foreign Currency Invoices, page 3-94.

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, *Oracle Payables Implementation Guide*.

- Enable the currencies you need in the Currencies window. See: Currencies Window, *Oracle General Ledger User's Guide*.

To enter an expense report in a foreign currency:

1. In the Expense Reports window, enter a basic expense report. See: Entering Expense Reports, page 4-3.
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.

Related Topics

Expense Reports, page 4-1

Applying Holds to Expense Reports

At any time before you submit Expense Report Export for an expense report, you can apply a single User-defined hold to an expense report. This prevents 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.

Note: You can apply only one user-defined hold to an expense report.

Prerequisite

- Enter user-defined holds in the Invoice Hold and Release Names windows. See: Invoice Hold and Release Names, *Oracle Payables Implementation Guide*.

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 Expense Report Export, 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 3-206.

Related Topics

Invoice Hold and Release Names, *Oracle Payables Implementation Guide*

Expense Reports, page 4-1

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, the employee's 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 Expense Report Export 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.

> **Note:** You cannot apply advances to an expense report for more than the amount of the expense report.

You can enable the end users to enter details of available advances in Oracle Internet Expenses. See: Setting Up Advances in Oracle Internet Expenses, *Oracle Internet Expenses Implementation Guide*.

Prerequisites

- Enable the Apply Advances Payables option. See: Expense Report Payables Options, *Oracle Payables Implementation Guide*.

  > **Important:** 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 before Expense Report Export:

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:

3. **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.

4. **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.

5. **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.

6. Complete expense report entry and save your work.

   Payables applies the advances during Expense Report Export.

Related Topics

Prepayments, page 3-70

Expense Reports, page 4-1

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 Expense Report Export but have not yet purged it, then 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.

This section includes the following topics:

- Modifying and Reviewing Payables Expense Reports, page 4-9

- Modifying and Reviewing Oracle Projects Expense Reports, page 4-9

Modifying and Reviewing Payables Expense Reports

Prerequisites

- If you want to modify the expense report, then you have not submitted Expense Report Export for the expense report.
- If you want to view the expense report, you have not purged the expense report.

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 expense reports you have transferred from Projects to the Expense Report 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.

> **Important: 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, then Projects would have no record of the modification, and the GL accounts for the invoice distributions would be blank. However, you can apply advances and holds to these expense reports in the Payables Expense Reports window before you submit Expense Report Export.

Prerequisites

- Enter expense reports in Oracle 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 Expense Report 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.

Related Topics

Expense Reports, page 4-1

Defining Expense Report Templates, *Oracle Internet Expenses Implementation and Administration Guide*.

Paying Expense Reports

Payables will pay invoices only. Submit Expense Report Export to have Payables create invoices from expense reports. You can then create payments for the invoices.

Prerequisite

- Submit Expense Report Export to create invoices from expense reports. See: Expense Report Export Program, page 4-10.

To pay invoices created from expense reports:

- Create payments for the invoices as you would for any other invoices. See: Creating Single Payments, page 5-13, or Creating Multiple Payments, page 5-24.

Related Topics

Voucher Numbers, *Oracle Payables Implementation Guide*

Entering Employee Information, *Oracle iSupplier Portal Implementation Guide*

Expense Report Export Program

Use Expense Report Export to create Payables invoices from expense reports you enter in Payables or Oracle Internet Expenses. You can then use Payables to validate and pay these invoices and create accounting entries for them.

When you export expense reports from Internet Expenses, Payables records the source of the invoices and invoice details. Expense Report Export verifies all your expense report information to ensure it creates valid, fully-distributed invoices that are ready for validation. If the expense report information fails validation, then Expense Report Export does not export the expense report, and Payables does not create an invoice from the information. You can view rejected expense reports on the Export Results page.

Oracle Internet Expenses does not export an expense report more than once.

This discussion covers the following topics:

- Creating Invoices from Expense Reports entered in Payables and Internet Expenses, page 4-11
- Expense Report Export Parameters, page 4-13
- Resolving Expense Report Export Exceptions, page 4-14

Related Topics

Financials Options, *Oracle Payables Implementation Guide*

Entering Employees, *Oracle iSupplier Portal Implementation Guide*

Payables Options, *Oracle Payables Implementation Guide*

Creating Invoices from Expense Reports entered in Payables and Internet Expenses

When you enter expense reports using the Expense Reports window in Payables, or when employees enter expense reports in Oracle Internet Expenses, Internet Expenses automatically saves the expense information in the Expense Report transaction tables. When you submit Expense Report Export, Internet Expenses exports expense report data, and Payables creates invoices from the expense reports. Payables processes all expense reports entered since the last time you submitted Expense Report Export.

Expense Report Export places expense reports on hold:

- Manually placed on hold by the auditor in the Payables Expense Reports window or the Internet Expenses Audit Expense Reports page.
- Automatically, according to the rules in the active Hold rule set. See: Setting Up Hold Rules, *Oracle Internet Expenses Implementation and Administration Guide* for more information.

Expense reports placed on hold are not exported into Payables as an invoice.

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 Expense Report Export.

Prerequisites

- Enter expense reports in Payables or Internet Expenses.
- If the Create Employee As Supplier Payables option is not enabled, manually enter the employee as a supplier in the Suppliers window. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*.

To submit Expense Report Export for expense reports entered in Payables or Oracle Internet Expenses:

1. Using the Internet Expenses Auditor responsibility, select the Expenses Export tab to submit Expense Report Export.

2. Enter the parameters. For more information, see: Expense Report Export Parameters, page 4-13.

3. If you use batch control, enter a Batch Name.

4. Select Payables Expense Reports for the Source to create invoices from expense reports entered in Payables.

5. Select Oracle Internet Expenses for the Source to create invoices from expense reports entered in Internet Expenses and to create credit card provider invoices from imported credit card transactions, if your company uses the Both Pay scenario.

   Optionally enter or modify the GL Date to override all expense report GL Dates.

6. Choose Submit to submit Expense Report Export for all Payables and Internet Expenses expense reports that have not yet been exported. Payables creates invoices with the following attributes:

   - Type is Expense Report.
   - Invoice Number is from the expense report Invoice Number.
   - Invoice lines and distributions are based on the expense items.
   - Scheduled payments are based on payment terms defined for the supplier site.
   - Payment Method defaults from the supplier site.

7. View the status of your program submission on the Export Requests page.

8. View program results on the Export Results page.

   Use this page to review detailed information about rejections and holds, as well as information about the expense reports that were exported and created as invoices in Payables during Expense Report Export.

   Use this page to review the advances (prepayments) applied to expense reports exported into Payables. Payables displays a listing of all prepayments that were applied during Expense Report Export.

   > **Tip:** If you submit Expense Report Export from the Submit Requests window, then you can review the export results directly

from the Oracle Payables navigator by adding the Expenses: Export Results function, OIE_EXPORT_RESULTS_FN, to your Payables menu.

9. 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 validation and payment.

Expense Report Export Parameters

This section describes selected parameters for Expense Report Export.

Batch Name. Payables groups the invoices created from the expense reports you export from Oracle Internet Expenses and creates an invoice batch with the batch name you enter. You can enter a batch name only if the AP: Use Invoice Batch Controls profile option is enabled. Payables verifies that the batch name you enter is unique.

> **Tip:** A systematic naming convention for batches helps you to file your physical documents and quickly retrieve them later.

Source. Enter the name of the source of the expense reports. Payables automatically creates invoices from the source you enter.

- **Payables Expense Reports.** Expense reports entered in Oracle Payables.
- **Oracle Internet Expenses.** (the default) Expense reports entered in Oracle Internet Expenses. Also used to export credit card provider invoices for the Both Pay process.

Transfer Descriptive Flexfield. Enter Yes if you want to export 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 exporting, and creates invoices and invoice distributions with the same Descriptive Flexfield details.

> **Important:** 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.

GL Date. The date you enter must be in an Open or Future period or Payables will not create invoices from the expense reports.

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 exported 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 exported expense reports. If you enter a GL date when submitting Expense Report Export, Payables enters that date on the invoice distribution lines created by the Expense Report Export process.

> **Important:** 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 10-25).

Group. To limit the export to expense reports 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 export data in concurrent processes for the same source by specifying a unique Group for each request. This reduces the processing time of your export. Payables Open Interface Import imports data with the source and group combination you specify.

Debug Switch. Select Yes to have Expense Report Export provide you with more detailed troubleshooting information.

Organization Name. To limit the export to expense reports for a particular organization, enter the organization.

Send Notifications To. Select a person to receive notifications in case of rejections.

Resolving Expense Report Export Exceptions

When you submit Expense Report Export, the Expense Results page provides detailed information about:

- the expense reports that were exported and created as invoices in Payables
- holds
- advances (prepayments) applied to expense reports exported into Payables
- exceptions (rejections)

For each expense report for which Payables did not create an invoice, the Export Results

page lists employee and expense report information. Information might not properly export into Payables for a variety of reasons, including duplicate invoice numbers or invalid suppliers.

The Export Results page displays the *reason* why Payables did not create an invoice from an expense report. For a list of rejection reasons, see: Payables Open Interface Import Report, page 3-151.

Access this page on the Expenses Export tab, using the Internet Expenses Auditor responsibility.

To resolve Expense Report Export exceptions:

1. Review the Export Results page to identify the reason(s) your information did not export properly.
2. Resubmit Expense Report Export.
3. Review the Export Results page again to confirm that you resolved the problems that had prevented export.

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 view expense reports you have transferred from Projects. In addition, you can apply advances (prepayments) to expense reports in this window.

You submit the Expense Report Export program to convert the expense reports into invoices that you can pay.

Operating Unit. The operating unit of the employee.

Name/Number. Name and number of the employee. This employee will become the supplier on the invoice Expense Report Export creates. Before submitting Expense Report Export 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 Expense Report Export 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 accounting date for the invoice created from the expense report. When you submit Expense Report Export 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 Rejections tab of the Export Results page. If the date you enter is a date in a closed accounting period in the past, then when Payables imports the expense report, it uses 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. Once the Workflow process has completed for an expense report, this field becomes read-only.

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 for the expense report. Once the Workflow process has completed for an expense report, this field becomes read-only.

Hold. If you enter a user-defined hold name in this field, Payables automatically applies this hold to the invoice that Expense Report Export 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. Payables displays your functional currency.

Type. Type of exchange rate between the expense report currency and your functional currency (Spot, Corporate, User, or User-defined). If the expense report currency and your functional currency are different currencies and have a predefined fixed rate, Payables displays 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 Expense Report Export. 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.

> **Important:** 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 Expense Report Export for an expense report. See also: Applying Advances Against Expense Reports, page 4-7.

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.

Line. 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 By Region

Payables. Check this box if the Accounts Payable department has completed a review of an expense report entered in Internet Expenses, including a verification of receipts. Once the Workflow process has completed for an expense report, this check box becomes read-only.

Management. Oracle Workflow checks this check box after all appropriate managers have approved expense reports entered in Internet Expenses. Once the Workflow process has completed for an expense report, this check box becomes read-only.

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 the template 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 reimbursable amount you entered for the expense report, you cannot save the expense report. Once the Workflow process has completed for an expense report, this field becomes read-only.

Accounting Tabbed Region

GL Account. Payables displays the default expense 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. The tax code for the current expense report item.

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. Date a receipt was recorded, for example, the receipt date of a hotel bill. For receipts that contain taxable items, 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.

Currency Tabbed Region

Receipt Currency. Displays the receipt currency for this expense item.

Receipt Amount. Displays the amount of the receipt in the receipt currency.

Exchange Rate. Displays the exchange rate used to convert the receipt amount to the reimbursement currency amount.

Expense Audit Tabbed Region

Justification. The justification for the expense item. Entered by an employee in Internet Expenses.

Receipt

- **Verified.** Check this box if the employee has sent a receipt to Accounts Payable for this item. Once the Workflow process has completed for an expense report, this check box becomes read-only.

- **Required.** This check box is enabled if you indicated in the Expense Report Templates window that a receipt is required for this expense item. Once the Workflow process has completed for an expense report, this check box becomes read-only.

- **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. Once the Workflow process has completed for an expense report, this check box becomes read-only.

Adjustments Tabbed Region

Audit Exception Comment. If you adjust or shortpay the expense report item that the employee entered, enter an audit exception comment. Once the Workflow process has completed for an expense report, this field becomes read-only.

Policy Non-Compliance. Check this check box to perform a policy violation shortpay

for an expense item for which the employee has not provided sufficient information. Once the Workflow process has completed for an expense report, this check box becomes read-only.

Related Topics

Expense Reports, page 4-1

Creating Invoices from Expense Reports entered in Payables and Internet Expenses, page 4-11

Procurement Card Management

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 procurement card. The procurement card issuer then sends transaction files directly to you (the employer). You can import procurement 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 Procurement Card Overview

This section gives you an overview of the Payables procurement card 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 programs.** See: Setting Up Credit Card Programs, *Oracle Payables Implementation Guide*.

2. **Import procurement 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: Payables Procurement Card Transactions Interface Table, *Oracle Payables Implementation Guide*.

3. **Validate imported procurement card transactions.** Submit the Procurement Card Transactions Validation program. This program creates distribution records in the AP_EXPENSE_FEED_DISTS_ALL table, for transactions where the CREATE_DISTRIBUTION_FLAG is Y. Otherwise, you can create distribution records manually in the Transaction Distributions window. This program also identifies transaction exceptions, such as card numbers that are undefined, and builds the default GL Accounts for the transactions. See: Procurement Card Transactions Validation, page 4-24.

Note: If the CREATE_DISTRIBUTION_FLAG is set to N, ensure that the STATUS_LOOKUP_CODE column is set to 'Approved' in the AP_EXPENSE_FEED_DISTS table.

4. **Employee verification.** Submit the Procurement Card Transactions Verification Process. This executes the AP Procurement Card Employee Verification Workflow 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 were posted to the employee's card account. See: AP Procurement Card Employee Verification Workflow, *Oracle Payables Implementation Guide*.

5. **Manager approval or notification.** Submit the Procurement Card Transactions Approval Process. This executes the AP Procurement Card Manager Approval Transaction Workflow as you have defined it. If approval is required from the manager, a manager can approve an employee's procurement card transactions directly from a workflow notification. If approval is not required, a manager will receive a notification that lists all procurement card transactions incurred by the manager's direct reports. See: AP Procurement Card Manager Approval Transaction workflow, *Oracle Payables Implementation Guide*.

6. **Adjust transaction distributions.** If card program administrators need to adjust or create transaction distributions, use the Procurement Card Transactions window. See: Procurement Card Transactions Window, page 4-22.

7. **Create invoices.** You submit the Create Procurement Card Issuer Invoice program to move the transaction data from the AP_EXPENSE_FEED_DISTS_ALL table to the AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE tables. You can summarize transactions by GL Account. See: Create Procurement Card Issuer Invoice, page 4-26.

   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 validation and payment.** See: Invoice Validation, page 3-170.

Procurement Card Transactions Window

Use the Procurement Card Transactions window to review and update procurement 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.

> **Important:** 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 Card Programs window. See: Card Programs Window, *Oracle Payables Implementation Guide*.

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 Procurement Card Transactions window in Payables to split distributions. The total amount of the transaction distributions must equal the transaction amount.

Procurement Card Transactions Window Reference

Card Number. Card number of the procurement card that incurred the transaction.

Transaction Date. Date that the transaction posted to the card account.

Reference Number. The reference number that the card issuer assigned to the transaction.

Currency. Currency of the procurement card statement.

Amount. Amount of the transaction in the procurement card statement currency.

Card Program. Card program assigned to the procurement card used for the transaction.

Card Code. Card code (supplier or supplier type) of the transaction.

Employee Name. Card holder's name.

Merchant Name. Merchant that processed the transaction.

Transaction Distributions Window

Status. Current status of the transaction. Card holders can update their own transactions, either in the Open Procurement Card Transactions page or by responding to a workflow notification, and managers can approve the transactions of their direct reports. In addition, you can update the status of transactions in the Procurement Card Transactions window. The statuses you select for the Do Not Pay If Status Is option in the 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 procurement card issuer invoice creation.

- **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 Procurement Card Transactions Validation program assigns this status to a transaction if it was successfully validated.
- **Verified.** The card holder has verified the transaction either in the Procurement Card Transactions Verification page or by using workflow.

Amount. Amount of the transaction distribution.

Account. Account to which the transaction distribution will be charged. The Procurement Card Transactions Validation program builds accounts depending on how you set up your card profile. Card holders can change the default account by using the Procurement Card Transactions 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 Create Procurement Card Issuer Invoice program).

Account Description. Payables displays the description of the account.

Procurement Card Transactions Validation

Use the Procurement Card Transactions Validation program to validate the procurement card transactions you import from your card issuer. This program identifies exceptions such as undefined card numbers, invalid transaction or posted currency codes, and invalid 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 card profiles. This program populates all foreign keys and validates foreign key values in the table.

The program creates a report that lists all validated transactions and all transactions that could not be validated. Once a transaction has been validated, it is not listed on any subsequent reports. 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 Procurement Card Transactions Validation is contingent upon the Employee Notification Method (ENM)

and Manager Notification Method (MNM) setting in the 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.

MNM	ENM = None	ENM = Verification or Notification
MNM = None	Approved	Validated
MNM = Approval or Notification	Verified	Validated

Program Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Program Parameters

Card Program. The name of the card program for which you want to validate procurement card transactions.

Transaction Start Date and Transaction End Date. 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 Card Number does not match a defined procurement 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 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. Card number to which the transaction was charged.

Employee. Employee in your organization who is the procurement card holder.

Card Profile. Card profile assigned to the procurement 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, *Oracle Payables Implementation Guide*.

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 procurement card during the date range you specified when you submitted the report.

Card Transaction Total. Total amount of transactions recorded for the procurement card during the date range you specified when you submitted the report.

Create Procurement Card Issuer Invoice

This program creates invoices for your procurement 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 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 using the Payables Open Interface

Import program. When you run Payables Open Interface Import, enter *Procurement Cards* in the Source parameter.

Program Submission

You submit the Create Procurement Card Issuer Invoice program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Prerequisites

- Submit Procurement Card Transactions Validation, page 4-24.
- Employees and managers have completed any verification or approval of the transactions that your organization requires. See: AP Procurement Card Employee Verification Workflow, *Oracle Payables Implementation Guide* and AP Procurement Card Manager Approval Transaction Workflow, *Oracle Payables Implementation Guide*.
- Card program administrators or profile administrators make any necessary adjustments to procurement card transaction distributions in the Procurement Card Transactions window. See: Procurement Card Transactions Window, page 4-22.

Selected Program Parameters

Card Program. If you want to limit the import to a single card program, enter the card program name.

Transaction Start Date and Transaction End Date. If you want to limit transfer to transactions within a particular posted date range, enter the date range in these fields.

Roll Up Transaction by Account. Enter Yes if you want to create one record in AP_INVOICE_LINES_INTERFACE for each code combination ID. Enter No 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 procurement 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 procurement card holder for the transaction.

Card Number. 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 Procurement Card Transactions Validation program.

Amount. Amount of the transaction.

Invoice Line Count. Total number of transaction lines for the invoice.

Procurement Card Transactions Verification Process

The AP Procurement Card Employee Verification workflow is a predefined workflow that you initiate after you submit the Procurement Card Transactions Validation program. You initiate the AP Procurement Card Employee Verification workflow by submitting the Procurement Card Transactions Verification Process from the Submit Request window. This workflow determines whether Workflow will notify a card holder of transactions created with the card holder's credit card, and determines if the card holder is required to verify the transactions.

Prerequisites

- Install and configure Oracle Workflow. See: *Installing Oracle Applications*.
- Set up the AP Procurement Card Employee Verification Workflow. See: AP Procurement Card Employee Verification Workflow, *Oracle Payables Implementation Guide*.

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.

Procurement Card Transactions Approval Process

The AP Procurement Card Manager Approval Transaction workflow is a predefined workflow that you can initiate to notify managers of transactions incurred by their direct reports. You initiate the AP Procurement Card Manager Approval Transaction workflow by submitting the Procurement Card Transactions Approval Process from the

Submit Request window. The AP Procurement Card Manager Approval Transaction workflow determines whether workflow will notify a manager of transactions created by a direct report's procurement card, and also determines if the manager must approve the transactions.

Prerequisites

- Install and configure Oracle Workflow. See: *Installing Oracle Applications*.
- Set up the AP Procurement Card Manager Approval Transaction workflow. See: AP Procurement Card Manager Approval Transaction Workflow, *Oracle Payables Implementation Guide*.

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.

Credit Card Management

This section describes the programs and reports that you use to manage your credit card transactions for expense reporting.

Credit Card Transactions Validation Program

Use the Credit Card Transactions Validation program to validate the credit card transactions data from your card issuer. The program processes all transactions for a given card program, including transactions belonging to inactive employees.

After you run the Credit Card Transactions Validation program, use the report available in the Internet Expenses Credit Card Transaction Administration pages to view all validated transactions and all transactions that could not be validated.

Once a transaction has been validated, it is not listed on any subsequent reports. Once you validate credit card data, employees can enter these transactions on expense reports.

You can perform the load and validate steps in one step by running one of these seeded Request Sets from the Submit Request Set window:

- American Express Transaction Load and Validate
- Diner's Club Transaction Load and Validate
- US Bank Visa Transaction Preformat, Load, and Validate
- MasterCard CDF Transaction Load and Validate

Program Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Prerequisite

- Load the credit card data into the AP_CREDIT_CARD_TRXNS_ALL table using the appropriate loader program. See: Credit Card Transaction Loader Programs, *Oracle Payables Implementation Guide*.

Selected Program Parameters

Card Program. The name of the card program for which you want to validate credit card transactions.

Transaction Start Date and Transaction End Date. If you want to limit validation to transactions within a particular posted date range, enter the date range.

Credit Card Transactions Inactive Employees Process

Use the Credit Card Transactions Inactive Employees Process and report to initiate the Credit Card Transactions Inactive Employees workflow to detect and process unsubmitted credit card transactions for inactive employees. If unsubmitted transactions exist, the workflow process notifies the employee's manager to submit these transactions and assigns the manager the employee's securing attribute (if the employee and manager belong to the same organization). The workflow only processes each unsubmitted transaction once.

The Credit Card Transactions Inactive Employees Process generates a report that lists, by inactive employee, the outstanding credit card transactions that have not been invoiced or paid. The report lists all outstanding transactions, including transactions not picked up by the workflow process.

Program Submission

You submit this process from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Program Parameters

Card Program. The name of the card program for which you want to process unsubmitted credit card transactions for inactive employees.

Billed Start Date and Billed End Date. Enter the date range to use for the process and report.

Create Credit Card Issuer Invoice

This program creates invoices for your credit card issuers in the Payables Open Interface tables, imports them into Payables for approval and payment, and generates a report. You only run this program if your company is responsible for paying corporate credit card charges to the card issuer, that is, where the setting for Payment Due From of the applicable card program is *Both* or *Company*. The program will not select any records that have been previously selected by the program.

Program Submission

You submit the Create Credit Card Issuer Invoice program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Prerequisites

- Define an expenses clearing account in either the Card Programs window or the Payables Financials Options window.
- Submit the Credit Card Transactions Validation program.

Selected Program Parameters

Card Program. If you want to limit the import to a single card program, enter the card program name. The program runs for Travel card programs only.

Transaction Start Date and Transaction End Date. If you want to limit transfer to transactions within a particular posted date range, enter the date range in these fields.

Related Topics

Credit Card Transaction Administration, *Oracle Internet Expenses Implementation and Administration Guide*

Expenses Overdue Receipts Tracking Program

The Expenses Overdue Receipts Tracking program tracks overdue and missing receipts on expense reports. The program initiates the Receipts Overdue Process or the Receipts Missing Process of the Expense Receipts Workflow for the applicable expense reports of the operating units included in the program run. The Receipts Overdue Process is initiated for expense reports with overdue receipts and the Receipts Missing Process is initiated for expense reports that require a receipt document.

The Expenses Overdue Receipts Tracking program determines which expense reports have overdue or missing receipts according to the active Notification rule set assigned to the operating unit. See: Managing Receipt Notifications, *Oracle Internet Expenses Implementation and Administration Guide* for more information.

The Expenses Overdue Receipts Tracking program also evaluates the Audit List rule "Receipt package received after the maximum number of days" and places users on the audit list if the rule is violated. The process of placing users on the audit list includes these activities:

- Compares the value in the "Receipt package received after the maximum number of days" rule to the difference between the expense report submit date and the system date, if the receipts are not received, or the difference between the expense report submit date and the receipts received date, if the receipts are received.
- Evaluates all expense reports with a receipt status other than Not Required and Waived.
- Places the user on the audit list in either of these cases: Receipts have not been received within the policy requirements; or Receipts have been received but after the number of policy days.
- If the user is already on the audit list, the program updates the end date.

You submit the Expenses Overdue Receipts Tracking program from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Program Parameter

Operating Unit. Enter an operating unit if you want to limit the program run to a single operating unit. Leave this field blank to run the program for all operating units.

The Expenses Overdue Receipts Tracking program only runs on operating units that have an active Notification rule set assignment.

Upload Accumulated Mileage program

Use the Upload Accumulated Mileage program to upload the accumulated mileage details of employees.

Due to the difference in rates and tax consequences in some countries, the mileage rates paid to employees can depend on their accumulated mileage for a fiscal year. In the event of a mid-year implementation of Oracle Internet Expenses, you can upload the accumulated mileage details of the employees for the fiscal year using the Upload Accumulated Mileage program.

The accumulated mileage details must be presented in a semi-colon delimited ASCII file format with the following details:

- **Employee Number.** The employee number stored in the Human Resources module.
- **Accumulated Mileage.** The accumulated mileage for the employee for the current fiscal year.

- **Decimal.** Whether the accumulated mileage details entered has a decimal value. A value of *1* specifies that there is one decimal place; *0* specifies that there are no decimal places.

The program uses the employee number to retrieve the name of the employee from the human resources module. The program creates a row in the AP_WEB_EMPLOYEE_INFO_ALL table for all employees whose accumulated mileage details are successfully uploaded. The accumulated mileage details are stored in kilometers.

The output report will show all parameters selected for the program, the total number of records in the file, and the number of rows that are successfully uploaded. Details of failed upload of rows because of invalid employee numbers, or inactive employees will also be provided in the output file.

Program Submission

You submit this process from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Prerequisites

- Create a mileage schedule and assign it to the template

> **Important:** You must not run the Upload Accumulated Mileage program after you enable the ends users to use Internet Expenses and go live with Oracle Internet Expenses.

Parameters

File Name. Enter the filename including the full filepath.

Organization. Enter an organization to limit the program run to this operating unit only. Leave the field blank to run the program for all organizations.

Period Date. Enter all active periods in the mileage schedule with distance threshold rules available to the selected organization through expense templates.

Distance Unit of Measure. Enter the unit of measure for distance. The options are *Miles* and *Kilometers*.

Related Topics

Uploading Accumulated Mileage for Mid-Year Implementations, *Oracle Internet Expenses Implementation and Administration Guide*

Credit Card Historical Transactions Management Program

Use the Credit Card Historical Transactions Management program to deactivate unused transactions. You can select transactions to deactivate by specifying a date range, operating unit, card number, and transaction amount.

The Credit Card Historical Transactions Management program is designed to deactivate credit card transactions that were imported and validated in Internet Expenses prior to going live with the credit card integration. You can also use the Credit Card Historical Transactions Management program to handle exceptions, such as for unused transactions belonging to a terminated employee.

The Credit Card Historical Transactions Management program categorizes as *Historical* all transactions that satisfy the criteria that you specify in the program parameters. Once categorized, they are no longer available in the Expenses Entry flow. In addition, these transactions are not processed by any of the Outstanding Credit Card Transaction processes.

You can access transactions that are marked as *Historical* from the Credit Card Transactions History page. If any transactions were deactivated in error, use the Credit Card Historical Transactions Management program to reactivate them.

> **Important:** Oracle strongly recommends that you not run the Credit Card Historical Transactions Management program on transactions created after you go live with the credit card integration in Oracle Internet Expenses, especially if you use either the Company Pay or Both Pay payment options. Deactivating valid transactions could affect the entire expense accounting and credit card provider payment processes.

The Credit Card Transactions Deactivation/Activation report is generated automatically when you run the Credit Card Historical Transactions Management program. The Credit Card Transactions Deactivation report provides details of deactivated transactions. The Credit Card Transactions Activation report provides details of reactivated transactions. The reports include employee name, posted date, transaction amount, card number, merchant name, location, and supplier name for the applicable transactions.

Submit the Credit Card Historical Transactions Management program from the Submit Request window. See: Using Standard Request Submission, *Oracle Applications User's Guide*.

Program Parameters

Process. Enter *Deactivate Transactions* to deactivate unused transactions. Enter *Activate Transactions* to reactivate transactions that were deactivated in error. This is a required field.

Posted Start Date. Enter the earliest transaction posted date to include in the program

run. If you leave this field blank, the program run includes all transactions prior to the posted end date that have not been saved or submitted on expense reports.

Posted End Date. Enter the latest transaction posted date to include in the program run. This is a required field.

Operating Unit. Enter an operating unit to limit the program run to this operating unit only. Leave the field blank to run the program for all operating units.

Card Number. Enter a credit card account number to limit the program run to this credit card account only. You can search for a credit card account by card number, employee name, or card program name.

Leave the field blank to run the program for all accounts.

Transaction Amount. Enter a transaction amount to limit the program run to this transaction amount only. Leave the field blank to run the program for all transaction amounts.

Send Notification. Enter *Yes* to send a Deactivated Transactions workflow notification to employees about the transactions that were deactivated.

Report Headings

Employee Name. The employee who incurred the expense.

Posted Date. The date that the transaction was posted.

Amount. The transaction amount.

Card Number. The credit card number.

Merchant Name. The merchant name where the expense was incurred.

Location. The expense location

Card Provider Name. The credit card provider name.

Managing Credit Card Outstanding Transactions

After importing and validating credit card transaction files, use the Credit Card Outstanding Transactions programs and reports to identify and manage transactions that were not imported into Payables and require further action. A transaction appears in any of the Credit Card Outstanding Transactions reports until the expense report to which it belongs is imported into Payables.

There are three programs for managing credit card outstanding transactions:

- Credit Card Outstanding Transactions Management (Details)
- Credit Card Outstanding Transactions Management (Summary)
- Credit Card Outstanding Transactions Management (Aging)

Each program generates a report for the extracted data. When you run the Details or Aging program, Payables also notifies the necessary personnel of the outstanding transactions. If a transaction has not been included in an expense report, or included in an expense report that was not submitted, a notification is sent to both the employee and the manager indicating the amount and date of the transaction. If an expense report requires manager approval, a notification is sent to the manager with the corresponding expense report number.

Credit Card Outstanding Transactions Management (Details)

Use the Credit Card Outstanding Transactions Management (Details) report to print detailed information about the outstanding transactions of a particular credit card program. The report orders results by transaction date and amount. You can run this report for all employees, current employees only, or inactive employees only.

Report Submission

You submit Credit Card Outstanding Transactions Management (Details) from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Card Program (required). Enter the credit card program for which you want to view outstanding transactions.

Employee Status. Enter one of these options:

- **All Current and Inactive Employees.** Include outstanding transactions for all current and inactive employees.
- **All Inactive Employees.** Include outstanding transactions for inactive employees only.
- **Current Employees.** Include outstanding transactions for current employees only. This is the default.

Employee Name. Enter an employee name, if you want to run the report for this employee only.

Include Direct Reports. This parameter works in conjunction with the Employee Name parameter. Enter one of these options:

- **Yes.** If the employee is a supervisor and this supervisor has direct reports, the program runs for the supervisor's transactions and all direct report transactions.
- **No.** The program runs for the employee transactions only. This is the default.

Send Notifications. Enter one of these options:

- **No.** Submit the report without sending any notifications. This is the default.
- **Notify Individuals Only.** Send notifications of outstanding transactions to employees only.
- **Notify Individuals and Managers.** Send notifications to employees and managers.

Minimum Transaction Amount. Minimum transaction amount to process. The program only processes transactions with amounts greater than the value you enter.

Billed Start/End Date. Date range for the program. The program only processes transactions within the date range you enter.

Selected Report Headings

Employee Name. Name of the employee with outstanding transactions.

Card Number. Credit card number to which the transactions were charged. The report only prints the last four digits of the card number.

Billed Date. The transaction billing date.

Billed Amount. Transaction amount, in the credit card program currency.

Reference Number. Unique number for the transaction, assigned by the card issuer.

Merchant Name. Place of business that recorded the transaction. For example, the name of a hotel or restaurant.

Expense Report Number. Number of the expense report submitted for this transaction (if an expense report was submitted).

Status. Reason the transaction is outstanding.

Credit Card Outstanding Transactions Summary Report

Use the Credit Card Outstanding Transactions Summary Report to view summary transaction information of a particular credit card for one or more employees. The report orders results by manager and employee, and shows for each employee the employee status and total amount outstanding. The report includes outstanding transaction subtotals for each manager.

Report Submission

You submit the Credit Card Outstanding Transactions Summary Report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Card Program (required). Enter the credit card program for which you want to view outstanding transactions.

Employee Status. Enter one of these options:

- **All Current and Inactive Employees.** Include outstanding transactions for all current and inactive employees.
- **All Inactive Employees.** Include outstanding transactions for inactive employees only.
- **Current Employees.** Include outstanding transactions for current employees only. This is the default.

Employee Name. Enter an employee name, if you want to run the report for this employee only.

Include Direct Reports. This parameter works in conjunction with the Employee Name parameter. Enter one of these options:

- **Yes.** If the employee is a supervisor and this supervisor has direct reports, the program runs for the supervisor's transactions and all direct report transactions.
- **No.** The program runs for the employee transactions only. This is the default.

Billed Start/End Date. Date range for the program. The program only processes transactions within the date range you enter.

Selected Report Headings

Manager. The employee's manager.

Employee Name. Name of the employee with outstanding transactions.

Status. The employee's status.

Total Due. The total transaction amount outstanding for the employee.

Credit Card Outstanding Transactions Management (Aging)

Use the Credit Card Outstanding Transactions Management (Aging) program and report to review aging information on outstanding transactions of a particular credit card for one or more employees. The report is in three parts:

- the first part shows a summary of all transactions by status grouping;
- the second part shows a breakdown of transactions by employee and employee manager with aging information and disputed transactions (if any);
- the third part explains each transaction status and to which status grouping it belongs.

If you use Oracle Human Resources and define jobs and employee/supervisor relationships, you can send escalation notifications concerning outstanding

transactions. You can send notifications to employees only, employees and managers, or employees, managers and personnel at higher job levels, according to your Oracle Human Resources definitions.

Report Submission

You submit Credit Card Outstanding Transactions Management (Aging) from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Card Program (required). Enter the credit card program for which you want to view outstanding transactions.

Employee Name. Enter an employee name, if you want to run the report for this employee only.

Include Direct Reports. This parameter works in conjunction with the Employee Name parameter. Enter one of these options:

- **Yes.** If the employee is a supervisor and this supervisor has direct reports, the program runs for the supervisor's transactions and all direct report transactions.
- **No.** The program runs for the employee transactions only. This is the default.

Send Notifications. Enter one of these options:

- **No.** Submit the report without sending any notifications. This is the default.
- **Notify Individuals Only.** Send notifications to employees only.
- **Notify Individuals and Managers.** Send notifications to employees and managers.
- **Notify with Escalations.** Send notifications to employees and managers, and send escalation notifications to personnel up the employee/supervisor hierarchy, to the job level limit specified in the Escalate Job Level Limit parameter.

  If this option is selected, the employee's manager would always receive a notification, no matter which aging bucket the transactions fall in. The notification also informs the manager whom escalation notifications will be sent to.

  The escalation notifications are not sent if transactions fall in the first aging bucket. Once they fall in the second aging bucket, the manager's manager is notified. If the transactions fall in the third bucket, notifications go up another level, and finally one last level for the fourth bucket. Escalations go up at most three levels above the employee's manager.

  Note: Notifications might not be sent to all managers before the

highest level manager. For example, if transactions are in the oldest bucket when escalation notifications are first sent, only the highest level manager possible is notified.

Escalate Job Level Limit. If you are sending escalation notifications, enter the number that represents the highest job level limit that you want escalation notifications sent to. The number of job levels in your organization is defined in the Oracle HRMS Job window.

> **Note:** Enter a number between 1 and 4, with 1 representing the employee's manager.

Dispute Grace Days. Enter the number of grace days before disputed transactions are reported in higher aging buckets and therefore included in escalation notifications. The default is 60.

Aging Bucket - 1. Enter the number of days for the first aging bucket. The default is 15.

Aging Bucket - 2. Enter the number of days for the first aging bucket. The default is 30.

Aging Bucket - 3. Enter the number of days for the first aging bucket. The default is 45.

Selected Report Headings

Manager. The employee's manager.

Employee Name/Status. Name of the employee with outstanding transactions, and the employee's current status.

Transaction Status. The status groupings for transactions: Employee Pending, Manager Pending, AP Pending, Sys Admin Pending.

0-15 Days. The amount due for the first aging bucket.

16-30 Days. The amount due for the second aging bucket.

31-45 Days. The amount due for the third aging bucket.

46+ Days. The amount due for the fourth aging bucket.

Related Topics

Enterprise Modeling, *Using Oracle HRMS - The Fundamentals*

5

Payments

This chapter covers the following topics:

- Payables and Receivables Netting
- Creating Single Payments
- Refunds
- Paying Invoices From the Invoice Workbench
- Creating Multiple Payments
- Using the Home Tab
- Using the Payments Dashboard
- Creating Payment Process Request Templates
- Initiating Payment Process Requests
- Creating Payment Instructions
- Working with Payments
- Creating Foreign Currency Payments
- Creating Zero-Amount Payments
- Bills Payable
- Update Matured Bills Payable Status Program
- Bills Payable Maturity Date Report
- Reviewing and Adjusting Payments
- Reconciling Payments with Oracle Cash Management
- Payments Manager Page Reference
- Payments Window Reference

Payables and Receivables Netting

The Payables and Receivables Netting feature enables the automatic netting of Payable and Receivable transactions within a business enterprise. You can predefine a netting agreement that incorporates the netting business rules and transaction criteria needed to run your tailored netting process. The netting process automatically creates the Payables payments and Receivables receipts required to clear a selected number of Payables and Receivables transactions.

Netting Agreement

A netting agreement controls how a group of trading partners net Payables and Receivables transactions. You can create a netting agreement for each group of trading partners that agrees to net transactions. Netting agreements include the business rules that define the types of transactions that may be selected for netting, and which suppliers and customers can be netted.

General Ledger Setup Prerequisites

- Define a netting control account.
- Define the exchange rate types if using multi-currency netting.

Cash Management Setup Prerequisites

- Define a netting bank account.
- Define the bank account at the legal entity level.
- Define the netting control account.
- Enable the Multi Receipt Currency check box for each netting bank account. This option lets you create receipts in foreign currencies.

Receivables Setup Prerequisites

- Before multiple customers are netted, you must set up a paying relationship for the customers.
- Associate the bank account used in the netting agreement with the AP/AR Netting receipt class.
- Enable the Allow Payment of Unrelated Transactions Receivables System Option. See: Transactions and Customers System Options, *Oracle Receivables Implementation Guide*.

To create a netting agreement:

1. Select the Netting Agreement tab.

2. In the Netting Agreements page, select the Create Agreement button.

3. In the Create Netting Agreement: Business Rules page, enter the required information and any needed optional information. The following fields are optional:

   - Trading Partner Reference - Enter any desired reference.

   - End Date - Enter a date. Leaving the field blank results in no term limit.

   - Trading Partner Approval Required - If you want to require approval by the trading partner, check the check box. Checking the check box displays the required Approver Name list of values and the No Response Action drop-down list.

     Each trading partner approver must have an email address defined.

   - No Response Action - You can choose from the following values:

   - Reject - Treat a non-response from the approver as a rejection and reject the batch.

   - Approve - Treat a non-response from the approver as if it was an approval.

4. In the Netting Preferences region, enter the required and optional criteria needed to create the desired netting agreement.

5. In the Payables Invoice Types region, if the Select only Invoices matched to Purchase Orders with Outsourced Assemblies drop-down list is displayed, select one of the following:

   - Yes - Only invoice lines that are matched to purchase order lines with outsourced assembly items are selected for netting.

   - No - Only invoice lines that are matched to purchase order lines with non-outsourced assembly items are selected for netting.

   - Disregard - Select all Payables invoices for netting without regard to outsourced assembly items.

   For information on enabling and using the Select only Invoices matched to Purchase Orders with Outsourced Assemblies drop-down list, see: Chargeable Subcontracting, page 5-4.

6. Select the invoice type of the invoices that are available for netting. At least one invoice type must be selected.

7. In the Receivables Transaction Types region, select the transaction type of the invoices that are available for netting. At least one transaction type must be selected.

8. In the Trading Partners region, enter values for the trading partner priorities and select the suppliers and customers that are available for netting.

    - The priority value determines the order in netting transactions The customer transaction with the highest rank is netted first. If all customers have a priority of 1, then there is no priority for selecting transactions and they are ordered based on the Netting Order rule.

      If you choose to prioritize the customers for netting, then the priority must be entered in sequence and as unique whole numbers, such as; 1, 2, and 3.

    - Site - If you select a supplier but do not select a specific site, the application includes all the suppliers' sites for netting.

    - Location - If you select a customer but do not select a specific location, the application includes all the customers' locations for netting.

Chargeable Subcontracting

Chargeable subcontracting is used in Japan for outsourced assemblies (OSA). If you have enabled chargeable subcontracting, you can selectively include or exclude the invoices with outsourced assembly invoices. In the Select only Invoices matched to Purchase Orders with Outsourced Assemblies drop-down list on the Create Netting Agreement: Business Rules page, you can specify how chargeable subcontracting invoices are included as follows:

- Select only the invoice lines that are matched to purchase order lines with outsourced assembly items.

- Select only the invoice lines that are matched to purchase order lines with non-outsourced assembly items.

- Select all the Payables invoices for netting, without regard to outsourced assembly items.

To enable netting with chargeable subcontracting process invoices, you must first complete the following:

- Enable the Chargeable Subcontracting Enabled profile option to display the Select only Invoices matched to Purchase Orders with Outsourced Assemblies drop-down list, which enables netting with chargeable subcontracting.

- Enable the JMF: Enable Chargeable Subcontracting profile option.
- Identify your chargeable subcontracting receivables invoices with your chargeable subcontracting-specific receivables transaction type.
- Create a chargeable subcontracting-specific netting agreement for each manufacturing partner involved with outsourced assemblies.

Related Topics

Profile Options, *Oracle Payables Implementation Guide*

Netting Batch Process

The netting batch process uses the predefined information from the netting agreement, together with the information defined in the netting batch, to select the netting business rules and transactions for netting. You can optionally review the selected transactions and remove any that should not be a part of the netting batch. After the transactions are submitted for netting and approved by the trading partner, if required, the netting process begins. The netting process reconciles and clears the selected transactions for both Payables and Receivables.

Netting Process

The main components of the netting process includes the following:

- Create Netting Batch - You enter the netting parameters and the application builds the desired netting batch. See: Creating a Netting Batch, page 5-7.
- Review and Modify Netting Batch - Optionally, you can review, add or remove transactions from the netting batch. See: Review and Modify Netting Batches, page 5-9.
- Submit Netting Batch - Netting compares the Payables and Receivables balances to determine the receipt and payment information. See: Submit Netting Batch, page 5-9.
- Submit Trading Partner Approval - Optionally, send the Netting Proposal Report to your trading partner for review and approval of the netting batch. See: Netting Proposal Report , page 9-100. Send and receive netting batch approval notifications to the trading partner. See: Submit Trading Partner Approval, page 5-10.
- Settle Netting Batch - Netting creates the Payables payment and creates and applies the Receivables receipt which clears the balances in Payables and Receivables. See: Settle Netting Batch, page 5-11.
- Netting Batch Details - After a netting batch has been cleared, you can review the

details online, which includes the netted transactions as well as the corresponding payment and receipt information. You can also run the Final Netting Report. See Final Netting Report , page 9-102. To review the details of the cleared batch, see: Finalize Netting Batch, page 5-12.

Netting Status

The table below provides a detailed description of each netting status.

Netting Status Table

Status	Enable Delete Icon	System Action if Deleted	Action Permitted
Running	No	None	Wait for batch to complete before deleting.
Selected	Yes	Deletes the batch and releases the transactions.	Review batch, you can delete batch.
Submitted	Yes	Deletes the batch and releases the transactions.	Review batch, you can delete batch.
Suspended	Yes	Deletes the batch and releases the transactions.	Review batch, you can delete batch or resubmit to trading partner with updated information.
Rejected	Yes	Deletes the batch and releases the transactions.	Review batch, you can delete batch or resubmit to trading partner with updated information.
Clearing	No	None	Wait for batch to complete before deleting.
Complete	No	None	Reverse enabled. You cannot delete batch.

Status	Enable Delete Icon	System Action if Deleted	Action Permitted
Error	Yes	Delete the batch and release the transactions	Review batch, you can delete batch or resubmit to trading partner with updated information.

Creating a Netting Batch

The following steps describe the Create Netting Batch process and how it is used.

Step 1 - Enter Netting Parameters

You can create a netting batch by using an existing netting agreement and entering the new date-specific parameters. The netting agreement contains the trading partners, terms, and conditions of netting. See: Netting Agreement, page 5-2.

To create a netting batch:

1. In the Netting Batch page, click the Create Batch button.

2. In the Create Netting Batch page, enter the required and any necessary optional information. A description for selected fields include the following:

   - Netting Agreement - You can select a single netting agreement or leave it blank to select all the netting agreements. If all the netting agreements are selected, the transaction selection processes occurs as follows:

     1. All active agreements within the operating unit are included.

     2. All transactions are included that are due on or before the transaction date.

     3. The transaction selection processes occurs by trading partner priority; then within trading partner, by the netting rules.

