Oracle Fusion Cloud Financials

Using Payables Invoice to Pay

26D

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Author: Mayur Joshi

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You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

1 Invoices

Receive and Process Invoices

Invoices Landing Page

Watch video

Use the Invoices landing page to perform various task when processing invoices. You can focus on invoices that require your attention through one of the 6 infotiles displayed on the Invoices landing page.

You can view and edit the incomplete invoices, view the ones recently added, view or release holds and approvals, and review prepayments and payments due.

Start by signing in, clicking the Payables icon, and then click the Invoices icon. This brings you to the Invoices landing page where the following infotiles are displayed and described:

- Scanned: Invoices that have been recorded in the application through scanning and are incomplete.
- Recent: The number of invoices that have been updated and recently added.
- Holds: Displays the number of invoices put on hold and categorized by the type of holds that have been applied.
- Approvals: Invoices are displayed that are going through the various approval stages defined by you.
- Prepayments: Displayed in aging buckets defined by you're the available prepayments for invoices.
- Payments: Indicates by currency the total amount due for payment.

Viewing the overall status of the invoices enables you to take the appropriate action to process the invoices. You can perform the following actions for each infotile:

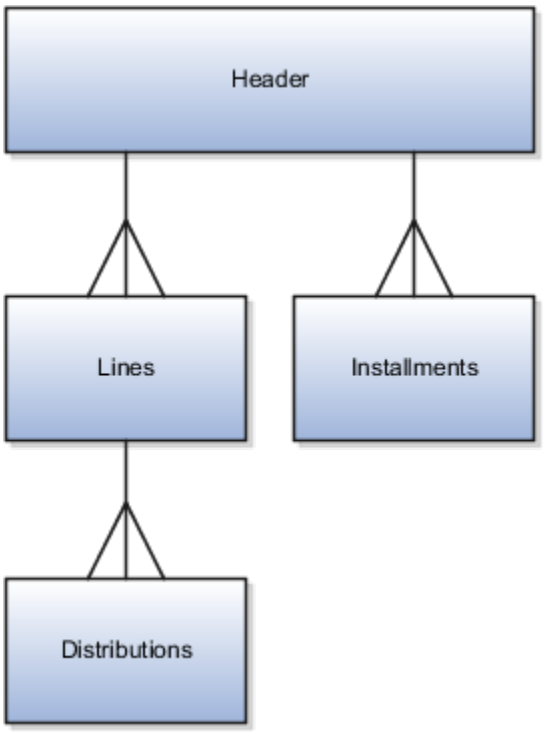
- Scanned invoices are arranged in aging buckets, when you click any of the numbers those invoices are displayed in a table. Notice they're assigned to a specialist for processing. If you're the specialist, you can process the invoice. In the event they're assigned to other specialist you can follow-up with them on processing the invoice.
- Recent invoices that were updated or created in the last 7 days are displayed. The slice shows the part of invoices that still need to be validated. Clicking on the number displays those invoices in the next table.
- The Holds infotile indicates the types of holds placed on the invoice. The invoice data needs to be corrected to resolve the validation holds. Holds are displayed by the type and require review and release, usually by a manager. Clicking the linked type displays those invoices in the next table. You can configure the infotile to display the count over 7 days (default view), 15 days, 30 days, or for all time.
- The Approvals infotile displays invoices pending, others, and rejected approvals. You might have invoices you can approve, you can track the pending approvals from other, and those that have been rejected. Clicking on the category displays the invoices in the next table.
- Prepayments categorize available prepayment that can be applied to invoices. Categorizing them is based on aging buckets defined by you, the number of available payments are displayed in each aging bucket. Clicking on the number in the bucket displays the invoices in the next table.

- The Payments infotile displays the total amount due for invoices in the next 7 days. Clicking the amount displays the invoices due in the next table.

How Invoice Components Fit Together

In the application, an invoice has a header, lines, distributions, and installments.

The following figure shows the components and their relationship to one another.



Header

An invoice header defines common information about an invoice, such as:

- Invoice number
- Invoice amount
- Supplier
- Payment terms

An invoice header can have multiple invoice lines.

Lines

Invoice lines:

- Record details of the goods and services including tax, freight, and miscellaneous charges
- Capture details necessary for integration with applications, such as Oracle Fusion Assets, Oracle Fusion Projects, and Oracle Fusion Purchasing

- Can be generated automatically by matching an invoice to a purchase order, receipt, or consumption advice
- Can be entered manually

An invoice line can have one or more distributions.