     4. If all trading partners are priority 1, then the transactions are processed based on the netting rules; and within the netting rules, in the supplier alphabetical order.

   - Transaction Due Date - The netting process selects all transactions that are due on or before the date based on the invoice's payment terms. The date can be one of the following:

     - Payables Pay Through Date - Selects all approved, unpaid, and validated

invoices that have a due date on or before the pay through date. If an invoice has a payment schedule with one or more payment dates, only those with a payment date on or before the transaction due date is selected.

- Receivables Due Date - Receivables calculates the due date from the invoice date and payment terms assigned to this invoice. If a transaction has installment payments with multiple dates, only the payment with a due date that is due on or before the transaction date is selected.

- Settlement Date - The date netting occurs.
- GL Date - The date entered here supersedes the GL date defined on the transaction.
- Response Date - The date by which the trading partner must respond to workflow approval.
- Exchange Rate Type - The exchange rate type used for the netting batch.

  The list of available exchange rate types depends on the netting agreement selected. If a netting agreement is selected and it applies the Use Single Currency netting currency rule, you can select a User exchange rate. If a netting agreement is not selected, the exchange rate is Spot, Corporate.

- Submits Batch Without Review - If set to Yes, the batch is submitted for Trading Partner Approval or Netting Settlement without review. If set to No, you can review and modify the netting batch.

Find and Order Transactions

The application automatically selects the transactions for netting based on the parameters entered in the netting batch setup and those entered in the predefined netting agreement.

When all of the transactions available for netting have been selected, the application orders the transactions based on the netting order rule and the priority of the trading partners entered in the netting agreement. See: Netting Agreement., page 5-2.

Compare Payables and Receivables Balance Amounts

The initial Payables and Receivables transactions are selected for netting, and the netting amount is determined. The amount is determined as follows:

- If Receivables has a larger outstanding balance than Payables, then the final netting amount is the sum of the Payables open selected transactions.
- If Payables has a larger outstanding balance than Receivables, then the final netting amount is the sum of the Receivables open selected transactions.

- If there is no outstanding balance in Payables or Receivables, then netting does not occur.

Select and Lock Payables and Receivables Transactions

The Payables and Receivables transactions are selected and locked. No updates are allowed to these transactions while netting is in process.

> **Note:** Receivables transactions cannot be locked during this step if trading partner approval is required or it is set to Yes. These transaction can only be locked after receiving the trading partner's approval.

Review and Modify Netting Batches - Status Selected

In this optional process, you can review, remove, or add transactions before submitting the netting batch. The Review and Modify Netting Batch process is included in the netting process if the Review Netting Batch field is set to Yes in the netting batch parameters. If the Review Netting Batch field is set to No, this step is unavailable and Submit Netting Batch is the next process available. See: Submit Netting Batch, page 5-9.

Step 2 - Review Transactions Selected

You can review the transactions selected before submitting the netting batch. The Netting Proposal report is created, which lists all the transactions selected for netting. See: Netting Proposal Report , page 9-100 If trading partner approval is required, a copy of this report is sent to the trading partner approver.

Step 3 - Update Transactions Selected

You can update the selected transactions by adding or removing transactions.

Submit Netting Batch – Status Clearing

The Submit Netting Batch process determines the receipt and payment information. The following steps describes the Submit Netting Batch process and how it is used.

Final Comparison of Payables and Receivables Balances

The netting process returns the actual net amount that can be netted. A comparison of the Payables and Receivables balances determines the final netting amount, which is calculated as follows:

- If Receivables has a larger outstanding balance than Payables, then the final netting amount is the sum of the Payables open selected transactions.

- If Payables has a larger outstanding balance than Receivables, then the final netting amount is the sum of the Receivables open selected transactions.

- If there is no outstanding balance in Payables or Receivables, then netting still occurs. For example, if the outstanding balance in Receivables is $800 and the outstanding balance in Payables is $800, the netting process still occurs and applies the receipts and closes the invoices to avoid the invoices becoming overdue.

Submit Trading Partner Approval - Status Submitted

The Submit Trading Partner Approval process is included in the netting process if a trading partner approver was selected in the netting agreement. This is a required process when the trading partner approval is required. The following steps describe the Submit Trading Partner Approval process and how it is used.

Step 4 - Submit Trading Partner Approval

The actions that are available during the Submit Trading Partner Approval process are as follows:

- Approve Netting Batch
- Reject Netting Batch
- No Response to Netting Batch

Approve Netting Batch

If the trading partner approves the netting batch on or before the netting settlement date, the process continues to the next step to validate the netting batch and moves on to the final completion of the netting batch process.

If the trading partner has not approved the netting batch by the netting settlement date, the netting batch status changes to Suspended. The actions available include:

- Review and modify the netting batch.
- Delete the batch and unlock the transactions. The unlocked transactions are available again for settlement by either future netting batch or by cash.

Reject Netting Batch

If the trading partner rejects the netting batch, the status changes to Rejected. The actions available include:

- Review and modify the netting batch.
- Delete the batch and unlock the transactions. The unlocked transactions are now available again for settlement by either future netting batch or by cash.

No Response to Netting Batch

If the trading partner does not respond to the netting batch workflow notification by the response date, you can take the following actions:

- Approve Netting Batch - Assume the lack of response is an approval and process

the netting batch in the following step.

- Delete Netting Batch - Delete the batch and unlock the transactions. This makes the transactions again available for settlement, which can be from a future netting batch or by cash.

Validate Netting Batch

When a trading partner's response of Approved is received, the application validates the netting batch to determine if changes were made. This validation is performed since none of the Receivables transactions selected for netting are locked.

- If the Receivables transactions in the netting batch have not changed, the netting process continues to the next step.

- If the Receivables transactions in the netting batch have changed, the netting batch is cancelled.

Receivables Transactions Locked

The Receivables transactions are locked to prevent updating while netting is run.

Settle Netting Batch - Status Clearing

The Netting Batch is finalized when a Payables payment and a Receivables receipt are created to offset the Payables and Receivables balances due to netting.

Create Payables Payment

The system creates a Payables payment to offset the Payables balance due to netting. Netting uses Payables to create a Payables payment to offset the Payables balance with the final netting amount. All the activities required to create a payment are needed except the actual format and payment creation. The following checks and processes are performed for netting payments:

- All netting payments use the Netting payment method, which can be used to identify netting payments.

- If a payment is created as cleared, the application ensures that only the created accounting event is included. The clearing accounting event does not need to be included because the cash account is not required for netting payments.

- The Payables transactions associated with the payment and netting settlement are selected in the netting batch.

- The grouping rules determine the number of payments created. Examples of grouping rules include: grouping by payee, payment amount must be zero or more, and grouping by currency.

- Determine the number of payments required.

- The amount of each payment and the final netting amount are calculated.

Create and Apply Receipt

A Receivables receipt is created to offset the Receivables balance due to netting. Once the receipt is created for netting, it cannot be unapplied. The following information must be determined for the receipt:

- Receivables Transactions Associated to Receipt - The Receivables transactions associated with the receipt are selected in the netting batch.
- Customer Name on Receipt - The customer defined on the receipt is determined by the customer ranking in the netting agreement or the first customer defined in the netting agreement.
- Amount of Receipt - One receipt is created to total the final netting amount.

Finalize Netting Batch - Status Complete

This is the final step in the netting process, where the netting batch status changes to Complete.

Update Netting Batch Status

The netting batch status changes from Clearing to Complete. While in the Clearing status, you cannot make any changes to the batch.

Deleting a Netting Batch

You can delete a netting batch and return the transactions to the state they were in before they were included in the netting process. Deleting the batch releases the transactions and the batch is not processed any further or settled.

To delete a netting batch in the Batch Simple Search Results page, find the batch you want to delete and select the Delete icon.

> **Note:** If a netting batch has a status of Suspended, Rejected, or Error, you must correct the issue and resubmit the batch before Delete is available.

Reversing a Netting Batch

You can reverse a batch and return it to the state it was in before the netting payment or the receipt was created for the batch. Only the netting batches with a status of Complete can be reversed.

1. To reverse a netting batch In the Netting Batch page with Simple Search results, find the batch you want to reverse and select Action.
2. The batch status changes from Complete to Reversing and finally to Reversed when

the processes completes.

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 disbursement bank account you select allows them.

This discussion includes the following topics:

- Recording Manual Payments and Wire Transfers, page 5-13
- Paying Invoices with Quick Payments, page 5-15
- Paying Invoices with Clearing Payments, page 5-18

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.

> **Note:** A manual payment is the typical way to record a wire transfer. However, you can also use payment batches and Quick payments.

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 record a payment for an invoice for a supplier that has the Hold All Payments option enabled.

Note that if you withhold taxes at payment time, Payables does not automatically withhold taxes if you pay with a manual payment.

Prerequisites

- Create the payment outside of Payables.
- Each invoice you want to pay must be validated, not cancelled, and without holds.
- If you use Invoice Approval Workflow, then each invoice that requires approval must be approved before you can pay it.
- Each invoice must have use either the same currency as the payment or use an associated fixed-rate currency.

Recording a manual payment

1. In the Payments window select the Manual Type.

2. Enter a Trading Partner. The Supplier Number is automatically displayed. If there are multiple Supplier Sites, select the appropriate site from the list.

3. Enter the Payment document Date. The date must be in an open period. If the Allow Pre-Date Payables option is enabled, then you can only predate a computer-generated payment.

4. Enter the Bank Account from which you want to make the payment.

5. Select a Payment Method.

6. Select the type of Payment Document if Printed is selected as the Payment Process Profile.

7. Select a Payment Process Profile.

8. If you have enabled the Allow Remit-to Account Override Payables option, then you can select a different, active Remit-to account. The list of values includes bank accounts assigned to the supplier that have the same payment currency.

   Important: The system ensures that Quick payments cannot be created for payment to inactive bank accounts.

9. Enter a Maturity Date if the Bills Payable payment method is selected.

10. Select a Rate Type.

11. If necessary, enter or adjust other information:

    - If you created the payment for an address different from the supplier site and your Allow Address Change Payables Option page, Payments tab 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 6-1.

12. 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.

13. Save your work. Payables records your payment and updates the invoices as paid.

    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.

Related Topics

Selecting Multiple Records, *Oracle Applications User's Guide*

Entering Flexible Addresses, *Oracle Receivables User's Guide*

Supplier-Initiated Manual Future Dated Payments, page 5-56

Paying Invoices with Quick Payments

You can create and print a computer generated payment to pay a supplier for one or more invoices.

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

- If you are creating an electronic payment, then:
  - You must assign supplier banks to your supplier. See: Defining Bank Account Details, *Oracle iSupplier Portal*. The scheduled payment(s) must have the Remit-to supplier bank specified.
  - If you have defined a payment document that uses an electronic payment format, and you must use it for the payment.
  - To predate a Quick payment, select the Allow Pre-Date check box in the Payables Options window, Payment tab.
  - To print the check:
    - Enable the Automatically Print after Formatting set up attribute in the Payment Process Profile.
    - A payment document must be set up for bank accounts if the Payment Process Profile Processing Type is set to Print.

- To create an electronic payment, assign supplier banks to your supplier. See: Defining Bank Account Details, Oracle iSupplier Portal Implementation Guide. The scheduled payment(s) must have the Remit-to supplier bank specified.
- Each invoice you want to pay must be validated, not cancelled, and without holds.
- If you use Invoice Approval Workflow, then each invoice that requires approval must be approved before you can pay it.
- Each invoice must have use either the same currency as the payment or use an associated fixed-rate currency.

Creating a Quick payment:

1. In the Payments window, if you have access to more than one Operating Unit, then select the appropriate operating unit, otherwise the default operating unit is automatically entered.
2. Enter a Trading Partner. The Supplier Number is automatically displayed. If there are multiple Supplier Sites, select the appropriate site from the list.
3. Enter the Payment document Date. The date must be in an open period. If the Allow Pre-Date Payables option is enabled, then you can only predate a computer generated payment.
4. Enter the Bank Account from which you want to make the payment.
5. Select a Payment Method.
6. Select the type of Payment Document if Printed is selected as the Payment Process Profile.
7. Select a Payment Process Profile.
8. If you have enabled the Allow Remit-to Account Override Payables option, Invoice tab, then you can select a different, active Remit-to account. The list of values includes bank accounts assigned to the supplier that have the same payment currency.

   Important: The system ensures that Quick payments cannot be created for payment to inactive bank accounts.

9. Enter a Maturity Date if the Bills Payable payment method is selected.
10. Select a Rate Type.

11. Click Enter/Adjust Invoices to navigate to the Select Invoices window. Select the invoices you want to pay.

12. Optionally choose Invoice Overview to review more information about an invoice.

13. Save your work.

    If any invoices are subject to withholding tax, a message is displayed. You can choose to proceed, change your selection, or cancel the process.

    If applicable, any Japanese bank charges are then calculated.

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 Address Change Payables Option page, Payment tab is enabled.

PAY ALONE INVOICES: The system adjusts the list of values to ensure that you don't pay a "Pay Alone" invoice when you pay multiple invoices. If you have selected an invoice for payment and then select more invoices for payment, then Payables does not include Pay Alone invoices on this list of values. If you select a Pay Alone invoice for payment then you cannot select more invoices.

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 before it has been formatted.

Related Topics

Updating Payments, page 5-65

Voucher Numbers, *Oracle Payables Implementation Guide*

Foreign Currency Transactions, page 6-1

Reviewing Selected Invoices, page 5-33

Selecting Multiple Records, *Oracle Applications User's Guide*

Entering Flexible Addresses, *Oracle Receivables User's Guide*

Automatic Interest, page 10-2

Prompt Payment Support, page 10-2

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.

Payables accounts for the invoice and payment transactions in the same way it does for all invoice and payments. See Accounting Methods, *Oracle Payables Implementation Guide* .

Creating Clearing Payments

The information below describes prerequisites and the procedure for 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: Bank Account Model Overview, *Oracle Cash Management User Guide*.
- 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 Address Change option is enabled in the Payables Option page, Payment tab, 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 6-1.

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.

5. Optionally choose Invoice Overview to see detailed information about an invoice.

6. Save your work.

   Oracle Payables records your payment and updates the invoices as paid.

Related Topics

Step 4. Setting Up Formats, *Oracle Payments Implementation Guide*

Selecting Multiple Records, *Oracle Applications User 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.

> **Note:** If you withhold taxes at payment time, Oracle Payables does not automatically withhold taxes if 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.

You can identify negative supplier balances by submitting the Accounts Payable Trial Balance Report with the parameter Negative Balances Only set to Yes. See: Accounts Payable Trial Balance Report, page 9-105.

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 tab, and then choose the Pay button.

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.
- 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 a refund when a credit balance exists:

1. In the Payments window, enter a negative value in the Payment Amount field. Trading Partner, Bank Account, Payment Date, Payment Method, and Document Number are required fields.

Enter any other relevant information. For detailed information on any field, see Payments Window Reference, page 5-75.

2. Click Enter/Adjust Invoices. 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. The total must equal a negative amount.

   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.

- 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.

To record a refund when a credit balance does not exist:

1. Enter and validate a debit memo for the refund amount. Select the debit memo in the Invoices window.

   Click Actions. Select the Pay in Full option. The Payments window opens.

2. Enter a Bank Account, Payment Date, and Document Number.

   Enter any other relevant information. For detailed information on any field, see Payments Window Reference, page 5-75.

3. Save your work. Payables records the refund and updates the debit memo status to Paid.

Related Topics

Payments Window Reference, page 5-75

Entering Credit/Debit Memos, page 3-88

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 Using the Payments Window, page 5-67.

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. Oracle Payables automatically enters most of the payment information for you.

Prerequisites

- Each invoice you want to pay must be validated, not cancelled, and without holds.
- If you use Invoice Approval Workflow, the invoice approval status must be Approved for the invoice to be selected for payment. The invoice approval status is derived from the approval status of the document maintained at the invoice header and the approval status of the invoice lines.
- If you select more than one invoice, the invoices must have the same supplier site and currency.

Quick Payment Prerequisites

- Each invoice you want to pay must be validated, not cancelled, and without holds.
- If you use Invoice Approval Workflow, the invoice approval status must be Approved for the invoice to be selected for payment. The invoice approval status is derived from the approval status of the document maintained at the invoice header

and the approval status of the invoice lines.

- If you select more than one invoice, the invoices must have the same supplier site and currency.

Manual Payment Prerequisites

- Create the payment outside of Payables.
- Each invoice you want to pay must be validated, not uncancelled, and without holds.
- If you use Invoice Approval Workflow, then each invoice that requires approval must be approved before you can pay it.
- Each invoice must have use either the same currency as the payment or use an associated fixed-rate currency

To pay an invoice or scheduled payment from the Invoice Workbench:

1. Select the invoices or scheduled payments you want to pay:
   - To select invoices, in the Invoice Workbench window, select the invoices and click Actions. In the Invoice Actions window, select Pay in Full, and click OK.
   - To select scheduled payments, in the Scheduled Payments tab, select the scheduled payments and click Pay.
2. In the Payments window, the Operating Unit, Trading Partner, Supplier Number, Supplier Site, Payment Amount, Payment Currency, and Remit-to Account fields are automatically populated. Enter the Payment Date and the Bank Account from which you want to make the payment.
3. Enter a Payment Process Profile.
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 Address Change option is enabled in the Payables Options page, Payment tab, adjust the address in the Trading Partner Address field. 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 and Document Sequences, *Oracle Payables Implementation Guide*.

- If the payment currency is different from your functional currency, enter exchange rate information in the Payment Rate field. You can pay invoices in a different currency only if the currencies are related fixed-rate currencies. See: Foreign Currency Transactions, page 6-1.

5. Save your work to complete the payment. Payables records the payment and updates the invoice(s) as paid.

6. If you are creating a Manual Payment, choose Actions to navigate to the Payment Actions window.

Related Topics

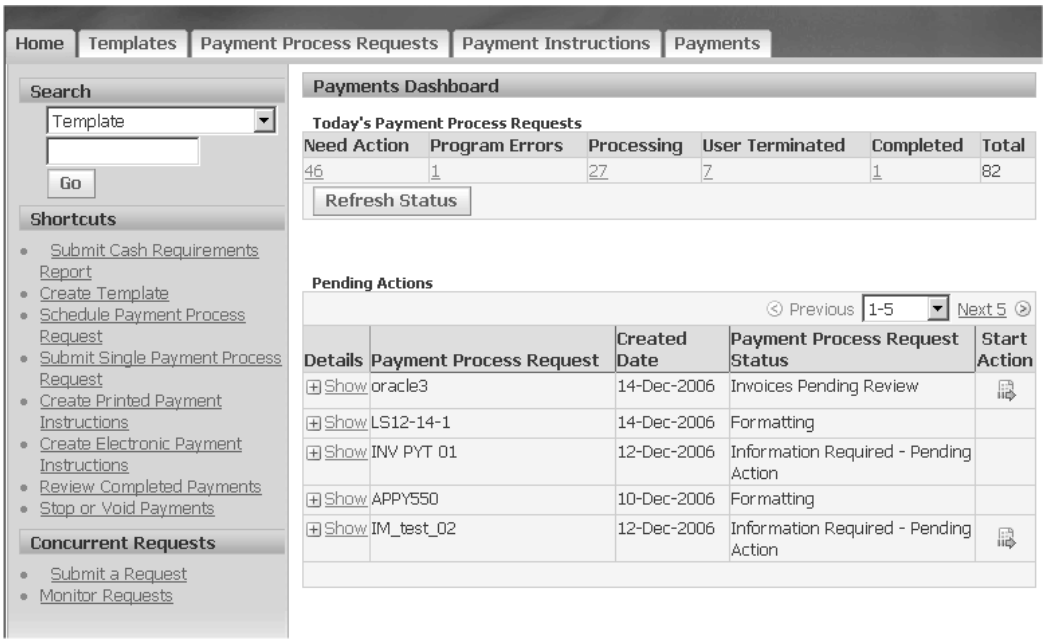
Creating Single Payments, page 5-13

Creating Multiple Payments

The Payments Manager, shown below, enables you to complete a pay run from start to finish by seamlessly navigating between Oracle Payables and Oracle Payments. A pay run is the process by which a group of invoices is selected and processed for payment.

Overview

The Payments Manager in Oracle Payables, as shown below, is a module comprised of the following components, which is used to create multiple payments:



- payments dashboard (home)
- templates
- payment process requests
- payment instructions
- payments

The Payments Manager enables you to perform the following payment actions:

1. Create payment process request templates by specifying invoice selection criteria.
2. Use templates to automatically select invoices to pay that meet the criteria for payment.
3. Schedule pay runs.
4. Modify invoice selection and payment amounts.
5. Automatically submit invoices for processing and payment by scheduling payment process requests.
6. Initiate payment instructions.
7. View the status of payments.
8. Void or record stop payments.

Using the Home Tab

The Home tab, in combination with the Payments Dashboard, presents useful information for a Payment Manager to:

- navigate directly to specific pages and tabs to initiate, review, and adjust proposed funds disbursements
- monitor the progress of today's pay runs
- navigate directly to the appropriate page to take action for any payment process requests that require his attention

Using the Payments Dashboard

Oracle Payables provides a Payments Dashboard page on the Home tab that your Payment Managers can use to monitor all current pay run processing.

The Pending Actions region of the Payments Dashboard displays the status of your pay run processes and indicates with a Start Action icon any payment processes that require attention. When you click the Start Action icon for a specific payment process request, the system automatically navigates you to the appropriate place to take the next action.

Payment Managers can use the Payments Dashboard to perform the following tasks:

- View payment processes that require action.
- View payment processing progress in real-time.
- Perform tasks for pay run processing using the links in the shortcuts section.

Creating Payment Process Request Templates

Oracle Payables uses templates created in the Templates tab of the Payments Manager to simplify pay run processing. A payment process request template predefines invoice selection criteria, payment attributes, processing instructions, and specifies how validation failures should be handled.

Payment process request templates enable you to:

- Minimize data entry by saving you from re-keying frequently used values, which simplifies and expedites pay runs.
- Retrieve cash requirements for the invoices that will be selected for payment by running the Schedule Cash Requirements Report.
- Schedule payment process requests to run on a repeating basis.

- Submit specific payment process requests by specifying a template that is used as a parameter and which contains all the information needed for submitting the particular payment process request.
- Use a template as a starting point for submitting pay runs.

Specifying Template Header Information

The first step in creating a payment process request template is to specify template header information. The information in a header uniquely defines the template, thereby making it easy for you to query.

Templates can be categorized by types to enable you to quickly find the appropriate template. Template types are particularly useful in large enterprises because templates are not identified by organization unit.

Specifying Payment Selection Criteria

You can specify invoice payment selection criteria in the Scheduled Payment Selection Criteria subtab. Selection criteria determine which invoices will be selected for payment in the payment process request.

The Scheduled Payment Selection Criteria subtab includes the following factors that you can use to limit the selection of invoices for a pay run:

- supplier type
- payee (supplier)
- payment method

A payment method, as indicated above, is a payment attribute on a document payable, which indicates the medium by which the first party payer, or deploying company's operating unit and legal entity, will make a payment to a third party payee, or supplier. Examples of payment methods are checks printed in-house by the payer, checks outsourced to the bank for printing, and wires.

The Scheduled Payment Selection Criteria subtab enables you to conveniently specify multiple pay groups, payment currencies, legal entities, and operating units from which the template will select the scheduled payment invoices.

For example, if you specify the All radio button for operating units, the selection process will select scheduled payments for all operating units for which you use the template to submit a request. If you select the Specify radio button, you can specify operating units and the selection process will only select scheduled payments for those operating units.

For information on setting up payments methods, see:

- Step 7. Setting Up Funds Disbursement Payment Methods, *Oracle Payments Implementation Guide*
- Understanding Payment Methods (Funds Disbursement), *Oracle Payments Implementation Guide*
- Funds Disbursement Process, *Oracle Payables Implementation Guide*

Specifying Payment Attributes

Payment attributes can be specified in the Payment Attributes subtab. For a pay run, you do not need to specify only a single bank account or a single payment process profile. Instead, you can manage a large group of selected documents payable in a pay run by paying from multiple bank accounts and using different payment instruments. This occurs if you assigned the appropriate bank accounts and payment process profiles to specific organizations in the Complete Document Assignments: Payment Process Request <name> page.

On the other hand, if you wish to specify how all the documents payable in a pay run will be paid, you can specify a single disbursement bank account and payment process profile in the template using the Payment Attributes subtab. If you mistakenly specify an inappropriate bank account or payment process profile for a document payable, then the payment process pauses and requires you to provide these values in the Complete Document Assignments: Payment Process Request <name> page. An example of this would be where the user's selection criteria selects an invoice that has a payment method that is not assigned to the specified payment process profile.

A payment process profile, as referred to above, is a payment attribute assigned to documents payable, and therefore to payments, which specifies their handling. Payment process profiles include specifications for payment formatting and transmission. The selection of a payment process profile is driven by the payment method assigned to a document.

For information on payment process profiles, see:

- Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*
- Understanding Payment Process Profiles, *Oracle Payments Implementation Guide*
- Understanding Payment Process Profiles, *Oracle Payments User's Guide*
- Funds Disbursement Process, *Oracle Payables Implementation Guide*

Automating the Payment Process Request Process

The pay run processing instructions can be specified in the Process Automation subtab. This region specifies whether the pay run process will pause for review or be fully automated. If issues arise during payment processing that require your input, the

process pauses, regardless of your options. You can select one or more of the following options in this subtab:

- **Maximize Credits**

  If this check box is selected in the Process Automation subtab, then during invoice selection, if there is any credit for a payee after interest and payment withholding calculations, the system groups all scheduled payments for the payee site together to be paid on one payment, based on grouping rules. If the sum is negative, the system reduces the credit amount to zero.

  > **Note:** Do not use this feature if you want to group payments by Due Date. If the enterprise uses Japanese Bank Charges or Extended Withholding to calculate payment withholding, Oracle recommends that you refrain from using this feature because it could reduce the payment amount to less than zero and the scheduled payments would be rejected. Also, if your bank account does not allow zero payments, then Oracle recommends that you not use this feature. If your fiscal authority allows zero payments, you can customize your payment format to include zero amount payments or specify zero amount payments for applying credits.

- **Stop Process for Review after Scheduled Payment Selection**

  If this check box is selected in the Process Automation subtab, the pay run pauses after invoices have been selected and the status of the payment process request updates to Invoices Pending Review. Clicking on the Start Action icon navigates you to the Payment Process Request: Selected Scheduled Payments page to review the invoices selected for scheduled payment, add or remove scheduled payments from the request, or change payment amounts.

- **Calculate Payment Withholding and Interest during Scheduled Payment Selection**

  If this check box is selected in the Process Automation subtab, the following calculations occur:

  - For each scheduled payment subject to interest, the system calculates the interest due.

  - For those invoices subject to withholding, the system calculates withholding tax for invoices that belong to an operating unit where tax is withheld at payment time.

- **Stop Process for Review after Creation of Proposed Payments**

  If this check box is selected in the Process Automation subtab, the Build Payments program runs to group the invoices into payments and the pay run pauses after

payments have been built. Clicking on the Start Action icon navigates you to the proposed payments in the Review Proposed Payments: Payment Process Request <name> page of the Payment Process Requests tab.

Create Payment Instructions Option

You can choose whether to have payment instructions created immediately after the pay run reaches a status of Completed or schedule the Create Payment Instructions Program to run periodically at a specified time.

Immediate Payment Instruction Creation

If you want immediate payment processing, you can select the Automatically Initiate When Payment Process Request is Complete option from the Create Payment Instructions drop-down list so the Create Payment Instructions program starts immediately when the payment process request completes.

> **Note:** If you select this option, you are required to specify a payment process profile in the Payment Attributes subtab.

The Create Payment Instructions program then creates payment instructions for those payments. Electronic instructions are transmitted to the bank. If they are printed instructions, printing is initiated.

This option also ensures that payments from this payment process request will not be combined with payments from other payment process requests when the system builds the payment instructions.

Scheduled Payment Instruction Creation

Alternatively, you can set the Create Payment Instructions option to Wait for Standard Request Submission. In this scenario, an enterprise typically schedules the Create Payment Instructions Program to run periodically. An enterprise would choose this option to take all built payments from multiple payment process requests and build fewer payment instructions.

Specifying Validation Failure Criteria

Validation failure criteria can be specified in the Validation Failure Results subtab. In this subtab, you specify the processing instructions for handling failures during validations.

During processing of the payment process request, validations are performed for the documents payable. If any document fails validation, this instruction tells the system which documents to drop from the payment process request: just the document that failed, all documents for the payee, stop the payment process request for review, or reject all documents in the payment process request.

Similarly, during processing of the payment process request, validations are performed

for the payments. If any payment fails validation, this instruction tells the system which payments to drop from the payment process request: just the payment that failed, all payments in the payment process request, or stop the payment process request for review.

> **Note:** Because tax can be calculated based on thresholds (for example, withhold at rate A after you have paid X amount), the system cannot drop a subset of documents if an operating unit calculates withholding tax at payment time. Therefore, when such a document fails validation, the system fails all documents for the payee that are in the payment process request.

> **Note:** The Validation Failure Results subtab page does minimal validation that any invoices exist based on the invoice selection criteria you enter. For example, if you specify a pay group and supplier, the system does not validate that any invoices exist with that combination. When the actual payment process request runs, it searches for invoices that meet the criteria listed within the operating units to which the user has access. If no invoices match, then the payment process request cancels because it finds no invoices that match the criteria. Users are advised to keep this in mind when entering invoice selection criteria in templates or payment process requests.

Oracle Payables recommends that you run the Cash Requirements Report using the template to confirm that the template is selecting invoices that you expect, before using a new template for scheduling invoice selection.

For information on setting up disbursement system options, see Step 13. Setting Up Disbursement System Options, *Oracle Payments Implementation Guide*.

For information on validations, see:

- Step 2. Setting Up Validations, *Oracle Payments Implementation Guide*
- Understanding Validations, *Oracle Payments Implementation Guide*
- Document Validation Flow (F5), *Oracle Payments Implementation Guide*
- Payment Instruction Validation Failure Handling Flow (F9), *Oracle Payments Implementation Guide*

Specifying User-Defined Criteria

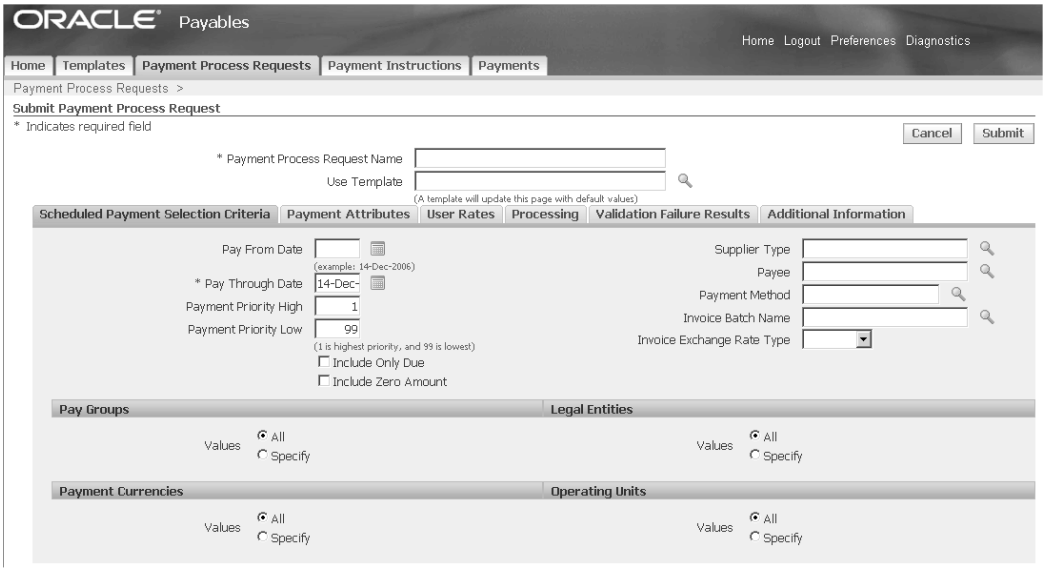
You can specify any customized criteria in the Additional Information subtab.

Initiating Payment Process Requests

A payment process request, created in the Payment Process Requests tab of the Payments Manager, specifies the template to use, selects invoices for a pay run, and groups the invoices into payments based on setup rules. The payment process request also includes optional payment instructions and a list of selected invoices and their amounts.

Creating Single Payments

The figure below shows the six subtabs of the Payment Process Requests tab that are visible when you create a single payment request.



You can initiate a single payment process request as follows:

- In the Templates tab, Payment Process Request Templates page, query the appropriate template in the Search region and click the Submit Single Request icon.

- In the Payment Process Requests tab, Payment Process Requests page, click the Submit Single Request button.

When a pay run uses a template, which is selected in the Use Temple field of the Payment Process Requests tab, most of the attributes are defaulted from the template onto the payment process request, thus reducing data entry.

Payment process requests can be run for specific attributes like supplier, payment method, or pay dates. In a single payment process request in Oracle Payables, you can manage a large group of documents payable associated with multiple operating units, multiple legal entities, using multiple currencies and pay groups, paying from multiple bank accounts and using different payment instruments. Payment setup enables pay

runs to automatically derive the bank account and payment process profile for each invoice during processing based on its payment method, operating unit, and currency.

If you optionally configured the payment process request run to pause after invoice selection, you can review invoice selection, review the unselected invoices, add or remove documents payable if necessary, change invoice amounts, and review cash requirements. Once you finish reviewing the payment process request, you can click the Submit button to initiate the payment creation process. This action also generates the Scheduled Payment Selection Report.

The payment process request completes with the status Information Required – Pending Action if certain information required for the payment creation is missing on scheduled payments. Clicking the Start Action icon navigates you to the appropriate page where you can specify missing information for scheduled payments.

For more information on payment process requests, see:

- Payment Process Request Flow (F3), *Oracle Payments Implementation Guide*
- Understanding Payment Process Requests, *Oracle Payments Implementation Guide*

Scheduling Payment Process Requests

To schedule payment process requests, perform the following steps:

1. Navigate to the Payment Process Requests tab in the Payments Manager.
2. Click the Schedule Repeating Request button in the Payment Process Requests page. The Schedule Request: Name page appears, which is the first page of a seven-node train for scheduling payment process requests.
3. In the Template Name field of the Schedule Request: Parameters page, select a payment process request template from the list of values for invoice selection.
4. Navigate through the remaining nodes and click Submit. Your payment process request is scheduled to run as you specified.

Reviewing Selected Invoices

The Payment Process Request: Selected Scheduled Payments page displays the invoices that are selected for a pay run. This page is accessible by the user in the following circumstance:

- The payment process request option to pause processing for review after scheduled payment selection was enabled in the Process Automation subtab of the Templates tab when creating the payment process request template.

From the Payment Process Request: Selected Scheduled Payments page, you can perform the following actions with respect to the selected scheduled payments:

- Review the total count of selected scheduled payments.
- Review the amount remaining, discounts, payment amounts, and interest due for each currency in the payment process request.
- Change the payment amount and/or discount amount if withholding is not yet calculated.
- Add scheduled payments to or remove scheduled payments from the selection for the payment process request.
- Modify discounts and payment amounts.
- Drill down to the Invoice Details page.
- Submit the payment process request to the next stage of payment processing, save the scheduled payment selection for later, or terminate the payment process request.
- View all payment exchange rates for the payment process request. If any scheduled payments require an invoice exchange rate type of User, you can provide them. This is a required step before submitting the payment process request.

Searching for Invoices to Review

You can search for a payment process request that was previously submitted by performing the following steps:

1. Navigate to the Payment Process Requests tab.
2. In the Search region of the Payment Process Requests page, select Invoices Pending Review in the Status field and click the Go button. Submitted payment process requests are returned with a status of Invoices Pending Review.
3. To review the invoices selected for a payment process request, click the Start Action icon for the applicable payment process request. The Payment Process Request: Selected Scheduled Payments page appears with the scheduled payments for that payment process request.

Removing Selected Invoices from the Payment Process Request

You can remove invoices from the payment process request. To remove invoices from the scheduled payment process request, perform the following steps:

1. Select the applicable scheduled payment in the Payment Process Request: Selected Scheduled Payments page and click the Remove from Request button.
2. To commit the removal of the records from the payment process request, click the

Submit button.

Adding Selected Invoices to the Payment Process Request

You can add invoices to the payment process request. To add invoices to the scheduled payment process request, perform the following steps:

1. In the Payment Process Request: Selected Scheduled Payments page, click the Add Scheduled Payments button.

2. In the Search and Select: Add Scheduled Payments page that displays, choose the search criteria for the documents payables from the list of values and click Go.

3. Select the payment to add and click Select. The added scheduled payment appears in the Select Scheduled Payments region.

Managing Foreign Currency Exchange Rates

If the payment process request has any missing user exchange rates, then the button in the Payment Process Request: Selected Scheduled Payments page displays as Update Rates. If the payment process request has at least one scheduled payment where the payment currency is different from the functional currency, and all such rates are provided, then the button's name is View Rates.

Reviewing Unselected Invoices

To view scheduled payments that were not selected for the payment process request, click the View Unselected button in the Payment Process Request: Selected Scheduled Payments page. The Payment Service Request: Unselected Scheduled Payments page appears. This page provides the following information:

- counts for invoices that were never validated and that failed validations
- counts for invoices that require approval and where approval is rejected
- counts of invoices on Scheduled Payment hold and Supplier Site hold
- counts where payee total is zero or less and where the discount rate is too low
- counts of unselected payment schedules, total amount, and discount per currency
- list of invoices with invoice information and reason for not getting selected

Previewing Interest Charges

In the Payment Process Request: Selected Scheduled Payments page, you can preview the following:

- total interest due for all scheduled payments in the Current Estimated Currency Totals region
- interest due for each scheduled payment in the Select Scheduled Payments region

Previewing Automatic Withholding Taxes

In the Payment Process Request: Selected Scheduled Payments page, you can preview the following:

- total withheld amounts for all scheduled payments in the Current Estimated Currency Totals region
- withheld amounts for each scheduled payment in the Select Scheduled Payments region

Updating Payment Amounts or Discount Amounts

In the Discount Taken and Payment Amount fields of the Payment Process Request: Selected Scheduled Payments page, you can update payment amounts.

> **Note:** If you update the discount amount or the payment amount, no validation or calculation is performed because the system does not know if you want the discount amount changed if you change the payment amount, and vice versa.

Recalculating Interest, Payment Withholding, or Exchange Rates

The Payments Manager does not automatically calculate payment withholding or interest amounts. These calculations occur when you click the Submit button.

> **Note:** If you change payment amounts after invoice selection, the values in the Interest Due and Total Amount Payable fields will be the same as the last calculation. If you want to see the recalculated interest due, withheld amount, or exchange rates, then you must click the Calculate button.

Canceling Payment Process Requests

To terminate a payment process request:

- In the Payment Process Requests search results page, click the Cancel icon.
- In the Payment Process Request: Selected Scheduled Payments page, click the Terminate Request button.

Reviewing the Scheduled Payment Selection Report

The payment process request automatically initiates the Scheduled Payment Selection Report where you can see the selected scheduled payments. This report enables you to:

- Review invoices selected in a pay run.
- Review invoice selection criteria.
- Determine immediate cash requirements for the pay run.
- Review credits missed to consider adding those to the pay run or dropping the associated invoices from the pay run.
- Review available prepayments to consider removing applicable invoices from the pay run.
- Review unselected invoices to determine how well the payment process request template is selecting the right invoices and if critical invoices were not selected, whether to take action to add them to the pay run.

You can view selected invoices online at any time in the pay run process. However, without the Scheduled Payment Selection Report, the unselected invoices are available only if you choose to stop the pay run after invoice selection and the information on credits and prepayments missed is relevant only at the time of invoice selection. This report allows you to review this information while having a completely automated pay run. The data in the report provides you with information to improve your business processes for future pay runs. For example, if you see that credits are missing, you can adjust the payment process request template. Alternatively, you can address problems that prevented invoice selection and then rerun the payment process request with the same template to pick up the updated invoices.

Reviewing the Cash Requirements Report

The Cash Requirements Report is used to forecast immediate cash needs for invoice payments. This report uses the invoice selection criteria from a payment process request template to select invoices on which to report. When you run the report, you can optionally include unvalidated and/or unapproved invoices.

The Cash Requirements Report enables you to review the invoices that will be selected for payment, see estimated cash requirements, and perform actions to ensure that the pay run includes the expected invoices.

You can run the Cash Requirements Report before the pay run or anytime to:

- Complete validation and/or approval of those invoices that meet the selection criteria and need to be paid.

- Adjust the invoice selection criteria of the payment process request template, if necessary.
- Review cash requirements.
- Report on all organizations to which you have access.

To run the Cash Requirements Report, perform the following steps:

- Navigate to the Templates tab.
- In the Search region of the Payment Process Request Templates page, query the appropriate payment process request template.
- Click the Run Cash Requirements Report icon.

> **Note:** The Cash Requirements Report can also be run from the Home tab by clicking the Submit a Request link in the Concurrent Requests region.

Building Payments

After you submit a payment process request, the Build Payments program groups invoices together to build payments. The Build Payments program validates that the invoices have all the information required for payment, groups invoices together into payments, assigns disbursement bank accounts and payment process profiles to the payments, and then validates the payments.

For information on the Build Payments program, see:

- Payment Creation Flow (F6), *Oracle Payments Implementation Guide*
- Account/Profile Assignment Flow (F4), *Oracle Payments Implementation Guide*

Reviewing Proposed Payments

The Review Proposed Payments page on the Payment Process Requests tab enables the Payment Manager to review and approve proposed payments after the Build Payments program has created them. If you optionally configured the pay run to pause after the creation of proposed payments, the payment process request completes with the status Pending Proposed Payment Review. The request also displays the count for documents that were rejected during payment creation. Clicking the Start Action icon navigates you to the Review Proposed Payments: Payment Process Request <name> page to review the proposed payments. In the Review Proposed Payments: Payment Process Request <name> page, you can review the payment information for the selected scheduled payments to confirm no necessary information is missing.

After reviewing, you can specify Run Payment Process in the Action drop-down list to submit the payment build process.

By clicking on the payment process request link in the Payment Process Request page, you can drill down to view payment details. You can view the number of payments, documents, and total payment amount per currency. Individual payments are also listed, along with organization and other payment information. By selecting the radio button of a particular payment, you can view the scheduled invoices that are included in that payment.

To see the details for scheduled payments that were rejected or removed from the pay run, click the Rejected and Removed Items button in the Payment Process Request: <name> page to navigate to the Rejected and Removed Items page. This page lists the rejected documents payables. By clicking on the Reference Number link, you can view the details of the document and the reason it was rejected.

While reviewing payments, you can dismiss individual payments if necessary and then restart the payment build process.

For more information on reviewing proposed payments, see Reviewing Proposed Payments, *Oracle Payments User's Guide*.

Creating Payment Instructions

Payment instructions are created in the Payment Instructions tab of the Payments Manager. This tab enables you to review the status of payment instructions and, if required, you can perform any subsequent actions. Additionally, you can drill down into the details of the payment instructions and can stop or void all payments in the payment instruction, if necessary. For details on voiding all payments in a payment instruction, see Voiding all Payments, *Oracle Payments User's Guide* .

A payment instruction is the information compiled from payments that are created from one or more payment process requests that is formatted and transmitted to a financial institution for disbursement of funds or it is the instruction to print checks in-house. Depending on setup grouping rules, payments in different payment process requests can be built into a single payment instruction.

After scheduled invoices are grouped into payments, the Create Payment Instructions program picks up these payments and, based on the definitions of the payment process profile and bank account of each payment, formats the payments into payment instructions. For example, from one payment process request, the system might create one payment instruction for printing a set of checks in-house, and a second payment instruction that is transmitted electronically to the bank for processing.

For more information on payment instructions, see:

- Understanding Payment Instructions, *Oracle Payments User's Guide*
- Understanding Payment Instructions, *Oracle Payments Implementation Guide*

- Payment Instruction Creation Flow (F8), *Oracle Payments Implementation Guide*

Creating Electronic Payment Instructions

To create electronic payment instructions, click the Create Electronic Payment Instructions link on the Home tab. The Schedule Request: Name page appears, which is the first page of a 7-node concurrent request train. As you continue through the train of pages, you specify criteria for selecting payments and for transmission. When you reach the seventh page and click the Submit button, the request to create an electronic payment instruction is submitted and identified with a Request ID number. You can monitor the status of your request by clicking the Monitor Requests link on the Home tab.

You can query previously submitted electronic payment instructions in the Search region of the Payment Instructions page on the Payment Instructions tab. When you created the electronic payment instruction, if you specified No in the Transmit Now field, the payment instruction status will be Formatted–Ready for Transmission. In the Search region of the Payment Instructions page, query on the Formatted–Ready for Transmission status. Click the Take Action icon of the applicable electronic payment instruction to navigate to the Transmit Payment Instruction: <number> page.

Administrators can specify during the setup of the payment process profile whether electronic payment instructions are transmitted immediately after the payment instruction is formatted. For those instructions that are not transmitted immediately, the Administrator must transmit the electronic payment instruction manually.

To transmit the electronic payment instruction manually, select Transmit from the Actions drop-down list and click the Go button in the Transmit Payment Instruction: <number> page.

For information on specifying the electronic processing type, see Specifying the Electronic Processing Type section within Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*.

For details on transmitting payment instructions electronically, see:

- Transmission Process Flow (F12), *Oracle Payments Implementation Guide*
- Understanding Transmission, *Oracle Payments Implementation Guide*
- Transmitting Payment Instructions, *Oracle Payments User's Guide*

Creating Printed Payment Instructions

To create a printed payment instruction, click the Create Printed Payment Instructions link on the Home tab. The Schedule Request: Name page appears, which is the first page of a 7-node concurrent request page train. As you continue through the train of pages, you specify criteria for selecting payments and for printing. The criteria can include the payment process profile, currency, internal bank account, and payment

document. Select the printer to use in the Printing node of the train of pages. When you reach the seventh page and click the Submit button, the request to create a printed payment instruction is submitted and identified with a Request ID number. You can monitor the status of your request by clicking the Monitor Requests link on the Home tab.

Printing Checks

You can query previously submitted printed payment instructions in the Search region of the Payment Instructions page on the Payment Instructions tab. When you created the printed payment instruction, if you specified No in the Print Now field, the printed payment instruction status will be Formatted–Ready for Printing. In the Search region of the Payment Instructions page, query on the Formatted–Ready for Printing status. Click the Take Action icon of the applicable printed payment instruction to navigate to the Print Payments Documents: Payment Instruction <number> page.

Administrators can specify during the setup of the payment process profile whether printed payment instructions are printed immediately after a payment instruction is formatted. For those instructions that are not printed immediately, the Administrator must submit the printed payment instruction manually.

To manually print the printed payment instruction onto checks, click the Format and Print button in the Print Payments Documents: Payment Instruction <number> page.

For information on specifying the printed processing type, see Specifying the Printed Processing Type section within Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*.

For details on printing checks, see:

- Print Payment Documents Flow (F13), *Oracle Payments Implementation Guide*
- Printing Payment Documents, *Oracle Payments User's Guide*
- Printing Payment Documents, *Oracle Payments Implementation Guide*

Recording Print Status of Prenumbered Payment Documents

Since the actual printing of checks occurs outside of Oracle Applications, the system has no way of knowing the outcome of printing or reprinting payment documents. Instead, the Administrator must provide that information to the system in the Record Print Status page. This page allows the Administrator to update print statuses by marking payment documents as Printed, Spoiled, or Skipped.

To record the print status of prenumbered payment documents, perform the following steps:

1. Query the Submitted for Printing status in the Status field of the Search region in the Payment Instructions page within the Payment Instructions tab.

2. Click the Take Action icon of the applicable printed payment instruction to navigate to the page containing details about the applicable payment instruction.

3. Click the Record Print Status button to navigate to the Record Print Status: Payment Instruction <number> page.

   Note: By default, all payment documents are initially displayed as Printed.

4. In the Record Spoiled Payment Documents region, enter spoiled documents and click the Update Print Status button.

5. In the Record Skipped Payment Documents region, enter skipped documents and click the Update Print Status button.

6. The Record Print Status page also enables the Payment Manager to choose whether to submit the Positive Pay program immediately after he finishes recording the print status, if the applicable setup enables the choice. The program creates a positive pay file, formats it, and transmits it electronically to your bank. This prevents check fraud by informing the bank which payment documents are issued and for what amount.

For information on recording print status, see:

- Record Print Status Component (C14) section within Record Print Status Flow (F14), *Oracle Payments Implementation Guide*

- Recording the Print Status of Prenumbered Payment Documents, *Oracle Payments User's Guide*

Reprinting Payment Documents

The Reprint Payment Documents page allows Administrators to select payment documents to reprint, and then to submit them for printing. The Administrator can choose to reprint individual payment documents, ranges of payment documents, or the complete payment instruction.

Note: The complete payment instruction should be reprinted only if the initial print attempt did not start.

The Reprint Payment Documents page enables the Administrator to review basic details of the payment document, select the payment documents to reprint, and provide information on beginning the reprint, including overriding the default printer. After reviewing selections, the Administrator then submits the selected portion of the payment instruction for reprinting.

Note: Reprint functionality is always disabled for Quick payments because the payment is already recorded in Oracle Payables.

For more information on reprinting payment documents, see Reprinting Payment Documents, *Oracle Payments User's Guide*.

Setting Up Positive Pay

A positive pay file is a security measure in the form of a document that the deploying company sends to its payment system or bank to inform it of payments made by check. When you print checks, you can electronically transmit a list of payments to the bank or payment system that indicates the checks you printed, so the bank or payment system knows what checks to pay. This list prevents the payment system or bank from paying fraudulent checks, since such checks are not listed on the positive pay file.

Once payment documents are recorded as printed, a positive pay file is generated and transmitted if you set up this optional feature in the Update Payment Process Profile page. For a description of fields under the Positive Pay Region, Reporting Subtab of the Update Payment Process Profile Page, see the Specifying Positive Pay Information section within Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*.

Specifying Separate Remittance Advice

Separate remittance advice is a document that lists the invoices paid with a particular payment. You can specify the format for the separate remittance advice document and the delivery method in the Create Payment Process Profile page and the Update Payment Process Profile page.

For information on selected fields under the Separate Remittance Advice region of the Reporting subtab on the Update Payment Process Profile page, see the Specifying Separate Remittance Advice section within Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*.

Resolving Payment Instruction Validation Errors

Once payment instructions have been built from payments, the Create Payment Instructions program validates them, based on applicable validations assigned in setup. If a payment instruction fails validation, it is always stopped for review. The Resolve Validation Errors: Payment Instruction <number> page enables the Payment Manager to review, resolve, or override validation errors found by the Create Payment Instructions program. This page displays the following:

- an overview of the payment instruction
- validation errors

- payments in the payment instruction
- documents payable within each payment

For more information on resolving payment instruction validation errors, see Resolving Payment Validation Errors, *Oracle Payments User's Guide*.

Specifying Regulatory Reporting

Regulatory reporting refers to reports required by a regulatory body, such as a level of government, the central bank, or an individual bank.

The fields in the Regulatory Reporting region of the Update Payment Process Profile page enable you to determine the conditions under which regulatory reporting can be generated. In addition to these conditions, you can use a SQL function if you want to implement more complex criteria. This SQL function overrides the fields in the user interface, such as the reporting threshold amount.

To implement the SQL function, see the Specifying Regulatory Reporting section within Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*.

Working with Payments

The Payments tab in the Payments Manager enables you to view the various statuses of payments created by payment process requests, drill down into the details of the payments, as well as stop or void payments. When payments are complete, Oracle Payables records invoices as paid and records interest invoices.

Voiding Payments

Voiding a payment by specifying a void date and reason causes Oracle Payables to reverse the payment.

> **Note:** A check should only be voided if it is in your physical possession or has been successfully stopped by your bank. A Payment Manager cannot void a payment that has an unconfirmed stop payment request placed on it.

To void a payment, perform the following steps.

1. Navigate to the Payments tab in the Payments Manager.
2. Search for the payment you want to void and click the Void icon in the applicable payment row on the Payments page. The Void Payment page appears.
3. Enter a reason for the voided payment and click Apply.

For more information on voiding payments, see Voiding Payments, *Oracle Payments User's Guide*.

Recording Stop Payment Requests

When the Payment Manager determines that a payment needs to be stopped, he contacts the payer bank and requests a stop payment. He then records the stop payment request in the Record Stop Payment Request page.

> **Note:** Communication with payment systems regarding stop payments is not supported.

To record a stop payment request, perform the following steps.

1. Navigate to the Payments tab in the Payments Manager.
2. On the Payments page in the Simple Search region, search for the payment for which you want to record a stop payment.
3. Click the Stop Actions icon in the applicable payment row. The Record Stop Payment Request page appears.
4. Enter a reason for the stop payment request, and click Apply.

For more information on recording stop payment requests, see Recording Stop Payments Requests, *Oracle Payments User's Guide*.

Creating Foreign Currency Payments

You can create foreign currency payments with single payments or with pay runs. For more information on foreign currency, see Foreign Currency Transactions, page 6-1.

Creating Single Payments in Foreign Currency

The exchange rate is used to convert foreign currency invoices and payments into the ledger currency to account for the payment. Payables compares the payment amount using the invoice's exchange rate and the payment's exchange rate to determine and account for any gains or losses due to fluctuations in currency rates. The exchange rate must be available on the payment before it can be accounted.

Currencies, Exchange Rate Types, Rates, and Payables Options Prerequisites

- Enable the Use Multiple Currencies Payables option, Currency tab.
- Enable the currencies you need in the Currencies window. See: Currencies Window, *Oracle Applications System Administrator's Guide*.

- Ensure that the currency is not end dated or disabled.
- National currencies transitioning to the Economic and Monetary Union (EMU) currency of the Euro must be defined using an EMU fixed rate type.
- Payments must be made in the same currency as the invoice with the exception of National Currencies transitioning to the Economic and Monetary Union (EMU) currency of the Euro defined using an EMU Fixed rate type.
- Before you can pay foreign currency invoices, the invoices must have exchange rates defined. See: Entering Foreign Currency Invoices, page 3-94
- The currency and exchange rate type are required for each payment. Optionally enter an Exchange Rate Type in Payables option, currency tab to default when the payment currency is different than the ledger currency.
- Selecting a rate type other than User. Daily Rates can be maintained for each exchange rate type and date with the exception of a User rate type. Payables will default the exchange rate based on the Exchange Rate Type and Exchange Rate Date you provide on the payment. If the Require Exchange Rate Entry Payables Option, in the currency tab, is checked, the rate must either default or be entered when creating the payment. If the Require Exchange Rate Entry Payables Option is unchecked, the exchange rate may be left without a value. You can then use the AutoRate program to populate the exchange rate after you have updated the daily rates.
- When a User rate type is selected when entering a single payment, a rate must always be entered by the user. Note that the Payables Option setting for Calculate User Exchange Rate is only available for invoicing and not payments.
- In Payables option, Accounting Option tab, select when the payment should be accounted. The Payables Options setting determines if you want to account for the gain and loss when payment is issued or when it is cleared. You can also define the Payables Options GL accounts for gain, loss, and any rounding amounts to be used when creating distributions for the payment. These accounts are used in the Application Accounting Definitions provided by Oracle when accounting for the payment

Setting Up Payment Method and Payment Instruction Format

- The Payment Method is defined with the allowable currencies when creating the invoice. Do not update the payment method to exclude currencies if you need to create payments using that payment method. You may also define additional validation to alert users and hold the invoice specifically for foreign currency reporting and payment instruction attributes at invoice time. See: Creating Payments, page 5-13.

- Define Payment Instruction Format validations to further verify and alert users about missing or invalid attributes before communicating the instruction to the bank or printing.

Setting Up Disbursement Bank Account and Payee Remit To Bank Account

- The disbursement bank account should either be in the same currency or have a Fixed Rate relationship as the payment or have Multiple Currencies Allowed enabled.

- If your payment method and payment process involve the payee's bank account, you may need to determine if a foreign currency also includes an international transfer and also if the payee's bank account definition is enabled to Allow International Payments.

- The Payee's bank account on the invoice will already be in the same currency as the invoice, have a fixed rate relationship with the currency on the invoice, or will be defined without a currency and can be used when remitting any payment currency.

Selecting Payment Process Profiles

- Define a Payment Process Profile which allows for the processing of your payment currencies, payment methods, operating units, and disbursement bank accounts.

- Determine if you need to set an amount limit for the Payment Instruction. If so, enter a Payment Limit currency, exchange rate type, and amount.

- Assign a payment instruction format which includes the currency code or name for your printed checks or electronic files.

- Reporting options are defined in the Payment Process Profile. Define whether you need regulatory reporting sent to the bank or directly to a government agency. Set a reporting threshold currency, rate type and amount, enable the Report Only Foreign Currency Payments option, and assign a reporting format as needed.

  Step 12. Setting Up Payment Process Profiles, *Oracle Payments Implementation Guide*

Creating a single foreign currency payment:

1. Create a payment by recording a manual payment or by creating a Quick payment, taking into account the following:

   The Bank Account selected should be defined with the relevant payment currency or enabled for multiple currencies.

   The Payment Methods and Payment Process Profile should be valid for the payment currency.

The Remit To Account, if needed, should be located in the same country as the Disbursement Bank Account or should be defined with Allow International Payments enabled. The Remit To Account is defined with the Payment Currency or without a currency.

See: Creating Payments, page 5-13

2. Select a Payment Currency if the bank account is enabled for multiple currencies.

3. Enter or update the Rate Type and Rate Date.

4. If you selected User as the rate type, enter the Payment Rate. Otherwise, the Payment 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 and the Require Exchange Rate Entry Payables Option is disabled, you can define the rate later and submit AutoRate to populate the Payment Rate.

5. Continue creating the payment and save your work.

Creating Multiple Foreign Currency Payments Using Pay Runs

When you initiate a pay run, Oracle Payables only selects 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 option in the Payables Options window, Currency tab.

- **Using Template:** Enable currencies in the Currencies window. See: Currencies Window, *Oracle Applications System Administrator's Guide*.

- **Without Template:** Define either a multiple currency bank account, or a foreign currency denominated bank account for your intended payment currency. See Bank Account Model Overview, *Oracle Cash Management User Guide*, Multi-Currency Handling, *Oracle Cash Management User Guide*, or Reporting Currencies, *Oracle Financials Implementation Guide*.

To create multiple foreign currency payments:

1. Initiate a pay run. See Initiating Payment Process Requests, page 5-32.

   If a payment process request is run using a template, navigate to the Templates tab, Payment Process Request Templates page, query the appropriate template in the Search region, and click the Submit Single Request icon.

   If a payment process request is run without using a template, navigate to the

Payment Process Requests tab, Payment Process Requests page, click the Submit Single Request button, enter data in appropriate subtabs, and click Submit.

2. Optionally review invoice selection if you have set the process to pause after invoice selection.

3. Optionally review proposed payments if you have set the process to pause after payment creation.

4. Submit the Create Payment Instruction program if it does not start automatically.

Related Topics

Entering Foreign Currency Invoices, page 3-94

Bank Account Model Overview, *Oracle Cash Management User Guide*

Stopping or Voiding Foreign Currency Payments, page 5-49

Cross Currency Payments for Fixed-Rate Currencies, page 6-7

Foreign Currency Payment Restrictions:

PAYMENT CURRENCY MUST EQUAL INVOICE CURRENCY. Payables will not select invoices in a pay run that were entered in a currency other than the payment currency you specify in a template or payment process request.

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.

Related Topics

Stopping Payments, page 5-66

Voiding Payments, page 5-67

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.

Prerequisites

Before you can make a zero-amount payment, you must select the Allow Zero Payments check box in the Update Bank Account: Account Controls page for the bank

account you will use to create the payment. You can navigate to the Update Bank Account: Account Controls page as follows: Setup > Payment > Bank Accounts > search on a Bank Account > click Account Name link > click Update Account button > click Account Controls link.

To enable the payment process request to select invoices for the Scheduled Payment Selection Report that have amounts of zero, you must select the Include Zero Amount check box in the Scheduled Payment Selection Criteria subtab within the Templates tab or the Payment Process Requests tab. Any zero-amount payment requests are processed. Separate payment formats for zero-amount payments are not created or supported.

If you do not want to create a physical payment document or remittance for zero-amounts, 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 3-213.

To create zero-amount payments:

You can create zero-amount payments when you create single payments or multiple payments. See: Creating Single Payments, page 5-13 or Creating Multiple Payments, page 5-24. Select the bank account and payment document you want to use and refer to the sections 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.

Multiple Payments

- If you pay with multiple payments, when you initiate a pay run, you must select the Include Zero Amount check box in the Scheduled Payment Selection Criteria subtab within the Templates tab or within Payment Process Requests.

- If the payment document you select is defined with a format that allows only zero-amount payments, Oracle Payables defaults the Minimum and Maximum Payment Amounts to zero.

- If you want to select zero-amount invoices for payment, when you initiate a pay run, you must also select the Include Zero Amount check box in the Scheduled Payment Selection Criteria subtab within the Templates tab or within the Payment Process Requests tab.

- If a supplier site's available credit amount exceeds the invoice total, Oracle Payables

creates a zero-amount payment to apply part of the credit amount against the total of the basic invoice.

Related Topics

Recording Manual Payments and Wire Transfers, page 5-13

Paying Invoices with Quick Payments, page 5-15

Initiating Payment Process Requests, page 5-32

Step 4. Setting Up Formats, *Oracle Payments Implementation Guide*

Bank Account Model Overview, *Cash Management User Guide*

Bills Payable

You can use Bills Payable to control the timing of your payments and, therefore, control your cash flow. A bill payable, formerly known as a future dated payment, instructs your bank to disburse funds to your supplier's bank on a specific date known as the maturity date. Other commonly used terms for this type of payment are notes payable or promissory notes.

Setting Up Bills Payable

To use Bills Payable in Oracle Payables, you must perform the following setups:

- Funds Disbursement Payment Method setup
- Payment Process Profile setup

Funds Disbursement Payment Method Setup

To create a payment method that issues bills payable only, perform the following steps.

1. In the Navigator, under Setup: Payment, click the Payment Administrator link to navigate to the Oracle Payments Setup page.
2. Under Funds Disbursement Setup, click the Go To Task icon for Payment Methods. The Payment Methods page appears.
3. Click the Create button. The Create Payment Method: General page appears.
4. In the Bills Payable region, select the Use Payment Method to Issue Bills Payable check box. When you enable this check box, the payment method is used only for creating bills payable
5. In the Maturity Date Override field, specify the number of days to add to the

payment date to determine the maturity date.

> **Note:** Payments created with a bills payable payment method will have a maturity date that is based on the earliest available discount or due date when the payment is created. You can optionally override this calculation by entering a value for the number of days in the Maturity Date Override field. The maturity date is then calculated by adding that number of days to the payment date.

Payment Process Profile Setup

To ensure that a payment instruction contains only bills payable, perform the following steps.

1. In the Navigator, under Setup: Payment, click the Payment Administrator link to navigate to the Oracle Payments Setup page.
2. Under Funds Disbursement Setup, click the Go To Task icon for Payment Process Profile. The Payment Process Profiles page appears.
3. Click the Create button. The Create Payment Process Profile page appears.
4. In the Payment Grouping region, select the Bills Payable check box so only bills payable will be grouped into a single payment instruction.

Related Topics

For details on setting up your system for bills payable, see:

Step 7. Setting Up Funds Disbursement Payment Methods, *Oracle Payments Implementation Guide*.

Creating Bills Payable

The payment method that defaults onto the invoice or is entered in the invoice is what controls whether that invoice is paid as a bill payable. You can create bills payable using any payment method if it is enabled for bills payable creation.

To enable payment methods for bills payable creation, see Setting Up Bills Payable, page 5-51.

Maturity Date Calculation for Multiple Payments

Once the payments are built into proposed payments, the maturity date is calculated and populated on the payment.

The Build Payments program first checks the payment method setup to see if the option to calculate a maturity date was specified on the payment method. If this is set, then the

maturity date is calculated according to the payment method setting, that is, payment date plus the number of days.

> **Note:** If you specify the maturity date calculation option on the payment method, then do not specify the option to group documents into payments by due date. You may want to use the due date grouping option to calculate maturity date by due date. In this case, you may want to issue multiple payments to the same supplier, but with different maturity dates. However, if the payment method has the maturity date calculation setting provided, then all bills payable payments created with that method in the same payment process request will have the same maturity date. Therefore, multiple payments would be issued to the same payee.

The following examples show how Oracle Payables determines the maturity date.

The table below shows invoices grouped into a payment with a payment date, or issue date, of 28-FEB-06. The maturity date for this payment will be 18-MAR-06 because it is the earliest available discount date

Invoice Number	Discount Date	Due Date
1	20-MAR-06	31-MAR-06
2	20-MAR-06	31-MAR-06
3	18-MAR-06	29-MAR-06

The table below shows invoices grouped into a payment with a payment date, or issue date, of 28-FEB-06. The maturity date for this payment will be 29-MAR-06 because it is the earliest available due date.

Invoice Number	Discount Date	Due Date
1	none	31-MAR-06
2	none	31-MAR-06
3	none	29-MAR-06

The table below shows invoices grouped into a payment with a payment date, or issue date, of 18-MAR-06. The maturity date for this payment will be set to 19-MAR-06 because it is the earliest available discount date since the discount on the 17th was

missed.

Invoice Number	Discount Date	Due Date
1	17-MAR-06	27-MAR-06
2	19-MAR-06	29-MAR-06
3	20-MAR-06	30-MAR-06

When the selected invoices include credits, the system does the following to maximize use of your credits, even when the Group by Due Date option is enabled.

First, the system groups all credits, regardless of their due dates, with the first group of positive amount invoices. If the sum for the payment is negative, then the system will continue to add the next due positive amount invoice until the payment amount is positive. The maturity date for that group of invoices is the earliest maturity date of the positive amount invoices in the group, to ensure that no discounts are missed and no invoices are paid late.

For example assume the Payment Batch Payment Date = August 31, the Group By Due Date = enabled, the Pay Through Date = September 30, and the Pay Date Basis = Discount. The table below illustrates a set of invoices and discounts for these dates.

Invoice Number	Discounted Amount	Invoice Amount	Discount Date	Due Date
1	90	100	September 15	September 15
2		150		September 18
3		-150		(not relevant for grouping)
4		200		September 25

The system will first group Invoice 3 ($-150) with Invoice 1 ($90). Because the sum is negative amount, it adds the next due invoice, which is Invoice 3 ($150). Because the amount is positive now ($90), it stops. It determines the Maturity Date by using the first discount or due date, which is September 15.

Since Group by Due Date is enabled, the system groups the remaining invoices as usual. So the invoices in this example result in the following payments:

- **Payment A** $90, Maturity Date: September 1, includes Invoice 1, 2, 3

- **Payment B** $200, Maturity Date: September 25, includes Invoice 4

Creating Bills Payable in a Pay Run or as Single Payments

Before you can create bills payable in a pay run or as single payments, you must perform the following prerequisites.

Prerequisites

- Set up your system for bills payable. See: Setting Up Bills Payable, page 5-51.
- Create a payment process request template that uses a payment method for bills payable. See: Creating Payment Process Request Templates, page 5-26.
- Enter the invoice received from your supplier.
- Validate the invoice. See: Validation, page 3-170.
- If you use Invoice Approval Workflow and the invoice requires approval, it must be approved before you can pay it.

To create bills payable in a pay run or as single payments:

1. To create a bills payable in a pay run, in the Scheduled Payment Selection Criteria subtab within the Payment Process Requests tab, select a Payment Method created for bills payable.

   Continue entering applicable data in the remaining subtabs and submit the pay run.

2. To create a bills payable as a single payment, in the Payments window, select a payment method created for bills payable from the Payment Method list of values. A value from the payment method defaults into the Maturity Date field.

   Continue entering applicable data in the remaining fields and save.

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 3-220.

   To review the amounts of outstanding bills payable due to mature on a certain date, submit the Bills Payable Maturity Date Report. See Bills Payable Maturity Date Report, page 5-60.

   Your bank disburses funds to your supplier on the Maturity Date specified on the payment document.

4. To update the status of your bills payable from Issued to Negotiable, submit the Update Matured Bills Payable Status program See: Update Matured Bills Payable Status Program, page 5-59.

Your bank sends you payment reconciliation information.

Supplier-Initiated Manual Bills Payable

When a supplier initiates a bills payable, 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 bills payable enabled payment method.

Prerequisites

- Set up your system for bills payables. See: Setting Up Bills Payable, page 5-51.
- Enter the invoice received from your supplier, along with a bills payable request.
- Submit Invoice Validation for the invoice. See: Validation, page 3-170.
- If you use Invoice Approval Workflow, then if the invoice requires approval, it must be approved before you can pay it.

To record a bills payable using a manual payment:

1. Approve the supplier's payment notice through your organization's internal approval process.
2. Return the supplier's payment notice to the supplier according to your agreement.
3. In the Payments window, specify the invoice Type as a Manual Payment.
4. In the Payment Method field, select a payment method that has been enabled for bills payable.

   The Maturity Date defaults from the payment method into the Maturity Date field.
5. 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 3-220.

   You can review the amounts of outstanding bills payable due to mature on a certain date by submitting the Bills Payable Maturity Date Report. See: Bills Payable Maturity Date Report, page 5-60.
6. The supplier submits the approved payment notice to the bank.
7. The bank disburses funds on the maturity date that the supplier specified on the payment notice.

8. To update the status of your matured payments from Issued to Negotiable, submit the Update Matured Bills Payable Status program. See: Update Matured Bills Payable Status Program, page 5-59.

9. Your bank sends you payment reconciliation information.

Related Topics

Paying Invoices with Quick Payments, page 5-15

Creating Multiple Payments, page 5-24

Bills Payable, page 5-51

Recording Manual Payments and Wire Transfers, page 5-13

Voiding or Stopping Bills Payable

To void or stop a bill payable:

- You can record a stop payment on a bill payable or void a bill payable as you would any payment document. However, you cannot use the Void and Reissue option in the Payment Actions window. See: Stopping Payments Using the Payments Window, page 5-66 or Voiding Payments Using the Payments Window, page 5-67.

Related Topics

Bills Payable, page 5-51

Bills Payable Restrictions

Oracle Payables does not track bills payable that have been discounted, transferred, endorsed, or assigned to any entity other than the original supplier (payee).

Related Topics

Bills Payable, page 5-51

Troubleshooting Bills Payables

No Bills Payable Account

If you have not set up your system to default a bills payable account (Payables options future dated payment account), accounting entries are created for any bills payable. These transactions will be listed on the Payables Accounting Entries Report in the Exceptions section with an Invalid Account notation.

To enable the accounting entries to be created, the following setups must be performed:

1. In the Payables Options window, Accounting Option tab, Payment Accounting region, specify from where you want the bills payable account to default: From Payment Document or From Supplier Site.

2. In the Financials Options page, Accounting tab, Future Dated Payment field, specify the default account for bills payable.

   When a new suppliers or a site is setup the account for Bills Payable is default in the following order: Financials Options > Suppliers > Supplier Sites. For a new bank accounts and their payment documents default in the following order: Financials Options > Bank Accounts > Payment Documents.

3. When the setups are complete, rerun the Create Accounting process.

No Maturity Rate

When you create bills payable in a pay run, rate type, and currency, Oracle Payables creates the payment even if no exchange rate exists for the maturity date, rate type, and currency. However, if you create accounting entries for payments at payment issue time, you cannot create accounting entries for the bills payable 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.

Related Topics

Bills Payable, page 5-51

Accounting for Bills Payable

Oracle Payables accounts for future dated payments bills payable differently from other payments because the bills payable account is credited between the issue date and the maturity date. If you use bills payable and accrual basis accounting, you can have entries at the following times: invoice, payment, payment maturity, reconciliation.

> **Note:** You cannot clear or reconcile a bills payable in Oracle Cash Management unless it is mature (the status is Negotiable).

In addition, for bills payable, the accounts that are charged (liability, expense, bills payable, cash clearing, cash/asset) and the timing of the charges (invoice entry, payment date, maturity date, clearing date) depend on the following Oracle Payables options set previously:

- Accounting Method: Cash or 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: None, Balancing, Account

In addition, you set the following options for bills payable 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

Related Topics

Bills Payable, page 5-51

Update Matured Bills Payable Status Program

Use this program to automatically update the status of matured bills payable from Issued to Negotiable. If the payment's Maturity Date is on or before the Maturity Date parameter you specify and on or before the system date, then the system updates the payment's status. This program creates journal entries to record the status change of the payment. It then creates the Matured Bills Payable Report, which lists the updated payments and notifies you of any exceptions the program encountered.

The report data is printed in the following order: bank name, bank account, payment document, payment number.

Tip: 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 9-1.

Matured Bills Payable Report

After you submit the Update Matured Bills Payable Status process, Oracle Payables prints the Matured Bills Payable Report. This report shows the bills payable 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 disbursing bank account from which the future dated payment document was paid.

Payment Number. Payment number of the bill payable payment.

Maturity Date. Enter the date the bill payable document is due.

Related Topics

Voiding Payments Using the Payments Window, page 5-67

Bills Payable Maturity Date Report

Use this report to review the amounts and maturity dates of bills payable that have not yet matured. This can help you estimate your cash needs by showing you the amounts of bills payable 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 bills payable 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 9-1.

Selected Program Parameters

Bank Account Name. Disbursing Bank account. 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.

Supplier Site: Enter to limit report by a particular supplier's site.

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.

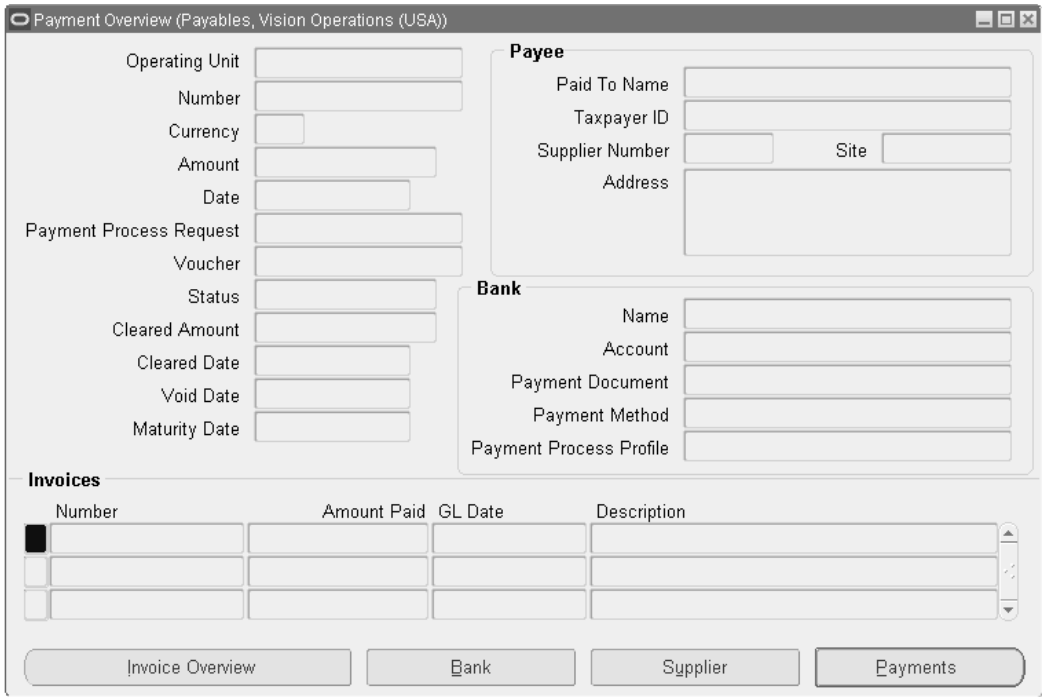
Payment Amount. The payment amount in the bank account currency. If the payment amount currency is different from the bank account currency and an exchange rate has not been defined for the payment rate date of the payment, Payables prints asterisks instead of an amount. In addition, the payment amount 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

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 Information
- Payee 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 based on ranges of payment numbers, payment dates, and voucher numbers.

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.

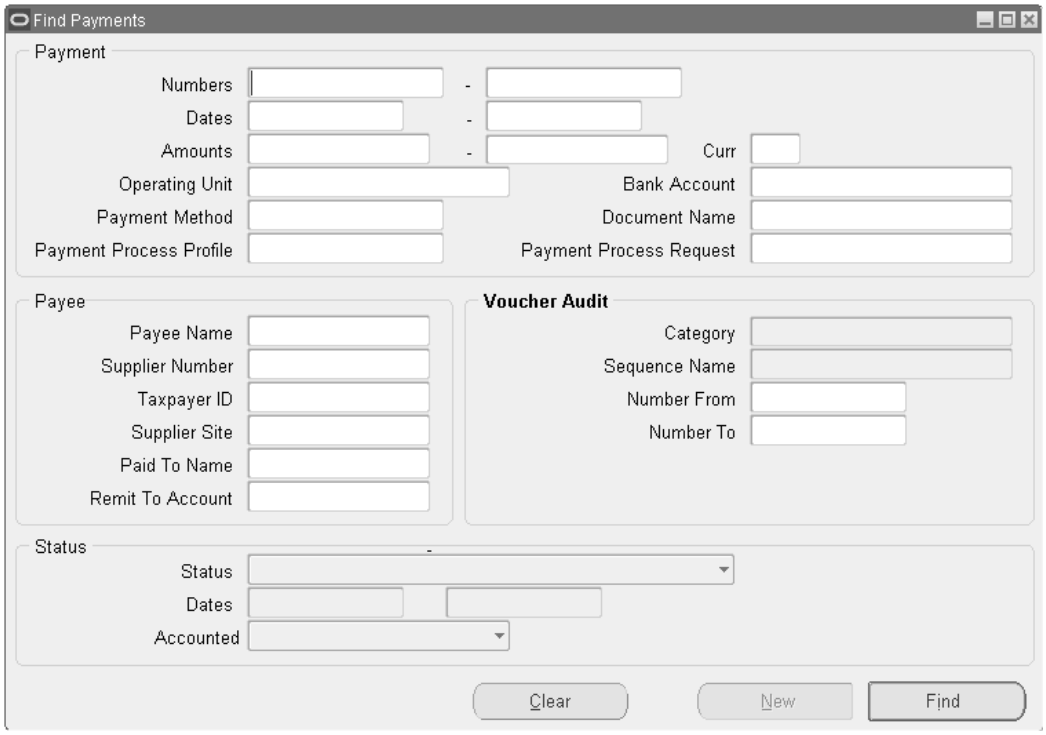
2. Choose Find to navigate to the Payment Overview window where Payables displays all payments that match your criteria. If your query retrieves more than one payment, Payables orders and displays queried payments in numerical order based on the payment number. To see the next queried payment, choose [Next Screen].

   For more detailed information regarding the payment or related attributes, choose the Payments, Supplier, Bank, or Invoice Overview buttons.

Finding Payments Using the Payments Window

There is another Find Payments window which allows searching by more extensive criteria, including status and ranges for payment amounts, payment dates, and payment numbers. Click Find to navigate to the Payments window, where Payables displays all payments that match your 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, that is debits equal credits. You can also choose to view the detail accounting as t-accounts.
>
> See: Viewing Accounting Lines, page 7-9



To find a payment using the Find Payments window:

1. Open the Find Payments window from the Navigator by selecting Payments > Inquiry > Payments. 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.

Related Topics

Payment Overview, page 5-62

Reviewing Payments, page 5-64

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Reviewing Payments Using the Payments Window

You can review payments in the Payment Overview window. If you want to enter complex query criteria and review multiple payments, use the Payments window. You can review all details about the payments in the Payments Manager: the invoices each payment paid, clearing information, and bank information.

To review high-level payment information for a single payment, such as quickly reviewing 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:

From the Payments window select the payment you are interested in. Payables displays all invoices paid by a payment in the Invoices region.

Updating Payments Using the Payments Window

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 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 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. This will 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

- Enable the Allow Payment Address Change Payables option, Payment tab.

To update the address on a manual payment:

1. Find the payment online. Change the address in the Payments window.
2. Save your work.

Updating Payment Restrictions:

ADJUSTING PAYMENTS OF PREPAYMENTS: You cannot adjust a manual payment if that prepayment has already been 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 BILLS PAYABLE. 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 Using the Payments Window

After you call your bank to initiate a stop payment on a payment document, you can record the stop payment status in Payables. After the bank manually confirms that the stop was successful, 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 9-97. 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 until it has been formatted.

Voiding Payments Using the Payments Window

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 select the Allow Interest Invoices check box in the Interest tab of the Payables Option page, 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 automatically creates a negative (reversing) invoice for the tax authority supplier to offset the amount of the tax withholding invoice. You determine when you withhold taxes by selecting the Apply Withholding Tax option in the Payables Options page.

> **Warning:** Since you cannot reverse a void on a void payment, before voiding a payment you should ensure that the payment cannot be cleared. For example, you should have proof from your bank that a stop has been placed. Or, if the payment is a printed check, you should have the check in your possession or have proof that it was destroyed.

> **Important:** Voided checks are not included in 1099 payment totals, regardless of when the void occurred.

Prerequisite

- Call your bank to initiate a stop payment if the payment has been sent to an employee or supplier. Oracle Payables recommends that you obtain confirmation of the stop payment before you void the payment.

To void a payment document:

1. Find the payment online. In the Payments window, select the payment and choose Actions.

2. In the Payment Actions window select void.

   - If you want to change the status of the related invoices to Unpaid, select None for the Invoice Action. The invoices will be available for payment on new payment documents. To void the payment document, choose OK.

   - 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 and then OK to 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. To void the payment document and cancel the related invoices, choose OK.

     Note: If you use the Automatic Offsets feature and the Global Accounting Engine, you cannot select the Cancel Invoice Action. To cancel the invoices: 1) Submit the Create Accounting process. 2) In the Invoices window, cancel the invoices.

3. Choose OK to have Payables update the payment status to voided

Reissuing Quick Payments

The Reissue feature provides an easy method for correcting any printing problems that you encounter when creating a check as a Quick payment. If a check you generate is spoiled, you can void the original payment and automatically reissue payment of the same invoices.

Note: You cannot use this option for bills payable.

Prerequisites

- Select the Allow Void and Reissue check box in the Payment tab of the Payables Options page.

- The payment is a formatted Quick payment.

- The payment method of the invoices paid is Check.

- The payment is not a bills payable.

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. Confirm the Payment Date and the New Check Number and optionally record a Voucher Number.

4. To void the selected Quick payment and create a new Quick payment document to pay the invoices, choose OK.

   Note: Payables uses the system date as the Void Date and GL Date.

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 tab.

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.

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 payments to Reconciled. If you enable the Account for Payment When Payment Clears option, in the Oracle Payables Options window, Accounting Option tab, Oracle Payables creates reconciliation accounting entries for the following when you submit the Create 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

> **Important:** You can reconcile foreign currency payments that have no exchange rates. However, Oracle 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, Oracle Payables automatically creates the reconciliation accounting entries for payments that were reconciled without exchange rates.

To review payments that have not cleared, you can use the Unclaimed Property Report. See: Unclaimed Property Report, page 9-97.

Prerequisite

- Define ledgers. See: Defining Ledgers, *Oracle General Ledger Implementation Guide*.

To set up Oracle Payables for Cash Management integration:

1. Choose a ledger for each responsibility when you set up your Payables application. You set this primary ledger in the Choose Ledger window in Oracle Payables.

   Payables requires you to choose a ledger for your operating unit (in a multi-organization environment) or for your installation (in a single organization environment).

   > **Note:** The ledger you enter here will be available to choose as the Ledger Name in the Cash Management System Parameters window. See: Choosing a Ledger, *Oracle Payables Implementation Guide*.

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.

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 BILLS PAYABLE. Oracle Cash Management cannot clear bills payable that have a payment status of Issued. Oracle Cash Management clears bills payable only if the payment status is Negotiable. On or after the maturity date of the payment, you can update the status to Negotiable.

Related Topics

Bank Account Model Overview, *Oracle Cash Management User Guide*

Foreign Currency Transactions, page 6-1

Payments Manager Page Reference

Selected fields in the Payments Manager are described below by tab.

Templates Tab

Additional Pay Through Days. Additional pay through days used to determine the Pay Through Date when you initiate a payment process request. For example, if you define 5 as the value in this field, Oracle Payables adds five days to the system date to calculate the default Pay through Date when you initiate a payment process request.

Document Exchange Rate Type. Type of exchange rate between the document and your functional currency. Oracle Payables enters the exchange rate from the General Ledger 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.

Include Only Due. Overrides the pay date basis for the supplier site and only pays 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.

Include Zero Amount. The payment process request pulls invoices for the Scheduled Payment Selection Report that have amounts of zero.

Number of Pay From Days. All validated and unpaid invoices that have a due date on or after the Pay From Date are selected. You cannot update this field after invoice selection for creating multiple payments. For example, if the template is used on January 1 and the Number of Pay From Days is 3 then the system will select scheduled payments that are ready for payment starting from January 4.

Override Bank Charge Bearer. This value overrides any bank charge bearer values on the invoices.

Override Settlement Priority. Overrides the invoice value for Oracle Payments' bank charges feature.

Pay Through Date. End date for which invoices are selected. All validated and unpaid invoices that have a due date on or before the Pay Through Date are selected. You cannot update this field after invoice selection for a payment batch.

Payment Date. Date specified as the payment date on a payment process request.

Payment Date (Extra Days). Payment date plus a specified number of additional days. This field allows positive and negative whole numbers.

Payment Date (Same as Request Date). Payment date that is the same as the date of the payment process request.

Payment Exchange Rate Type. Type of exchange rate between the payment and your functional currency. Oracle Payables enters the exchange rate from the General Ledger 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. The system assigns payment exchange rate types to the selected scheduled payments.

Payment Priority High. The maximum in a range between 1 (high) and 99 (low) of payment priorities for the invoices in the payment process request. Oracle Payables only selects invoices with a priority in the range you specify. You assign payment priorities to invoices when you enter them.

Payment Priority Low. The minimum in a range between 1 (high) and 99 (low) of payment priorities for the invoices in the payment process request.

Payment Process Profile. A payment attribute assigned to documents payable, and therefore to payments, to specify their handling by Oracle Payments. Payment process profiles include several pieces of information, including specifications for formatting and transmission. The selection of a payment profile is driven by the payment method assigned to a document.

Starting Voucher Number. A starting voucher number that the system uses to incrementally number the resulting payments. If you enter 1, then 1 is used as a starting number each time this template is used.

Status: (Both Active and Inactive). A search parameter that finds both active and inactive templates. A template is active if the End Date on the template is the server's system date or earlier.

Summary Option. An optional parameter in the Cash Requirement Report. 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. Oracle 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.

Transfer Priority. Indicates the priority for transfer of electronic payments for bank charge users only. Values are Any, Express, or Normal.

Type. Template's lookup value for payment template type.

Payment Process Requests Tab

Amount Remaining. Amount remaining for the scheduled payment. This amount cannot be updated after invoice selection.

Document Number. Invoice number.

Include Only Due. Overrides the pay date basis for the supplier site and only pays 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.

Include Zero Amount. The payment process request pulls invoices for the Scheduled Payment Selection Report that have amounts of zero.

Invoice Batch Name. List of values shows invoice batches where the user's responsibility's security profile has access to at least one invoice in the invoice batch.

Invoice Exchange Rate Type. Type of exchange rate between the invoice and your functional currency. Oracle Payables enters the exchange rate from the General Ledger 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.

Override Bank Charge Bearer. This value overrides any bank charge bearer values on the invoices.

Override Settlement Priority. This list of values overrides the invoice value for Oracle Payments' bank charges feature. Any value here will be overwritten to the invoice record during the invoice selection process.

Pay Curr. Payment currency on the scheduled payment process request.

Pay From Date. All validated and unpaid invoices that are selected, which have a due date on or after the Pay From Date. You cannot update this field after invoice selection for a payment batch.

Pay Through Date. All validated and unpaid invoices that are selected, which have a due date on or before the Pay Through Date. You cannot update this field after invoice selection for multiple payments.

Payment Date. Date specified as the payment date on a payment process request.

Payment Exchange Rate Type. Type of exchange rate between the payment and your functional currency. Oracle Payables enters the exchange rate from the General Ledger 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. The system assigns payment exchange rate types to the selected scheduled payments.

Payment Priority High. The maximum in a range between 1 (high) and 99 (low) of payment priorities for the invoices in the payment process request. Oracle Payables only selects invoices with a priority in the range you specify. You assign payment priorities to invoices when you enter them.

Payment Priority Low. The minimum in a range between 1 (high) and 99 (low) of payment priorities for the invoices in the payment process request.

Payment Process Request. All existing payment process requests shown on a list values for pay runs, excluding those for Quick payments. Payment process requests are ordered on the list of values with the most recent payment dates first. They are then ordered alphabetically.

Rate. User-defined payment exchange rate.

Starting Voucher Number. A starting voucher number that the system uses to incrementally number the resulting payments. If you enter 1, then 1 is used as a starting number each time this template is used.

Total Amounts Payable. Sum of the total payment amounts of all invoices, minus the withheld amount plus current interest due.

Transfer Priority. For bank charge users only: Indicates the priority for transfer of the electronic payment. Values are Any, Express, or Normal.

Payment Instructions Tab

Legal Entity. An organization that represents a legal company for which you prepare fiscal or tax reports. Tax identifiers and other relevant information are assigned to this entity.

Organization. A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company.

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 Oracle Payables has not yet selected invoices for payment.

Payment Document. A set of documents, such as check stock, on which checks and promissory notes can be printed or written. Payment documents usually have security features such as watermarks to prevent fraud.

Payment Process Request. A payment request that contains identifying information, optional payment instructions, the list of invoices to pay, and the amounts that should be paid on each invoice.

Reference. Number you can use to identify a payment instruction.

Reference Assigned by Administrator. an identifier assigned by the Payment Administrator if the payment instruction is run manually, that identifies the payment instruction being created. If the payment instruction is created automatically, this field is populated by the name of the payment process request.

Transmit Now. Transmits electronic file to bank or third party processor immediately.

Payments Tab

Paper Document Number. Number that appears on check stock, whether prenumbered or printed.

Payment Process Request. A payment request that contains identifying information, optional payment instructions, the list of invoices to pay, and the amounts that should be paid on each invoice.

Payment Reference Number. Number used to identify the payment.

Payments Window Reference

These windows are customizable folders. Note that in the default folder, many of the fields listed below are hidden. You can create custom folders by unhiding, hiding, moving, resizing, and renaming fields in this window. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Account Currency. Payables displays the currency code for the disbursing bank account.

Actual Value Date. During reconciliation, the system enters the date that your bank withdrew funds from your bank account for this payment.

Payment Address. Payment Address. The remit-to address, the Recipient address on the payment document. This is also shown as the Supplier address in Payment Overview window.

Anticipated Value Date. Expected date that your bank will withdraw funds from your bank account for this payment.