Distributions

Distributions are used to create accounting entries and include information, such as:

- Accounting date
- Distribution combinations
- Projects information

Installments

An invoice can have one or more installments. Installments include information, such as:

- Due dates
- Due amounts
- Discount dates
- Payment method

Related Topics

- Invoice Line Types
- Invoice Distributions
- Invoice Installments

Invoice Types

The application provides several types of invoices.

The following table describes each invoice type.

Type	Description
Standard	An invoice from a supplier for goods or services rendered.
Prepayment	An advance payment to a supplier. The status of a Prepayment type invoice after initial validation is Unpaid.
Credit memo	A document from a supplier that provides a credit for goods or services rendered.
Debit memo	A document from a supplier that doesn't send you a credit memo document.

Type	Description
Withholding tax	An automatically-generated invoice to a tax authority for withholding tax. **Note:** You can create withholding tax invoices manually by enabling the **Allow manual withholding** option on the Manage Tax Reporting and Withholding Tax Options page.
Interest	An automatically-generated invoice for interest on overdue invoices.
Standard invoice request	An invoice without a purchase order that's submitted through Oracle Fusion Supplier Portal and that's pending approval from the requester.
Credit memo invoice request	A credit memo without a purchase order that's submitted through Supplier Portal and that's pending approval from the requester. Suppliers can create invoices matched to negative purchase order lines from supplier portal as a credit memo that reflects supplier credit.
Payment request	A request from Oracle Fusion Expenses or Oracle Fusion Receivables to disburse funds to a payee that isn't defined as a supplier in the application.

Document Sequencing in Payables

Document sequences are unique numbers that are automatically or manually assigned to a created and saved document. You can sequence invoices and payments by assigning them voucher numbers.

To set up sequencing for invoices and payments, perform the following tasks:

- Specify Ledger Options
- Manage Payables Document Sequences
- (Optional) Manage Invoice Options
- (Optional) Manage Payment Options

Note: The Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet task is an alternative method for creating document sequences. You can configure the spreadsheet to automatically create a document sequence for invoices and payments. The spreadsheet upload process assigns the invoice document sequence to predefined document sequence categories, such as Standard Invoices and Credit Memo Invoices.

Specifying Ledger Options

You can set the following ledger options:

- **Sequencing By**: Enables document sequencing for the ledger or legal entities associated with that ledger.
- **Enforce Document Sequencing**: When set to **Payables**, indicates that invoices and payments require voucher numbers.

- **Enforce Chronological Order on Document Date**: Checks the accounting date on the invoice header when you save an invoice. The date must be the same as, or later than, the latest accounting date of an existing invoice with the same legal entity and sequence.

> **Note:** The **Enforce Chronological Order on Document Date** option applies only when you sequence by legal entity.

This table describes how the combination of ledger option settings affects the assignment of voucher numbers to invoices and payments.

Sequencing By	Enforce Document Sequencing for Payables?	Enforce Chronological Order on Document Date?	Voucher Number Assignment on Invoices and Payments
Ledger	No	No	Optional
Ledger	Yes	No	Required
Legal entity	No	No	Optional
Legal entity	Yes	No	Required
Legal entity	No	Yes	Required
Legal entity	Yes	Yes	Required
No sequencing	Not applicable	Not applicable	Optional for imported invoices only

> **Note:** The invoice import process rejects invoices if the **Enforce Document Sequencing for Payables** option is set to **Yes** and you manually provide a voucher number. If you require manual voucher numbering during import, set the **Sequencing By** option to **No sequencing**.

Managing Payables Document Sequences

With the Manage Payables Document Sequences task you can:

- Create a document sequence for the applicable determinant type: ledger or legal entity.
- Assign the sequence to one or more document sequence categories.
- Specify the ledgers or legal entities that the assignment applies to.
- Optionally enable the **Audit** option to store audit information in the AP_DOC_SEQUENCE_AUDIT table.

> **Note:** You can view audit information by running the Payment Audit by Voucher Number Report and the Payables Invoice Audit by Voucher Number Listing.

Managing Invoice Options

You can set the **Allow document category override** option to allow changes to the default document category on an invoice.