Bank Account. Disbursing 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 Functional 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 Management.

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.

Payee Country. Country of 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.

You cannot change the document category after the payment is formatted.

Payment Document. Payment document name, for example, name of check stock. You do not enter payment document names for refunds.

Document Num. 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 to see on your bank statement as a reference for reconciliation.

Functional Amount. Ledger Amount. Amount of the payment in your functional currency.

Ledger Currency. Currency assigned to your ledger.

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.

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 Multiple Payments, page 5-52.

Maturity Rate Date. Date after which an exchange rate for a bill payable 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 bill payable. 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 bill payable. Payables uses five types of exchange rates: Spot, Corporate, User-defined, User, and EMU Fixed.

Paid To Name. Name of the payee at the time the payment was created. This field is not

updatable, and is used only to record the payee name as it existed at the time of payment. . For example, if a supplier name changes from Ajax Suppliers at the time of payment to Ajax Inc. at sometime in future the payment document shows Ajax suppliers in this field. The trading partner field will show Ajax Inc.

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 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. A payment attribute on a document payable. The payment method indicates the medium by which the first party payer, or deploying company, makes a payment to a third party payee, or supplier. Examples of payment methods are checks printed in-house by the payer, checks outsourced to the bank for printing, and wires.

Payment Rate. Exchange rate for a foreign currency payment.

Rate Date. Date an exchange rate is effective for a foreign currency for a foreign currency payment. 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 payee bank account that receives 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.

> **Important:** The system ensures that Quick payments cannot be created for payment to inactive bank accounts.

Sequence Name. If you use sequential numbering, name of a series of sequential numbers assigned to a document category.

Statement Line Num. If the payment has been reconciled in Oracle Cash Management, Payables displays 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 bank statement number 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. Note that the statuses that Payables uses for cleared payments and reconciled payments depends on your setting for the Account for Payment When Payment Clears Payables option.

- **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 number within Oracle Cash Management. Payables uses this status when the Account for Payment When Payment Clears Payables option is disabled.

- **Issued.** (Only for bills payable) Indicates that the bill payable has been created. On and after the Maturity Date, you can update this status to Negotiable either by changing this field manually, or by using the Update Matured Future Payment Status program. See: Update Matured Bills Payable Status Program, page 5-59. You cannot clear payments with a status of Issued in Oracle Cash Management.

- **Negotiable.** The payment has been issued and can be cashed by the supplier.

  For bills payable, you can change the status from Negotiable back to Issued only if the payment has not cleared and if the accounting has not yet been performed.

  If accounting exists for the maturity event, then you cannot make adjustments to selected invoices on matured future dated payments.

- **Overflow.** When the entire remittance information, (for example, a list of the invoices paid), did not fit on the actual payment document, and Payables uses up

another payment document to record the additional remittance information. Overflow payment documents are void. For example check 200 is the payment but the remittance advice overruns into checks 201 and 202. In that case checks 201 and 202 will be void as the remittance advice for check 200 overflowed onto these pages.

You send to the supplier only the remittance portion of this payment document with any other remittance stubs and the payment.

- **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 Number. Supplier number of the payee.

Supplier Site. Supplier site being paid by this payment.

Transfer Priority. Bank Charges users only: Indicate the priority for transfer of the electronic payment, Any, Express, or Normal. See: Bank Charges, *Oracle Payables Implementation Guide*.

Type. Payment 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.

- **Payment Process Request.** Indicates a payment created via a payment process request.. This only appears when viewing a payment created via a payment process request

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.

Bank Charge Bearer Override. Indicates the bank charge bearer override.

Cleared Rate. Indicates the rate at which the payment was cleared.

Description. Description of payment.

Operating Unit. Indicates the operating unit.

Payment Currency. Indicates the currency in which the payment is made.

Payment Process Profile. Specifies the payment process profile information.

Payment Process Request Settlement Priority Override. Indicates the payment process request settlement priority override.

Remit to Supplier Name. Indicates the Remit to Supplier Name to pay to the Third Party payment.

Remit to Supplier Site. Indicates the Remit to Supplier Site to pay to the Third Party payment.

Trading partner. Name of the Trading partner.

Trading Partner Address. Address of the trading partner.

Treasury Date. Indicates the date on when the treasury was established.

Treasury Number. Specifies the number associated with the treasury.

Invoices Region

GL Date. The default GL Date for the distributions of this invoice.

Number. Invoice number of invoice being paid.

Payment Amount. Amount being paid for this invoice in this payment.

Date. Indicates the invoice date.

Amount. Indicates the invoice amount.

Buttons

Actions... Number 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. The number indicates the number of payments selected in this window.

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 Processes. Queries the most recent Payment Process Manager submitted for the selected Payment.

Invoice Overview. Provides detailed overview of the invoice.

Payment Overview. Provides detailed overview of the payment.

6

Foreign Currency

This chapter covers the following topics:

- Foreign Currency Transactions
- AutoRate Program

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 the invoice in an associated fixed-rate currency. See: Cross Currency Payments for Fixed-Rate Currencies, page 6-7.

When you enter an invoice, Payables uses the exchange rate you select to convert the invoice distributions into ledger currency. You define your ledger currency during setup for your ledger. 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 ledger currency. Any difference in ledger currency between invoice entry and invoice payment is recorded as realized Gain/Loss.

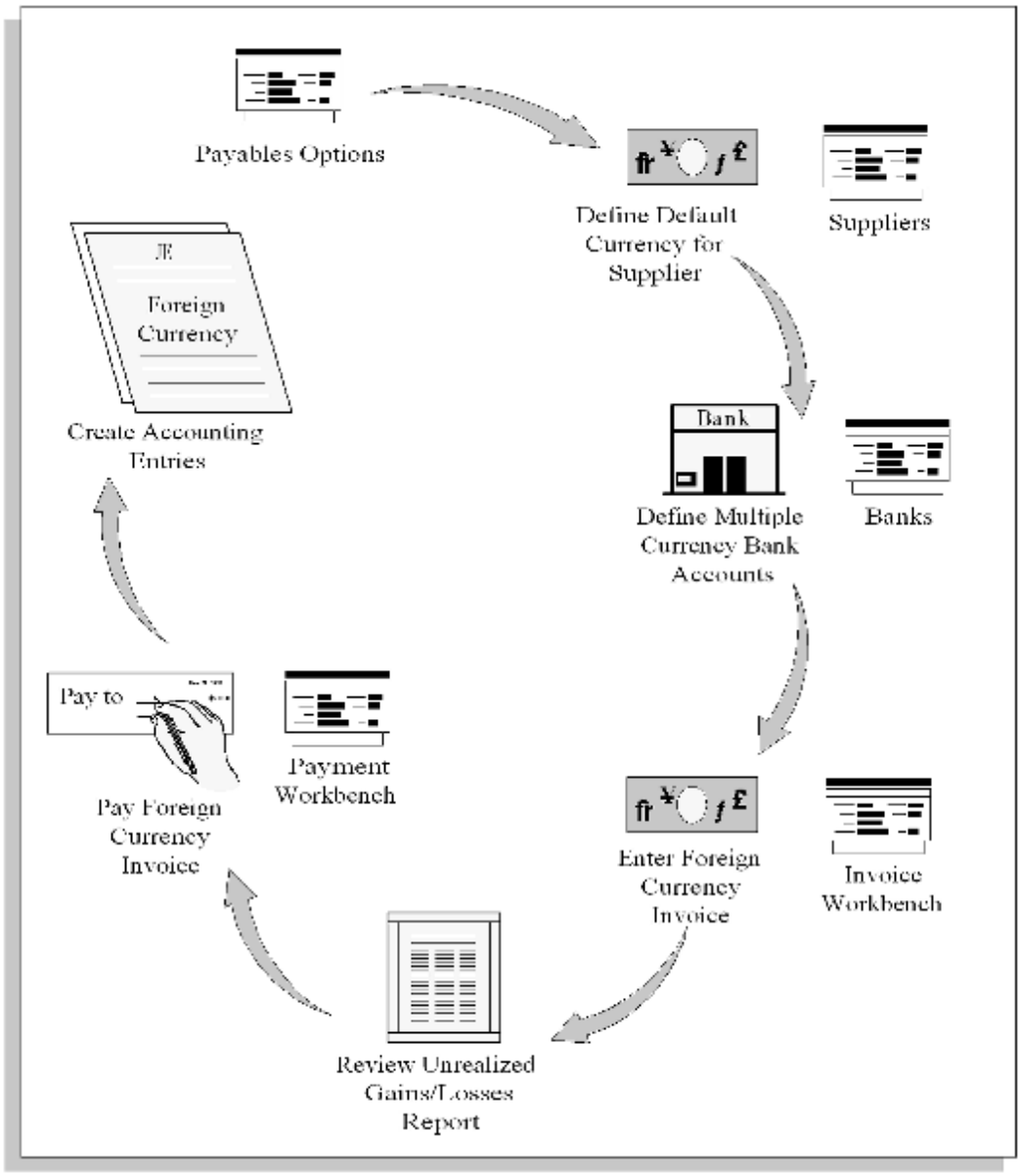
When you reconcile your payments using Oracle Cash Management, Payables also creates Gain/Loss accounting entries to record differences between the original payment amount and the cleared payment amount due to exchange rate fluctuations. See also: Reconciling Payments with Oracle Cash Management, page 5-69.

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.



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 ledger 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 table lists the Payables options that, in combination with the chosen accounting method (Cash or Accrual) control how and when Payables accounts for

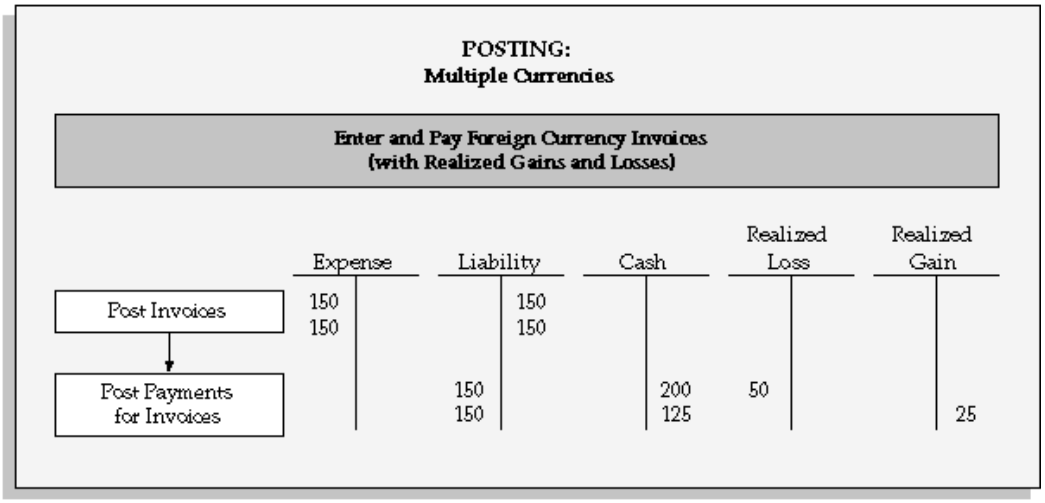
gains and losses:

Tabbed Region in Payables Options window	Option or Field Name	Option or Field Values
Accounting	Account for Payment, *Oracle Payables Implementation Guide*	- When Payment is Issued - When Payment Clears
Accounting	Account for Gain/Loss, *Oracle Payables Implementation Guide*	- When Payment is Issued - When Payment Clears
Payment Accounting	Calculate Gain/Loss, *Oracle Payables Implementation Guide*	- 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, *Oracle Payables Implementation Guide*.

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.

The following diagram shows the accounting entries for the previously described example.



Example

You install General Ledger and Payables and define US dollars as the ledger currency for your ledger. 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 validate 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 ledger currency ($150 US) for both invoices, and Journal Import creates one journal entry in your ledger 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 ledger 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 ledger currency for both payments. The accounting entries for the gains and losses are in your ledger 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 3-95.

- **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 3-97.

Types of Exchange Rates

Payables uses five types of exchange rates. Payables uses exchange rates to convert invoice and payment amounts into your ledger currency.

- **User.** Used to manually enter your own exchange rate during invoice entry or at payment time. If you use the User exchange rate type, if the Payables option Calculate User Exchange Rate is enabled, and if you are using the Invoices window or the open interface table, then Payables calculates the invoice exchange rate if you provide the Ledger Currency amount.

- **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.

- **EMU Fixed.** If you use fixed-rate currencies and your ledger 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, then 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 9-110.

- **Unrealized Gain / Loss Report, and Realized Gain / Loss Report:** Lists gains and losses in ledger currency due to changes in exchange rates. See: Unrealized Gain/Loss Report, page 9-85.

- **Cash Requirement Report**: Forecasts cash needs for payment of invoices that match parameters you enter. See: Cash Requirement Report, page 9-87.

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.

Related Topics

Entering Daily Rates, *Oracle General Ledger User Guide*

Entering Foreign Currency Invoices, page 3-94

Creating Foreign Currency Payments, page 5-45

Cross Currency Payments for Fixed-Rate Currencies, page 6-7

Cross Currency Payments for Fixed-Rate Currencies

Note: This functionality was added to support the transition to the euro. Your enterprise needs to implement its own procedures to ensure that it adheres to current accounting practices regarding fixed-rate currencies. For example, you should implement procedures so you do not issue payments in EMU national currency units after January 1, 2002.

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 automatically defaults EMU Fixed as the payment exchange rate type.

In addition, if your ledger 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

We use the following terminology in this discussion:

- **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. This functionality is enabled when the following profile option is set to no: Currency: Allow Direct EMU/Non-EMU User Rates.

Three fields in the Invoice Workbench support the calculation of exchange rates. When you enter an invoice currency that requires an exchange rate between a non-EMU currency and an NCU, the behavior of these three fields changes:

- The first field becomes enterable and you enter the exchange rate between the euro and the non-EMU currency in it.
- The second 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 ledger currency of your ledger, 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 how the field prompts appear in different scenarios.

Ledger	Invoice Currency	Use Inverse Rates option	Field Prompt 1	Field Prompt 2	Field Prompt 3
USD	NCU	Y	USD to EUR	EUR to NCU	Exchange Rate

Ledger	Invoice Currency	Use Inverse Rates option	Field Prompt 1	Field Prompt 2	Field Prompt 3
USD	NCU	N	EUR to USD	EUR to NCU	Exchange Rate
NCU	USD	Y	EUR to USD	EUR to NCU	Exchange Rate
NCU	USD	N	USD to EUR	EUR to NCU	Exchange Rate

Note: Because the Invoice Workbench dynamically builds the labels for the two new fields, you should not update the field prompt names for these fields. Online, "NCU" would be replaced with the currency code for the NCU you are using.

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, Quick Invoices 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 ledger 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, *Oracle Payables Implementation Guide*.
- Define a Suspense Account for your ledger 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 ledger currency. The entry, however, does not balance in the entered currency.

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 ledger currency because the journal entry already balances in your ledger currency.

You do not need to enable suspense accounting for your ledger to create cross-currency payments in Payables. You only need to define a suspense account for journal entries created by cross-currency payments.

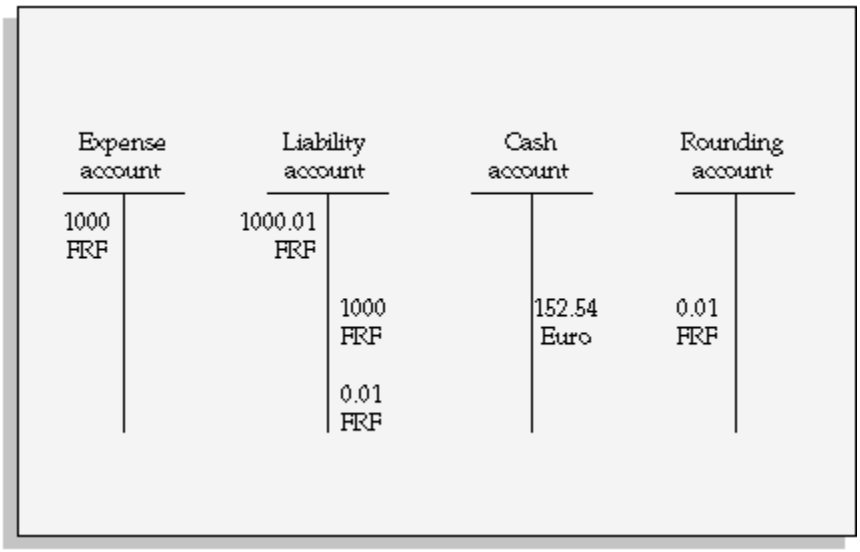
When defining a Suspense Account for your ledger in the Suspense Accounts window in General Ledger, enter a source of Payables. See: Defining Suspense Accounts, *Oracle General Ledger User Guide*.

Rounding Account

Payables creates journal entries in the transaction currency and your ledger 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, suppose the french franc were still a valid NCU. Your ledger currency is FRF and you enter an invoice in 1000 FRF and enter EUR as the Payment Currency. The Payment Amount converts to 152.53917 EUR, at the fixed conversion rate of 6.555693, and rounds to 152.54 EUR. The payment, converted back to your ledger currency is 1000.0054, which rounds to 1000.01. The .01 FRF difference is recorded in the Rounding account.

The following diagram shows the accounting entries for the previously described example.



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, then Invoice Validation 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 Invoice Validation, the system will remove the No Rate hold. Payables does 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 9-1. This program has no parameters.

Related Topics

Foreign Currency Transactions, page 6-1

7

Accounting

This chapter covers the following topics:

- Accounting in Payables
- Creating Accounting Entries in Payables
- Adjusting Accounting Entries
- Viewing Accounting Entries
- Transferring Accounting Entries to Your General Ledger
- Posting in Oracle General Ledger
- Reconciling Payables Activity
- How Payables Populates the GL Interface Table
- Examples of Transfer to General Ledger and Journal Import

Accounting in Payables

You can create accounting entries for invoice and payment transactions in Oracle Payables using the Oracle Subledger Accounting architecture.

Subledger Accounting is a rule-based accounting engine, toolset, and repository that centralizes accounting across the E-Business Suite. Acting as an intermediate step between each of the subledger applications and Oracle General Ledger, Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Payables includes a set of predefined accounting rules that Subledger Accounting uses to create accounting, but you can define your own detailed accounting rules using a centralized accounting setup in a common user interface. In Subledger Accounting, you use the Accounting Methods Builder (AMB) to define the way subledger transactions are accounted. To do this, you create and modify subledger journal line setups and application accounting definitions. These definitions define the journal entries that enable an organization to meet specific fiscal, regulatory, and analytical requirements.

These definitions are then grouped into subledger accounting methods and assigned collectively to a ledger. See: Accounting Methods Builder (AMB) Overview, *Oracle Subledger Accounting Implementation Guide*.

For more information about Subledger Accounting, see: *Oracle Subledger Accounting Implementation Guide*.

Each transaction that has accounting impact is called an *accounting event*. For a complete description of the accounting events in Payables, see: Payables Accounting Events, page 7-2.

You can create accounting entries by submitting the Create Accounting program. Or you can create online accounting entries for a specific invoice, invoice batch, payment, or payment batch. See: Creating Accounting Entries in Payables, page 7-7.

After Payables creates accounting entries, you can view the accounting entries in the following windows in Payables:

- **View Accounting** See: Viewing Accounting Entries, page 7-9.

After you create accounting entries, you can transfer them to General Ledger for posting. See: Transferring Accounting Entries to General Ledger, page 7-11.

If you post entries in 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. For more information, see: Encumbrance Accounting, *Oracle General Ledger User Guide*.

Payables Accounting Events

An *accounting event* is a Payables transaction that has accounting impact. Not all accounting events have accounting impact, you can modify the accounting setup to create accounting for some events and not for others.

See: Introduction to Events and Sources, *Oracle Financial Services Accounting Hub Implementation Guide*

In Oracle Subledger Accounting, accounting events are categorized into event types. Event types are grouped into event classes that in turn are grouped into event entities. The overall grouping of these components is called an event model. The Oracle Payables accounting event model is predefined for you, and includes each Payables transaction type (event class) and its lifecycle. You should understand the Payables accounting event model because the model classifies Payables accounting events, which are the basis for creating subledger accounting.

At the foundation of the event model, Payables predefines event entities. An event entity enables Oracle Subledger Accounting to handle the accounting for similar business events in a consistent manner. The event entities in Payables are invoices and payments.

Each event entity is associated with one or more event classes. An event class represents a category of business events for a particular transaction type or document. For example, some event classes that Payables predefines for the event entity AP Invoices include Credit Memo, Debit Memo, Expense Reports, and Invoices.

Event classes group similar event types and enable the sharing of accounting definitions. An event type represents a business operation that you can perform for an event class. An accounting event has both an event class and an event types that affect how the Create Accounting program determines the subledger accounting for it. Event types provide the lowest level of details for storing accounting definitions. For example, the Payables event class Invoices is subject to three types of business operations that are represented by the following event types: Invoice Adjusted, Invoice Cancelled, Invoice Validated.

The invoice adjustment is displayed as Invoice Validated event but the adjustment functionality is the same. The invoice adjustment event creates two new events, Payment Adjusted and Payment Clearing adjusted.

Payables provides a predefined set of event classes and event types for each accounting event entity.

AP Invoices Event Entity

This table describes the event classes and types that Payables predefines for the AP Invoices event entity.

Event Class	Event Types
Credit Memos	Credit Memo Adjusted
	Credit Memo Cancelled
	Credit Memo Validated
Debit Memos	Debit Memo Adjusted
	Debit Memo Cancelled
	Debit Memo Validated

Event Class	Event Types
Expense Reports	Expense Report Cancelled
	Expense Report Created
	Expense Report Distributed
	Expense Report Frozen
	Expense Report Holds Released
	Expense Report Override Dist
	Expense Report Override Tax
	Expense Report Redistributed
	Expense Report Unfrozen
	Expense Report Updated
	Expense Report Validated Tax
Invoices	Invoice Adjusted
	Invoice Cancelled
	Invoice Validated
Invoice_Burden	Invoice Burden Adjusted
	Invoice Burden Cancelled
	Invoice Burden Validated
Prepayment Application	Prepayment Application Adjusted
	Prepayment Applied
	Prepayment Unapplied

Event Class	Event Types
Prepayment Invoices	Prepayment Cancelled
	Prepayment Created
	Prepayment Distributed
	Prepayment Frozen
	Prepayment Holds Released
	Prepayment Override Dist
	Prepayment Override Tax
	Prepayment Redistribute
	Prepayment Unfrozen
	Prepayment Updated
	Prepayment Validated
Prepayments	Prepayment Adjusted
	Prepayment Cancelled
	Prepayment Validated
Prepayment_Burden	Prepayment Adjusted
	Prepayment Cancelled
	Prepayment Validated
Prepay_Application_Burden	Prepayment Applied Burden
	Prepayment Unapplied Burden
	Prepayment Application Adjusted Burden

Event Class	Event Types
Standard Invoices	Standard Invoice Cancelled
	Standard Invoice Created
	Standard Invoice Distributed
	Standard Invoice Frozen
	Standard Invoice Reversed
	Standard Invoice Tax Holds Released
	Standard Invoice Tax Distributions Overridden
	Standard Invoice Tax Overridden
	Standard Invoice Redistributed
	Standard Invoice Unfrozen
	Standard Invoice Updated
	Standard Invoice Validated

AP Payments Event Entity

This table describes the event classes and types that Payables predefines for the AP Payments event entity.

Event Class	Event Types
Future Dated Payments	Payment Method
	Payment Maturity Adjusted
	Payment Maturity Reversed
Payments	Manual Payment Adjusted
	Payment Adjusted
	Payment Cancelled
	Payment Created

Event Class	Event Types
Reconciled Payments	Payment Cleared
	Payment Clearing Adjusted
	Payment Uncleared
Refunds	Refund Adjusted
	Refund Cancelled
	Refund Recorded

Creating Accounting Entries in Payables

You can create accounting entries for Payables accounting events in two ways:

- Submit the Create Accounting program. See: Submitting the Create Accounting Program , page 7-8.
- Create online accounting entries for a single transaction or batch. See: Creating Accounting Entries From Transaction Windows, page 7-8.

In both cases, you can view the generated accounting entries in the following locations:

- View Accounting and View Accounting Entries windows. See: Viewing Accounting Entries, page 7-9.
- Subledger Accounting Program Report. This report is automatically generated when you create accounting entries. See: Subledger Accounting Program Report, *Oracle Subledger Accounting Implementation Guide*.

Prerequisites

- Define the Accounting Payables Options. See: Payables Options, *Oracle Payables Implementation Guide*.
- Open the period in Payables. See: Controlling the Status of Payables Periods, *Oracle Payables Implementation Guide*.
- 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 the bills payable (future dated payments) feature, update the status of matured bills payable to Negotiable. See: Update Matured Bills Payable Status Program, page 5-59.
- To account for invoices, they must be validated. See: Invoice Validation, page 3-170.
- To account for payments, the invoices must already be accounted.
- Submit and review the Unaccounted Transactions Report to identify and resolve issues with your transactions that will prevent accounting. See: Unaccounted Transactions Report, page 9-110.

Submitting the Create Accounting Program

Use the Create Accounting program to create accounting entries for multiple transactions. You can also use this program to generate detailed error reports if you could not successfully create accounting entries from the transaction windows.

Submit the Create Accounting program in Draft mode, if you want to view the accounting results before you create the final accounting, or Final mode.

See: Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*.

This program generates the Subledger Accounting Program Report, *Oracle Subledger Accounting Implementation Guide*.

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.

   Choose one of the following options:

   - Draft
   - Final
   - Final and Post
3. 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

Accounting entries are automatically generated for transactions based on your accounting setup in Oracle Subledger Accounting and Oracle General Ledger.

You can only adjust accounting entries in Payables if you ran the Create Accounting program in Draft mode. To adjust accounting entries, adjust the transaction details and rerun the Create Accounting program.

For information on how Payables accounting entries are generated, see: *Oracle Subledger Accounting Implementation Guide*.

For information on accounting, see: *Oracle General Ledger Implementation Guide* and *Oracle General Ledger User Guide*.

Viewing Accounting Entries

You can use Oracle Subledger Accounting to view information on accounting events, journal entries, and journal entry lines.

You can perform the following subledger accounting inquiries:

- View information about an accounting event or journal entry error.
- View detailed information about the subledger journal entry headers for an accounting event.
- Compare subledger journal entry information for any two journal entries
- View subledger journal entry lines for multiple documents or transactions
- View subledger journal entries in a t-account format
- View transactions for an accounting event or journal entry

See: Subledger Accounting Inquiries Overview, *Oracle Subledger Accounting Implementation Guide*

You can use the following reports to review accounting information:

- Journal Entries report
- Account Analysis report

- Third Party Balances report
- Multiperiod Accounting reports
- Subledger Period Close Exceptions reports
- Open Account Balances Listing

See: Subledger Accounting Reports Overview, *Oracle Subledger Accounting Implementation Guide*

Transferring Accounting Entries to Your General Ledger

After you create accounting entries, transfer those entries to General Ledger. You can transfer accounting entries in the following ways:

- If you create accounting entries from the transaction window, select the Create and Post option. This automatically creates accounting entries, transfers the entries to General Ledger, and posts them.

  See: Creating Accounting Entries in Payables, page 7-7

- If you run the Create Accounting program, set the Transfer to General Ledger parameter to Yes. This creates the accounting entries and transfers them to the General Ledger. If you selected Yes for the option to Post the entries, the entries are transferred and posted. Otherwise, after the entries are transferred to General Ledger, you can review and post them manually.

  See: Creating Accounting Entries in Payables, page 7-7

- Run the Transfer Journal Entries to General Ledger program. This program transfers journal entries from Oracle Subledger Accounting to the General Ledger.

  See: Transfer Journal Entries to General Ledger Program , *Oracle Subledger Accounting Implementation Guide*

You can then post these journal entry batches, headers, and lines within General Ledger to update your General Ledger account balances. See: Journal Import, *Oracle General Ledger User Guide*.

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.

You can view the accounting entries 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.

Related Topics

Budgetary Control In Payables, page 10-25

Automatic Offsets, page 10-6

Encumbrance Entries in Payables, page 10-28

Accounting Methods, *Oracle Payables Implementation Guide*

Intercompany Accounting, page 10-31

Reconciling Payables Activity, page 7-14

Unaccounted Transactions Sweep Program, page 9-10

Defining Journal Sources, *Oracle General Ledger User Guide*

Posting Journal Batches, *Oracle General Ledger User Guide*

Encumbrance Entries in Payables, page 10-28

Posting in Oracle General Ledger

After you submit Journal Import, you can post journal entries in Oracle General Ledger. You can post journal entries in Summary or Detail. See Posting Journal Batches, *Oracle General Ledger User Guide*.

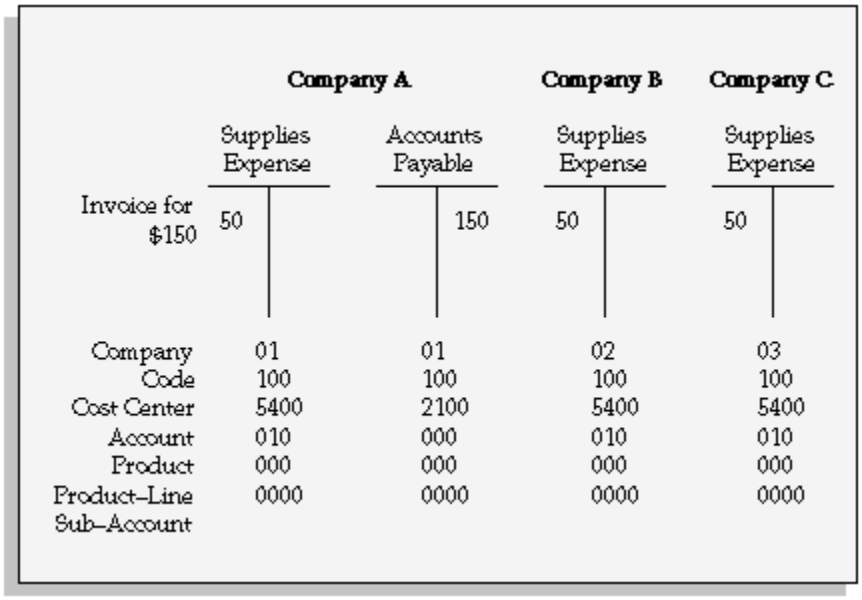
Intercompany Accounting When You Use Oracle General Ledger

When you use Oracle General Ledger, you can perform accounting for multiple companies within one ledger. 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

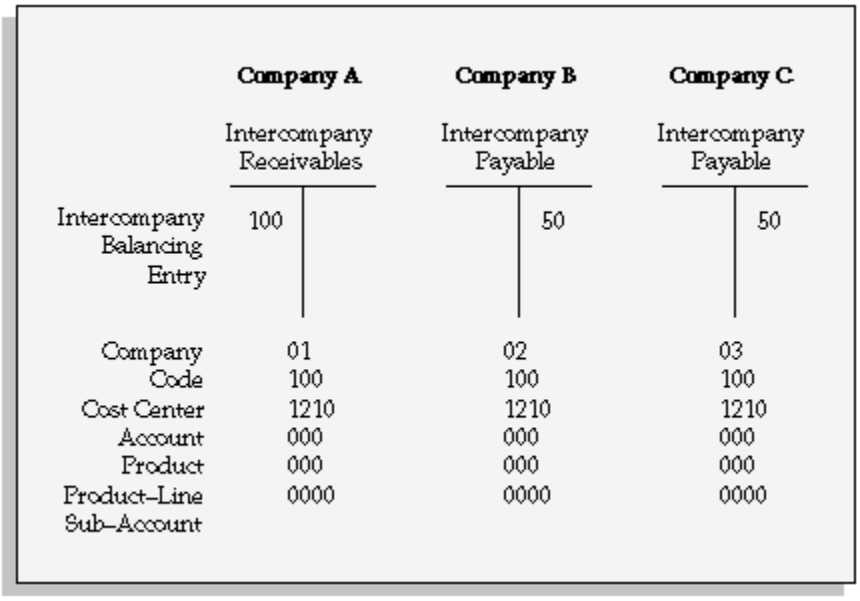
An organization owns three companies: A, B, and C. Company A receives a $150 invoice for supplies which all three companies use. Company A enters the invoice in Payables and splits the expense three ways, creating three distributions, one for each company.

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 following T-accounts 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. The Intercompany Receivables account for Company A is debited 100, and the Intercompany Receivables account for Companies B and C are each credited 50. Then it posts both the invoice and balancing entries.

The following T-accounts illustrate the intercompany balancing entries that 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.

See: Drilling Down to Subledger Detail, *Oracle General Ledger User Guide*

The following information is displayed:

Column Name	Invoice	Payment	Reconciled Payment
Applied to Invoice Num	X	X	
Bank Account		X	X
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		

Column Name	Invoice	Payment	Reconciled Payment
Line Num	X	X	X
Line Type	X	X	X
Payment Date		X	
Payment Method		X	X
Supplier	X	X	X

When you select a detailed accounting line, additional information is displayed:

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

You can drill down from the subledger entries to view the original subledger transaction.

Reconciling Payables Activity

Use the following 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 you run your reports, transfer the journal entries to General Ledger for all transactions in the period that you are reconciling.

  Note: When reviewing your Accounts Payable Trial Balance report, 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>.

In the reports parameter, if you do not enter an as of date, then the report shows all paid and unpaid invoices from the start date.

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

Related Topics

Posted Invoice Register, page 9-106

Posted Payment Register, page 9-108

Accounts Payable Trial Balance Report, page 9-105

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 ledger.

Related Topics

Accounts Payable Trial Balance Report, page 9-105

How Payables Populates the GL Interface Table

Transfer to General Ledger in Detail

This section describes how the Transfer Journal Entries to General Ledger program populates the GL Interface columns REFERENCE21-REFERENCE30 when you transfer in detail.

Purchase Invoices

Records for the Purchase Invoices journal category debit the Expense account (including exchange rate variance and invoice price variance accounting entries), and credit the Liability account. The Transfer Journal Entries to General Ledger program populates GL_INTERFACE reference columns with purchase invoice information as follows:

- 21: supplier name
- 22: invoice ID
- 23: distribution line number
- 25: invoice number
- 26: AP Invoices
- 27: ledger ID
- 30: type of account charged: Liability or Expense

Payments

Records for the Payments journal category debit the Liability account, credit the Cash account, and are charged to the Discount, Realized Gain/Loss, Future Payment, and Rounding accounts. The Transfer Journal Entries to General Ledger program populates GL Interface reference columns with payment information as follows:

- 21: supplier name
- 22: invoice ID
- 23: check ID
- 24: check number
- 25: invoice number
- 26: AP Payments

- 27: ledger ID
- 28: invoice distribution line number
- 29: invoice payment ID
- 30: account charged: Liability, Cash, Discount, Exchange Gain, Exchange Loss, Future Pay, or Rounding

Reconciled Payments

Records for the Reconciled Payments journal category are charged to the Cash Clearing and Reconciliation Accounting accounts. The Transfer Journal Entries to General Ledger program populates GL Interface reference columns with reconciled payment information as follows:

- 21: supplier name
- 23: check ID
- 24: check number
- 26: AP Reconciled Payments
- 27: ledger ID
- 30: account charged: Cash, Cash Clearing, Charges, Errors, Exchange Gain, Exchange Loss, or Rounding

Transfer to General Ledger in Summary

When you transfer in summary (either summarized by accounting date or summarized by accounting period), the REFERENCE21 column is the only reference column that the Transfer Journal Entries to General Ledger program populates. This column is populated with AP_AE_HEADERS_ALL.GL_TRANSFER_RUN_ID, which is an internal identifier that is unique for the combination of transfer batch and ledger.

For example, if you transfer a batch that contains four ledgers, then the Transfer Journal Entries to General Ledger program creates four sets of records in the GL Interface, each set with a unique value for this column.

Note: Encumbrance entries are always transferred in detail.

Examples of Transfer to General Ledger and Journal Import

This section shows you examples of the level of detail that's transferred during the

Transfer Journal Entries to General Ledger Program and the Journal Import program. When you submit the Transfer Journal Entries to General Ledger Program, you transfer accounting information in either summary or detail. You then submit Journal Import. If you transferred in summary then Journal Import creates summary journals. If you transferred in detail, and if you submit Journal Import from General Ledger, then you can choose to submit Journal Import in either summary or detail.

The Transfer Journal Entries to General Ledger Program transfers data from Payables Accounting Entry Lines table (AP_AE_LINES_ALL) to:

- the GL Interface table (GL_INTERFACE)

Journal Import then transfers data from the GL Interface to GL tables including:

- the GL Journal Entry Lines table (GL_JE_LINES) and
- the GL Import References table (GL_IMPORT_REFERENCES)

This document provides examples for three scenarios.

- Transfer to General Ledger Program in Summary and Journal Import in Summary
- Transfer to General Ledger Program in Detail and Journal Import in Detail
- Transfer to General Ledger Program in Detail and Journal Import in Summary

Transfer to General Ledger in Summary and Journal Import in Summary

In this example, Payables accounting entries are summarized during the transfer to the GL Interface. All entries with the same account are summarized in a single record in the GL Interface and assigned a unique Link ID in column GL_SL_LINK_ID. The corresponding accounting entries in the Accounting Entry Lines table are assigned the same Link ID, so that there will eventually be a link between the journal entries and the original accounting entries.

The following table shows sample accounting entries in the Payables Accounting Entry Lines table.

Payables Accounting Entry Lines (After Transfer in Summary)

Invoice ID	Supplier	Entry	Line	Account	Debit	Credit	Link ID
12301	Acme Inc	1	1	01-4000	$100.00	N/A	5001
12301	Acme Inc	1	2	01-4100	$200.00	N/A	5002

Invoice ID	Supplier	Entry	Line	Account	Debit	Credit	Link ID
12301	Acme Inc	1	3	01-6000	N/A	$300.00	5004
12302	Ball Inc	2	1	01-4000	$500.00	N/A	5001
12302	Ball Inc	2	2	01-6000	N/A	$500.00	5004
12303	Cary Co	3	1	01-4000	$250.00	N/A	5001
12303	Cary Co	3	2	01-4200	$150.00	N/A	5003
12303	Cary Co	3	3	01-6100	N/A	$400.00	5005

The following table shows the records that the Transfer Journal Entries to General Ledger Program creates in the GL Interface table when the transfer program is submitted in summary.

GL Interface (After Transfer in Summary)

Account	Debit	Credit	Link ID
01-4000	$850.00	N/A	5001
01-4100	$200.00	N/A	5002
01-4200	$150.00	N/A	5003
01-6000	N/A	$800.00	5004
01-6100	N/A	$400.00	5005

If you submit Journal Import from General Ledger, then you can then choose to submit Journal Import in either summary or detail. However, because the accounting entries are already summarized, there is a one to one correspondence between the lines in the GL Interface and in the GL Journal Lines, so Journal Import creates summary journal entries, even if you choose to submit it in detail.

Each GL journal line links back to one or more Payables accounting entry lines. In the following example, JE Line 1 to account 01-4000 for $850 links back to the following Payables accounting entries:

- Entry 1 Line 1 for $100
- Entry 2 Line 1 for $500
- Entry 3 Line 1 for $250

Import References 1-10 are not transferred to the GL Interface or GL Import References, except for encumbrance records.

The following table shows the records that Journal Import creates in the GL Journal Lines table.

GL Journal Lines

JE Header	JE Line	Account	Debit	Credit
1000	1	01-4000	$850.00	N/A
1000	2	01-4100	$200.00	N/A
1000	3	01-4200	$150.00	N/A
1000	4	01-6000	N/A	$800.00
1000	5	01-6100	N/A	$400.00

The following table shows the records that Journal Import creates in the GL Import References table.

GL Import References

JE Header	JE Line	Link ID
1000	1	5001
1000	2	5002
1000	3	5003
1000	4	5004
1000	5	5005

Transfer to General Ledger in Detail

When you submit the Transfer Journal Entries to General Ledger Program in detail, it transfers the accounting lines in detail to the GL Interface.

The following table shows sample data in the Payables Accounting Entry Lines table. This is the same data used in the previous example. However, note the Transfer Journal Entries to General Ledger Program provides a unique Link ID for each record.

Payables Accounting Entry Lines (After Transfer in Detail)

Invoice ID	Supplier	Entry	Line	Account	Debit	Credit	Link ID
12301	Acme Inc	1	1	01-4000	$100.00	N/A	5001
12301	Acme Inc	1	2	01-4100	$200.00	N/A	5002
12301	Acme Inc	1	3	01-6000	N/A	$300.00	5003
12302	Ball Inc	2	1	01-4000	$500.00	N/A	5004
12302	Ball Inc	2	2	01-6000	N/A	$500.00	5005
12303	Cary Co	3	1	01-4000	$250.00	N/A	5006
12303	Cary Co	3	2	01-4200	$150.00	N/A	5007
12303	Cary Co	3	3	01-6100	N/A	$400.00	5008

The following table shows that when you submit Transfer Journal Entries to General Ledger Program in detail, there is a one to one correspondence between the records in the Payables Accounting Entry Lines table and the GL Interface table.

GL Interface (After Transfer in Detail)

Account	Debit	Credit	Link ID
01-4000	$100.00	N/A	5001
01-4100	$200.00	N/A	5002

Account	Debit	Credit	Link ID
01-6000	N/A	$300.00	5003
01-4000	$500.00	N/A	5004
01-6000	N/A	$500.00	5005
01-4000	$250.00	N/A	5006
01-4200	$150.00	N/A	5007
01-6100	N/A	$400.00	5008

You can now review the following two sections to compare submitting Journal Import in detail and in summary after you've transferred to GL Interface in detail:

- Journal Import in Detail, After Transfer in Detail, page 7-22
- Journal Import in Summary, After Transfer in Detail, page 7-23

Journal Import in Detail, After Transfer in Detail

This example continues from the previous example, and assumes that you start with the GL Interface after transferring in detail. See: GL Interface (After Transfer in Detail), page 7-21

When you submit Journal Import in detail it creates detail journal entries, as shown in the following table. There is a one to one correspondence between the lines in the GL Interface Table and the GL Journal Lines table. Each journal line links back to one Payables accounting entry in the Payables Accounting Entry Lines table.

GL Journal Lines

JE Header	JE Line	Account	Debit	Credit
1000	1	01-4000	$100.00	N/A
1000	2	01-4000	$500.00	N/A
1000	3	01-4000	$250.00	N/A

JE Header	JE Line	Account	Debit	Credit
1000	4	01-4100	$200.00	N/A
1000	5	01-4200	$150.00	N/A
1000	6	01-6000	N/A	$300.00
1000	7	01-6000	N/A	$500.00
1000	8	01-6100	N/A	$400.00

The following table shows some of the columns in the GL Import References table. All Import References 1-10 are transferred to the GL Interface and then to the GL Import References tables. Only References 1, 2, and 10 are shown in this example.

GL Import References

JE Header	JE Line	Link ID	Reference 1	Reference 2	Reference 10
1000	1	5001	Acme Inc	12301	EXPENSE
1000	2	5004	Ball Inc	12302	EXPENSE
1000	3	5006	Cary Co	12303	EXPENSE
1000	4	5002	Acme Inc	12301	EXPENSE
1000	5	5007	Cary Co	12303	EXPENSE
1000	6	5003	Acme Inc	12301	LIABILITY
1000	7	5005	Ball Inc	12302	LIABILITY
1000	8	5008	Cary Co	12003	LIABILITY

Journal Import in Summary, After Transfer in Detail

This example continues from the previous Transfer to General Ledger example, and assumes that you start with the GL Interface after transferring in detail. See: GL

Interface After Transfer in Detail, page 7-21

When you submit Journal Import in summary, it summarizes accounting entries from the GL Interface by account when it populates the GL Journal Lines table.

Each GL journal line links back to one or more Payables accounting entry lines. For example, in the following table, JE Line 1 to account 01-4000 for $805 links back to the following Payables accounting entries: Entry 1 Line 1 for $100, Entry 2 Line 1 for $500, and Entry 3 Line 1 for $250.

GL Journal Lines

JE Header	JE Line	Account	Debit	Credit
1000	1	01-4000	$850.00	N/A
1000	2	01-4100	$200.00	N/A
1000	3	01-4200	$150.00	N/A
1000	4	01-6000	N/A	$800.00
1000	5	01-6100	N/A	$400.00

The following table shows some of the columns in the GL Import References table. All Import References 1-10 are transferred to the GL Interface and then to the GL Import References tables. Only References 1, 2, and 10 are shown in this example.

GL Import References

JE Header	JE Line	Link ID	Reference 1	Reference 2	Reference 10
1000	1	5001	Acme Inc	12301	EXPENSE
1000	1	5004	Ball Inc	12302	EXPENSE
1000	1	5006	Cary Co	12303	EXPENSE
1000	2	5002	Acme Inc	12301	EXPENSE
1000	3	5007	Cary Co	12303	EXPENSE

JE Header	JE Line	Link ID	Reference 1	Reference 2	Reference 10
1000	4	5003	Acme Inc	12301	LIABILITY
1000	4	5005	Ball Inc	12302	LIABILITY
1000	5	5008	Cary Co	12003	LIABILITY

8

Resource Management

This chapter covers the following topics:

- Purging Records
- Purge Reports
- Tables Purged by the Payables Purge Process

Purging Records

To optimize your database storage, you can delete Oracle Payables, Oracle Purchasing, and Oracle Supplier Scheduling records that you no longer need to access online. You can also purge invoices, purchase orders, suppliers, and related records such as invoice payments, supplier schedules, and purchase receipts.

Once a record is purged, you cannot query or view it in the system. However, the system maintains summary information of deleted records to prevent you from entering duplicate invoices or purchase orders.