Managing Payment Options

You can set the **Allow document category override** option to allow changes to the default document category on a payment.

Related Topics

- Example of Enforcing Chronological Order on Invoice Voucher Numbers
- Document Sequence Categories
- Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets
- Document Sequences
- Specify Ledger Options

Payables Security

Oracle Fusion Payables improves security by limiting access to invoices and payments by business unit. You can access invoices and payments for viewing or processing only for the business units to which you've permission. The permission must be explicitly granted to each user.

Assign users to the appropriate security context, such as a business unit, for job roles from the Manage Data Access for Users page.

Oracle Payables is integrated to the document repository for processing scanned invoices. To edit any invoices in the repository, you can create a custom role with the Edit Payables Invoice (AP_EDIT_PAYABLES_INVOICE_PRIV) or Create Payables Invoice (AP_CREATE_PAYABLES_INVOICE_PRIV) privileges.

Keeping up with the security requirements, the following predefined roles have view-only access to the document repository:

- Financial Application Administrator
- Cost Accountant
- Project Accountant

> **Note:** For further information, see the chapter Role Configuration Using the Security Console in the Securing ERP guide.

Why do I see a blank page on clicking View Invoice from Approval Notification?

A user must have these privileges to view an invoice by clicking the View Invoice button on the notification.

- View Payables Invoice
- Manage Payables Invoices
- Manage Payables Invoices Activities

If you've a custom user role, you might be missing these privileges, which results in the blank page being displayed.

Example of Creating Recurring Invoices

This example demonstrates how to create invoices for a recurring rent expense.

The following table summarizes key decisions for this scenario.

Decision to Consider	In This Example
Does the supplier send an invoice for the rent?	No
How often do you pay rent?	Once a month
Does a Payables calendar exist with a type of General Purpose and a period frequency of monthly?	Yes
What's the monthly rent expense?	12,000 USD
How long does the rental agreement last?	One year
How many lines are on the invoice?	One
What departments are affected by the rent charge?	All of the departments in the distribution set called Rent Expense

Creating Recurring Invoices

1. From the Invoices landing page, click the **Create Recurring Invoices** task to open the Create Recurring Invoices spreadsheet.
2. Click **Yes** to connect to the application.
3. Sign in to Oracle Fusion Applications.
4. Complete the fields, as shown in this table.

Field	Value
Business Unit	Select the business unit
Invoice Number	RENT
Invoice Amount	12,000

Field	Value
Supplier	Select the supplier
Supplier Site	Select the supplier site
Invoice Currency	USD
Calendar Name	Monthly
From Period	Apr-14
To Period	Mar-15
Distribution Set	Rent Expense

5. Click **Create Recurring Invoices**.
6. Review the upload results in the **Template Row Status** column and in the confirmation message.
7. Validate the invoices from the Manage Invoices page or through the Validate Payables Invoices process.

Related Topics

- What happens if I create recurring invoices for a Payables period with a status of Never Opened?

Creating Invoices Using a Spreadsheet

Considerations for Creating Invoices in a Spreadsheet

Watch video

You can create invoices through a spreadsheet using the Create Invoice in Spreadsheet task. From the spreadsheet you can also submit the invoice import process.

Creating Invoices in a Spreadsheet

Consider using the spreadsheet to:

- Expedite high volume invoice entry for simple invoices that don't require extensive validation.
- Create invoices with similar lines.
- Maximize the use of spreadsheet features, such as copy and paste, or hide and unhide.

How Payables Standard Invoice Import Data Is Processed

Use the FBDI template for Import Payables Invoices process to create invoices from invoice records in the Oracle Fusion Payables open interface tables. After the import is complete, you can search for the invoices in Payables and validate them.

> **Note:** You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for Oracle Cloud. For more information about file-based data import, see the File-Based Data Import guide for your cloud services.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Payables Standard Invoice Import.
4. In the File Links section, click the link to the XLSM template (XLSM template: PayablesStandardInvoiceImportTemplate.xlsm).

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. See the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template. Changing the order of the columns will cause the load process to fail.
- You can hide or skip the columns you don't use, but don't delete them. Deleting columns causes the load process to fail.

Settings That Affect Import Payables Invoices

This table describes the parameters for submitting the import invoices process.

Parameter	Description
Business unit	Specify the business unit.
Ledger	Specify the ledger.
Source	Select the source for the invoices for import. Select the **External** parameter when importing the invoices.
Import Set	To limit the import to invoices with a particular import set in the Payables open interface tables, you can specify the set. You can import data for the same source by specifying a unique import set for each request. This reduces the import processing time. The process imports the data with the source and group combination that you specify.
Invoice Group	Specify the name of an invoice group. If you're importing invoice records for the Spreadsheet source, enter the Spreadsheet invoice group name.
Hold	To apply a hold to all imported invoices, specify the hold name.
Hold Reason	Edit or accept the invoice hold reason description.

Parameter	Description
Accounting Date	Specify an accounting date. The import process assigns this date to any invoice in the batch that doesn't already have an accounting date at the line or header level. If you don't enter a date here, or at the invoice header or line, then import uses the accounting date basis to assign the date. **Note:** You can set the Accounting Date Basis option on the Manage Invoice Options page.
Purge	Select whether to delete all successfully imported invoice records that match the business unit, source, and import set, from the interface tables. Successful records are always purged based on business unit, source, and import set. If the three parameters match, records that were processed in earlier runs are also purged in the current run. Records for invoices that haven't been created yet remain in the tables.
Summarize Report	Select whether to summarize the audit part of the Payables Open Invoices Interface Import Report. **Note:** If you don't summarize and you're importing several invoice records, the report could be very long.
Calculate Tax During Import	Specify whether to accept or reject manual tax lines in an invoice during invoice import. • If you enter **N**, the import process accepts manual tax lines. • If you enter **Y**, manual tax lines aren't accepted. The Import Payables Invoices process rejects these invoices if tax line information is present in the spreadsheet.
Attachments	Include URL attachments with the template, if required. URLs must begin with HTTP or HTTPS. You can include multiple attachment URLs separated by delimiters. The URL can be as long as supported by the browser (almost up to 2000 characters). **Note:** FBDI template only supports URL attachments. You can't attach documents to the template for import.

Business unit	Specify the business unit
Ledger	Specify the ledger.
Source	Select the source for the invoices for import. Select the **External** parameter when importing the invoices.
Import Set	To limit the import to invoices with a particular import set in the Payables open interface tables, you can specify the set. You can import data for the same source by specifying a unique import set for each request. This reduces the import processing time. The process imports the data with the source and group combination that you specify.

Invoice Group	Specify the name of an invoice group. If you're importing invoice records for the Spreadsheet source, enter the Spreadsheet invoice group name.
Hold	To apply a hold to all imported invoices, specify the hold name.
Hold Reason	Edit or accept the invoice hold reason description.
Accounting Date	Specify an accounting date. The import process assigns this date to any invoice in the batch that doesn't already have an accounting date at the line or header level. If you don't enter a date here, or at the invoice header or line, then import uses the accounting date basis to assign the date. **Note:** You can set the Accounting Date Basis option on the Manage Invoice Options page.
Purge	Select whether to delete all successfully imported invoice records that match the business unit, source, and import set, from the interface tables. Successful records are always purged based on business unit, source, and import set. If the three parameters match, records that were processed in earlier runs are also purged in the current run. Records for invoices that haven't been created yet remain in the tables.
Summarize Report	Select whether to summarize the audit part of the Payables Open Invoices Interface Import Report. **Note:** If you don't summarize and you're importing several invoice records, the report could be very long.
Calculate Tax During Import	Specify whether to accept or reject manual tax lines in an invoice during invoice import. • If you enter **N**, the import process accepts manual tax lines. • If you enter **Y**, manual tax lines aren't accepted. The Import Payables Invoices process rejects these invoices if tax line information is present in the spreadsheet.
Attachments	Include URL attachments with the template, if required. URLs must begin with HTTP or HTTPS. You can include multiple attachment URLs separated by delimiters. The URL can be as long as supported by the browser (almost up to 2000 characters). **Note:** FBDI template only supports URL attachments. You can't attach documents to the template for import.

How Payables Standard Invoices Are Imported

Once the invoice data has been prepared, proceed with the following steps:

1. Go to the Instructions and CSV Generation tab and click the **Generate CSV File** button to generate a .zip file containing the CSV file.
2. Go to **Navigator** > **Tools** > **Scheduled Processes**.