> **Note:** 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.

Related Topics

Criteria for Purging Records, page 8-2

Submitting Purges, page 8-5

Purge Reports, page 8-10

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 8-2

Payment Purge Criteria, page 8-2

Supplier Purge Criteria, page 8-3

Requisition Purge Criteria, page 8-3

Purchase Order Purge Criteria, page 8-4

Supplier Schedule Purge Criteria, page 8-5

CUM Period Purge Criteria, page 8-5

Invoice Purge Criteria

If you are purging invoices, the Purge program purges related invoice batches and invoice distributions, and related invoice validations, invoice validation history records, accounting entries, and payments. 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 transferred to general ledger
- 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
- If Oracle Assets is installed, all of the invoice's distributions were tested by Mass Additions

Payment Purge Criteria

When you are purging invoices, the Purge program deletes both related payments and the accounting entries associated with those payments. You can purge payments that meet the following criteria:

- Payment is transferred to general ledger
- All of the invoices paid by the payment meet the Invoice Purge Criteria
- Payments that 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

If you are purging suppliers that have bank account assignments, only the link to the bank account is deleted. The bank account is not deleted. You can purge suppliers that meet the following criteria:

- Supplier is inactive, and the values of Inactive On and Last Update Date are on or before the Last Activity Date you specify
- Supplier is not a parent company or subsidiary of another supplier
- Supplier is not referenced by records in any operating unit in Oracle Payables, Oracle Purchasing, or Oracle Assets
- 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 or inactive sourcing rule. Before purging the supplier, you must first purge the sourcing rule that is associated with the supplier.
- 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 or finally closed
- All purchase orders referencing the requisition meet the Purchase Order Purge Criteria
- 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.

Note that once you purge receiving transactions and the associated accounting information, that you can no longer recost those accounting entries.

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 cancelled or finally closed
- 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
- No invoices match the purchase order (this condition applies 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, first choose the Invoices and POs category and 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. For more information see your Oracle Server documentation.

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.

   - **Invoices and POs.**Simple invoices, 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 its 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 8-9.

Related Topics

Criteria for Purging Records, page 8-2

Purging Records, page 8-1

Submitting Standard Reports, Programs, and Listings, page 9-1

Purge Reports, page 8-10

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	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.

Related Topics

Purge Reports, page 8-10

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 8-10
- Final Purged Listings, page 8-12
- Rejected Purged Listings, page 8-13
- Final Purge Statistics Report, page 8-13

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 Payment 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 8-5.

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.

Payment 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
- Payment
- 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 8-5.

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 8-11.

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, Payment, 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 8-5**.**

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 8-11.

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 8-5**.**

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

Oracle Payables and Oracle Purchasing let you purge documents and related records from your database. You can easily purge all purchase orders, requisitions, invoices, receipts, and suppliers that match your purge criteria, but only if you can purge all corresponding documents. When you purge information from the database, Oracle Payables or Oracle Purchasing deletes inactive documents, inactive suppliers, and all references in other tables to documents and suppliers that you purge. Oracle Payables and Oracle Purchasing store basic information about the suppliers and documents that you purge in separate tables.

Below is a list of the tables that contain the summary information of the suppliers and documents that you successfully purged. You can also review the tables that the Purge routines affect when you purge a supplier or a particular type of document. For complete details on all the tables that Oracle Payables or Oracle Purchasing uses for purging, please consult your 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_ACCOUNTING_EVENTS
- AP_AE_HEADERS
- AP_AE_LINES
- AP_BATCHES
- AP_CHRG_ALLOCATIONS
- AP_CHECKS
- AP_DOC_SEQUENCE_AUDIT
- AP_ENCUMBRANCE_LINES
- AP_HOLDS
- AP_INVOICE_APPROVAL_HISTORY_ALL
- AP_INVOICES_ALL
- AP_INVOICE_DISTRIBUTIONS_ALL
- AP_INVOICE_PAYMENTS
- AP_INVOICE_SELECTION_CRITERIA
- AP_PAYMENT_HISTORY
- AP_PAYMENT_SCHEDULES
- RCV_RECEIVING_SUB_LEDGER
- RCV_SUBLEDGER_DETAILS_NUMBER

Tables Affected By Purging a Supplier

- PO_VENDORS
- PO_VENDOR_CONTACTS

- PO_VENDOR_SITES_ALL
- 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_HEADERS
- CHV_SCHEDULE_ITEMS
- CHV_ITEM_ORDERS
- CHV_HORIZONTAL_SCHEDULES
- CHV_AUTHORIZATIONS

Tables Affected By Purging a CUM period

- CHV_SCHEDULE_HEADERS
- CHV_SCHEDULE_ITEMS
- CHV_ITEM_ORDERS
- CHV_HORIZONTAL_SCHEDULES
- CHV_AUTHORIZATIONS
- CHV_CUM_PERIODS
- CHV_CUM_ADJUSTMENTS
- PO_MC_DISTRIBUTIONS
- PO_MC_HEADERS
- AP_MC_CHECKS
- AP_MC_INVOICE_DISTS
- AP_MC_INVOICE_PAYMENTS

- AP_MC_INVOICES

Related Topics

Submitting Purges, page 8-5

Table Definitions (*Oracle Purchasing Applications Technical Reference Manual*)

Table Definitions (*Oracle Payables Applications Technical Reference Manual*)

9

Reports

This chapter covers the following topics:

- Submitting Standard Reports, Programs, and Listings
- Programs
- Workflow
- Supplier Reports
- Income Tax Forms and Reports
- Invoice Reports
- Payment Reports
- Receivables and Payables Netting Reports
- Accounting and Reconciliation Reports
- Key Indicators Report
- Notices
- Listings
- Country-Specific Reports
- Subledger Accounting Reports

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

For information on submitting reports, listings, or request sets, see: Running Reports and Programs, *Oracle Applications User's Guide*.

You can see detailed information on the parameters in the Selected Report Parameters section of the request description, or in Common Report Parameters. See: Common Report Parameters, page 9-4.

If your request has output, you can see detailed information on it in the Selected Report Headings section of the request description, or in Common Report Headings. See: Common Report Headings, page 9-6.

Request Sets

A request set is a collection of requests that you group together. You can submit the requests in a single request set all at once using a single transaction. You submit request sets from the Request Set window.

> **Tip:** Include the Concurrent Request Notification program as the last request in a request set. This program sends a designated recipient an e-mail notification confirming that all of the requests in the request set were submitted. This notification also provides concurrent request IDs so you can query and view request statuses in more detail in the Requests window. See: Concurrent Request Notification Program, page 9-9.

Listed below are the request sets that Payables predefines, and the requests that are included in the request set.

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

Mass Additions Create

- Mass Additions Create Program
- Mass Additions Create Report

XML Inbound Invoice Process

- Payables Open Interface Import
- Payables Invoice Validation
- Payables Accounting
- Concurrent Request Notification

Automatic Reports

You can submit most requests from the Submit Request window. However, reports and listings in the following table print only if you submit the following programs:

Program or Action	Report or Listing	Always Prints?
Invoice Validation Program	Invoice Validation Report	Yes
Payables Open Interface Import	Payables Open Interface Import Report	Yes
Purge	Preliminary Purged Listings	Yes
	Final Purged Listings	Yes
	Rejected Purged Listings	No
	Final Purge Statistics Report	Yes
Supplier Merge Program	Supplier Merge Report	Yes

Program or Action	Report or Listing	Always Prints?
	Purchase Order Headers Report	Yes
Unaccounted Transaction Sweep	Unaccounted Transaction Sweep Report	Yes
Update Matured Future Payment Status	Update Matured Future Payment Status Report	Yes

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 for which you want to submit the request. Payables displays N/A if you do not use invoice batches to enter invoices.

Currency. Currency of the invoice or payment.

- **Functional.** Payables lists each amount converted into the currency you use for your ledger.
- **Original.** Payables lists each amount in the currency in which you entered it.

Entered By. Name of the person who entered the data.

From/To Payment Date. Enter the first and last dates in a range for which you want Payables to submit the request.

From/To Date. Enter the date range for which you want to submit the request.

From/To Invoice Date. Enter the first and last invoice dates in a range for which you want Payables to submit the request.

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 ledger currency. Your ledger currency is the currency you choose for your ledger. Payables uses the exchange rate to convert the invoice or payment into your ledger 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).

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.

Operating Unit. If you are using the multiple organization feature, select an operating unit from the list of values.

> **Note:** The profile option MO: Operating Unit determines the operating units available for your responsibility.

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 Ledger for the Reporting Level, the default is the ledger 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 Ledger, you can choose any legal entity that posts to your ledger. 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 Ledger, you can choose any operating unit that posts to your ledger. 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:** The profile option MO: Operating Unit determines the operating unit for your responsibility.

Reporting Level: Enter the reporting level for the report. Choose Ledger, 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 Ledger.

> **Note:** The profile option MO: Top Reporting Level determines the top

reporting level for your responsibility.

Ledger Currency. Currency you want to use for the report output. The list of values for this parameter varies depending on the Reporting Level and Reporting Context parameter values. If your Reporting Level is Ledger, you can display the report only in your ledger currency. If the Reporting Level is Legal Entity or Operating Unit, the available values for this parameter are the reporting currencies of the ledger associated with the legal entity or operating unit selected in the Reporting Context parameter.

Site. Name of supplier site.

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 ledger 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 in 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. Name 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 ledger currency. Your ledger currency is the currency you choose for your ledger. Payables uses the exchange rate to convert the invoice or payment amount into your ledger 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 in 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 alphabetical range of suppliers that you want to submit the request for. 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.

Programs

Payables provides the following programs:

AutoRate Program, page 6-11

Create Procurement Card Issuer Invoice Program, page 4-26

Employee Update Program, page 2-42

Expense Report Export Program, page 4-10

Invoice Validation Program, page 3-172

Mass Additions Create Program, page 9-8

Payables Open Interface Import Program, page 3-139

Procurement Card Transaction Validation Report, page 4-24

Payables Open Interface Purge Program, page 3-149

Purging Records, page 8-1

Supplier Merge Program, page 2-38

Unaccounted Transactions Sweep Program, page 9-10

Unapply Preupgrade Prepayments Program, page 3-81

Update Income Tax Details Utility and Report, page 9-11

Update Matured Future Payment Status Program, page 5-59

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 ledger currency. The mass addition line appears in Oracle Assets with the ledger currency amount. Oracle Assets creates journal entries for the ledger 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.

> **Note:** Payables does not transfer invoice distributions to Oracle Assets for invoice items that are tracked by Enterprise Install Base and are depreciable.

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*.
- Set Up Post-Accounting Programs in Oracle Subledger Accounting. Define which accounting classes should be transferred for assets. Payables transfers all related distributions to Oracle Assets. See: Post-Accounting Programs, *Oracle Subledger Accounting Implementation Guide*
- Enter invoices in Oracle Payables. See: Entering Basic Invoices in the Invoice

Workbench, page 3-13.

- Create accounting entries for the invoices. See: Creating Accounting Entries in Payables, page 7-7.
- 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*.
- If you want to include the nonrecoverable tax amounts as part of the asset value, then enable the profile option: FA: Include Nonrecoverable Tax in Mass Addition.

To create mass additions for Oracle Assets:

1. Navigate to the Submit Request Set window.
2. Choose Mass Additions Create from the Request Set list of values.
3. Specify your parameters for the Mass Additions Create program.

   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. Specify the Book parameter for the Mass Additions Create report.
5. Choose Submit to submit the request set.

   Payables **creates the mass additions and runs the Mass Additions Create report so you can review a list of the mass additions created.**

Related Topics

Submitting Standard Reports, Programs, and Listings, page 9-1

Mass Additions Create Report, *Oracle Assets User's Guide*

Concurrent Request Notification Program

Include this program as the last request in a request set. When the request set completes, this program sends an e-mail notification to a designated person stating that the requests in the request set were submitted. This notification also lists concurrent request IDs for each request in the request set. You use a concurrent request ID to find a request in the Requests window where you can view its status in detail.

Note: If you schedule single programs or reports to run automatically, create a scheduled request set with this program as the second request. Then the designated person will receive notification when all the requests in the request set are submitted.

Prerequisite

- In the AP: Notification Recipient E-mail profile option, enter the e-mail address of the person who will receive the e-mail notification. See: Profile Options in Payables, *Oracle Payables Implementation Guide*.

Program Submission

This program should always be submitted as part of a request set. When you define a request set, list this as the last request in the request set. See: Request Set Windows, *Oracle Applications User's Guide*

Unaccounted Transactions Sweep Program

The Unaccounted Transactions Sweep Program transfers unaccounted transactions from one accounting period to another. The program redates all accounting dates of all unaccounted transactions to the first day of the open period you specify.

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 transaction accounting dates to another open period. You can then close the accounting period from which Payables moved the invoices and payments.

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 another open period so you can close the current period.

The Unaccounted Transactions Sweep Program will not roll forward accounted transactions, or transactions accounted with error.

When the Unaccounted Transactions Sweep Program completes, Payables automatically produces the Unaccounted Transactions Sweep Report, which lists transactions that were redated. The report displays the same data as the Unaccounted Transactions Report. For details on the report headings, see: Unaccounted Transactions Report, page 9-110.

When you try to close a period for the ledger and run the Sweep program, if you do not have access to all operating units for the ledger, and there are unaccounted transactions against the operating units that you do not have access to, then the Unaccounted Transaction Sweep program fails with an error.

Prerequisites

- (Recommended) Confirm that your accounting practices permit you to redate accounting dates of transactions.
- The period to sweep to is open. See: Controlling the Status of Payables Periods, *Oracle Payables Implementation Guide*.
- 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 the accounting entries to the general ledger.
- The transaction is not accounted.
- (Recommended) Submit the Period Close Exceptions Report. Review, for each organization, the Unaccounted Invoices and Unaccounted Payments sections of the report to review the transactions that the program will sweep to the next period. See: Period Close Exceptions Report, page 9-105.

Program Submission

To submit the Unaccounted Transactions Sweep Program:

1. In the Control Payables Periods window if you try to close a period that has exceptions then the system enables the Exceptions button.
2. Choose the Exceptions button in the Control Payables Periods window.

   Payables opens a message window. From the window you can choose the following buttons:

   - Review (This submits the Period Close Exceptions Report.)
   - Sweep
3. Choose the Sweep button. Payables opens the Sweep to Period window. In the Sweep to Period field, Payables provides the next open period. You can accept this default or enter another open period.
4. Choose the Submit button to submit the Unaccounted Transactions Sweep Program. Payables automatically produces the Unaccounted Transactions Sweep report.

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.

> **Note:** On Withholding Tax distributions, this utility updates only the Income Tax Region. It does not update the Income Tax Type. However, if you enable the Include Income Tax Type on Withholding Distributions Payables option, then the Update 1099 Withholding Tax Distributions program will update existing Withholding Tax distributions that have no values for income tax type or income tax region. See: Withholding Tax Payables Options, *Oracle Payables Implementation Guide*.

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 9-38.

- 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.

  Note: 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 9-1.

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.

- **Income Tax Reporting Site.** Select this value from the list of values in the Update Income Tax Region To submission parameter 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.

Related Topics

1099 Reporting Overview, page 9-25

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

1099 Invoice Exceptions Report, page 9-38

Taxes on Invoices, page 3-184

Income Tax Regions, *Oracle Payables Implementation Guide*

Workflow

Oracle Payables uses the following workflow processes:

- Distribute Employee Card Transaction Verifications, page 4-28
- Distribute Manager Card Transactions Approvals, page 4-28
- Expenses Workflow. Used only if you install Oracle Internet Expenses. See: Defining Workflow Processes *Oracle Internet Expenses Implementation and Administration Guide*.
- Invoice Approval Workflow, page 3-176
- Payables Open Interface Workflow, *Oracle Payables Implementation Guide*
- Process Payment Message Workflow, *Oracle Payments Implementation Guide*
- Receive Payment Advice Message Workflow, *Oracle Payments Implementation Guide*
- Receive Payment Instruction Error Workflow, *Oracle Payments Implementation Guide*

Related Topics

Oracle Workflow Guide, *Oracle Workflow Guide*

Oracle Workflow Guide, *Oracle Workflow Administrator's Guide*

Oracle Workflow Guide, *Oracle Workflow Developer's Guide*

Supplier Reports

Payables provides the following supplier reports:

Invalid PO Supplier Notice, page 9-121

Purchase Order Header Updates Report, page 2-46

Supplier Audit Report, page 2-44

Supplier Customer Netting Report

Supplier Mailing Labels, page 9-16

Supplier Merge Report, page 2-45

Supplier Open Balance Letter, page 9-125

Supplier Paid Invoice History Report, page 9-18

Supplier Payment History Report, page 9-19

Suppliers Report, page 9-20

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.

Supplier Site Field	Information Printed on Label
Attention	Attn: Accounts Receivable
Supplier:	supplier name
Address 1	address line 1
Address 2	address line 2
Address 3	address line 3

Supplier Site Field	Information Printed on Label
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 9-1.

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 By. Enter the order in which you want Payables to sort the labels.

- **Supplier Name.**
- **Postal Code.**

Site Uses. 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, *Oracle Payables Implementation Guide*

Related Topics

Common Report Parameters, page 9-4

Countries and Territories, *Oracle Payables Implementation Guide*

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 ledger 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 9-1.

Selected Report Parameters

The report output depends on the values selected for the Summarize Invoices by Site parameter.

Summarize Invoices by Site? Enter Yes to summarize all paid or partially paid invoices by supplier site.

When the Summarize Invoices by Site is set to No, the report shows detailed supplier-wise invoices information. It also shows Invoice amount total for each payment currency code.

The following columns display when the Summarize Invoices by Site option is set No:

1. Invoice Number, displays the Invoice Number
2. Date, displays the Invoice Date
3. Description, displays the Invoice Description

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.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-1.

Selected Report Parameters

Invoice Detail. Enter Yesto 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 Amount. Payment amount in the currency in which it was paid.

Ledger Amount. Payment amount in ledger 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 ledger currency. Payables displays this only if you choose the Invoice Detail option.

Suppliers Report

Use the Suppliers Report to review detailed information about your supplier records. You can use this report to verify the accuracy of your current supplier information and to help manage your master listing of supplier records. Payables provides detailed information for each supplier, and optionally, supplier site, including the user who created the supplier/site, creation date, pay group, payment terms, bank information, and other supplier or site information.

You can sort the report by suppliers in alphabetical order, by supplier number, by the user who last updated the supplier record, or by the user who created the supplier record.

Selected Report Parameters

Supplier For This Organization Only. Limit the report to suppliers with sites in a specific operating unit.

Order By.

- **Created By.** Sort report alphabetically by the userid of the person who created the supplier record.
- **Last Updated By.** Sort report alphabetically by the userid of the person who last updated the supplier record.
- **Supplier Name.** Sort report alphabetically by supplier name.
- **Supplier Number.** Sort report numerically by supplier number.

Income Tax Reportable Suppliers.

- **Yes.** Limit the report to income tax reportable suppliers. This parameter allows you to easily review suppliers for which you will generate 1099 reporting.
- **No.** Limit the report to nonincome tax reportable suppliers.
- **All.** Submit report for all suppliers, regardless of income tax reportable status.

From/To Creation Date. If you want to limit the report to suppliers and supplier sites that were created within a date range, then enter the range.

From/To Update Date. If you want to limit the report to suppliers and supplier sites that were last updated within a date range, then enter the range.

> **Note:** If you enter values in the From/To Creation Date parameters and the From/To Update Date parameters, then the report will display only suppliers created within the Creation Date range specified, as well as last updated in the Update Date range specified.

Created By. If you want to limit the report to suppliers or supplier sites that were entered by a particular person, then enter the person's userid.

Updated By. If you want to limit the report to suppliers or supplier sites that were last updated by a particular person, then enter the person's userid.

> **Note:** If you enter values for both the Created By and Updated By parameters, then only suppliers and sites that meet both these criteria will appear on the report.

Include All/Active Suppliers.

- **Active.** Limit the report to active suppliers.
- **All.** Submit the report for active and inactive suppliers.

Include Site Information.

- **Yes.** List supplier site information for all sites for a supplier.
- **No.** Do not list any supplier site information.

Include All/Active Sites. Note: This option is available only if the Include Site Information parameter is Yes.

- **Active.** Limit the report to active supplier sites.
- **All.** Submit the report for all supplier sites, regardless of status.

Include Home Country. 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.

Site Pay Group. To list only sites that have the specified pay group, enter a pay group.

Include Contact Information.

- **Yes.** List supplier site contact information.
- **No**. Do not list any supplier site contact information.

Include All/Active Contacts. Note: This option is available only if the Include Contact Information parameter is Yes.

- **Active.** List only active contacts.
- **All.** List active and inactive contacts.

Include Bank Account Information.

- **Yes.** List bank account information.
- **No**. Do not list any bank account information.

Include All/Active Accounts. Note: This option is available only if the Include Bank Account Information parameter is Yes.

- **Active.** List only active bank accounts.
- **All.** List active and inactive bank accounts.

Selected Report Headings

The Suppliers Report displays information you have entered for your suppliers in the

Suppliers and Supplier Sites windows. For more detailed descriptions of these supplier attributes, see: Suppliers Pages Reference, page 2-13.

Supplier Header Information

One Time. Payables displays Yes if you have enabled the One Time option in the Classification region of the Suppliers window.

PO Hold. Payables displays Yes if you have enabled the Purchase Order Hold option in the Purchasing region of the Suppliers window.

Taxpayer ID. Supplier's Tax Identification Number (TIN).

Tax Registration Num. 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).

Income Tax Reportable. Payables displays Yes if you have enabled the Federal Reportable option in the Tax Reporting region of the Suppliers window.

State Reportable. Payables displays Yes if you have enabled the State Reportable option in the Tax Reporting region of the Suppliers window.

Income Tax Type. Income tax type specified in the Tax Reporting region of the Suppliers window.

Status. Payables displays Active if the supplier has no inactive date or if the inactive date is after the Suppliers Report submission date.

Creation Date. Date the supplier record was entered.

Created By. Userid of the person who entered the supplier record.

Update Date. Date the supplier record was last updated.

Updated By. Userid of the person who last updated the supplier record.

Site Uses. Payables displays the site uses specified in the General region of the Supplier Sites window.

Supplier Site Information

Site Name. Supplier site name.

Address. Supplier site address.

Status. Payables displays Active if the supplier site has no inactive date or if the inactive date is after the Suppliers Report submission date.

Creation Date. Date the supplier site record was entered.

Created By. Userid of the person who entered the supplier site record.

Update Date. Date the supplier site record was last updated.

Updated By. Userid of the person who last updated the supplier site record information.

Site Uses. Payables displays the site uses specified in the General region of the Supplier Sites window.

Payment Terms. Payment terms assigned to this supplier site.

Pay Group. Pay group assigned to this supplier site.

Payment Priority. Payment priority assigned to this supplier site.

Payment Method. Payment method assigned to this supplier site.

Pay Alone. Payables displays Yes if you have enabled the Pay Alone option in the Payment region of the Supplier Sites window.

Invoice Tolerances. Payables displays the invoice tolerance assigned to the supplier site.

Hold Unmatched Invoices. Payables displays Yes if you have enabled the Hold Unmatched Invoices option in the Control region of the Supplier Sites window.

Hold Unvalidated Invoices. Payables displays Yes if you have enabled the Hold Unvalidated Invoices option in the Control region of the Supplier Sites window.

Hold All Payments. Payables displays Yes if you have enabled the Hold All Payments option in the Control region of the Supplier Sites window.

Supplier Contact Information

Contact Name. Name of contact.

Position. Job title of contact.

Telephone. Telephone number of contact.

Status. Payables displays Active if the contact has no inactive date or if the inactive date is after the Suppliers Report submission date.

Supplier Bank Account Information

Bank Account Name. Name that you use to refer to the supplier site bank account.

Number. Supplier site bank account number that is used to receive electronic payments.

Curr. Currency of the supplier site bank account.

Primary. Payables displays Yes if this is the designated supplier site bank account for receiving electronic payments in the specified currency.

Effective Dates. A date range indicates that this bank account is designated as the primary supplier site bank account for the period specified.

Related Topics

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Income Tax Forms and Reports

Payables provides the following income tax forms and reports:

1096 Form, page 9-28

1099 Forms, page 9-32

1099 Invoice Exceptions Report, page 9-38

1099 Payments Report, page 9-39

1099 Electronic Media, page 9-29

1099 Supplier Exceptions Report, page 9-41

Tax Information Verification Letter, page 9-42

Withholding Tax By Invoice Report, page 9-44

Withholding Tax By Payment Report, page 9-45

Withholding Tax By Tax Authority Report, page 9-48

Withholding Tax By Supplier Report, page 9-47

Withholding Tax Certificate Listing, page 9-49

Withholding Tax Letter, page 9-50

Withholding Tax Report, page 9-51

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: Tax Reporting Payables Options, *Oracle Payables Implementation*

Guide.

- Set the Include Income Tax Type on Withholding Distributions Payables option. If this option is enabled, then when Payables automatically creates Withholding Tax distributions it automatically enters MISC4 for the Income Tax Type, and enters the Income Tax Region value if you use combined filing. See: Withholding Tax Payables Options, *Oracle Payables Implementation Guide*.

- If you use combined federal and state filing, define your tax regions. See: Income Tax Regions, *Oracle Payables Implementation Guide*.

- Define your tax reporting entities. See: Reporting Entities, *Oracle Payables Implementation Guide*.

- Ask your system administrator to set the value of the Query Driver hidden parameter. See: Setting the Query Driver Parameter for 1099 Reporting, *Oracle Payables Implementation Guide*.

2. **Enter 1099 details for suppliers:**

   - See: Suppliers subject to income tax reporting requirements, page 3-98 and Define Tax Information for Suppliers, *Oracle iSupplier Portal Implementation Guide*

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 3-98.

   - Pay invoices.

4. **Identify and resolve 1099 exceptions:**

   - Submit for each reporting entity the 1099 Invoice Exceptions Report, page 9-38 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

     - 1099 suppliers with a negative Income Tax Type total

     - 1099 suppliers with positive MISC4 totals

Resolve exceptions for each invoice distribution. See Adjusting Invoice Distributions, page 3-268 or Update Income Tax Details Utility and Report, page 9-11.

- Submit the 1099 Supplier Exceptions Report, page 9-41 to identify and resolve exceptions including the following:
  - 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.

- Generate 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 9-42. 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 10-15.

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 3-268, or Update Income Tax Details Utility and Report, page 9-11.

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 9-32.
   - 1096 Form. Submit to the Internal Revenue Service for each 1099 MISC type paid during the calendar year. See: 1096 Form, page 9-28.
   - 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 9-29.
   - 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 9-39.

Related Topics

Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements, page 3-98

Define Tax Information for Suppliers, *Oracle iSupplier Portal Implementation Guide*

Automatic Withholding Tax Overview, page 10-15

1096 Form

The Untied States Internal Revenue Service requires that you send a 1096 form as a summary of each 1099 form type you transmit on paper. Payables generates the report on a preformatted form from the Internal Revenue Service.

When you run the 1099 Forms report, Payables summarizes all payments of 1099 MISC reportable invoice distributions and populates a table for 1096 information. You can then submit the 1096 Form report to run off this data. You can generate a 1096 form for each of your tax reporting entities.

Prerequisites

- Run the 1099 Forms report.
- 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 9-1.

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 Total number of forms. The total number of 1099 MISC forms that you created for 1099 suppliers.

3 Federal income tax withheld. The total amount of Federal income tax withheld for all 1099 suppliers. This is the sum of all paid distributions for all 1099 suppliers that have an income tax type value of MISC4.

4 Total amount reported with this Form 1096. Total amount of 1099 MISC payments.

Payables prints an X in the 1099-MISC box to indicate the form type being filed.

Related Topics

Site Locations, *Oracle Human Resources User's Guide*

1099 Reporting Overview, page 9-25

Reporting Entities, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 in the Income Tax Regions window.

Payables provides a total for the payments in the B record for each payee.

If this report encounters any of the following exceptions it will stop and report the error on the output:

- Non-Standard TIN
- Null Address Element
- Null Foreign Address
- Null State
- Null TIN

If the report encounters a Negative MISC Total then it will stop and report this in the log file.

Be sure to review the 1099 Supplier Exceptions report and 1099 Invoice Exceptions report to identify and fix all errors before you submit the 1099 Electronic Media.

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, *Oracle Payables Implementation Guide*.
- Submit the 1099 Invoice Exceptions report and the 1099 Supplier Exceptions report. Review the report output and make any necessary corrections. See: 1099 Invoice Exceptions Report, page 9-38, and 1099 Supplier Exceptions Report, page 9-41.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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 Telephone Number. The telephone number that will be included in the 1099 Electronic Media report.

Contact Name. The Contact name to include on the 1099 Electronic Media report.

Contact E-mail. Complete e-mail address of the person in your enterprise to contact regarding electronic or magnetic files sent to the Internal Revenue Service. This will be included on the 1099 Electronic Media report.

File Indicator. Choose one of the following file indicators that will be included in the 1099 Electronic Media report:

- **C.** Correction file
- **O.** Original file
- **R.** Replacement file

Original File. If you are submitting a replacement file, you must select one of the following options:

- **M.** Original file was on magnetic media

- **E.** Original file was electronic

Replacement Alpha Character. Enter a value only if the IRS/MCC returned your file due to processing problems and you are generating 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.

You must enter a value if your File Indicator is R (Replacement) and if the Original File and Media Type are not both Electronic.

Electronic File Name. If this is a replacement file then enter the file name that was assigned by the IRS electronic FIRE system (for example, 12345p01.DAT). If this is an original or correction file, enter blanks.

Federal Reporting Limit. The minimum amount for which you want to report 1099 payments to your suppliers.

Related Topics

Site Locations, *Oracle Human Resources User's Guide*

1099 Reporting Overview, page 9-25

Reporting Entities, *Oracle Payables Implementation Guide*

Special Calendar, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

1099 Forms

1099 forms report on the total 1099 MISC payments for a particular 1099 supplier. Generate 1099 forms for each tax reporting entity in your organization.

> **Important:** Voided checks are not included in 1099 payment totals, regardless of when the void occurred.

You can use either of the 1099 Forms reports in Payables:

- **The 1099 Forms report** prints on preformatted forms from the Internal Revenue Service

- **1099 Forms -- Comma Delimited Format report** generates the output in a comma delimited format that you can use with third-party software to print both the 1099 forms and data.

In accordance with the Internal Revenue Service rules, Payables does not generate a 1099 form for a supplier unless you paid the supplier at least $600 USD for the calendar year. However, Payables generates 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 excess golden parachute payments (Box 13)
- Pay gross proceeds to an attorney for legal services (Box 14)

Payables reports on a payment only if the payment pays a distribution that uses one of the following 1099 MISC types in the Income Tax Type field: MISC types 1-14, except MISC9, MISC11 and MISC12.

You can order the output alphabetically either by state code or by the supplier's reporting name.

If this report encounters any of the following exceptions it will stop and report the error on the output:

- Non-Standard TIN
- Null Address Element
- Null Foreign Address
- Null State
- Null TIN

If the report encounters a Negative MISC Total then it will stop and report this in the log file.

Be sure to first review the 1099 Supplier Exceptions report and 1099 Invoice Exceptions report to identify and fix all errors before you submit the 1099 Forms.

Prerequisites

- Submit the 1099 Invoice Exceptions report and the 1099 Supplier Exceptions report. Review the report output and make any necessary corrections. See: 1099 Invoice Exceptions Report, page 9-38, and 1099 Supplier Exceptions Report, page 9-41.
- If you are using the 1099 Forms report to print on 1099 forms, then insert and align the forms in your printer.
- If you are generating the report in comma-delimited format, then install the third-party software

Report Submission

You submit these reports from the Submit Request window. See: Submitting Standard

Reports, Programs, and Listings, page 9-1.

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 use for 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 Name. If you want to submit the report for a single supplier, enter the supplier name. Leave this parameter blank to submit the report for all suppliers.

Federal Reporting Limit. The minimum amount for which you want to report 1099 payments to your suppliers.

Order By. Choose whether you want the report ordered alphabetically by state code or by the supplier's reporting name.

Form Headings: 1099 Forms Report

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 identifies 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. The supplier's street address.

> **Note:** If you are using the 1099 Forms report to print directly on the IRS 1099 forms: 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. The 1099 Forms report prints a maximum of thirty characters in the address field of the 1099 form.

City, state, and ZIP code. Supplier's city, state, and postal code.

Account number (optional). Not supported.

2nd TIN Not. If the Internal Revenue Service (IRS) has notified you twice in three years that a 1099 supplier has provided you with incorrect tax information, you can enter an X in this box to fulfill your reporting obligations to the IRS.

4 Federal income tax withheld. The total amount of Federal income tax withheld for the 1099 supplier. This is the sum of all paid distributions for a 1099 supplier that have an income tax type of MISC4.

7 Nonemployee compensation. 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 supported.

11 State Income Tax Withheld. Not supported. 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 supported. 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.

13 Excess Golden Parachute Payments. Excess golden parachute payments.

14 Payments to Attorneys. Gross proceeds paid to an attorney for legal services.

Report Output: 1099 Forms --Comma Delimited Format Report

The report output of the 1099 Forms -- Comma Delimited Format report provides the following information. For each supplier (also known as recipient), the report provides values for the data elements listed below. The values are a continuous string separated by commas. The strings of values for each supplier are separated by hard returns.

The following table shows the data elements and the order in which they are presented. For elements that are not supported, the output provides a space instead of a value.

Data Element	Supported?
payer's name	

Data Element	Supported?
payer's address line 2	
payer's address line 3	
payer's city	
payer's state	
payer's postal code	
payer's telephone number	
payer's federal ID number	
recipient's federal ID number	
supplier name or tax reporting name	
supplier's address line	
supplier's city	
supplier's state	
supplier's postal code	
account number	No
second TIN box	No
MISC1	
MISC2	
MISC3	
MISC4	
MISC5	

Data Element	Supported?
MISC6	
MISC7	
MISC8	
MISC9	No
MISC10	
box 11	No
box 12	No
MISC13	
MISC14	
box 15	No
box 16	No
box 17	No
box 18	No

For example:

For the following data elements: payer's name, payer's address line 2, payer's address line 3, payer's city, payer's state, payer's zip code, payer's telephone number, . . .

The report provides the following string of values: Acme Corporation,90 Fifth Avenue,New York,NY,10022-3422,5057775588, . . .

For the 1099 Forms Comma Delimited Format Report to format correctly, you must exclude commas in the following fields:

- Supplier Name field in the header region of the Suppliers window
- Address fields in the Supplier Sites window
- Location field in the Reporting Entity window

Note: The Location field is unique because you set up a location in Oracle HRMS then assign this location to a reporting entity while in Oracle Payables.

Related Topics

Suppliers Subject to Income Tax Requirements, page 3-98

Site Locations, *Oracle Human Resources User's Guide*

1099 Reporting Overview, page 9-25

Reporting Entities, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 the following 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**Note: this section of the report prints only if the Payables option for Combined Filing is enabled.
- **1099 Suppliers with a Negative Income Tax Type Total.** Note that this does not apply to the Withholding tax distributions with an Invoice Tax Type of MISC4.
- **1099 Suppliers with Withholding Exceptions**. This section shows suppliers that have positive MISC4 totals.

For each exception, the report lists invoice and distribution information. This report is sorted by supplier, then invoice, and invoice distribution number.

Report Parameters

Reporting Entity. The name of the reporting entity for which you want to list 1099 invoice exceptions.

Related Topics

1099 Reporting Overview, page 9-25

Adjusting Invoice Distributions, page 3-268

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

1099 Payments Report

Use this report to review payments made to your 1099 reportable suppliers. You can use this report to reconcile to your 1099 Forms, or to prepare additional reporting. For example, you can use this report to get information needed to file 1099 reporting with states that do not participate in the combined filing program.

If you need detailed information about paid invoices that are 1099 reportable, you can run the 1099 Payments Report in detail. However, if you only need basic information, such as the total amounts paid to your suppliers, you can submit the 1099 Payments Report in summary.

Payables **allows you to sort your 1099 payment information by supplier, income tax region, or income tax type.**

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Group By

- **Income Tax Region.** The report sorts by income tax type within each region and displays the total amount paid for all income tax regions.
- **Income Tax Type.** The report sorts by income tax type and displays the total amount paid for all income tax types.
- **Supplier.** The report sorts by supplier name when run in summary. The report sorts by tax reporting name when run in detail. Since the 1099 Forms display tax reporting names, this option can be useful to reconcile your 1099 reporting.

Reporting Option

- **Detail.** The report displays the invoice detail that makes up the totals.
- **Summary.** The report displays the sum of the 1099 payments.

Supplier Name. Optionally, enter a supplier name if you selected the Group By Supplier option. This can be useful if you need to provide a supplier detail of the paid invoices that are reported on the 1099 Form.

Income Tax Region. If you want to limit the report to a single income tax region, then specify the region. Leave blank to submit the report for all income tax 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 1099 payment information only if the payments meet the federal reportable requirements, and the state requirements as defined in the Income Tax Regions window.
- **No.** Include all 1099 payment information.

Selected Report Headings

Income Tax Region. Income tax region (for example, the state of California - CA).

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. The supplier's tax identification number (TIN).

Tax Reporting Site. Supplier site defined as tax reporting site in the Suppliers window.

Tax Reporting Name. The tax reporting name associated with the supplier's tax identification number for income tax reporting.

Distribution Total. Amount of the invoice distributions for each income tax type.

Payment Total. Amount of the payment for each income tax type.

Payment Number. Document number for the payment used to pay a 1099 invoice.

Payment Date. Date of the payment used to pay a 1099 invoice.

Related Topics

1099 Reporting Overview, page 9-25

Site Locations, *Oracle Human Resources User's Guide*

Reporting Entities, *Oracle Payables Implementation Guide*

Income Tax Regions, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

1099 Supplier Exceptions Report

Use the 1099 Supplier Exceptions Report to review suppliers with inaccurate or incomplete 1099 income tax information. You can 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.

Payables lists the supplier name, supplier number, tax identification number, tax reporting site, state, and exception. Payables sorts this report first by supplier name and then by exception. A supplier is listed once and all exceptions under it. Since changes that need to be made are done at the supplier level, we group accordingly. Payables includes a legend at the end of this report that describes each exception.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters:

Reporting Entity. The name of the tax reporting entity for which you want to list 1099 supplier exceptions.

From/To Payment Date. If you want to limit the report to suppliers who received any payments during a date range, then enter the range. This is useful if you want to ensure that your supplier information is accurate for a specific tax reporting year. If no dates are entered, then the report will list all suppliers with 1099-related exceptions, even if no payments have been made to those suppliers.

Selected Report Headings

Taxpayer ID. The tax identification number (TIN) for the supplier.

Tax Reporting Site. The name of the site that you define in the Supplier Sites window as the tax reporting site for the 1099 supplier.

State. The state for the supplier tax reporting site address.

Exception. The reason why this supplier was included in this report. A supplier can have the following exceptions:

- **Duplicate TIN.** This supplier has a duplicate tax identification number.

- **Foreign Supplier.** Payables will designate this supplier as Foreign in the 1099 Electronic Media report. You define a supplier as foreign for income tax reporting purposes in the Organization Type field in the Tax Reporting region of the Suppliers window.
- **No Tax Reporting Site.** This 1099 supplier does not have a tax reporting site defined.
- **Non-Standard State.** This supplier has a non-standard state abbreviation for its tax reporting site.
- **Non-Standard TIN.** This supplier has a tax identification number that is longer or shorter than 9 digits and/or contains nonstandard separator characters.
- **Null Address Element.** This 1099 supplier has a tax reporting site that does not have an address, city, or postal code defined.
- **Null Foreign Address.** This 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 Reporting region of the Suppliers window.
- **Null Organization Type.** This 1099 supplier does not have an organization type defined.
- **Null State.** This supplier does not have a state abbreviation for its tax reporting site.
- **Null TIN.** This supplier does not have a tax identification number.

Related Topics

Income Tax Regions, *Oracle Payables Implementation Guide*

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

1099 Reporting Overview, page 9-25

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Tax Information Verification Letter

This report generates the Tax Information Verification Letter, which requests a supplier to furnish or confirm tax information. Payables generates this standard letter for each supplier that meets the criteria you select. Payables does not generate this letter for suppliers with the Type set to Employee in the Suppliers window.

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. The report 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 9-1.

Selected Report Parameters

Exclude Corporation Suppliers. Enter Yes if you do not want to generate 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 generate 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 generate 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.

Exclude Suppliers with TINs. Enter Yes if you want to generate 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 generates 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.

Related Topics

Reporting Entities, *Oracle Payables Implementation Guide*

1099 Reporting Overview, page 9-25

Suppliers Pages Reference, page 2-13

Site Locations, *Oracle Human Resources User's Guide*

Withholding Tax By Invoice Report

Use the Withholding Tax By Invoice Report to review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and tax amounts withheld. Submit this report if your Apply Withholding Tax Payables option is At Invoice Validation 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 9-1.

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 ledger 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, Invoice Validation, Payables displays the last payment date for the displayed invoice.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Update Income Tax Details Utility and Report, page 9-11

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 9-1.

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 ledger 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.

Payment Amount: Gross amount minus the withheld amount.

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.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-1.

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 ledger 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.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-1.

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.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-1.

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.

Related Topics

Automatic Withholding Tax Overview, page 10-15

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-51.

Report Submission

You submit this letter from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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

Company 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 generate 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 9-4

Common Report Headings, page 9-6

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 9-1.

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 9-4

Common Report Headings, page 9-6

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*) one or more of its sites.

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 9-10

Batch Control Report by Batch Name See: Batch Control Reports, page 9-53

Batch Control Report by Entered By See: Batch Control Reports, page 9-53

Credit Card Outstanding Transactions Report, page 4-35

Credit Memo Matching Report, page 9-54

Invoice Aging Report, page 9-55

Invoice Approval Status Report, page 9-57

Invoice Audit Listing by Voucher Number, page 9-59

Invoice Audit Listing, page 9-60

Invoice Audit Report, page 9-61

Invoice History Report, page 9-63

Invoice on Hold Report, page 9-64

Invoice Register, page 9-66

Invoice Validation Report, page 9-67

Matched and Modified Receipts Report, page 9-70

Matching Detail Report, page 9-71

Matching Hold Detail Report, page 9-75

Open Items Revaluation Report, page 9-79

Payables Open Interface Import Report, page 3-151

Prepayments Status Report, page 9-81

Recurring Invoices Report, page 9-84

Unrealized Gain/Loss Report, page 9-85

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.

> **Note:** The Batch Control reports do not include invoice batches with no assigned invoices.

Report Submission

You submit each report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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 theControl Invoice Count/Total and the Actual Invoice Count/Total.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Entering Invoice Batches, page 3-11

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 ledger 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 ledger 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 9-1.

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 ledger currency, Payables leaves this field blank.

Functional Amount. Amount of the credit memo distribution line in your ledger 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.

If you use multiple currencies, the report converts invoice amounts into your ledger currency. If this report includes foreign currency invoices with missing exchange rates,

the amounts appear as null values. We recommend that before submitting this report that you run the AutoRate program to provide any missing exchange rate information. See: AutoRate Program, page 6-11.

Prerequisite

- Create Invoice Aging periods in the Aging Periods window. See: Aging Periods, *Oracle Payables Implementation Guide*.

Selected Report Parameters

Sort Invoices By.

- **Invoice Type.** Sorts the report by invoice type and then by supplier.
- **Supplier Name.** Sorts the report alphabetically by supplier name.

Include Invoice Detail.

- **Yes.** Displays invoice detail when showing the invoice payments due to a supplier.
- **No.** Summarizes the total invoice payments due to a supplier without displaying each invoice.

Include Site Detail.

- **Yes.** Displays site detail and sorts by supplier site.
- **No.** Displays only the name of each supplier.

Minimum Amount Due. The report 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. The report 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 run 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 Name. The report displays unpaid invoices 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 (displayed if Invoice Detail option is set to Yes).

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 (displayed if Invoice Detail option is set to Yes).

% Unpaid. Percent of an invoice that remains unpaid. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid (displayed if Invoice Detail option is set to Yes).

Amount Remaining. Amount remaining for payment. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid. If an invoice includes two scheduled payments in different periods, this calculation includes all Amounts Remaining periods.

[Aging Period 1-4] In each of the four aging period columns,Payables displays the sum of invoice amounts due within the invoice aging period. Payables also displays the invoice amounts due to each supplier within the period.

Voucher Number. If you use sequential numbering or entered a voucher number, Payables displays the voucher number.

Related Topics

Automatic Interest, page 10-2

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Invoice Approval Status Report

Use the Invoice Approval Status Report to monitor invoices and invoice lines that are in the Invoice Approval Workflow process as of the date and time the report is run. The report also shows invoices and invoice lines that have completed the process because they were approved or rejected.

You can use this report to determine which invoices and invoice lines require approval (regardless of payment status) and review all pending approvers for a particular supplier. This report also provides a report version of the information that is displayed in the Invoice Approval History window and the Invoice Line Approval History window.

The report sorts data by operating unit within the specified reporting context. Within each Operating Unit, you can select to sort by the supplier or approver. When you sort by supplier, the data is sorted by:

- Supplier Name
- Supplier Site
- Invoice Date (oldest invoices are displayed first and the most recent are shown last)

When you sort by approver, the data is sorted by:

- Approver
- Supplier Name
- Supplier Site
- Invoice Date

The report also provides the following invoice totals for each supplier, which are sorted alphabetically by currency:

- Total Pending and Rejected Invoices
- Total Approved Invoices
- Total Needs Reapproval Invoices

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Sort By. Sort by the supplier name or the approver.

Supplier Name. If you want to limit the report to a single supplier, then enter the supplier name.

Supplier Site. If you want to limit the report to a supplier site, then enter a supplier site.

Approver. If you want to limit the report to a single approver, then enter the approver name.

Status. Select the category of invoice Approval statuses that you want to appear on the report.

- **All.** Approved, Manually Approved, Rejected, Initiated, Needs Reapproval, Required, and Stopped.
- **Approved.** Approved and Manually Approved.
- **Needs Reapproval.** Resubmitted.
- **Pending or Rejected.** Initiated, Required, Needs Reapproval, Stopped, and Rejected.
- **Rejected.** Rejected.

Selected Report Headings

Invoice Date. Date of the invoice.

Inv Curr. Currency of the invoice.

Status. Approval status of the invoice or invoice line.

Action Date. Date that the approval action occurred. For example, date an invoice was rejected.

Action.

- **Approved.** The invoice was approved by this approver.
- **Rejected.** The invoice was rejected by this approver.
- **Sent.** The invoice is in the approver's queue.
- **Needs Reapproval.** The invoice amount was changed by an accounts payables processor and the invoice needs to go through the approval process again.
- **Future.** The invoice is not yet in the approval queue of the approver.
- **Manually Approved.** An accounts payable processor manually approved the invoice by using the Force Approval feature.
- **Stopped.** The approval process for the invoice was stopped by an accounts payable processor.
- **Cancelled.** The invoice approval process was cancelled by an accounts payable processor. The invoice cannot be resubmitted to the approval process.

Approver. The name or the username of the approver.

Reviewed Amount. The invoice amount on the e-mail or workflow notification sent to the approver.

Related Topics

Invoice Approval Workflow, page 3-176

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 9-1.

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.

Related Topics

Voucher Numbers, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 9-1.

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]

Related Topics

Payables Options, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Automatic Interest, page 10-2

Invoice Audit Report

Use the Invoice Audit Report to audit invoices for duplicates.

To submit this report, you specify two date ranges, the Audit date range and the Compare date range. The report compares invoices that have invoice dates in the Audit

date range with invoices that have invoice dates in the Compare date range. You then choose the criteria you want to use to identify invoices as duplicates:

- Number of matching characters in the invoice number. For example, if you enter 5 then the first 5 characters of each invoice number must match.
- (optional) same supplier name
- (optional) same supplier type
- (optional) same invoice date

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 9-1.

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 From/To Invoice Date. The report compares invoices with invoice dates in the Audit data range to invoices in the Compare date range. The Audit date range is typically a previous period, such as prior month, quarter, or year.

Compare From/To Invoice Date. The report compares invoices with invoice dates in the Audit date range to invoices in the Compare date range. The Compare date range is generally the increment of time since you last ran the report and is generally a subset of the Audit date range.

Compare Invoice Dates. Indicate if matching invoice dates is a requirement for invoices to be listed as possible duplicates.

- **Yes.**
- **No.**

Selected Report Headings

Amount Remaining. Amount remaining for payment on an invoice.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Invoice History Report

The Invoice History Report provides information to support the balance due on an invoice. It helps you quickly identify and review a detailed list of all payment activities pertaining to a specific invoice such as gains, losses, and discounts.

All amounts on this report are shown in the payment currency.

> **Important:** Payments must be accounted before the associated payment activities are shown on the Invoice History Report. Run the Create Accounting process before generating this report to ensure that you are seeing the most accurate invoice history information.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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, including Prepayment type invoices.
- **Yes.** Submit this report for only 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.

From/To 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.

Payment Number. Number of the payment document that paid for the invoice. If the invoice has not yet been paid, Payables leaves this field blank.

Sequence Name. If you use sequential numbering, Payables displays the sequence name assigned to the transaction.

Voucher Number. If you use sequential numbering or entered a voucher number, Payables displays the voucher number.

Transaction Date. Date of the transaction.

Activity Type. Activity that affected the balance of the invoice. For the invoice itself, this column displays the type of invoice, such as credit memo. For all the payment activities, this column displays what the activity is, such as Discount.

Payment Currency. Payment currency of the transaction.

Transaction Amount. Transaction amount in the payment currency.

Open Balance Amount. Displays the open balance amount of the transaction in the payment currency.

Invoice on Hold Report

Use the Invoice on Hold Report to identify invoices on hold. The report provides you the total number and amount (in your ledger currency) of invoices on hold, which can be helpful for your accounts payable metrics. Run the Invoice Validation process before submitting this report to obtain the most up-to-date hold information. To obtain additional detail and help research invoices on matching hold, you can use the Matching Detail Report or the Matching Hold Detail Report.

The Invoice on Hold Report is divided into four sections:

- The first section gives you information about all invoices that have a hold name assigned to them.
    - If the hold on the invoice is related to the invoice being matched to a purchase order, then the report shows the purchase order number.
    - If the hold is related to one or more invalid distribution account number(s) and the parameter Display Invalid Account Number is set to Yes, each unique invalid account number will be shown in the Description column.

  Payables subtotals the invoices on hold by hold name or supplier, depending on how you choose to order the report.

- The second and third sections of the report print only if you do not specify a hold name for the Hold Name parameter. These two sections show invoices held for

payment at the scheduled payment or supplier site level. These holds do not cause a hold name to be placed on the invoice.

- The Invoices with Scheduled Payment Holds section lists invoices with one or more scheduled payments on hold.
- The Invoices with Supplier Site Set to Hold All Payments section, lists invoices held and the site name where the hold condition is set.

- The fourth section, Invoice Hold Name Descriptions, lists all predefined and user-defined hold names and their descriptions, and it shows whether the hold allows accounting. This section serves as a reference for understanding holds placed on your invoices.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Hold Name. If you want to review only invoices with a specific hold applied, enter the name. Leave this parameter blank if you want the report to include the Invoices with Scheduled Payment Holds section and the Invoices with Supplier Site Set to Hold All Payments section.

Order By. This parameter controls the sorting for the first report section. You can choose to sort and subtotal by hold or supplier.

On Hold by Period Option. Enter Yes to subtotal the invoices by the period of their invoice date.

From/To Entered Date. Payables displays invoices with holds that were applied on and between the From Entered Date and the To Entered Date.

Include Due or Discount Date. The report includes invoices that have a due or discount date within a range you specify, using the From/To Due or Discount Date parameters.

- **Due.** Payables lists only invoices that have a due date within the range you specify.
- **Discount.** Payables lists only invoices that have a discount date within the range you specify.

Include Hold Descriptions. Change this parameter to No if you do not want to include the last section of the report as a reference of hold descriptions.

Display Invalid Account Number. Change this parameter to Yes if you would like to see each unique invalid account combination displayed in the description column for each invoice.

Selected Report Headings

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 ledger currency. No value appears if the invoice is in a foreign currency and does not have an exchange rate.

Functional Currency Amount Remaining. Remaining amount due for payment on an invoice, expressed in your ledger currency. The amount remaining is equal to the original amount, unless you partially paid an invoice. No value appears if the invoice is in a foreign currency and does not have an exchange rate.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Invoice Validation, page 3-170

Matching Detail Report, page 9-71

Matching Hold Detail Report, page 9-75

Invoice Register

Use the Invoice Register to review detailed information about invoices.

Payables **orders the report by invoice currency and, if you use batch control, by 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 9-1.

Selected Report Parameters

Batch. If you use batch control and if you want to limit the report to a particular batch, then enter the batch name.

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.

From/To Entered Date. Enter a date range for which you want to submit the request.

Accounting Period. The accounting period for which you want invoice information.

Cancelled Invoices Only. Enter Yes if you want the report to include only cancelled

invoices.

Unvalidated Invoices Only. If you want the report to include only invoices for which you have not yet submitted Invoice Validation, then enter Yes for this parameter.

Selected Report Headings

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.

Account. Account for the distribution, typically an expense or asset account.

Amount. Invoice distribution amount.

Description. Partial description of the distribution.

Accounting Date. GL date of the distribution.

Tax. Tax code or tax group of the distribution. This is the value that's in the Tax Code field for the distribution.

Accounted.

- **Yes.** Payables has created accounting entries for the distribution. If the distribution is accounted, you can review detailed accounting information for it by using the accounting inquiry windows. See: Viewing Accounting Entries, page 7-9.
- **No.** Payables has not created accounting entries for the distribution.

Related Topics

Reporting Entities, *Oracle Payables Implementation Guide*

1099 Reporting Overview, page 9-25

Supplier Merge Program, page 2-38

Suppliers Pages Reference, page 2-13

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Invoice Validation Report

Use the Invoice Validation Report to review the total number of matching and variance holds that Payables applies and releases after you submit Invoice Validation. 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 Invoice Validation completes. You can initiate validation from either the Invoice Actions window or the Invoice Batches window, or submit the Invoice Validation process in the Submit Request window. See:** Invoice Validation, page 3-170**.** Payables **automatically initiates Invoice Validation when you cancel an invoice. See:** Cancelling Invoices, page 3-273**.**

Selected Report Headings

Hold Name. The hold name can be any of the following. For a more detailed explanation of each hold and a description of how to remove the hold, see: Summary of Invoice Hold Names, page C-1:

- **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 ledger currency varies from the purchase order shipment line amount in ledger 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.
- **Pay When Paid.** Subcontractor cannot be paid until the customer pays.
- **PO Deliverable.** PO deliverables are not submitted by the subcontractor.
- **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 value differs from the purchase order tax code value.
- **Tax Variance.** Tax amount for an invoice is incorrect according to the tax rates assigned to the tax codes.

Related Topics

Invoice Validation, page 3-170

Taxes on Invoices, page 3-184

Invoice Tolerances, *Oracle Payables Implementation Guide*

Adjusting Invoice Distributions, page 3-268

Adjusting Scheduled Payments, page 3-272

Entering Prepayments, page 3-73

Budgetary Control In Oracle Payables, page 10-25

Matching Hold Detail Report, page 9-75

Summary of Validation Hold Codes, page C-1

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

Matched and Modified Receipts Report

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.

Modifications include quantity adjustments and return to supplier transactions. This report displays modified receipts and invoice distributions matched to them.

The report displays modified receipt lines only if they are matched to a Payables document (invoice, credit memo, or debit memo) and meet the criteria below.

The report first finds receipts with modify dates within the date range you specify in the report parameters. The following rules determine which records the report includes:

For a receipt line with multiple invoices matched to it:

- The report lists all matched distributions if any of the match dates is before the receipt line modify date.

For a receipt line with only one invoice matched to it:

- If no distributions were matched after modifying the receipt line, then all matched distributions are listed.

- If any distributions were matched after the receipt line modify date, then the report does not include the receipt or its matched distributions. These distributions should not be a problem for you because the modified receipt quantities were seen by the user who performed the later matches, and these matches would have also been checked for tolerance during Invoice Validation.

The report is sorted by supplier and site. If multiple transactions have occurred on the receipt line, multiple rows will appear with the same modify date for the same receipt

line. Invoices are ordered by ascending invoice number and invoice distribution. For each matched invoice distribution the report prints the receipt and purchase order information. The report breaks are at each supplier site.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Supplier. If you want to limit the report to receipts for a particular supplier, then enter a value.

Supplier Site. If you want to limit the report to invoices and receipts entered for a particular supplier site, then enter a value.

Receipt Modify Date From/To. If you want to limit the report to receipts that were modified during a particular date range, then enter one or both dates.

Invoice Status. If you want to limit the report to invoices with a particular status, then enter the status. Otherwise, leave this parameter blank.

Selected Report Headings

Receipt Number. The receipt number containing lines which have been modified.

Number. The invoice number of the matched invoice.

Status. Current status of the matched invoice.

Dist. Distribution line number matched to the modified receipt line.

Qty Billed. Invoice quantity matched to the receipt.

Line. Line number of the modified line.

Quantity. The original receipt quantity.

Adjustment. The quantity entered as the adjustment quantity in the modify receipt transaction.

PO Number. The purchase order number corresponding to the modified receipt line.

Related Topics

Common Report Headings, page 9-6

Matching Detail Report

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, is based on the transaction you select:

- **Invoice.** The report includes all the invoice distributions and matching detail for the purchase order or receipt that they are matched to. 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 rows are blank. This report is sorted by invoice distributions, purchase order number, receipt number, and receipt line.

- **Purchase Order.** The report includes all the purchase order lines, shipments, and distributions of the purchase order you specify. If you specify a valid blanket purchase order number, the report will include purchase order releases. If an invoice was matched to any of the printed purchase order shipments, the invoice distribution detail is also included. If there are no invoices matched to the purchase order shipment, the invoice columns are blank. This report is sorted by purchase order line, shipment, and invoice.

- **Receipt.** The report includes all the receipt lines and the purchase order line detail that the receipt line was created from. 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.

Selected Report Parameters

Invoice. Enter the invoice number that you want to see matching detail for. If the invoice number you enter can be used by multiple suppliers (for example, you use the system date as the invoice number), then use the LOV to select the specific invoice and supplier that you wish to report on.

Purchase Order. Enter the purchase order number that you want to see matching detail for. Only Standard and Blanket are valid purchase order types for this report.

PO Release. Optionally enter a release if the purchase order is a blanket purchase order.

Receipt. Enter a receipt number that you want to see matching detail for. Do not include any unordered or internal receipts as they cannot be matched to invoices.

Selected Report Headings

Date (Matched Invoice, Purchase Order, or Receipt). Date of the matched invoice, purchase order, or receipt.

Type (Matched Invoice or Purchase Order). Type of matched invoice or purchase order.

Voucher Number (Matched Invoice). Document sequence number of the matched invoice.

Currency (Matched Invoice or Purchase Order). Currency of the matched invoice or purchase order.

Exchange Rate Type (Matched Invoice or Purchase Order). Type of exchange rate of the matched invoice or purchase order.

Exchange Rate (Matched Invoice, Purchase Order or Receipt). If you entered the invoice, purchase order, or receipt in a foreign currency, Payables prints the exchange rate.

Exchange Rate Date (Matched Invoice, Purchase Order, or Receipt). If you entered a purchase order or receipt in a foreign currency, Payables prints the exchange rate date for your matched items.

Organization Code (Matched Receipt). Business unit code for a matched receipt.

Column Headings (Invoices)

Dist. Invoice distribution number matched to the modified receipt line.

Type. Type of invoice distribution, either Item, Freight, Tax, Miscellaneous, Prepayment, or Withholding.

Amount. The total amount of the Invoice distribution.

Account. The account associated with the distribution line.

Accounted. If the invoice distribution line has been accounted, the report shows "Y." If this line has not been accounted, the report shows "N."

Create Date. Date the invoice distribution was created.

Column Headings (Matched Detail Block)

Number. The purchase order or receipt number that the invoice distribution is matched to.

Rel. The release number of the blanket purchase order referenced in the number field.

Line. The line number of the purchase order or receipt.

Ship. The shipment number of the purchase order line.

Dist. The purchase order shipment's distribution number that is used to create the

invoice distribution.

Quantity. The first row represents the quantity billed on the invoice. The second row represents the quantity ordered on the purchase order shipment. When the invoice is matched to a receipt, the third row is the quantity received on the receipt line.

Price. The invoice unit price is on the first row and the purchase order line price on the second row.

UOM. The invoice unit of measure (UOM) is on the first row, the purchase order UOM on the second row, and when matched to the receipt, the receipt UOM is on the third row.

Column Headings (Purchase Orders)

Rel. For a blanket purchase order, the release number that has matched invoices.

Line. Line number of the purchase order.

Ship. Shipment number of the purchase order line. When multiple invoices are matched to a purchase order shipment, this row is printed only once, with the detail of each matched invoice below it.

Dist. Purchase order distribution of the purchase order shipment.

Invoice Num. Invoice number matched to the purchase order shipment. Invoice data repeats for each different invoice matched to that purchase order shipment distribution. No invoice data means that the purchase order shipment/distribution is unmatched.

Voucher. The document sequence number assigned to the invoice.

Dist. The invoice distribution line matched to the purchase order shipment.

Amount. The total amount of the invoice distribution.

Account. The account associated with the distribution line.

Creation Date. The creation date of the invoice distribution (the date the match occurred).

Quantity. The first row is the amount ordered on the purchase order distribution and subsequent rows represent the amount billed on the invoice.

Price. The first row is the unit price entered on the purchase order line and subsequent lines are the unit prices on the matched invoices.

UOM. The first row is the unit of measure entered on the purchase order line and subsequent lines are the units of measure on the matched invoices.

Column Headings (Receipts)

Number. The second row is the purchase order number and subsequent rows are the invoice numbers.

Voucher. The document sequence number assigned to the invoice.

Rel. For blanket purchase orders, the release number that the receipt was entered against.

Line. The first row is the line of the receipt. The second row is the line of the purchase order.

Ship. Purchase order shipment that is linked to the receipt line.

Dist. The invoice distribution that matches the receipt is listed on row three and subsequent rows.

Quantity. The first row is the quantity received. The second row is the quantity ordered on the purchase order shipment. The third and subsequent rows are the quantity invoiced.

Price. The second row is the price on the purchase order line. The third and subsequent rows are the price on the invoices matched to the receipt.

UOM. The first row is the UOM on the receipt. The second row is the UOM on the purchase order. The third and subsequent rows are the UOM's on the invoices matched to the receipt.

Amount. The total amount of the invoice distribution.

Account. The account associated with the distribution line.

Create Date. The creation date of the invoice distribution.

Related Topics

Common Report Headings, page 9-6

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 Invoice Validation.

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.

> **Important:** 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 validate 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 9-64.

The report may display more than one match status for an invoice because more than one match rule can be violated. Each invoice can be matched to more than one purchase order line, and each matching hold can have a release reason.

Payables displays the match status and detail invoice information. For example, a matching status of Qty Ord means that the quantity billed exceeds the quantity ordered. Payables displays both these quantity amounts so you can identify the variance. If a hold exists on one or more purchase order lines, the invoice status is HELD. If all holds have been released, the invoice status is RELEASED.

The Matching Hold Detail Report also provides you with a listing of matching status and matching release codes with descriptions.

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 Validations.** 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 invoice batch control, 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 value of the purchase order/invoice. Payables compares the tax code value of the purchase order with the code value 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. Invoice Validation 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 Invoice Validation.

You can optionally define your own release reasons using the Invoice Hold and Release

Names window. You can also manually release any matching hold using the Invoice Holds tab 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.

Related Topics

Invoice Hold and Release Names, *Oracle Payables Implementation Guide*

Applying Holds, page 3-202

Releasing Holds, page 3-206

Invoice Validation, page 3-170

Final Matching Purchase Orders, page 3-68

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Open Items Revaluation Report

Use the Open Items Revaluation report to revalue the balances of your open items.

Open items in this report are all invoices (including prepayments, credit memos, and debit memos) that are unpaid as of the last date of the revaluation period you specify.

> **Note:** Payments are included if the last reporting date is after the accounting header date of the payment, and the GL date is outside of the reporting period.

You can use the following parameters to further select which open items you want to include on the report:

- Transferred to GL Only
- Cleared Only

This report takes into account changes in the value of your liabilities due to changes in foreign currency rates. You revalue your liabilities based on the revaluation rate you specify, which is either an end of period rate or a daily rate.

To provide you with a complete listing of your liabilities, the report includes open items in your ledger currency. Those items use a rate of 1.

The report provides you with three amounts:

- The value of your open items before revaluation, which you can reconcile with your general ledger balances. The report provides a complete list of all open items to support the balance of each liability account.

- The value for each open item revalued with the revaluation rate. This total of these revalued items is required to report in some countries, such as the United States.

- The higher of the two item values both before and after the revaluation. Payables totals these values and calculates the difference. This total is needed in some countries, such as Germany, where the higher market value of open items needs to be determined.

The report is divided into sections for each unique combination of balancing segment and liability account. Within each section, the report lists open items for each supplier.

The Open Items Revaluation report determines the amount needed to manually adjust your general ledger balance to reflect the difference between your original and revalued balance. This revaluation difference is calculated for each liability account and summed for each balancing segment. You should reverse this general ledger entry at the beginning of the next period to synchronize Payables and general ledger balances.

You can run the Open Items Revaluation report for a revaluation period, up to a particular due date, and for a range of balancing segment values. Make sure that you enter rate information for each currency that you use. Use the Include Up to Due Date parameter to split your liabilities into short-term, mid-term, or long-term liabilities.

Prerequisites

- If you are using an end of period rate, then define the rates in the Period Rates window. See: Entering Period Rates, *Oracle General Ledger User's Guide*.

- If you are using a daily rate, then enter daily rates for the rate type you want to use, whether that rate type is predefined or user defined. See: Entering Daily Rates, *Oracle General Ledger User's Guide*.See: Defining Conversion Rate Types, *Oracle General Ledger User's Guide*, Entering Daily Rates, *Oracle General Ledger User's Guide*.

Report Parameters

Revaluation Period: Enter the period that you want to revalue. All open invoices with invoice dates up to the last date of this period are selected.

Include Up to Due Date: Enter a date if you want to differentiate short-term, mid-term and long-term liabilities, otherwise leave this field blank. The date is the maximum due date included in the report.

Rate Type: Select the type of rate you want to use to revalue the open transactions:

- **Period.** Rate at the end of the revaluation period.
- **Daily.** If you select Daily, then also enter values for the Daily Rate Type and Daily Rate Date.

Daily Rate Type: If you select Daily as your rate type, then select a daily rate type.

Daily Rate Date: If you select Daily as your rate type, then select the daily rate date.

From/To Balancing Segment: Enter the lowest and highest balancing segment values in the range of values that you want to report.

Transferred to GL Only: Enter Yes if you want the report based only on transactions that are transferred to general ledger. Enter No if you want all transactions reported for open balances.

Cleared Only: Enter Yes if you want payments to affect transaction open balances only if the payments are cleared. Enter No if you want all payments to affect open balances.

Report Headings

Balancing Segment: Value of the balancing segment in the range that you selected.

Account: Liability account.

Transaction Number/Date/Type: Invoice number, invoice date, and the invoice type: Standard, Prepayment, Credit Memo, Debit Memo, etc.

Due Date: Due date of the invoice.

Curr: Currency in which the invoice was entered.

Open Original Amount: The transaction balance in the currency in which the invoice was entered.

Exchange Rate: Exchange rate for foreign currency transactions. This value is 1 for ledger currency transactions.

Open Functional Amount: The transaction's balance valued at the exchange rate used when the invoice was entered.

Revaluation Rate: Rate that the report uses to revalue the balance of the transaction.

Revalued Amount: Transaction balance, revalued using the revaluation rate.

Open Revalued Amount: The higher of the Open Functional Amount and the Revalued Amount. Used to determine the market value of the open item.

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 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 validated 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 validated 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.

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 unpaid and partially paid credit and debit memos in the report.

You might want to include these on the report so that you can determine the full, net balance due to a supplier that has available prepayments.

- **Yes**
- **No**

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 Permanent 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 validated 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.

Related Topics

Invoice Hold and Release Names, *Oracle Payables Implementation Guide*

Prepayments, page 3-70

Invoice Validation, page 3-170

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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.

Selected Report Parameters

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.

- **Template Number.** Order the report alphanumerically by recurring invoice

template number.

- **Creation Date.** Order the report by the date that you created each recurring invoice template on.

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.

Related Topics

Entering Recurring Invoices, page 3-101

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 ledger 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.

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 ledger 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 ledger 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.

Related Topics

Foreign Currency Transactions, page 6-1

Entering Daily Rates, *Oracle General Ledger User's Guide*

Unaccounted Transactions Report, page 9-110

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Payment Reports

Payables provides the following payment reports:

Cash Requirement Report, page 9-87

Discounts Available Report, page 9-90

Discounts Taken and Lost Report, page 9-91

Payment Audit by Voucher Number , page 9-92

Payment Exceptions Report, page 9-93

Payment Gain/Loss Report, page 9-94

Payment Register, page 9-95

Stopped Payments Report, page 9-97

Unclaimed Property Report, page 9-97

Update Matured Future Payment Status Program and Report, page 5-59

Void Payment Register, page 9-99

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 ledger 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 Bills Payable Maturity Date Report, page 5-60 to help plan your cash needs for future dated payments.

Selected Report Parameters

Pay Only When Due. Use this option to project cash requirements for a payment batch depending on whether or not you choose the Include Only Due option for the batch. This is useful when you need to preserve cash and do not want to pay invoices based on their discount dates.

- **Yes.** Limit the report to invoices that are due, and ignore any discounts available. When this option is enabled, the report includes invoices only if the payment due date is on or before the Pay Through Date you specify.

- **No.** Report on both invoices that are due, and invoices with discounts available. When this option is enabled, the report includes invoices with either a discount or payment due date that is on or before the Pay Through Date you specify. If the Pay Date Basis for the supplier site is set to Due, then the report ignores invoices that have a discount date, but not a due date, within the date range.

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 Unvalidated Invoices. Enter Yes to include all unvalidated invoices in the report. Enter No to exclude unvalidated invoices. When you use this option, the amount of an unvalidated invoice may change before payment. For example, Invoice Validation has not completed certain tax calculations, or the invoice may be on hold for an amount related issue.

> **Tip:** If you use the Cash Requirement Report to predict cash needs for a payment batch you plan to submit, it is best to exclude unvalidated invoices, since Payables also excludes unvalidated invoices 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.

Validated. Payables prints Yes if the invoice is Validated, No if the invoice is not validated, or, if the invoice has holds applied to it, Payables prints the number of holds. If you choose No for the Include Unvalidated 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 ledger 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 ledger currency.

Related Topics

Creating Multiple Payments, page 5-24

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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.

> **Tip:** 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.

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.

Related Topics

Discounts, page 3-31

Payment Terms, *Oracle Payables Implementation Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 ledger currency.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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 the detail of each invoice payment line. This will list the summary of each invoice payment line.
- **No.** This will list the detail of each invoice payment line.

Note: This report does not produce a subtotal by supplier site.

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.

Related Topics

Discounts, page 3-31

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Oracle Cash Management User's Guide, *Oracle Cash Management User's Guide*

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, *Oracle Payables Implementation Guide*.

Payables sorts this report by voucher number.

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.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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.

Selected Report Parameters

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.** Payablesselects 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

Use this report to identify payments that have at least one invoice with a loss and at least one invoice with a gain. The report totals the exchange rate currency 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. For each payment that has both a gain and a loss, Payables lists each currency exchange rate gain and loss included in the payment.

> **Important:** Payments must be accounted and transferred to general ledger before they will appear on this report.

Report Parameters

From/To GL Date. Enter a range of dates (for example, the accounting period you are

reviewing).

Report Headings

Gain Account. Gain account you use for the bank that disbursed funds.

Loss Account. 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 item paid by this payment.

Accounted Gain. Amount of currency gain due to the difference between the invoice exchange rate and the payment exchange rate.

Accounted 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.

The report lists each payment that has a payment date within the range you specify, 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. If you want to review actual cash disbursed, then you can run this report along with the Void Payment Register.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

From/To Date. The report includes payments that have payment dates within the range that you specify here.

Display Supplier Address:

- **Yes.** Display the supplier address to which you sent a payment.
- **No.** Do not display 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.

> **Important:** 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).

Attribute Set. (Publish Payment Register Report only) Enter the attribute set that you want to use to generate the report.

Output Format. (Publish Payment Register Report only) Specify the output format you want: Text, HTML, CSV,orTab Delimited.

Selected Report Headings

Bank. Name of the bank.

Branch. Bank branch.

Account. Bank account.

Bank Account Currency. Currency held in the bank account.

Payment Type. A single payment type or all payment types.

Display Supplier Address. Indicates whether a supplier address appears on the report.

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.

Address. Supplier address.

Payment Amount. Amount of a payment. Payables displays 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 displays the status of the payment.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Voiding Payments, page 5-67

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.

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 displays 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.

Related Topics

Stopping Payments, page 5-66

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Unclaimed Property Report

Use this report to identify uncleared payments. This report is particularly useful in the

United States where you need to identify unclaimed property that might need to be legally escheated to a designated authority.

The report includes all payments that meet the criteria you specify in the report parameters, and that have one of the following statuses: Issued, Negotiable, Stop Initiated.

The report output is sorted in the following order: operating unit, bank account, payment method, and currency. The report is then organized by state and supplier. Within each supplier the report is sorted by payment date, starting with the oldest payment date. The report provides payment totals by state.

Selected Report Parameters

Bank Account. If you want to limit the report to payments issued from a particular bank account, then enter the bank account. Leave blank to run the report for payments regardless of the bank account they were issued from.

Payment Method. If you want to limit the report to payments issued using a particular payment method, then enter the payment method. If this parameter is blank then the report includes all payments regardless of payment method.

Supplier Type. If you want to limit the report to payments made to suppliers of a particular type, then enter the supplier type. This value corresponds to the Type field in the Suppliers window. Leave blank to submit the report for payments made to suppliers regardless of their type.

State. If you want to limit the report to payments made to supplier sites with a particular state in the payment address, then enter the state.

From/To Payment Date. Enter a date range that specifies the payment dates of payments to include on the report. The To Payment Date parameter is required.

Selected Report Headings

State. The abbreviation for the U.S. state in the payment address.

Payment Date. Date of the payment. Within each supplier, the report sorts unclaimed payments by payment date, oldest to newest.

Document Number. Payment number.

Payment Amount. Full payment amount. If the value is too wide for the report column then it shows as asterisks (********).

Supplier Type. Type of supplier. For example, Employee.

Payment Address. Address on the payment.

Related Topics

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Reconciling Payments with Oracle Cash Management, page 5-69

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.

Selected Report Parameters

From/To Date. Date range for which you want to submit the report.

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 show the supplier address that each payment was remitted to. 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 date range you select for this report.
- **Void Date.** Payables includes all payments with a void date in the date range you select for this report.

Selected Report Headings

Payment Document. Payment document used for the void payment.

Disbursement Type. Disbursement type (Computer-Generated, Combined, or user-defined) of the payment document used for the 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. Included only if you entered Yes as the Print Supplier Address report parameter.

Payment Amount. Amount of a void payment.

Void Date. Date on which a payment became void.

Related Topics

Voiding Payments, page 5-67

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Receivables and Payables Netting Reports

Receivables and Payables Netting provides the following reports.

- Proposed Netting Report, page 9-100
- Final Netting Report, page 9-102

Proposed Netting Report

The Proposed Netting Report contains the transactions selected for netting and it is created during the Create Netting Batch process. You can view this report when the netting batch status is Selected, Submitted, Approved, Suspended, Rejected, or Cancelled. This report is also sent to the trading partner if the Trading Partner Approval Required check box is selected when creating the netting agreement. The reports contains the following information:

- Operating Unit
- Netting Agreement Name
- Start Date
- End Date
- Trading Partner Reference - If applicable
- Netting Bank Account
- Select Only Past Due Receivables Transactions - Yes or No
- Days Past Due
- Netting Order Rule
- Netting Balance Rule
- Netting Currency Rule
- Exchange Rate Type

- Exchange Rate
- Batch Number
- Batch Name
- Reckoning Currency - The netting calculation currency
- Transaction Due Date
- Settlement Date
- Response Date - If applicable
- Proposed Netting Amount - The amount is displayed in the reckoning currency, such as 200.00 USD when USD is the reckoning currency

Supplier Information

- Supplier - Supplier Name
- Supplier Number - Supplier Number
- Site - Supplier Site
- Supplier Taxpayer ID
- Supplier Tax Registration Number
- Invoice Number
- Invoice Type
- Invoice Date
- Invoice Amount
- Open Amount - Amount remaining on invoice in the entered invoice currency.
- Invoice Currency
- Open Amount - Amount remaining on invoice in the reckoning currency
- Due Date
- Totals

Customer Information

- Customer - Customer Name
- Customer Account Number - Customer Account Number
- Location - Customer Location
- Customer Taxpayer ID
- Customer Tax Registration Number
- Transaction Number
- Transaction Type
- Transaction Date
- Transaction Amount
- Open Amount - Amount remaining on invoice in the entered invoice currency
- Transaction Currency
- Open Amount - Amount remaining on invoice in the reckoning currency
- Due Date
- Totals

Final Netting Report

The Final Netting Report is created at the end of the netting process after the transactions have cleared. You can only view this report when the netting batch status is Completed. This report shows the final netting details, such as the values for Payment, Receipt Number, and Netted Amount.

The report contains the following information:

- Operating Unit
- Netting Agreement Name
- Start Date
- End Date
- Trading Partner Reference -If applicable.

- Netting Bank Account
- Select Only Past Due Receivables Transactions - Yes or No
- Days Past Due
- Netting Order Rule
- Netting Balance Rule
- Netting Currency Rule
- Exchange Rate Type
- Exchange Rate
- Batch Number
- Batch Name
- Reckoning Currency - The netting calculation currency
- Transaction Due Date
- Settlement Date
- Response Date - If applicable.
- Final Netting Amount - The amount is displayed in the reckoning currency, such as 200.00 USD when USD is the reckoning currency

Supplier Information

- Supplier - Supplier Name
- Supplier Number - Supplier Number
- Site - Supplier Site
- Supplier Taxpayer ID
- Supplier Tax Registration Number
- Invoice Number
- Invoice Type
- Invoice Date

- Invoice Amount
- Netted Amount - Netted amount in entered invoice currency.
- Invoice Currency
- Netted Amount - Netted amount in reckoning currency.
- Payment Number
- Totals

Customer Information

- Customer - Customer Name
- Customer Account Number - Customer Account Number
- Location - Customer Location
- Customer Taxpayer ID
- Customer Tax Registration Number
- Transaction Number
- Transaction Type
- Transaction Date
- Transaction Amount
- Netted Amount - Netted amount in the entered invoice currency.
- Transaction Currency
- Netted Amount - Netted amount in reckoning currency.
- Receipt Number
- Totals

Accounting and Reconciliation Reports

Use the following accounting and reconciliation reports:

- Accounts Payable Trial Balance Report, page 9-105

- Accounts Payable Negative Supplier Balance Report, page 9-105
- Period Close Exceptions Report, page 9-105
- Posted Invoice Register, page 9-106
- Posted Payment Register, page 9-108
- Unaccounted Transactions Report, page 9-110

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 Accounts Payable Trial Balance report is a Payables-specific version of the Open Account Balances Listing report. By running this report from Payables, you can run this report for a specific operating unit. For details on the parameters and headings in this report, see: Open Account Balances Listing, *Oracle Subledger Accounting Implementation Guide*.

In the reports parameter, if you do not enter an as of date, then the report shows all paid and unpaid invoices from the start date.

Accounts Payable Negative Supplier Balance Report

The Accounts Payable Negative Supplier Balance report allows you to run a Payables-specific version of the Open Account Balances Listing report. By running this report from Payables, you can view the negative supplier balances for a specific operating unit. For details on the parameters and headings in this report, see: Open Account Balances Listing, *Oracle Subledger Accounting Implementation Guide*.

Period Close Exceptions Report

Submit this report to review a complete list of exceptions that are preventing you from closing a Payables accounting period. This report lists, for each organization within the ledger, the following exceptions:

- Outstanding Payment Batches
- Accounting Entries not Transferred to General Ledger
- Bills Payable Requiring Maturity Event and Accounting
- Unaccounted Invoices

- Unaccounted Payments

For instructions on resolving each of these exceptions, see: Closing an Accounting Period, *Oracle Payables Implementation Guide*.

To submit the Period Close Exceptions Report:

1. In the Control Payables Periods window if you try to close a period that has exceptions, the period status cannot be changed. Payables displays a message telling you this, and enables the Exceptions button.

2. Choose the Exceptions button in the Control Payables Periods window.

   Payables opens a message window. From the window you can choose the following buttons:

   - Review

   - Sweep (unaccounted transactions to the next period)

3. Choose the Review button to submit the report. You can access the report output in the Requests window.

Posted Invoice Register

Use the Posted Invoice Register to review accounting lines for invoices that have been transferred to your general ledger. Because it presents amounts that have been charged to liability accounts, this report is valid only for an accrual ledger.

The Posted Invoice Register is primarily a reconciliation tool. Use this report along with the Posted Payment Register and the Accounts Payable 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.

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 your 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.

The report always sorts first by liability account. If the report is submitted in detail, it then sorts in the following order:

- The report sorts using the Order By parameter, either Journal Entry Batch or Entered Currency. The default value is Entered Currency, and you can change the parameter value only if the report includes journal entry batch names (the Include Journal Entry Batch parameter is Yes).
- The report then sorts by supplier name, invoice number, and invoice date.

Prerequisites

- Transfer your accounting entries to general ledger.

  See: Transferring Journal Entries to Your General Ledger, page 7-10

- 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*.

Selected Report Parameters

To review information for parameters used in multiple reports, such as ledger Currency, see: Common Report Parameters, page 9-4.

From/To Accounting Date. Inclusive accounting date range for invoices in the report.

Liability Account. If you want to submit the report for a single liability account, then specify that account here. Leave this parameter blank to submit the report for all liability accounts.

Include Journal Entry Batch. Enter Yes if you want the report to include the names of all journal entry batches in which the invoice transactions were transferred. Note that if you choose to include this information the report will take longer to generate.

Journal Entry Batch. If you want to submit the report for a single invoice journal entry batch, then specify that batch here. Leave this parameter blank to submit this report for all invoice journal entry batches.

Order By. This parameter is used to sort reports that are generated in detail. The default value is Entered Currency. You can select the Journal Entry Batch option only if you first enter Yes for the Include Journal Entry Batch parameter.

- **Entered Currency.** Sort the report by:
  - 1) liability account
  - 2) invoice currency

- 3) journal entry batch name (only if you enter Yes for the Include Journal Entry Batch parameter)

- **Journal Entry Batch.** Sort the report by:
  - 1) liability account
  - 2) journal entry batch name
  - 3) invoice currency

  Summarize Report.

- **Yes.** Summarize the report by liability account and do not include invoice detail.
- **No.** Include invoice detail.

Selected Report Headings

Invoice Amount. Total invoice amount.

Posted Distribution Amount - Entered/Accounted Currency. Total of the transferred invoice distributions in the invoice currency and the accounted currency.

Related Topics

Reconciling Payables Activity, page 7-14

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Posted Payment Register

Use the Posted Payment Register to review accounting lines for 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 ledger. 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 Payable 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 10-6.

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.

The report always sorts first by liability account. If the report is submitted in detail, it then sorts in the following order:

- The report sorts using the Order By parameter, either Journal Entry Batch or Bank Account. The default value is Bank Account, and you can change the parameter value to Journal Entry Batch only if the report includes journal entry batch names (the Include Journal Entry Batch parameter is Yes).

- The report then sorts 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's Guide*

Selected Report Parameters

To review information for parameters used in multiple reports, such as Ledger Currency, see: Common Report Parameters, page 9-4.

From/To Accounting Date. Inclusive accounting date range for payments in the report.

Bank Account Name. 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.

Include Journal Entry Batch. Enter Yes if you want the report to include the names of all journal entry batches in which the payment transactions were transferred. Note that if you choose to include this information the report will take longer to generate.

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.

Order By. This parameter is used to sort reports that are generated in detail. The default value is Bank Account. You can select the Journal Entry Batch option only if you first enter Yes for the Include Journal Entry Batch parameter.

- **Bank Account.** Sort the report by:
  - 1) liability account
  - 2) bank account
  - 3) journal entry batch name (only if you enter Yes for the Include Journal Entry Batch parameter.)
  - 4) payment currency
- **Journal Entry Batch.** Sort the report by:
  - 1) liability account
  - 2) journal entry batch name
  - 3) bank account
  - 4) payment currency

Summarize Report.

- **Yes.** List totals for each liability account and do not include payment detail.
- **No.** Include payment detail.

Selected Report Headings

Payment Number. Paymentdocument number.

Payment Date. Date of payment.

Payment Amount. Amount of the payment in the transaction currency.

Liability Relieved. The amount of liability relieved by the payment, displayed in the accounted currency.

Related Topics

Reconciling Payables Activity, page 7-14

Foreign Currency Transactions, page 6-1

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 create accounting entries. 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) Validate invoices to reduce the number of unvalidated invoices on the report. See Invoice Validation, page 3-170.
- (Recommended) If you use bills payable (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 Bills Payable Status Program, page 5-59.
- (Recommended) Create accounting entries. See: Creating Accounting Entries in Payables, page 7-7.

Selected Report Parameters

> **Note:** If you do not specify a value for the Period Name or From/To Accounting Date parameters, then the report lists all unaccounted entries, regardless of date.

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 on a purchase order matching related hold), 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 for invoices and/or payments:

- **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.
- **Unaccounted.** The Create 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 Holds and Release Names window.
- **Unvalidated.** You have not submitted Invoice Validation 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.

Related Topics

Invoice Validation, page 3-170

Summary of Validation Hold Codes, page C-1

Adjusting Invoice Distributions, page 3-268

Invoice Hold and Release Names, *Oracle Payables Implementation Guide*

Budgetary Control In Payables, page 10-25

Foreign Currency Transactions, page 6-1

AutoRate Program, page 6-11

Automatic Withholding Tax Overview, page 10-15

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Key Indicators Report

When you submit the Key Indicators Report, Payables generates reports you can use 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, page 9-114: Report that compares Payables activity during the period you specify, and the previous period. You might want to report on key indicators weekly or monthly, to review short-term productivity, and quarterly, to review longer-term productivity.

- Key Indicators Invoice Activity Report, page 9-118: Report that compares the invoice activity for each of your accounts payable processors during the period you specify and the previous period. Payables produces this report only if you choose Yes for the Include Invoice Detail parameter.

- Key Indicators State-of-the-System Report, page 9-119 Snapshot of Payables at the end of the key indicator period for which you are reporting.

Prerequisites

- Define key indicator calendars. See: Special Calendar, *Oracle Payables Implementation Guide*.

- To generate comparison data for the Key Indicators Current Activity Report and the Key Indicators Invoice Activity Report, the Key Indicators Report must have been run for the period prior to the period you are reporting on. You can look at the Report Run check box in the Special Calendar window to confirm that the report has been run. See: Special Calendar, *Oracle Payables Implementation Guide*.

Report Submission

You submit the Key Indicators Report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

Period. Name of the key indicator calendar period you want to report on.

Include Invoice Detail.

- **Yes.** Payables generates the Key Indicators Invoice Activity Report. This report displays the number and amount of invoices entered by each entry person in your accounts payable department. Please note that this report can be very large because it displays information for each entry person who entered Payables invoices during the time period you specify.

- **No.** Payables does not generate the Key Indicators Invoice Activity Report.

Invoices Entered By. If you want to limit the Invoice Activity report to data for a single entry person, then enter that person's userid. To limit the report to system-generated invoices (for example, interest or automatic withholding tax), then enter System. Leave blank if you do not want to limit the reports to a single entry person or to system generated invoices.

Key Indicators Current Activity Report

Use the Key Indicators Current Activity Report to review your accounts payable department's productivity. This 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 the number of automatic payments created during a period) and amount values where applicable to the key indicator (such as the total value of automatic payments created during a period).

> **Important:** All amounts on the Key Indicators Current Activity Report are shown in your ledger currency. If the report is submitted to include invoice detail then Payables first sorts the Invoice Activity Report by user and then by transaction currency.

Report Submission

Payables automatically generates the Key Indicators Current Activity Report when you submit the Key Indicators Report. You submit the Key Indicators Report from the Submit Request window. See: Key Indicators Report, page 9-113.

Selected Report Headings

Prior Period. The name of the key indicators period immediately before the reporting period, and the dates covered by the prior period.

Current Period Number. Number of transactions for the key indicator that were recorded in the reporting period. For example, current period number of sites is the number of new sites entered during the current reporting period.

Prior Period Number. Number of transactions for the key indicator that were recorded in the period before the reporting period. For example, prior period number of sites is the total number of sites entered during the last key indicators period before the reporting period. Prior period data appears only if a Key Indicators Report was submitted for that prior period.

Percent Change Number. Percent change of the current period number compared with the prior period number. For example, if five suppliers were entered into Payables during the current period, and ten suppliers were entered into Payables during the prior period, then the percent change would be -50.00.

If this report was not submitted for the prior period, then Payables displays N/A (Not Applicable) in this column.

All Periods Number. Number of transactions for the key indicator that were recorded in Payables during all periods for which you have ever submitted a Key Indicators Report.

Current Period Amount. Amount of the transactions recorded in Payables during the current period. For example, the current period amount for invoices is the total value of invoices entered during the current reporting period. If an amount is not applicable, such as with suppliers, then Payables leaves this column blank. All amounts on the Key Indicators Current Activity Report are shown in your ledger currency. The amounts on the Key Indicators Invoice Activity Report are displayed in the transaction currency.

Prior Period Amount. Amount of the transactions entered into Payables during the period before the reporting period. For example, the prior period amount for invoices is the total value of invoices entered during the last reporting period. If an amount is not applicable, then Payables leaves this column blank.

Percent Change Amount. Percent change of the current period amount over the prior period amount. For example, if $500,000 of invoices were entered into Payables during the current period, and $1,000,000 of invoices were entered into Payables during the prior period, then the percent change is -50.00.

If this report was not submitted for the prior period, then Payables displays N/A (Not Applicable) in this column.

All Periods Amount. Payables displays the total currency amount of items in Payables. If an amount is not applicable, Payables leaves this column blank. All amounts on the Key Indicators Current Activity Report are shown in your ledger currency. The amounts on the Key Indicators Invoice Activity Report are displayed in the transaction currency.

Row Headings

Suppliers:

- **Suppliers.** Number of new suppliers entered.
- **Sites.** Number of new sites entered for the new suppliers.
- **Additional sites.** Number of new sites entered for existing suppliers.

Supplier Exceptions:

- **One time suppliers.** Number of new suppliers designated as one-time suppliers.
- **1099 suppliers.** Number of new suppliers that are 1099-type suppliers. A 1099 supplier is one that is defined as Federal Reportable in the Suppliers window.
- **Supplier sites on hold.** Number of new supplier sites that have supplier site holds. In the Supplier Sites window, you can hold all payments or hold unvalidated invoices for a supplier site.
- **Inactive suppliers.** Number of suppliers with a value in the Inactive On field that is on or before today's date.

Supplier updates:

- **Suppliers updated.** Number of pre-existing suppliers with added or changed supplier information.
- **Sites updated.** Number of pre-existing supplier sites with added or changed site information.

Invoices:

- **Invoices.** Number and amount of invoices.
- **Matched.** Number and amount of invoices matched to purchase orders and receipts.
- **Distributions.** Number of invoice distributions.
- **Scheduled payments.** Number of scheduled payments, based on payment terms and manual adjustments in the Scheduled Payments tab.
- **Batches.** Number of invoice batches.

Invoice exceptions:

This section shows you the number of invoices with certain types of exceptions. If the period is still open, then these numbers are as of today.

The amount shown for an exception invoice is the invoice amount. For example, for a $100 invoice with a $5 variance, the report shows $100 for the amount.

Note: This report does not include many types of invoice holds. Also, none of these rows includes counts of invoices that have scheduled payment holds or supplier site holds. To see a complete report of your exception invoices submit the Invoice on Hold report, page 9-64.

- **Invoice variances.** Invoices at the end of the reporting period that have a Dist Variance hold (difference between the invoice amount and invoice distribution amount).
- **Invoice holds.** Invoices at the end of the reporting period that have any invoice hold with the Invoice Hold Reason. See: Invoice Holds, page C-4.
- **Invoice matching holds.** Invoices at the end of the reporting period that have any invoice hold with the Matching Hold Reason. See Matching Holds, page C-7.
- **Total invoice exceptions.** Total number of exceptions. Each amount is the sum of invoice amounts of invoices with an exception. Note that one invoice can have multiple exceptions, and therefore might be counted multiple times. For example, if the only exception invoice is an invoice for $100 and it has each of the three exception types, then the total invoice amount is $300.

Payments:

- **Manual payments.** Number and amount of manual payments.
- **Automatic payments.** Number and amount of payment batch payments and Quick payments.
- **Refunds received.** Number and amount of refunds received.
- **Total payments.** Total number and sum of amounts of automatic and manual payments, not including refunds received.

Payments:

- **Invoices paid.** Total 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 recorded as spoiled during a payment batch.

Bank reconciliation:

- **Payments cleared.** Total number and sum of amounts of payments cleared.
- **Payments outstanding.** Total number and sum of amounts of negotiable payments that have not been reconciled to your bank account. This includes issued future dated payments that have not yet matured.

Key Indicators Invoice Activity Report

If the Key Indicators Report is submitted to include invoice detail, then Payables generates the Key Indicators Invoice Activity Report. The Key Indicators Invoice Activity Report provides a breakdown for the current and prior period invoice activity for each entry person in your accounts payable department. The report displays the total number and sum of the amounts of invoices entered by each entry person. The invoices are categorized by transaction currency and source type. The report also displays the total number of distributions entered by each entry person.

> **Important:** The amounts on the Key Indicators Invoice Activity Report are shown in the transaction currency. If you enter foreign currency invoices, Payables displays the amount as the entered value. The subtotal for each transaction currency is shown. The total amount of invoices entered by each entry person is converted to your ledger currency.

Report Submission

Payables generates the Key Indicators Invoice Activity Report when you submit the Key Indicators Report to include invoice detail. You submit the Key Indicators Report from the Submit Request window. See: Key Indicators Report, page 9-113.

Row Headings:

Entered By.

- If the invoice was entered manually, this value is the username of the entry person.
- If the invoice was originally an expense report, this value is the username of the accounts payable employee who reviewed the expense report.
- If the invoice was system generated, for example, an interest invoice, this value is System.

Invoice Currency. Currency in which the invoices were entered.

Source.

- If the invoice was entered manually, this value is Manual.

- If the invoice was imported, this value is the lookup code for source assigned to the invoice or expense report.

- If the system generated the invoice, then this value is the name of the process that generated the invoice. For example, the value is Payment Batch Process for interest invoices generated during a payment batch, and QuickCheck for interest invoices created during generation of a single manual payment.

Subtotal for Invoices. At the end of each currency section the report displays the number and sum of invoice amounts of invoices entered (including Internet Expense reports reviewed) by the entry person.

Total Invoices. Total number and sum of invoice amounts of all invoices entered (including Internet Expense reports reviewed) by the entry person.

Total Distributions. Total number of all invoice distributions entered by the entry person.

Total Functional Amount. Total functional amount for all invoices entered (including Internet Expense reports reviewed) by the entry person.

Related Topics

Entering Supplier Information, *Oracle iSupplier User Guide*

Payment Terms, *Oracle Payables Implementation Guide*

Invoice Validation, page 3-170

Entering Basic Invoices, page 3-13

Creating Single Payments, page 5-13

Creating Multiple Payments, *Oracle Payables User Guide*

Reconciling Payments with Oracle Cash Management, page 5-69

Key Indicators State-of-the-System Report, page 9-119

Entering Purchase Order Matched Invoices, page 3-31

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

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 that are in Payables at the end of the reporting period.

Report Submission

Payables automatically generates 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 9-113.

Row Headings

Suppliers:

- **Suppliers.** Number of suppliers.
- **Sites.** Number of supplier sites.
- **Average sites per supplier.** The number of sites divided by the number of suppliers.

Invoices:

- **Invoices.** Number of invoices.
- **Distribution lines.** Number of invoice distributions.
- **Average lines per invoice.** The number of invoices divided by the number of distributions.
- **Scheduled payments.** Number of scheduled payments based on payment terms and manual adjustments in the Scheduled Payments tab.
- **Average payments per invoice.** The number of invoices divided 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.** The number of payment documents divided 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.** The number of matching holds divided by the number of invoices on matching hold.

Related Topics

Payment Terms, *Oracle Payables Implementation Guide*

Key Indicators Current Activity Report, page 9-114

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Notices

Payables provides the following notices:

Invalid PO Supplier Notice, page 9-121

Matching Hold Agent Notice, page 9-122

Prepayment Remittance Notice, page 9-123

Print Invoice Notice, page 9-124

Receiving Hold Requestor Notice, page 9-125

Supplier Open Balance Letter, page 9-125

Withholding Tax Letter, page 9-50

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.

Payables prints the notice in the preferred language of the supplier, based on the language you specified in the Language field for the supplier in the Supplier Sites window.

You can customize this notice. See: Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*.

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. Payablesprints 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.

Related Topics

Applying Holds, page 3-202

Releasing Holds, page 3-206

Invoice Validation, page 3-170

Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*

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.

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.

Related Topics

Matching to Purchase Orders, page 3-31

Releasing Holds, page 3-206

Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*

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.

Payables prints the notice in the preferred language of the supplier, based on the language you specified in the Language field for the supplier in the Supplier Sites window.

You can customize this notice. See: Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*.

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 9-1.

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.

Related Topics

Prepayments, page 3-70

Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*

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 3-213

Payables prints the notice in the preferred language of the supplier, based on the language you specified in the Language field for the supplier in the Supplier Sites window.

You can customize this notice. See: Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*.

Report Submission

You can submit this notice from the Invoice Actions window of the Invoice Workbench. See: Printing Invoice Notices from the Invoice Workbench, page 3-214. Alternatively, you can submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

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.

From Date. Start date for a range of invoice dates.

To 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.

Related Topics

Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*

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.

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

Related Topics

Customizing Your Supplier Letters, *Oracle Payables Implementation Guide*

Site Locations, *Oracle Human Resources User's Guide*

Supplier Open Balance Letter

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. The report summarizes balances by currency.

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 Parameters

As of Date. The report includes transactions that are open as of this date.

Supplier Name From/To. Alphabetical range of suppliers to report on.

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. Thew report includes transactions that are greater than the amount you enter here.

Minimum Open Balance. Minimum amount that a supplier's outstanding balance must reach before a report is generated.

Reference Number. Number you can use to identify this report.

Report Headings

Open Balance Amount. The remaining open amount for the invoice.

Total. The sum of the Invoice Amount column and the Open Balance Amount column, summarized by currency.

> **Note:** Only the automatically created tax line amounts are included in the paid prepayments amount in the Unapplied Prepayment section.

See Also

Common Report Parameters, page 9-4

Common Report Headings, page 9-6

Listings

Payables provides the following listings:

Bank Account Listing, page 9-127

Distribution Set Listing, page 9-128

Employee Listing, page 9-129

Payment Terms Listing, page 9-130

Payables Lookups Listing, page 9-131

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.

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 after 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.

Curr. 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. Accountused for payment accounting entries.

Description. Description of a bank account.

Document 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.

Related Topics

Bank Account Model Overview, *Oracle Cash Management User Guide*

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.

Selected Report Parameters

Include Active/Inactive Sets?

- **Active.** Submit the listing foractive 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. Accountsegments 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.

Related Topics

Distribution Sets, *Oracle Payables Implementation Guide*

Entering Invoice Distributions, page 3-17

1099 Reporting Overview, page 9-25

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 9-1.

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.

Related Topics

Enter Person, *Managing People Using Oracle HRMS*

Site Locations, *Oracle Human Resources User's Guide*

Common Report Headings, page 9-6

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.

Selected Report Parameters

Terms Status.

- **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, *Oracle Payables Implementation Guide*.

Related Topics

Payment Terms, *Oracle Payables Implementation Guide*

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 window.

The listing is divided into two sections. In the Payables section of the listing, the report includes the lookup values you use for invoice and payment processing. In the Purchasing section, the report includes the lookup values you use for supplier processing. The report also includes all the predefined and user-defined lookup values you use in Purchasing for requisition and purchase order processing.

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 Lookups

- **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 Modify Payment 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.

Last Active Date. Date when a lookup value is no longer active and does not appear on any lists of values.

Tolerance Listing

Use the Tolerance Listing to review all the Invoice Tolerance templates that have been defined in the Invoice Tolerances window.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports, Programs, and Listings, page 9-1.

Selected Report Parameters

This report does not have any parameters.

Selected Report Headings

Name. Tolerance template name.

Description. The description of the tolerance template.

Tolerance. The value of a specific tolerance setting.

Hold Name. The name of the hold associated with a specific tolerance.

Related Topics

Invoice Tolerances, *Oracle Payables Implementation Guide*

Country-Specific Reports

Oracle Payables provides country-specific reports to meet your global reporting needs. These reports are documented in regional Oracle Financials user guides.

Country-Specific Reports for Asia/Pacific

The following reports are available in the *Oracle Financials for Asia/Pacific User Guide.*

- Bank Charges Accounting Upon Payment Report (Japan)
- Bank Charges Accounting Upon Notification Report (Japan)
- Bank Charges Report (Japan)
- Invoice Transaction Check Report (Japan)
- Actual Payment Report (Japan)
- Payment Schedule Report (Japan)
- Invoice Register by Detail (Japan)
- Korean Withholding Tax Report
- Korean VAT Tax Report
- Singaporean Input Taxes Gain/Loss Report
- Taiwanese EDI Government Uniform Invoice
- Taiwanese Pro Forma 401 Report
- Taiwanese Input VAT Report

- Taiwanese Payables Sales/Purchase Return and Discount Certificate
- Taiwanese Purchase Return and Discount Report

Country-Specific Reports for Europe

The following reports are available in the *Oracle Financials for Europe User Guide*.

- French DAS2 Verification Report
- French DAS2 Type 210 Updates Report
- French DAS2 Extract File
- French DAS2 Consultant Letters
- Spanish Withholding Tax Data Extract (Modelo 190)
- Spanish Withholding Tax Report
- Spanish Withholding Tax Magnetic Format (Modelo 190)
- Israeli Withholding Tax Detail/Summary Report
- Israeli Withholding Tax File to the Tax Authority
- Israeli Withholding Tax Reconciliation Report
- Israeli Withholding Tax Annual Certificate to Vendors Report
- Italian Payables Withholding Tax Letters
- Supplier Balances Detail and Summary Reports
- Greek Payables Supplier Turnover Listing and File Format
- Greek Receivables Customer Turnover Listing
- Finnish Payables Account by Detail Report
- Finnish Cash Requirement Report
- Polish Supplier Statement
- Portuguese Payables Taxpayer ID Exception Report

Country-Specific Reports for Americas

The following reports are available in the *Oracle Financials for the Americas User Guide*.

- Argentine Payables Withholding Certificate
- Argentine Payables Withholding Flat File
- Argentine Payables Supplier Statement Report
- Brazilian Payables Consolidated Invoice Register Report
- Brazilian Payables Cancelled Consolidated Invoices Register Report
- Brazilian Payables Associated Trade Notes and Bank Collection Documents Report
- Brazilian Payables Non-Associated Trade Notes
- Brazilian Payables Import Bank Collection Documents Report
- Chilean Payables Withholding of Fees Ledger Report
- Chilean Payables Professional Fees Certificate
- Chilean Payables Professional Fees and Participation Certificate
- Chilean Payables Withholding Certificate Summary Report
- Chilean Payables Supplier Statement Report
- Colombian Payables Withholding Certificate Report
- Colombian Payables Withholding Report

Subledger Accounting Reports

For information on the Subledger Accounting reports available in Oracle Payables, see:

- Account Analysis Report, *Oracle Subledger Accounting Implementation Guide*
- Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*
- Create Accounting for Third Party Merge Program, *Oracle Financial Services Accounting Hub Implementation Guide*
- Export Application Accounting Definitions, *Oracle Subledger Accounting Implementation Guide*

- Import Application Accounting Definitions, *Oracle Subledger Accounting Implementation Guide*
- Journal Entries Report, *Oracle Subledger Accounting Implementation Guide*
- Multiperiod Accounting Reports, *Oracle Subledger Accounting Implementation Guide*
- Open Account Balances Data Manager Program, *Oracle Subledger Accounting Implementation Guide*
- Open Account Balances Listing, *Oracle Subledger Accounting Implementation Guide*
- Subledger Period Close Exceptions Report, *Oracle Subledger Accounting Implementation Guide*
- Third Party Balances Report, *Oracle Subledger Accounting Implementation Guide*
- Transfer Journal Entries to GL Program, *Oracle Subledger Accounting Implementation Guide*

Related Topics

Subledger Accounting Reports Overview, *Oracle Subledger Accounting Implementation Guide*

10

Other Topics

This chapter covers the following topics:

- AuditTrail
- Automatic Interest
- Automatic Offsets
- Withholding Tax Overview
- Budgetary Control in Payables
- Encumbrances in Payables
- 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.*

Related Topics

Reporting on Audit Trail Data, *Oracle Applications System Administrator's Guide*

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 then ready for validation.

The amount of the interest invoice is the interest amount owed. The interest invoice number is the same as the overdue invoice number, but with the suffix "-INTx", where x is the count of interest invoices that have been created for the overdue invoice. For example, the third interest invoice created for an overdue invoice has the suffix "-INT3".

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

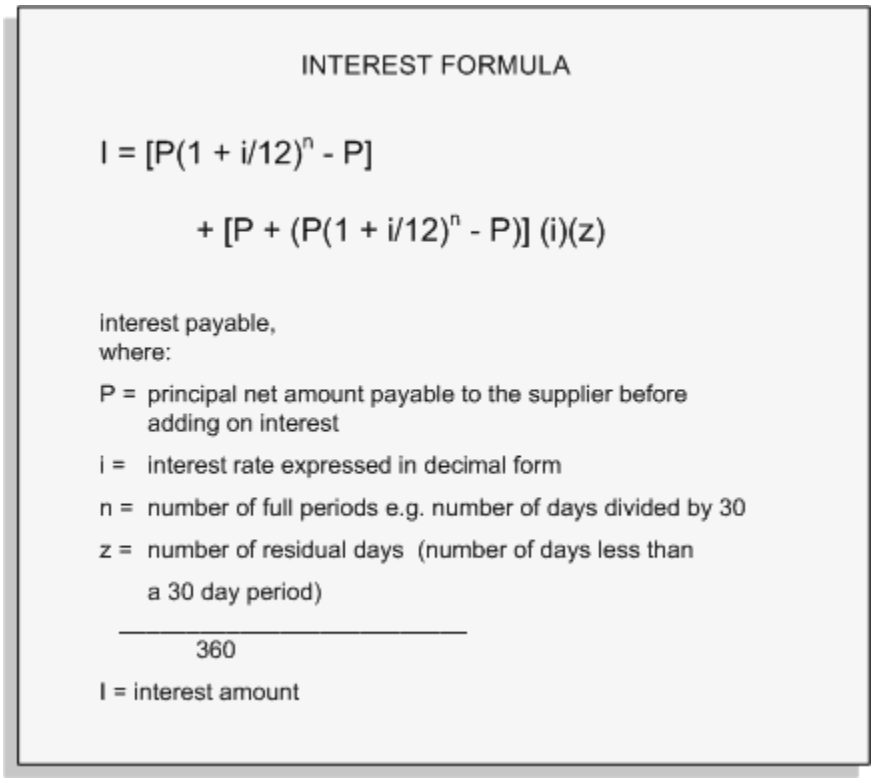
When you pay an overdue invoice, Payables uses the invoice due date to determine how many days overdue the invoice is. Payables determines the Due date by using a start date and payment terms. For example, if the start date is January 1, 2002, and the payment terms are Net 30, the invoice will be payable 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 Invoice Validation, 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.

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.



For a text description of the previous graphic, see Text Description of the Interest Formula, *Oracle Payables User's Guide*

Accounting for Interest Invoices

Payables creates invoice expense distributions and liability accounting entries for the new invoices using the options and accounts you specify in the Interest tab of the Payables Options window.

The setting of the Prorate Across Overdue Invoice option controls how Payables creates distributions on the interest invoice and what expense accounts it assigns to the new distributions.

If you enable the Prorate Across Overdue Invoice option, Payables prorates the interest amount across the item distributions on the overdue invoice. It then builds the account for each interest invoice distribution by using

- the natural (charge) account segment from the interest invoice expense account, and
- all other account segments from the corresponding item distribution of the overdue invoice.

If Dynamic Insertion is disabled and the GL accounts that Payables builds are not valid and active, then Payables will instead use the expense interest account for each distribution.

If you do not enable the Prorate Across Overdue Invoice option then Payables creates an interest invoice with one distribution and the expense interest invoice account.

The following section is applicable to customers who use transaction codes. Transaction codes are typically used by US Federal Government customers to produce both proprietary and budgetary entries for a given transaction.

If you have specified a transaction code for your interest invoices, Payables creates the additional accounting entries when you transfer your payments to your general ledger.

Related Topics

Interest Rates, *Oracle Payables Implementation Guide*

Payables Options, *Oracle Payables Implementation Guide*

Scheduling Invoice Payments, page 3-29

Payment Batches and Quick Payments

When an invoice for an automatic interest supplier site is paid in a pay run 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.

Each interest invoice is validated and included in the payment for the overdue invoice. When you pay them, you can use a remittance advice format if you have defined one for interest invoices.

Additional Pay Run Information

When you select invoices for payment, Payables generates the Scheduled Payment Selection report. This report shows the invoices that you selected for payment as well as any invoices that meet the selection criteria, but that are not yet ready for payment. It also provides the cash requirements for paying the selected invoices. You can view the invoices selected for payment at any time during the pay run process. However, you can only view the set of invoices that were not selected, and the associated credits and prepayments, if you stop the pay run.

The Scheduled Payment Selection report lets you review this detailed invoice information while having a completely automated pay run and lets you improve the business processes for future pay runs. For example, if you are missing credits, you can adjust the template, or you can correct problems that prevented the credits from being selected and rerun the payment process to pick up those missing invoices. This report is

available in XML Publisher and can be easily customized. See: Creating Multiple Payments, page 5-24.

If you print your remittance advice separately after you successfully confirm your pay run, your remittance advice shows both the invoices you paid and the interest invoices and amounts associated with your overdue invoices. See: Creating Multiple Payments, page 5-24.

The following section is applicable to customers who use transaction codes. Transaction codes are typically used by US Federal Government customers to produce both proprietary and budgetary entries for a given transaction.

If you have specified a transaction code for your interest invoices, Oracle Subledger Accounting creates the additional accounting entries when you perform accounting.

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 to calculate interest. See also: Interest Amount Calculation, page 10-2, Recording Manual Payments and Wire Transfers, page 5-13.

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 5-67, and Stopping Payments, page 5-66.

AUTOMATIC INTEREST RESTRICTIONS

ADJUSTING INTEREST INVOICES: You cannot adjust an interest invoice if it is paid, and if the payment that paid it has been accounted.

365 DAY LIMIT. Payables does not continue to calculate additional interest after an invoice is 365 days overdue. If you have installed Oracle U.S. Federal Financials, the limit is 360 days overdue instead of 365.

Automatic Offsets

If you enter invoices for expenses or asset purchases for more than one balancing segment, you might want to use Automatic Offsets to keep your Payables transaction accounting entries balanced.

If you do not use Automatic Offsets, Payables creates a single liability accounting entry for invoice transactions (if you use accrual basis accounting) and a single cash type accounting entry for payment transactions.

When you use Automatic Offsets, Payables automatically creates balancing accounting entries for your transactions. The GL account that each of the offsetting accounting entry is charged to depends on which method you use, Balancing or Account:

- **Balancing.** Payables builds the offsetting GL account by taking the balancing segment (usually the cost center code) from the invoice distribution and overlaying it onto the appropriate default GL account, for example the Liability account from the supplier site.

- **Account.** The Account method takes the opposite approach with one segment (the designated account segment) being retained from the default GL account and all other segments being retained from the invoice distribution.

Although Payables builds the GL account to which amounts are charged differently depending on the method you use, in either case Payables automatically allocates the amount across the following accounting entries for an invoice:

- Liability

- Withholding Tax (if you apply the withheld amount at Invoice Validation time)

Payables also allocates the following entries for a payment:

- 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

- Withholding Tax (if you apply the withheld amount at Payment time)

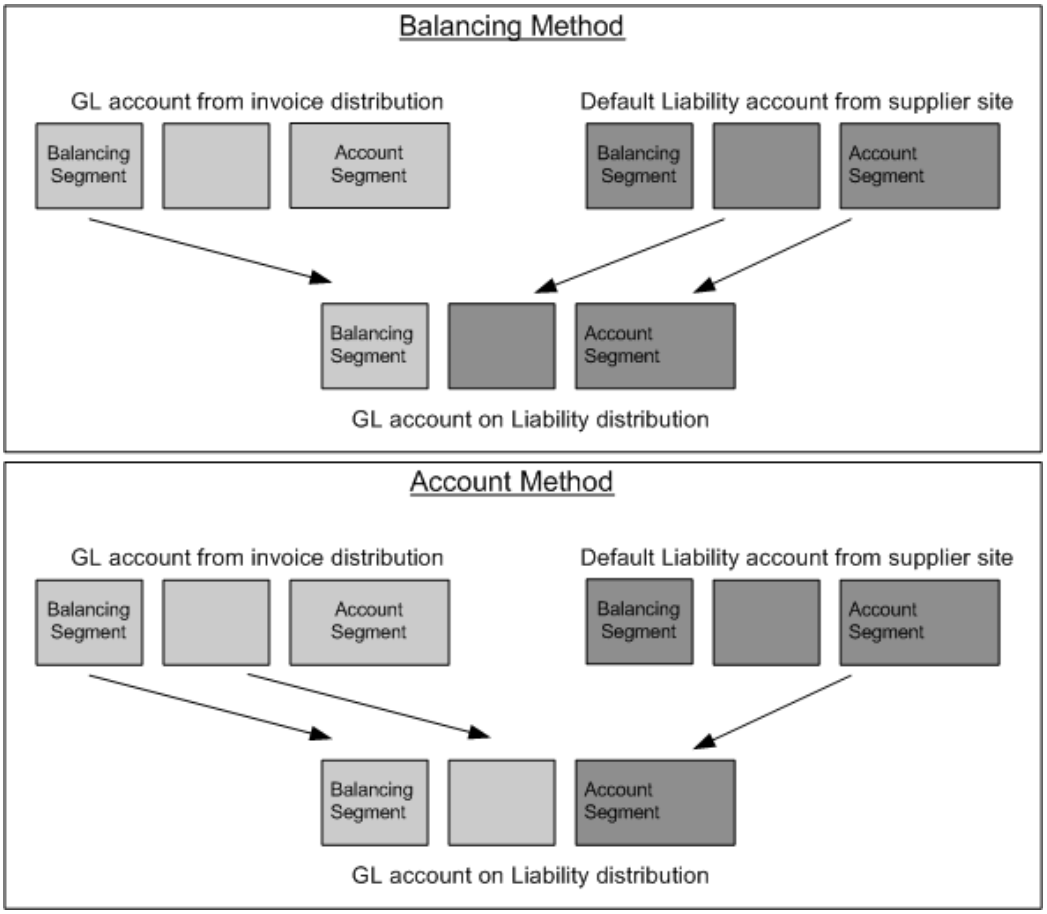
- Bank Charges

- Bank Errors

Automatic Offsets affects only accounts listed above. For accounts other than these, for example, Interest Liability, you must make manual journal entries in your general ledger to keep the entries balanced at the balancing segment level.

Example

The following diagram illustrates how Payables builds a GL account on a liability distribution using the two different methods:



For further details on how Payables handles each type of account, see:

- How Payables Builds the Offsetting Cash Accounts, page 10-12
- How Payables Generates Offsetting Discount Accounts and Entries, page 10-14
- How Payables Generates Offsetting Automatic Withholding Tax Accounts and Entries, page 10-14

For an invoice, Payables creates offsetting liability distributions; for a payment,

Payables creates offsetting cash and discount taken distributions. This helps to ensure that each set of accounts remains balanced by fund. Otherwise, Payables records offsetting entries using the liability account from the supplier site, the cash account associated with the bank account used for payment, and the discount account specified in the Payables Options window.

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 level of detail and the ability to produce a balance sheet at a balancing segment level. For example, if you have a product segment in your account, Automatic Offsets would allow you to track cash and AP liability by product.

Be sure you understand the impact of Automatic Offsets before deciding to implement this feature.

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 10-31.

If you use Automatic Offsets, you should set up Intercompany Accounting in Oracle General Ledger to ensure that prepayment applications are balanced by balancing segment.

If you do not enable Automatic Offsets, Payables records the accounting entries in the accounts you specify in the Payables Options, Banks, and Tax Codes windows. These accounts have one balancing segment each, so if you enter transactions that cross multiple balancing segments, you might want to consider using the Intercompany Accounting feature to balance these transactions during posting.

Government, education and not-for-profit organizations often use funds, which are sets of self balancing accounts including assets, liabilities, equity, revenues and expenditures as appropriate, to account for activity that needs to be segregated for the purpose of conducting specific activities or objectives.

Organizations using fund accounting often create transactions that cross funds. If you enable the Automatic Offsets feature, Payables will automatically create liability, cash, discount, and tax and freight entries in the same funds as the accounts used in invoice distributions.

When bank accounts are pooled, that is, shared by multiple funds, and an invoice is paid by more than one fund, Payables creates the appropriate entries to update the cash balance of each fund.

When bank accounts are non-pooled, that is, specific to a single fund, then all payments are made from one fund. In this case, the Automatic Offsets feature alone cannot maintain balanced funds if you are paying for invoices charged to multiple funds. You

can, however, set up interfund accounting in General Ledger to handle this situation. When a payment is posted, General Ledger creates balancing journal lines based on interfund accounts that you define.

This document includes the following topics:

Automatic Offsets and Invoice Processing, page 10-9

- Overview of Automatic Offsets and Invoice Processing, page 10-9
- How Payables Builds the Offsetting Liability Accounts, page 10-10
- Invoice Adjustments and Automatic Offsets, page 10-11
- Prorating Tax, Freight and Miscellaneous Charges with Automatic Offsets, page 10-11

Automatic Offsets and Payment Processing, page 10-12

- Pooled and Non-Pooled Bank Accounts with Automatic Offsets, page 10-12
- How Payables Builds the Offsetting Cash Accounts, page 10-12
- How Payables Generates Offsetting Discount Accounts and Entries, page 10-14

Related Topics

Account Default Hierarchy Chart, page B-9

Enabling Automatic Offsets, *Oracle Payables Implementation Guide*

Intercompany Accounting, page 10-31

Defining Your Account Structure, *Oracle General Ledger User Guide*

Automatic Interest, page 10-2

Automatic Offsets and Invoice Processing

Overview of Automatic Offsets and Invoice Processing

If you enable Automatic Offsets and choose the Balancing method, then 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.

If you enable Automatic Offsets and choose the Account method, then Payables automatically allocates an invoice's liability amount across each unique combination of segments other than the account segment on the invoice distributions.

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.

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 Information, page 2-19; Invoices Window Reference, page 3-304.

When you enable Automatic Offsets, you choose one of two methods for building your offsetting accounts: Account or Balancing. See: Accounting Methods Payables Options, *Oracle Payables Implementation Guide*.

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.

> **Tip:** 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.

Balancing Segment method:

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

Account Segment method:

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 account for 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. If the distribution has been accounted but no payments have been made, you should reverse existing distributions and create new ones. See: Adjusting Invoice Distributions, page 3-268.

If the Allow Adjustments to Paid Invoices Payables option is enabled, you can make changes to paid or partially paid invoices only under certain conditions:

- If the invoice crosses multiple balancing segments and has been accounted, then you cannot add, delete, reverse, or update distributions.
- If the invoice contains only a single balancing segment, then you can adjust distributions even after the invoice is accounted. However, the adjustments must be within the same balancing segment.

Prorating Tax, Freight, and Miscellaneous Charges with Automatic Offsets

When you enter invoices with tax, freight, or miscellaneous charges, you might want to allocate these charges in the Charge Allocations window of the Invoice Workbench to ensure that the charges are distributed across the other invoice distributions. See: Creating Freight and Miscellaneous Charges By Allocating to Item Distributions, page 3-19.

The Sales Tax and Freight Proration Report can help you identify invoices that you have forgotten to prorate.

Related Topics

Accounting Methods, *Oracle Payables Implementation Guide*

Adjusting Invoice Distributions, page 3-268

Invoice Validation, page 3-170

Automatic Offsets, page 10-6

Enabling Automatic Offsets, *Oracle Payables Implementation Guide*

Entering Prepayments, page 3-73

Intercompany Accounting, page 10-31

Payables Options, *Oracle Payables Implementation Guide*

Prorating Freight and Miscellaneous Charges, page 3-19

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, withholding tax, 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 10-9; Accounting Methods, *Oracle Payables Implementation Guide*.

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 ledger. See: Intercompany Accounting, page 10-31.

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: Banks, *Oracle Payables Implementation Guide*.

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 Methods Payables Options, *Oracle Payables Implementation Guide*.

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:

Dr. Expense $60 101-100-4500

Cr. Liability $60 **101**-000-2300

Dr. Expense $40 200-201-4610

Cr. Liability $40 **200**-000-2300

Payment Accounting Entries:

Dr. Liability $60 101-000-2300

Cr. Cash $60 **101**-000-1100

Dr. Liability $40 200-000-2300

Cr. Cash $40 **200**-000-1100

Account Segment method:

Invoice Accounting Entries:

Dr. Expense $60 101-100-4500

Cr. Liability $60 **101-100**-2300

Dr. Expense $40 200-201-4610

Cr. Liability $40 **200-201**-2300

Payment Accounting Entries:

Dr Liability $60 101-100-2300

Cr. Cash $60 **101-100**-1100

Dr. Liability $40 200-201-2300

Cr. Cash $40 **200-201**-1100

How Payables Generates Offsetting Discount Accounts and Entries

If you use Automatic Offsets with the Balancing method 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, *Oracle Payables Implementation Guide*; Accounting Methods Payables Options, *Oracle Payables Implementation Guide*.

If you use Automatic Offsets with the Account method and you have chosen System Account as your Discount Distribution Method in the Payables Options window, then Payables prorates the entire discount amount across your invoice distributions when you pay an invoice that crosses multiple GL accounts. All GL account segments except the account segment from the offsetting invoice distribution replace the segments of your system Discount Taken account when Payables builds the accounts for these entries.

How Payables Generates Offsetting Automatic Withholding Tax Accounts and Entries

If you use Automatic Offsets with the Balancing method and you use Automatic Withholding Tax, then Payables creates a withholding tax distribution for each balancing segment represented in each group of invoice distributions that have the same withholding tax group assigned to them. To build the GL account on the withholding tax distribution, Payables uses the balancing segment from the invoice distribution (or group of like distributions) and all other segments from the GL account on the withholding tax code.

If you use Automatic Offsets with the Account method and you use Automatic Withholding Tax, then Payables creates a withholding tax distribution for each group of invoice distributions that use the same withholding tax group and the same GL account. To build the GL account on the withholding tax distribution, Payables uses the account segments from the GL account on the withholding tax code and uses all other segments from the invoice distribution (or group of like distributions).

Applying Prepayments When Using Automatic Offsets

If you enable Automatic Offsets you can still apply a prepayment to an invoice, even if the invoice is distributed across multiple balancing segments. To ensure that the prepayment application is balanced by balancing segment, you should set up Intercompany Accounting in Oracle General Ledger. For more information about applying prepayments, see: Apply/Unapply Prepayments Window Reference, page 3-85 . For information about setting up Intercompany Accounting, see: Intercompany Accounting, page 10-31.

Related Topics

Accounting Methods, *Oracle Payables Implementation Guide*

Automatic Offsets, page 10-6

Banks, *Oracle Payables Implementation Guide*

Enabling Automatic Offsets, *Oracle Payables Implementation Guide*

Intercompany Accounting, page 10-31

Payables Options, *Oracle Payables Implementation Guide*

Prepayments, page 3-70

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 Invoice Validation 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 or more Withholding Tax type invoice distributions. These distribution amounts are not included in the Distribution Total field. For each invoice, Payables automatically updates the Withheld Amount field, and updates 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. The Distribution Total remains 100, and Payables updates the Withheld Amount field to 20. Payables also updates the scheduled payments.

The withheld amount is calculated based on how you set the Apply Withholding Tax Payables Option. If Apply Withholding Tax is set to At Invoice Validation Time, then the withheld amount will be based on the invoice amount. However, if it is set to At Payment Time, then the withheld amount will be based on the payment amount.

For example, assume that withholding tax is calculated at Invoice Validation and the withholding tax rate is 20%. If you have a Prepayment Invoice for $250 with no withholding tax, an Invoice for $1555, and a Payment Amount of $1305. Then the calculated withholding tax is $311 (1555 * 20%). However, if the withholding tax is calculated at Payment Time, then the calculated withholding tax is $261 ($1305 * 20%).

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.

Payables creates an invoice number for the tax authority's invoice by concatenating the following: "Withholding Tax-" (the system's internal identifier number of the invoice) - (first Withholding Tax distribution included on that invoice), The description of that invoice will be: "Withholding Tax" - (supplier name) - (invoice number) / (first Withholding Tax distribution included on that invoice). For example, ABC Company's invoice number 22-MAY-2004 has an invoice ID of 10239, and the first Withholding Tax distribution number is 3. The tax authority's invoice number will be: Withholding Tax - 10239 - 3. The description for that invoice will be Withholding Tax - ABC Company - 22-MAY-2004 / 3.

This discussion includes the following topics:

- Setting Up Withholding Tax, page 10-16
- Withholding Taxes, page 10-17
- Creating Withholding Tax Invoices, page 10-21
- Paying a Tax Authority, page 10-22
- Reviewing Withheld Amounts Online, page 10-22
- Withholding Tax Reports, page 10-22
- Projected Withholding Tax, page 10-23
- View Period-To-Date Withheld Amounts, page 10-24

Related Topics

Payables Options, *Oracle Payables Implementation Guide*

1099 Reporting Overview, page 9-25

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, *Oracle Payables Implementation Guide*.

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, *Oracle Payables Implementation Guide*.

2. Create a unique Pay Group for each tax authority. See: Lookups, *Oracle Payables Implementation Guide*.

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, *Oracle iSupplier Implementation Guide*.

4. Review the Payment Format. Assign the format to a Payment Process Profile that uses the Tax Authority Remittance Advice as its separate remittance. See: Setting Up Formats, *Oracle Payments Implementation Guide*.

5. Define your Withholding Tax type tax codes and tax rates. Assign tax authority suppliers to the tax codes. See: Tax Codes, *Oracle Payables Implementation Guide*.

6. In the Withholding Tax Details window, select your setting for the option: Don't Create Zero Amount Accounting or Invoices, *Oracle Payables Implementation Guide*.

7. To allow automatic withholding of multiple taxes per expense report or invoice, define your withholding tax groups. See: Withholding Tax Groups, *Oracle Payables Implementation Guide*.

8. Enter withholding tax details for suppliers: See: Defining Tax Details, *Oracle iSupplier Implementation Guide*.

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, *Oracle Payables Implementation Guide*.

Withholding Taxes

Automatically Withholding Taxes

Prerequisite

- Set up Payables for Automatic Withholding Tax. See: Setting Up Withholding Tax, page 10-16.

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.

   - 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 3-101.

   - 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 Expense Report Export, 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, *Oracle Internet Expenses User Guide* and Expense Report Export Program, page 4-10.

2. **Apply withholding tax to invoices:**

   Payables automatically applies withholding tax based on your setup: either during Invoice Validation or during payment processing.

   Payables groups invoice distributions and creates Withholding Tax type distributions depending how the Automatic Offsets option is set. The Withholding Tax type distributions are negative amounts unless the invoice is a credit/debit memo.

   - If Automatic Offsets is set to None, then Payables groups invoice distributions with the same Withholding Tax type tax group and creates one Withholding Tax type invoice distribution per Withholding Tax type tax code.

   - If Automatic Offsets is set to Balancing, then Payables groups invoice distributions with the same withholding tax group and the same balancing segment and creates one Withholding Tax type distribution per Withholding Tax type tax code.

   - If Automatic Offsets is set to Account, then Payables groups invoice distributions with the same withholding tax group and the same GL account and creates one Withholding Tax type invoice distribution per Withholding Tax

type code.

In addition to creating the withholding tax distributions, Payables also:

- Updates the Withheld Amount field of the invoice to reflect the amount of the withheld tax.
- Reduces (increases for Credit/Debit memos) the amount of the scheduled payments for the invoice to reflect the amount of the withheld tax.

Withholding Tax Calculations

Companies that use withholding taxes calculate these taxes and deposit them to the corresponding fiscal authority. There can be various regimes applicable to a single transaction. These regimes have different rates that are predefined when the withholding tax is deducted. The time when the withholding taxes are deducted could be at invoice time, payment time, or both. Companies must apply the withholding taxes at the specified time and deposit the amount to the corresponding fiscal authority.

Oracle Payables allows you to calculate withholding taxes at invoice validation time, at payment time, or both invoice validation and payment time. In addition, you can create a withholding tax invoice at the following times:

- At invoice validation time if withholding taxes are calculated at invoice time.
- At payment time if withholding taxes are calculated at payment time.
- At withholding application time if withholding taxes are calculated at both invoice validation and payment time. This means that withholding invoices will be created at both invoice validation and payment time since the withholding taxes would be calculated at both these times.

To enable the requirement of applying withholding taxes at the time of invoice and payment, an option, At Invoice Validation and Payment Time, is included in the Apply Withholding Tax region of the Withholding Tax Tab of Payables window which when selected lets you apply the tax both at the time of Invoice and Payment. Another option, At Withholding Application, is added in the Create Withholding Invoice region. This option can be selected only when the Apply Withholding Tax option is selected At Invoice and Payment time.

When you select this option, you can attach two withholding tax groups and codes to the supplier and supplier site. One Withholding tax group is applied at the time of invoice and the other at the time of payment. Whenever an invoice is entered for the supplier, these withholding taxes default from the supplier site and the taxes are applied at the appropriate points in time.

At the Supplier and Supplier Site in the Tax Details tab, if the options, At Invoice and Payment time and Allow Withholding Tax, are selected on the Payables window, then the Invoice Withholding tax Group and Payment Withholding Tax Group are enabled.

On the Invoice Workbench, Quick Invoice, and Recurring Invoices windows, the existing Withholding Tax Group column is renamed to Invoice Withholding Tax Group. Use this option to apply withholding taxes at the time of Invoice. A new column, Payment Withholding Tax Group, is added. Use this option to apply withholding taxes at the time of Payment.

These columns are shown at the following levels:

- In the Invoice Workbench, it is shown at three levels, Header, Line, and Distribution Levels.
- In the Quick Invoice, it is shown at two levels, Header and Line Levels.
- In the Recurring Invoice, it is shown only at the Invoice Definition tab.

On the Open Interface Invoice window, the existing columns AWT Tax Group and AWT Tax Group ID are renamed as Invoice AWT Tax Group and Invoice AWT tax group ID. Two new columns Payment AWT Tax Group and Payment AWT tax group ID, are added at the header and line level to allow withholding groups to be applied both at the time of invoice and payment the same way as it is done for the Invoice Workbench.

Payables Open Interface Import API is used for importing Invoices from external sources. The two new columns, Payment AWT Tax Group and Payment AWT tax group ID, are added to the Payables Open Interface Import API:

- AP_Invoices_Interface
- AP_Invoices_Lines_Interface

On Payables window if you change the Withholding Tax Type from At Invoice Validation and Payment time to At Invoice Validation, then the values in the field Invoice Withholding Tax Group remain the same in the Supplier and Supplier Site. The value in the Payment Withholding Tax Group field is cleared from all supplier sites related to the operating unit.

On Payables window, if you change the Withholding Tax Type from At Invoice Validation and to At Payment Time, then the values in the Payment Withholding Tax Group field remain the same in the Supplier and Supplier Site.

The value in the Invoice Withholding Tax Group field is cleared from all supplier sites related to the operating unit.

Reports related to Withholding taxes

- **Withholding Tax by Invoice Report**

  The Withholding Tax by Invoice Report displays withholding tax information for invoices and payments when the Apply Withholding Tax at Invoice Validation and Payment option is selected.

- **Withholding Tax by Payment Report**

  The Withholding Tax by Invoice Report displays withholding tax information for invoices and payments when the Apply Withholding Tax at Invoice Validation and Payment option is selected on Payables.

- **Changes to Other Reports**

  The following reports must ensure that the withholding taxes can be applied both at invoice and payment time, and both the withholding tax information appear on the report.

  - Withholding Tax by Supplier Report
  - Withholding Tax by Tax Authority Report
  - Withholding Tax Certificate Listing
  - Withholding Tax Letter
  - Withholding Tax Report

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 10-17.
- 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: Bank Information, page 2-20.

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 Invoice Validation or during payment processing. Indicate this choice in the Withholding Tax region of the Payables Options window. See: Withholding Tax Payables Options, *Oracle Payables Implementation Guide*.

> **Important:** Payables does not give invoice detail on the Tax Authority Remittance Advice for manually created withholding amounts.

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 3-13.

If you specify that you want to create withholding tax invoices during Invoice Validation, Payables creates unvalidated 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 unvalidated 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.

> **Important:** Payables does not automatically withhold taxes if you pay with a manual payment or a refund.

Paying a Tax Authority

Prerequisite

- Create withholding tax invoices. See: Withholding Taxes, page 10-17.

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 withheld tax amounts. For tax amounts that were manually withheld, the Tax Authority Remittance Advice lists miscellaneous payments. You may need to provide additional information to the tax authority about the basis for the withheld amounts. See: Creating Multiple Payments, page 5-24.

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 10-23.

- 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 10-24.

Withholding Tax Reports

Submit the following standard reports to satisfy tax authority, supplier, and management reporting requirements.

- Withholding Tax By Invoice Report, page 9-44
- Withholding Tax By Payment Report, page 9-45
- Withholding Tax By Supplier Report, page 9-47
- Withholding Tax By Tax Authority Report, page 9-48
- Withholding Tax Certificate Listing, page 9-49

Related Topics

Adjusting Invoices, page 3-262

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 validated 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.

> **Important:** 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.

Related Topics

Withholding Tax Overview, page 10-15

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 converted 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, *Oracle Payables Implementation Guide*, and Taxes on Invoices, page 3-184.

To view period-to-date withheld amounts:

1. Open the Find Period-To-Date Withheld Amounts window. Enter search criteria and choose the Find button.
2. The Period-To-Date Withheld Amounts window opens and shows you records that match your search criteria.

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.

Related Topics

Automatic Withholding Tax Overview, page 10-15

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 the Invoice Validation process 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, then Invoice Validation places an Insufficient Funds hold on any invoice that fails funds checking. If you use

advisory budgetary control, Payables allows the invoice to pass Invoice Validation, even if it fails funds checking. During Invoice Validation, 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, then encumbrance entries are automatically created 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.

Related Topics

Encumbrance Entries in Payables, page 10-28

Invoice Validation When You Use Budgetary Control, page 10-27

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 Invoice Validation. See: Encumbrances in Payables, page 10-28.

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 the account on a distribution that fails Funds Check, the Invoice Validation applies an Insufficient Funds hold to the invoice.

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 Invoice Validation 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 Invoice Validation. See: Releasing Holds, page 3-206.

To identify the distribution(s) that failed funds checking, in the Distributions window, review the Validation status for each distribution. The distributions that failed funds check will have a value of Needs Revalidation.

Checking Funds for Invoices and Distributions

Prerequisites

- Enable Budgetary Control in General Ledger when you create a ledger. See: Setting Up Budgetary Control, *Oracle General Ledger User's Guide*
- The invoice is saved but not validated.

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*.

Invoice Validation When You Use Budgetary Control

If your invoice has a hold on it that prevents you from creating accounting entries, then Invoice Validation 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 Invoice Validation automatically performs funds checking.

Related Topics

Budgetary Control in Payables, page 10-25

Checking Funds for Invoices, page 10-26

Encumbrances in Payables, page 10-28

Invoice Variances, page 3-287

Reviewing Budgetary Control Transactions, *Oracle General Ledger User's Guide*

For more information on Budgetary Control, see the following topics in *Oracle General Ledger User's Guide:*

For more information on Budgetary Control, see the following topics in *Oracle Government 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 ledger in General Ledger, you can reserve funds, or encumber them, when a supplier invoice is entered. If an invoice is matched to an encumbered PO, the PO encumbrance is relieved.

If you enable the Use PO Encumbrance Financials option, Purchasing and Payables create encumbrances and encumbrance reversals against the budgets you define in General Ledger.

The system calculates funds available using the following equation:

Funds Available = Budget - Actuals - Encumbrances

Encumbrance with Accrual Basis Accounting

If you use accrual basis accounting as your primary accounting method, the system encumbers nonrecoverable tax.

Note: Payables creates encumbrances for prepayment type matched invoices but not for prepayment applications.

The encumbrances Purchasing and Payables create depend on whether the invoice is purchase order matched and whether On Receipt (Perpetual) or Period End Accrual method is used.

- **Unmatched Invoice:** If you enable the Use PO Encumbrance Financials option and enter an unmatched invoice, Payables creates an expense encumbrance during invoice validation and reverses this encumbrance during creation of invoice accounting entries.

The following table displays the encumbrance entries Payables creates for unmatched invoices.

Timing	Expense/ Encumbrance Type	Quantity Variance	Invoice Price Variance	Exchange Rate Variance
Invoice Validation	Encumbrance/ Invoice	N/A	N/A	N/A
Accounting	Encumbrance reversal/Invoice	N/A	N/A	N/A

- **Matched Invoice, On Receipt (Perpetual) Accrual:** If you use the On Receipt Accrual method for expense items 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 validated in Payables, it is not necessary for Payables to record an encumbrance for the expense. However, Payables will create an encumbrance for any invoice price variance or exchange rate variance. Payables does not currently create encumbrances for quantity variances when you accrue on receipt.

The following table displays the encumbrance entries Payables creates under the On Receipt Accrual Method.

Timing	Expense/ Encumbrance Type	Quantity Variance	Invoice Price Variance	Exchange Rate Variance
Invoice Validation	N/A in Payables	N/A	Payables encumbrance	Payables encumbrance

Timing	Expense/ Encumbrance Type	Quantity Variance	Invoice Price Variance	Exchange Rate Variance
Accounting	N/A in Payables	N/A	Reverse Payables encumbrance	Reverse Payables encumbrance

- **Matched Invoice, Period End Accrual:** If you use the Period End Accrual method for your expense items in Purchasing, Payables reverses the PO encumbrances. When the invoice is matched to a purchase order and validated in Payables, Payables records an encumbrance for the expense only if the PO Encumbrance Type and the Invoice Encumbrance Type in the Financial Options window are the same. Payables creates an encumbrance for any quantity variance, invoice price variance, or exchange rate variance even if the PO Encumbrance Type and the Invoice Encumbrance Type are not the same.

The following table displays encumbrance entries Payables creates for purchase order matched invoices under the Period End Accrual method.

Timing	Expense/ Encumbrance Type	Quantity Variance	Invoice Price Variance	Exchange Rate Variance
Invoice Validation	Encumbrance/ Invoice	Encumbrance	Encumbrance	Encumbrance
Accounting	Encumbrance reversal/Invoice	Reverse Payables encumbrance	Reverse Payables encumbrance	Reverse Payables encumbrance

Cancelling a matched invoice reestablishes the PO encumbrance if the purchase order is not in Final Closed status.

Encumbrance with Cash Basis Accounting

If you use the cash basis accounting method, Payables creates encumbrances when the invoices are approved in Payables and when the PO is approved. Payables relieves the encumbrances when the invoice is transferred and posted in General Ledger. Payables prorates your encumbrance reversal based on the invoice payment amount. Payables reinstates the invoice encumbrance when payment cancellation is accounted..

Encumbrance with Combined Basis Accounting

If you use the combined basis accounting method, Payables creates encumbrances for your primary accrual ledger only.

Intercompany Accounting

You can perform accounting for multiple companies for each of your ledgers. 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.

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.

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 Account Analysis report in Oracle Subledger Accounting 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.

A

Navigation

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 3-268 Navigator: Invoices > Entry > Invoices. Choose the Distributions button.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Adjust Payment Schedule \ Navigate Invoices Update PaymentSchedule	Open the Scheduled Payments tab in entry mode and make adjustments. See: Adjusting Scheduled Payments, page 3-272 Navigator: Invoices > Entry > Invoices. Choose the Scheduled Payments tab.
Apply Prepayments \ Navigate Payments Prepayment Apply	Apply/Unapply Prepayments window See: Applying Prepayments to Invoices, page 3-74 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: Assign Security Rules Window, *Oracle Applications Flexfields Guide* Navigator: Setup > Flexfields > Validation > Security > Assign. Enable Descriptive Flexfield, enter search criteria, and choose the Find button.
Assign Key Flexfield Security Rules \ Navigate Setup Financials Flexfields Key Security Assign	Assign Security Rules window See: Assign Security Rules Window, *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: Assign Security Rules Window, *Oracle Applications Flexfields Guide* Navigator: Setup > Flexfields > Validation > Security > Assign. Enable Value Set, enter search criteria, and choose the Find button.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
AutoClear \ Navigate Controls Reconciliation AutoClear	Use Oracle Cash Management to reconcile payments in Payables. See: Reconciling Payments with Oracle Cash Management, page 5-69
AutoSelect \ Navigate Payments Automatic AutoSelect	Use the Payment Batches window to initiate a payment batch. See: Initiating Payment Process Requests, page 5-32 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: Creating Multiple Payments, page 5-24. 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, *Oracle Payables Implementation Guide* Navigator: Accounting > Control Payables
Create Mass Additions for Oracle Assets \ Navigate Tasks MassAdditions	Submit the Mass Additions Create from the Submit Request window. See: Mass Additions Create, page 9-8 Navigator: Other > Requests > Run

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Create QuickCheck \ Navigate Payments QuickCheck	Create a Quick Payment in the Payments window See: Paying Invoices with Quick Payments, page 5-15 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 Recurring Invoices, page 3-101 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 Bank Codes \ Navigate Setup Payments AutoClear Codes	Use Oracle Cash Management to reconcile payments in Payables. See: Reconciling Payments with Oracle Cash Management, page 5-69
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 5-69
Define Calendar \ Navigate Setup Financials Calendar Periods	Accounting Calendar window See: Defining Calendars, *Oracle General Ledger User Guide* Navigator: Setup > Calendar > Accounting > Periods

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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, *Oracle Applications Flexfields* Navigator: Setup > Flexfields > Descriptive > Segments
Define Descriptive Security Rule \ Navigate Setup Financials Flexfields Descriptive Security Define	Define Security Rules window See: Define Security Rules Window, *Oracle Applications Flexfields* Navigator: Setup > Flexfields > Validation > Security Define. Enable Descriptive Flexfield, enter search criteria and choose Find.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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 Navigator: Setup > Invoice > Expense Report Templates
Define Financials Options \ Navigate Setup Financials Options	Financials Options window See: Financials Options, *Oracle Payables Implementation Guide* Navigator: Setup > Options > Financials
Define Flex Segments for Expense Reporting \ Navigate Setup Reports ExpenseDetail	The Expense Distribution Detail report was replaced by the Subledger Accounting (SLA) 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, *Oracle Payables Implementation Guide* Navigator: Setup > Tax > Regions
Define Invoice Approvals \ Navigate Setup Invoices Approvals	Invoice Hold and Release Names window See: Invoice Hold and Release Names, *Oracle Payables Implementation Guide* Navigator: Setup > Invoice > Hold and Release Names

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Key Flexfield Security Rule \ Navigate Setup Financials Flexfields Key Security Define	Define Security Rules window See: Define Security Rules Window, *Oracle Applications Flexfields* 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 9-131 Navigator: Setup > Lookups > Payables and Navigator: Setup > Lookups > Purchasing
Define Payment Interest Rates \ Navigate Setup Payments Interest	Payment Interest Rates window See: Interest Rates, *Oracle Payables Implementation Guide* Navigator: Setup > Payment > Interest Rates

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Payment Terms \ Navigate Setup Invoices Terms	Payment Terms window See: Payment Terms, page 9-130 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 Typesr	In the Special Calendar window, you define periods when you define the special calendar. See: Special Calendar, *Oracle Payables Implementation Guide* 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 General Ledger User Guide*. Navigator: Setup > Lookups > Employee
Define Recurring Payments \ Navigate Invoices Recurring Define	Recurring Invoices window See: Entering Recurring Invoices, page 3-101 Navigator: Invoices > Entry > Recurring Invoices

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Report Set \ Navigate Setup Reports ReportSets	Request Set window See: Defining Request Sets, *Oracle Applications User Guide* Navigator: Other > Requests > Set
Define Reporting Entities \ Navigate Setup Organization ReportingEntities	Reporting Entity window See: Reporting Entities, *Oracle Payables Implementation Guide* Navigator: Setup > Tax > Reporting Entities
Define Rollup Groups \ Navigate Setup Financials Flexfields Key Groups	Rollup Groups window See: Rollup Groups Window and 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: Define Security Rules Window, *Oracle Applications Flexfields* 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 Ledger \ Navigate Setup Financials Books	Ledger window See: Defining Ledgers, *Oracle General Ledger Implementation Guide* Navigator: Setup > Set of Books > Define

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Shorthand Aliases \ Navigate Setup Financials Flexfields Key Aliases	Shorthand Aliases window See: Shorthand Aliases Window, *Oracle Applications Flexfields Guide* and 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, *Oracle Payables Implementation Guide* Navigator: Setup > Options > Payables
Define Tolerances \ Navigate Setup Invoices Tolerances	Invoice Tolerances window See: Invoice Tolerances, *Oracle Payables Implementation Guide* 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 Lookups, page 9-131, and Defining Lookup Codes, *Oracle Purchasing User Guide*. Navigator: Setup > Lookups > Payables/Purchasing
Define Withholding Tax Groups \ Navigate Setup Taxes Groupsr	Withholding Tax Groups window See: Withholding Tax Groups, *Oracle Payables Implementation Guide* Navigator: Setup > Tax > Withholding > Groups

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Enter Employee \ Navigate Setup Organization Employees Enter	Enter Person window See: Enter Person, *Managing People Using Oracle HRMS*, and Entering Employee Information, *Oracle iSupplier Portal Implementation Guide* Navigator: Employees > Enter Employees
Enter Invoices \ Navigate Invoices Entry	Invoices window See: Entering Invoices, page 3-13 Navigator: Invoices > Entry > Invoices
Enter Manual Payment \ Navigate Payments Manual	Payments window See: Recording Manual Payments and Wire Transfers, page 5-13 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 3-70 Navigator: Invoices > Entry > Invoices
Enter QuickInvoices \ Navigate Invoices Quick	Invoices window See: Entering Invoices, page 3-13 Navigator: Invoices > Entry > Invoices
Enter Rate Exceptions (Zoom only)	Obsolete in GUI

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Enter Standard Notes \ Navigate Setup Invoices Notes	You can customize standard notices. See: Invoice Notices, page 3-213 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, *Oracle Payables Implementation Guide*
Enter Vendor \ Navigate Vendors Entry	Suppliers window See: Suppliers, page 9-20 Navigator: Suppliers > Entry
Enter/Adjust Manual Payment \ Navigate Controls Payment AdjustPayment	Payments window See: Updating Payments, page 5-65 Navigator: Payments > Entry > Payments
Fix Payment Distributions \ Navigate Controls Payment FixDistributions	Accounting has changed in Payables See: Accounting in Payables, page 7-1
Format Payments \ Navigate Payments Automatic Format	Payment Batch Actions window See: Formatting Payments, *Oracle Payments User Guide* Navigator: Payments > Entry > Payment Batches. Select the payment batch and choose Actions. Select Format payments, and choose OK.
Invoice Approval \ Navigate Invoices Approval	Invoice Holds tab See: Releasing Holds, page 3-206 Navigator: Invoices > Enter > Invoices. Choose the Holds tab.

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, *Oracle Payables Implementation Guide* Navigator: Setup > Countries
Maintain Distribution Sets \ Navigate Setup Invoices DistributionSets	Distribution Sets window See: Distribution Sets, *Oracle Payables Implementation Guide* 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, *Oracle Payables Implementation Guide* Navigator: Setup > Tax > Withholding > Certificates
Modify Invoice Selection \ Navigate Payments Automatic Modify	Modify Payment Batch window See: Creating Multiple Payments, page 5-24. 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 5-63 Navigator: Payments > Inquiry > Payments. or Payment Overview window See: Finding Payments, page 5-63 Navigator: Payments > Inquiry > Payment Overview
Reconcile Payments \ Navigate Controls Reconciliation Manual	Use Oracle Cash Management to reconcile payments in Payables. See: Cash Management, *Oracle Cash Management User Guide*

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Reset Payment Batch \ Navigate Controls Payment ResetPaymentBatch	Payment Batch Actions window See: Creating Multiple Payments, page 5-24. 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: Cash Management, *Oracle Cash Management User Guide*
Run Reports \ Navigate Reports Standard	Submit Request window See: Submitting Standard Reports, Programs, and Listings, page 9-1 Navigator: Other > Requests > Run
Set Up Aging Periods \ Navigate Setup Reports InvoiceAging	Aging Periods window See: Aging Periods, *Oracle Payables Implementation Guide* Navigator: Setup > Calendar > Aging Periods
Stop Payment \ Navigate Payments Stop	Initiate Stop check box in the Payment Actions window See: Stopping Payments, page 5-66 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 Invoice Validation Program. See: Invoice Validation Program, page 3-172 Navigator: Other > Requests > Run

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Submit Expense Distribution Detail Report \ Navigate Reports ExpenseDetail	The Expense Distribution Detail report was replaced by the Subledger Accounting (SLA) Account Analysis Report.
Submit Invoice Import \ Navigate Tasks InvoiceImport	From the Submit Request window, submit the Expense Report Export Program for expense reports or the Payables Open Interface Program for invoices. See: Expense Report Export Program, page 4-10 or Payables Open Interface Program, page 3-139 Navigator: Other > Requests > Run
Submit Purge (Purge Responsibility only) \ Navigate Purge	Submit Purge window See: Purging Records, page 8-1 Use the Purge responsibility Navigator: Purge
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 3-74 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 2-38 Navigator: Suppliers > Supplier Merge

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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 10-26 Navigator: Invoices > Entry > Invoices
View Employees \ Navigate Setup Organization Employees View	Enter Person window See: Enter Person, *Managing People Using Oracle HRMS* Navigator: Employees > View Employees
View Invoices \ Navigate Invoices Inquiry	Invoices window See: Reviewing Invoices, page 3-268 Navigator: Invoices > Inquiry > Invoices or Invoice Overview window See: Reviewing Invoice, page 3-268 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 , *Oracle Payables Implementation Guide* Choose the paperclip icon from the tool bar.
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.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
View Purchase Order Header (Zoom only)	Purchase Orders window See: *Oracle Purchasing User Guide*
View Purchase Order Line (Zoom only)	Purchase Orders window See: *Oracle Purchasing User Guide*
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 9-20 Navigator: Suppliers > Inquiry.
Void Payments \ Navigate Payments Void	Void check box in the Payment Actions window See: Voiding Payments, page 5-67 Navigator: Payments > Entry > Payments. From the Payments window, select the payment and choose the Actions button. Check the Void check box and choose OK.
XpenseXpress \ Navigate Invoices XpenseXpress	Expense Reports window Navigator: Invoices > Entry > Expense Reports

Related Topics

Payables Navigator Paths, *Oracle Payables Reference Guide*

Payables Workbenches, page 1-1

B

Invoice, Payment, and Account Default Charts

Invoice and Invoice Batch Default Hierarchy Chart

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 3-224.

To see how to navigate to any window, see: Payables Navigator Paths, *Oracle Payables Reference Guide*.

You can use the following table to see how values default to invoices. If the value is defined in a window, you can see in which window it is defined. You can then see the windows that the value defaults through. For example, you define a Distribution Set in the Distribution Sets window. If you assign a Distribution Set to a supplier, that value defaults to the supplier sites, and the value from the supplier site defaults to the invoice.

Invoice Field Name	Invoice Value is Defined in the Following window:	Invoice Value Defaults to the Invoice Through these Windows in the Following Order:
Invoice Curr	Currencies	Choose Ledger window (Functional Currency) Suppliers Window (Payment region) Supplier Sites (Payment region)

Invoice Field Name	Invoice Value is Defined in the Following window:	Invoice Value Defaults to the Invoice Through these Windows in the Following Order:
Date Invoice/Goods Received	N/A	Suppliers (Payment region) Supplier Sites (Payment region: Terms Date Basis)
Discountable Amount	N/A	Suppliers (Payment region: Exclude Freight From Discount option and Always Take Discount option) Supplier Sites (Payment region: Exclude Freight From Discount option and Always Take Discount option)
Distribution Set	Distribution Sets	Suppliers (Accounting region) Supplier Sites (Accounting region)
Document Category Name	System Administrator Document Categories	N/A
Document Sequence	System Administrator Sequence Assignments System Administrator Document Sequences	N/A
Exchange Rate	General Ledger Daily Rates (if rate type is corporate OR spot or user-defined. Otherwise, user enters rate).	N/A
GL Date	Payables Options (Invoice region: GL Date Basis)	N/A
Income Tax Region	N/A	Payables Options (Supplier region: Income Tax region) Supplier Sites (Tax region: Income Tax Reporting Site)

Invoice Field Name	Invoice Value is Defined in the Following window:	Invoice Value Defaults to the Invoice Through these Windows in the Following Order:
Liability Account/ Description	N/A	Financials Options (Accounting region) Suppliers (Accounting region) Supplier Sites (Accounting region)
Pay Alone	N/A	Payable System Setup Suppliers (Payment region) Supplier Sites (Payment region)
Pay Group	Oracle Purchasing Lookups	Payables Options (Supplier region) Suppliers (Payment region) Supplier Sites (Payment region)
Payment Curr	N/A	Suppliers (Payment region) Supplier Sites (Payment region)
Payment Method	N/A	Payable System Setup Suppliers (Payment region) Supplier Sites (Payment region)
Prepayment Account	N/A	Financials Options (Accounting region) Suppliers (Accounting region) Supplier Sites (Accounting region)

Invoice Field Name	Invoice Value is Defined in the Following window:	Invoice Value Defaults to the Invoice Through these Windows in the Following Order:
Settlement Date	N/A	System date. For employees: Payables Options (Settlement Days + system date)
Terms	Payment Terms	Payable System Setup Suppliers (Payment region) Supplier Sites (Payment region) For PO Default and QuickMatch invoices, the payment terms default from the purchase order document. (Note that prepayments get default terms from the Prepayment Payment Terms Payables option only, even if the prepayments are purchase order matched.)
Terms Date	N/A	Payables Options (Supplier region: Terms Date Basis) Suppliers (Payment region: Terms Date Basis) Supplier Sites (Payment region: Terms Date Basis)
Voucher Number	System Administrator Document Categories (or user enters Voucher Number)	N/A
Withholding Tax Group	Withholding Tax Groups	Payables Options (Withholding Tax region) Suppliers (Withholding Tax region) Supplier Sites (Withholding Tax region)

The controls and options that affect invoices are presented in the following table.

Option that Affects Invoice Entry	Window Value is Defined in:	Value Defaults To the Invoice Through These Windows in The Following Order:
Always Take Discount	N/A	Payable System Setup Suppliers (Payment region) Supplier Sites (Payment region)
Automatic Interest	N/A	Payables Options (Interest region)
Discount Taken Account	N/A	Financials Options (Accounting region)
Functional Currency	Currencies	Choose Ledger
Hold All Payments	N/A	Suppliers (Control region) Supplier Sites (Control region)
Hold Unvalidated Invoices	N/A	Suppliers (Control region) Supplier Sites (Control region)
Hold Unmatched Invoices	N/A	Payable System Setup Suppliers (Control region) Supplier Sites (Control region)
Invoice Amount Limit	N/A	Suppliers (Control region) Supplier Sites (Control region)
Tax Code	Tax Codes and Tax Groups	Payables Options (Tax Defaults and Rules region)

Payment and Payment Batch Default Hierarchy Chart

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, *Oracle Payables Reference Guide*.

You can use the following table to see how values default to payments and payment batches. If the value is defined in a window, you can see in which window it is defined. You can then see the windows that the value defaults through. For example, you define disbursement bank accounts in the Bank Accounts window. If you assign a bank account in the Payables Options window, then that is the default value for all new suppliers. The supplier value defaults to each of the supplier's new supplier sites, and the supplier site value is the default bank account for the payment.

Payment Batch or Payment Field Name	Value is Defined in the Following Window:	Value Defaults to Payment or Payment Batch Through these Windows in the Following Order:
Account Currency	Currencies	Choose Ledger (Functional Currency) Bank Accounts (Bank Accounts region)
Address	N/A	Supplier Sites
Allow Zero Payments	N/A	Bank Accounts (Payables Options region)
Bank Account	Bank Accounts	Payables Options (Payment region) Suppliers (Bank region: Account Name) Supplier Sites (Bank region: Account Name)
Document Category	System Administrator Document Categories	N/A
Document Name	Payment Documents	N/A

Payment Batch or Payment Field Name	Value is Defined in the Following Window:	Value Defaults to Payment or Payment Batch Through these Windows in the Following Order:
Document Number	Payment Documents (Additional Information region: Last Used +1)	N/A
Exchange Rate Date (single payments)	System date	N/A
Exchange Rate Type	N/A	Payables Options (Currency region)
First Document (payment batches)	Payment Documents (Additional Information region: Last Available)	N/A
Last Document (payment batches)	Payment Documents (Additional Information region: Last Available)	N/A
Maximum Outlay	N/A	Bank Accounts (Payables Options region)
Maximum/Minimum Payment	N/A	Bank Accounts (Payables Options region)
Pay Through Date	N/A	Payables Options (Payment region: Additional Pay Through Days + system date)
Payment Currency	N/A	Payment Documents (currency determined by Payment Format)
Payment Date	System Date	N/A
Payment Method	N/A	Payment Documents (Document Information region)

Payment Batch or Payment Field Name	Value is Defined in the Following Window:	Value Defaults to Payment or Payment Batch Through these Windows in the Following Order:
Payment Rate	N/A	General Ledger Daily Rates (if rate type is corporate or spot) Currencies (if rate is EMU Fixed)
Reference	N/A	Bank's statement (only with Oracle Cash Management)
Remit-to Account	Bank Accounts (Supplier Assignments region)	Supplier (Bank Accounts region) Supplier Sites (Bank Accounts region) Scheduled Payment
Sequence Name	System Administrator Sequence Assignments System Administrator Document Sequences	N/A
Statement Number/ Line Number	N/A	Bank's statement (only with Oracle Cash Management)
Voucher Number	Payment Documents (Additional Information region: Document Category)	N/A

The controls and options that affect payments are presented in the following table.

Option that Affects Payment	Window Value is Defined in	Value Defaults Through These Windows in The Following
Pay Alone	N/A	If you use Multiple Organization Support, the following default path applies: Financials Options (Supplier - Payables region) Supplier Sites (Payment region) Invoice If you do not use Multiple Organization Support, the following default path applies: Financials Options (Supplier - Payables region) Suppliers (Payment region) Supplier Sites (Payment region) Invoice
Pay Date Basis	N/A	Payables Options (Supplier region) Suppliers (Payment region) Supplier Sites (Payment region) Invoice

Account Default Hierarchy Chart

Define accounts for your Payables accounting entries during system setup. The following table shows the windows in which you can define your accounts, and the last window in which you can override the value that the system uses. You can override a default account at any time, and its new value will be used for any future transactions.

Account	Last Window in Which You Can Override Default	You Define the Account in the Following Windows, and it Defaults Through these Windows in the Following Order:
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 (affected by Automatic Offsets)	Bank Accounts (GL Accounts region)	n/a
Cash Clearing	Payment Documents (GL Accounts region)	Bank Accounts (GL Accounts region)
Discount Taken (affected by Automatic Offsets)	Payables Options (Payment region, Discount Distribution Method)	Financials Options (Accounting region)
Freight	Distributions	Payables Options (Invoice region)
Future Dated Payment (Payables option specifies default from payment document or supplier site)	Payment Documents (Future Date Payments region) or Supplier Sites (Accounting region)	Financials Options (Accounting region) Suppliers (Accounting region)
Interest Invoice Expense	Distributions	Payables Options (Interest region) (Note that the Prorate Across Overdue Invoice Payables option controls whether Payables builds the account or if it uses the Interest Invoice account.)
Interest Invoice Liability	Invoices	Payables Options (Interest region)

Account	Last Window in Which You Can Override Default	You Define the Account in the Following Windows, and it Defaults Through these Windows in the Following Order:
Liability (affected by Automatic Offsets)	Invoices, or Recurring Invoices (Template region)	Financials Options (Accounting region) Suppliers (Accounting region) Supplier Sites (Accounting region)
Prepayment	Supplier Sites (Accounting region)	Financials Options (Accounting region) Suppliers (Accounting region) (Note that the Build Prepayment Accounts When Matching Payables option controls whether Payables builds the accounts for purchase order matched prepayments, or if it just uses the supplier site's prepayment account.)
Rate Variance Gain/Loss	Financials Options (Accounting region)	N/A
Realized Gain/Loss (affected by Automatic Offsets)	Bank Accounts (Payables Options region)	Payables Options (Currency region)
Rounding	Payables Options (Currency region)	N/A
Tax (includes Withholding Tax and recoverable tax)	Distributions	Tax Codes

For information on expense and liability accounts on Interest Invoices, see: Accounting for Interest Invoices, page 10-3.

The default hierarchy for account values defined in Oracle Purchasing and Oracle Inventory are presented in the following table:

Product	Account	Last Window in which you can Override Default
Oracle Purchasing	Expense Accounts Payable Accrual Account	Purchasing Options (Accounting region)
Oracle Inventory	Inventory Accounts Payable Accrual Account	Organization Parameters
Oracle Inventory	Invoice Price Variance Account	Organization Parameters

Related Topics

Payables Navigator Paths, *Oracle Payables Reference Guide*.

Automatic Interest, page 10-2

Automatic Offsets, page 10-6

Banks, *Oracle Cash Management User Guide*

Financials Options, *Oracle Payables Implementation Guide*

Payables Options, *Oracle Payables Implementation Guide*

Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*

Taxes on Invoices, page 3-184

Defining Accrual Options, *Oracle Purchasing User's Guide*

Defining Organization Parameters, *Oracle Inventory User's Guide*

Build Prepayment Accounts When Matching, *Oracle Payables Implementation Guide*

C

Oracle Payables Holds

Summary of Invoice Hold Names

The following tables provide summary information about each hold name that Payables provides and why the hold is used. You can review these hold names in the Invoice Hold and Release Names 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 tab or the Invoice Actions window.

Related Topics

Invoice Validation, page 3-170

Releasing Holds, page 3-206

Invoice Hold and Release Names , *Oracle Payables Implementation Guide*

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	Invoice Validation	No	No	Correct account and resubmit Invoice Validation
ERV Acct Invalid	Payables created invalid Exchange Rate Variance account for invoice distribution. Used only if you enable Automatic Offsets	Invoice Validation	No	No	Correct account and resubmit Invoice Validation

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 Invoice account is not equal to the purchase order account Detail account not assigned to a parent account	Invoice Validation	No	No	Create a budget in General Ledger and resubmit Invoice Validation Enter different account for invoice distribution and resubmit Invoice Validation Assign detail account to parent account and resubmit Invoice Validation

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Insufficient Funds	Invoice distribution amount is more than the funds available	Invoice Validation	No	Yes	Enter different account for invoice distribution and resubmit Invoice Validation Transfer funds to account budget and resubmit Invoice Validation In General Ledger, enable a user to override funds control and user resubmit Invoice Validation Manually release in the Invoice Holds tab

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	Invoice amount is more than the invoice amount limit you specify for a supplier site	Invoice Validation	Yes	Yes	Adjust invoice amount and resubmit Invoice Validation Change Invoice Amount Limit option for supplier site and resubmit Invoice Validation Manually release in the Invoice Holds tab
Invalid PO	You apply this hold when a supplier does not provide a valid purchase order number for matching	Manual	No	Yes	Manually release in the Invoice Holds tab. (Note: you can submit the Invalid PO Supplier Notice to request a valid PO from the supplier).

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
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.	Invoice Validation	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 tab.
Pay When Paid	Subcontractor cannot be paid until the customer pays.	Invoice Validation	Yes	Yes	Release in the Invoice Holds tab
Pay When Paid	Subcontractor cannot be paid until the customer pays.	Invoice Validation	Yes	Yes	Release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
PO Deliverable	PO deliverables are not submitted by the subcontractor.	Invoice Validation	Yes	Yes	Release in the Invoice Holds tab
Supplier	You enabled the Hold Unvalidated Invoices option for a supplier site in the Suppliers Sites window	Invoice Validation	Yes	Yes	Manually release in the Invoice Holds tab (To prevent future Supplier holds, disable the Hold Unvalidated Invoices supplier site option)
Withholding Tax	Payables cannot perform automatic withholding of tax	Invoice Validation	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.

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
AMT ORD	Amount Billed is greater than Amount Ordered * (1 + % Ordered tolerance).	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.
AMT REC	Amount Billed is greater than Amount Received * (1 + % Received tolerance).	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.
MAX AMT ORD	Amount Billed is greater than the sum of Amount Ordered and Maximum Amount Ordered Tolerance Amount.	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
MAX AMT REC	Amount Billed is greater than the sum of Amount Received and Maximum Amount Received Tolerance Amount	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.
MILESTONE	Quantity or Amount Billed is not equal to the total Quantity or Amount Ordered.	Invoice Validation	Yes	Yes	System hold - Correct PO or invoice and resubmit Invoice Validation
Can't Close PO	Online receipt accrual enabled in Purchasing and Purchase order quantity delivered is not equal to the quantity received	Invoice Validation	Yes	Yes	Resolve purchase order delivery information in Purchasing and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Can't Try Final Close	Invoice (final matched to purchase order) placed on hold during Invoice Validation	Invoice Validation	No	No	Release hold that caused invoice to be placed on hold and resubmit Invoice Validation
Final Matching	Invoice is matched to a purchase order that was final matched by another invoice	Invoice Validation	No	No	Reverse the distribution and resubmit Invoice Validation to remove the Final Matching hold
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	Invoice Validation	Yes	Yes	Match invoice to purchase order or receipt and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Max Qty Ord	Quantity billed more than the sum of (quantity ordered plus the tolerance amount)	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab
Max Qty Rec	Quantity billed is more than the sum of (quantity received plus the tolerance amount)	Invoice Validation	Yes	Yes	Correct invoice or receipt and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Max Rate Amount	Exchange rate variance exceeds amount tolerance limit	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab
Max Ship Amount	Variance between invoice and shipment amount exceeds amount tolerance limit	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Max Total Amount	Sum of invoice and exchange rate variances exceeds amount tolerance limit	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab
Price	Weighted average price of all distributions on the matched invoice and all price corrections related to the invoice is more than [purchase order unit price (1 plus % tolerance)]	Invoice Validation	Yes	Yes	Correct PO, invoice, or price corrections and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Qty Ord	Quantity billed is more than [quantity ordered (1 plus % tolerance)]	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab
Qty Rec	Quantity billed is more than [quantity received (1 plus % tolerance)]	Invoice Validation	Yes	Yes	Enter receipt in Purchasing and resubmit Invoice Validation Adjust tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab
Quality	Quantity billed is more than quantity accepted	Invoice Validation	Yes	Yes	Enter acceptance in Purchasing and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Rec Exception	Purchase order receipt indicates exception	Manually in Purchasing	Yes	Yes	Manually release in the Invoice Holds tab
Tax Difference	Invoice tax code value is not equal to the purchase order tax code Invoice tax code value = purchase order tax code value, but taxable flag set to No for PO shipments	Invoice Validation	Yes	Yes	Correct PO or invoice and resubmit Invoice Validation Manually release in the Invoice Holds tab

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	Invoice amount is not equal to the sum of invoice distribution amounts	Invoice Validation	No	No	Adjust invoice distributions or invoice amount and resubmit Invoice Validation
Prepaid Amount	The prepaid amount including tax exceeds the invoice amount	Invoice Validation	Yes	No	Unapply the prepayment and apply a lower amount
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]	Invoice Validation	Yes	Yes	Adjust tax rate for tax code and resubmit Invoice Validation Change tax code or tax group on invoice distributions and resubmit Invoice Validation Adjust tax tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
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)]	Invoice Validation	Yes	Yes	Adjust tax rate for tax code and resubmit Invoice Validation Change tax code values on invoice distributions and resubmit Invoice Validation Adjust tax tolerance and resubmit Invoice Validation Manually release in the Invoice Holds tab

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	Invoice Validation	No	No	Enter exchange rate and resubmit Invoice Validation Submit AutoRate and resubmit Invoice Validation
[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 invoices for payment if they are validated (and approved, if the invoice requires invoice approval) Create a manual payment for any of the held invoices

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Supplier	Hold all unvalidated invoices for a supplier	Invoice Validation	Yes	Yes	Remove the hold in the Invoice Holds tab, or use the Actions button. To disable completely, disable the Hold Unvalidated Invoices option at the supplier site.

D

Text Descriptions

Introduction

This appendix includes text descriptions of some of the most complex diagrams in *Oracle Payables User's Guide*. Some users may find these descriptions helpful in understanding the related diagrams.

- Text Description of the Payment Workbench Graphic, page D-2
- Text Description of the Using Sequential Numbering Graphic, page D-2
- Text Description of the Payables Open Interface Import Graphic, page D-3
- Text Description of the Quick Invoices Graphic, page D-3
- Text Description of the Interest Formula, page D-4
- Text Description of the Invoices on Price Hold Alert, page D-4
- Text Description of the Invoices on Quantity Ordered Hold Alert, page D-5
- Text Description of the Receipt Holds Alert, page D-6
- Text Description of Account Overlay Table, page D-6
- Text Description of the Invoice Header Table, page D-7
- Text Description of the Invoice Charge Table, page D-7
- Text Description of the Invoice Line Table, page D-8
- Text Description of the Invoice Tax Table, page D-8
- Text Description of the Payment Term Table, page D-9

Text Description of the Payment Workbench Graphic

The Payment Workbench Graphic is a graphical representation of the windows in the Payment Workbench and their relationships to each other. The following table describes these relationships:

From the Payment Workbench window...	You can navigate to the following windows...
Find Payment Batch Sets	Payment Batch Sets
Payment Batch Sets	Submit Batch Set, Payment Batches
Find Payment Batches	Payment Batches
Payment Batches	Payment Batch Actions, Copy To
Payment Batch Actions	Modify Payment Batch, Confirm Payment Batch
Modify Payment Batch	Invoice Overview
Find Payments	Payments
Payments	Payment Actions, Select Invoices, Invoices
Select Invoices	Invoice Overview

The Payment Overview window isn't in the Payment Workbench. However, for additional information, we show the windows you can navigate to from it: Payments, Banks, Suppliers, Payments. We also show the Invoices window. From the Invoices window you can navigate to the Invoice Overview window.

Text Description of the Using Sequential Numbering Graphic

The graphic shows how the system works depending on how you set up your sequential numbering options.

If the Sequential Numbering Profile Option is set to Not Used then system works in the following way: The system does not enforce sequential numbering. It does ensure that any numbers entered are unique, but it does not require the next available number. You cannot enable the Allow Document Override Payables Option. You cannot enter a document category or sequence name.

If the Sequential Numbering Profile Option is set to Partially Used or Always Used, and you use any document category, and you use an Automatic numbering sequence then system works in the following way: Payables automatically assigns the next available voucher number from the sequence. The user cannot enter a voucher number. Payables validates the voucher number for uniqueness and requires the next available number in the sequence.

If the Sequential Numbering Profile Option is set to Partially Used or Always Used, and you use a manual category, and you use a manual numbering sequence then system works in the following way: The user must enter a voucher number from the sequence if a sequence is assigned to the category. A voucher number is required. Payables validates the voucher number for uniqueness but does not require the next available number.

Text Description of the Payables Open Interface Import Graphic

This graphic shows a summary of the sources of invoice data that are imported by Payables Open Interface Import and the database tables that store the data before and after the import process.

You can load invoice data into the Payables Open Interface Tables from the following five sources:

1. Inbound Invoice data file (810/INVOIC) in Oracle e-Commerce Gateway
2. Quick Invoices
3. Invoice data from external system
4. Invoice data from credit card transactions. This data is originally stored in the Procurement Card Transactions Tables, AP_EXPENSE_FEED_DISTS
5. Invoice data for lease payments from Oracle Assets and Property Manager

The two Payables Open Interface Tables are: AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE. Data stored in this table is invoice records with invoice header and line information.

The Payables Open Interface Import Process imports the invoice records into the Invoice Tables. The two primary invoice tables are AP_INVOICES_ALL and AP_INVOICE DISTIRBUTIONS_ALL. The import process creates invoices with distributions and scheduled payments.

Text Description of the Quick Invoices Graphic

This graphic shows that invoice records you enter in the Quick Invoices window are stored in interface tables until Payables Open Interface Import creates invoices in the regular Payables invoice tables.

The two Payables Open Interface Tables are: AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE. Data stored in these tables is invoice records with invoice header and line information.

The Payables Open Interface Import Process imports the invoice records into the Invoice Tables. The two primary invoice tables are AP_INVOICES_ALL and AP_INVOICE DISTIRBUTIONS_ALL. The import process creates invoices with distributions and scheduled payments.

Text Description of the Payables Open Interface Workflow Graphic

The first node of this workflow is the Start node. This is a standard function activity that simply marks the beginning of the process.

The next node is: Custom Validation on Imported Invoice. This is a customizable node. If the workflow fails validation, it proceeds to the Inform System Administrator of Custom Failure node. When the system administrator fixes the problem that validation identified, the workflow returns to the Custom Validation on Imported Invoice Node, which performs custom validation again. If the workflow passes validation, it continues to the End node, which marks the end of the process.

Text Description of the Interest Formula

The following symbols are used in the interest formula equation:

P = Principal net amount payable to the supplier before adding on interest.

i = interest rate expressed in decimal form.

superscript n = number of full periods, for example, the number of days divided by 30.

z = number of residual days, for example, the number of days less than a 30 day period divided by 360.

Interest is determined by using the following formula: Interest = [P times (1 + i divided by 12) to the n power minus P] plus [P + [P times (1 + i divided by 12) to the n power minus P] times i times z].

Text Description of the Invoices on Price Hold Alert

This graphic shows the text contained in a sample notice. The notice contains the following information: To: Kesavan Subramanian; From: Oracle Alert; Subject: Invoices on Price Hold; Notice Information: 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 issues. If the supplier has overbilled us, please contact the supplier and the accounts payable department.

Additional notice information is shown in the following table:

Supplier Name	Invoice Number	Purchase Order Number/Line/Shipment	Item Description	Price TPO/Invoice
Schaeff	F8994	9011/1/Rome	Tab	74.00/96.00
Schaeff	F9002	9024/1/Paris	Bookcase	86.00/99.50

Text Description of the Invoices on Quantity Received Hold Alert

This graphic shows the text contained in a sample notice. The notice contains the following information: To: Kesavan Subramanian; From: Oracle Alert; Subject: Invoices on Quantity Received Hold; Notice Information: 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.

Additional notice information is shown in the following table:

Supplier Name	Invoice Number	Purchase Order Number/Line/Shipment	Item Description	Quantity Ordered/ Received/Billed
Schaeff	F8994	9011/1/Rome	Table	2/1/3
Schaeff	F9002	9024/1/Paris	Bookcase	1/0/2

Text Description of the Invoices on Quantity Ordered Hold Alert

This graphic shows the text contained in a sample notice. The notice contains the following information: To: Kesavan Subramanian; From: Oracle Alert; Subject: Invoices on Quantity Ordered Hold; Notice Information: 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 Name	Invoice Number	Purchase Order Number/Line/Shipment	Item Description	Quantity Ordered/ Received/Billed
Schaeff	F8994	9011/1/Rome	Table	2/1/3
Schaeff	F9002	9024/1/Paris	Bookcase	1/0/2

Text Description of the Receipt Holds Alert

This graphic shows the text contained in a sample notice. The notice contains the following information: To: Lynne Snider; From: Oracle Alert; Subject: Receipt Verification; Notice Information: 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.

The following information is also provided: 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.

Text Description of the Account Overlay Table

This table shows how the Account Overlay feature creates an Invoice Account during the Payables Open Interface Import process. It illustrates the text that preceded it with an example. It this example, an invoice has values for an account, overlay GL account, account segment, cost center segment, and balancing segment. The resulting invoice account is based on the consecutive overlaying of these values for the different account segments:

Account	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6
Invoice Account in Interface	00.	000.	000.	2210.	000.	0000
Overlay GL Account	01.	.	.	.	110.	8000

Account	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6
Account Segment				7710		
Cost Center Segment			120			
Balancing Segment	02					
Final Invoice Account	02.	000.	120.	7710.	110.	8000

Text Description of the Invoice Header Table

The INVHEADER table describes how DTD data elements in Invoice Header map to open interface tables. The invoice header element (%AMOUNT.DOCUMENT.T;) contains the elements VALUE, NUMOFDEC, SIGN, and DRCR that map to AP_INVOICES_INTERFACE.INVOICE_AMOUNT and also contains the element CURRENCY that maps to AP_INVOICES_INTERFACE.INVOICE_CURRENCY_CODE. The invoice header element (%DATETIME.DOCUMENT) contains the elements YEAR, MONTH, DAY, HOUR, MINUTE, SECOND, SUBSECOND, and TIMEZONE that map to AP_INVOICES_INTERFACE.INVOICE_DATE. The invoice header element DOCUMENTID maps to AP_INVOICES_INTERFACE.INVOICE_NUM. The invoice header element DESCRIPTN maps to AP_INVOICES_INTERFACE.DESCRIPTION. The invoice header element DOCTYPE maps to AP_INVOICES_INTERFACE.INVOICE_TYPE_LOOKUP_CODE. The invoice header element PAYMETHOD maps to AP_INVOICES_INTERFACE.PAYMENT_METHOD_LOOKUP_CODE. The invoice header element PARTNER contains the element EMAIL that maps to AP_INVOICES_INTERFACE.VENDOR_EMAIL_ADDRESS. The invoice header element PYMTTERM contains the element DESCRIPTN that maps to AP_INVOICES_INTERFACE.TERM_NAME.

Text Description of the Invoice Charge Table

The INVCHARGE table describes how DTD data elements in Invoice Charge map to open interface tables. The invoice charge header element (%AMOUNT.EXTENDED.T;) contains the elements VALUE, NUMOFDEC, SIGN, CURRENCY, and DRCR that map to AP_INVOICES_LINES_INTERFACE.AMOUNT. The invoice charge header element

CHARGETYPE maps to AP_INVOICE_LINES_INTERFACE.LINE_TYPE_LOOKUP_CODE. The invoice charge header element LINENUM maps to AP_INVOICE_LINES_INTERFACE.LINE_NUMBER.

Text Description of the Invoice Line Table

The INVLINE table describes how DTD data elements in Invoice Line map to open interface tables. The invoice line header element (%AMOUNT.TOTAL.T;) contains the elements VALUE, NUMOFDEC, SIGN, CURRENCY, and DRCR that map to AP_INVOICES_LINES_INTERFACE.AMOUNT. The invoice header line element (%OPERAMT.UNIT.T;) contains the elements VALUE, NUMOFDEC, SIGN, CURRENCY, UOMVALUE, UOMNUMDEC, and UOM that map to AP_INVOICE_LINES_INTERFACE.UNIT_PRICE. The invoice header line element (%QUANTITY.ITEM;) contains the elements VALUE, NUMOFDEC, SIGN, and UOM that map to AP_INVOICE_LINES_INTERFACE.QUANTITY_INVOICED. The invoice header line element LINENUM maps to AP_INVOICE_LINES_INTERFACE.LINE_NUMBER. The invoice header line element DESCRIPTN maps to AP_INVOICE_LINES_INTERFACE.ITEM_DESCRIPTION. The invoice header line element ITEM maps to AP_INVOICE_LINES_INTERFACE.VENDOR_ITEM_NUMBER. The invoice header line element DOCUMNTREF contains the following four elements that are mapped to separate interface tables:

1. DOCUMENTID maps to AP_INVOICE_LINES_INTERFACE.PO_NUMBER.
2. DOCUMENTRF? maps to AP_INVOICE_LINES_INTERFACE.RELEASE_NUM.
3. LINENUM? maps to AP_INVOICE_LINES_INTERFACE.PO_LINE_NUMBER.
4. SCHLINENUM? maps to AP_INVOICE_LINES_INTERFACE.PO_SHIPMENT_NUM.

Text Description of the Invoice Tax Table

The INVTAX table describes how DTD data elements in Invoice Tax map to open interface tables. The invoice tax header element (%AMOUNT.EXTENDED.T;) contains the elements VALUE, NUMOFDEC, SIGN, CURRENCY, and DRCR that map to AP_INVOICE_LINES_INTERFACE.AMOUNT. The invoice tax header element TAXCODE maps to AP_INVOICE_LINES_INTERFACE.TAX_CODE. The invoice tax header element LINENUM maps to AP_INVOICE_LINES_INTERFACE.LINE_NUMBER.

Text Description of the Payment Term Table

The PYMTTERM table describes how DTD data elements in Payment Term map to open interface tables. The payment term header element DESCRIPTN maps to AP_INVOICES_INTERFACE.TERM_NAME.

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