3. Submit the **Load Interface File for Import** process.
4. On the Process Details dialog box, select **Import Payables Invoices** as the import process and select the .zip file as the data file.
5. The data from the .ZIP file will be loaded to the interface table AP_INVOICES_INTERFACE.
6. After the Load Interface File for Import process is completed successfully, submit the Import Payables Invoices process.
7. If there are errors during import, the errors can be corrected and re-uploaded using the Correct Import Errors spreadsheet.
8. Once you've corrected all errors, click the **Upload and Import** button.

Successfully imported invoices have distributions and installments that you can query, update, and validate. The import process rejects invoice records with insufficient or invalid data. The process produces a report so you can review the invoices that weren't imported. You can use the Correct Import Errors task to fix the problems identified in the report and then resubmit the import process.

Correcting Payables Invoice Import Errors

The Correct Import Errors spreadsheet enables you to correct import errors that occur during the Payables Invoice import process. You can use the Search feature to find specific invoice records in the Correct Import Errors spreadsheet. The search feature can be accessed using the Search button on the ribbon toolbar. This launches a new window to conduct your search by entering your parameters. A list of parameters is delivered to you, but they aren't required when you conduct your search. Each of the parameters is optional and can be used to limit the results of your search. The following table lists the parameters available to you:

Parameter Name	Description
Business Unit	Choose the business unit assigned to the invoices.
Invoice Source	Select the source where the invoice originated or was created.
Import Set	Specify the Import Set to limit your search results.
Supplier	Specify a Supplier to limit your search results.
Supplier Site	Specify a Supplier Site to limit your search results.
Create Date Range	Specify a range of invoice creation dates to limit your search results.
Invoice Date	Specify an invoice date to limit your search results.
Invoice Number	Specify an invoice number to limit your search results.
Invoice Line Number	You can enter a range of values such as 1 in the first column and 10 in the second to retrieve the first 10 lines. If you enter only one value in the column such as 2, then the range is considered to be 2-2.
Show Only Invoice Header	If you only want the invoice header information, enable the checkbox.
Show Only Error Lines	Change the option to Yes to retrieve only the invoice lines with errors.
Number of Invoices	You can choose any of the available values provided to replace the default value of 50. This decides the maximum number of invoices retrieved in your search.
Total Number of Invoice Lines	You can choose any of the available values provided to replace the default value of 1000. This specifies the total number of invoice lines retrieved in your search.

Note: The Correct Import Errors spreadsheet doesn't list certain erroneous invoice records. For example, if you're importing Tax Only line without account information, and a nonrecoverable tax account isn't defined, this will be considered a tax error, rather than an import error. The spreadsheet doesn't list the invoice record in this case. You can find errors like these in import process log. Fix the tax setup to resolve this issue.

Tips and Considerations

Consider the following when you conduct your search:

- No parameters are required for your search.
- Only 2 parameters have default values: Number of Invoices and Total Number of Invoice Lines.
- You can add PO number on invoice line. It's used to default supplier details on invoice and actual PO details to be captured at line level.
- If you search using the default values, results in the number of invoices and invoice lines displayed are those based on the default parameter values.
- Once the invoices are downloaded onto the spreadsheet, a message shows you the total number of invoices downloaded from your search results.
- If the total number of invoices that require correction exceed the limit specified in the Number of Invoices parameter, then a message shows you that there are more invoices that require correction.
- If the total number of invoice lines that require correction exceed the limit specified in the parameter Total Number of Invoice Lines, then a message informs you that there are more lines for the invoices that require correction.
- Select the parameter External when importing the invoices.
- Supplier Bank Account Import FBDI is meant only for creation of supplier bank accounts and can't be used to update existing bank accounts.
- The FBDI spreadsheet doesn't support creation of Prepayment invoices.
- You can include URL attachments in the FBDI spreadsheet as long as they can be directly accessed from a browser.

Overriding System-Generated Default Values

You can override system-generated default values for certain columns in the interface tables by specifying a value of #NULL for those columns. Use the number sign (#) followed by NULL when all the following apply:

- The column isn't required and has logic to assign default values.
- You don't want to provide a value for the column, and you want to override the system-generated default value.

When a column has a value of #NULL, the system-generated defaults are ignored, and the invoices are loaded into the interface tables with a null value.

This table lists the interface tables and columns that accept a value of #NULL.

Open Interface Table	Column
AP_INVOICES_INTERFACE	AWT_GROUP_NAME
AP_INVOICES_INTERFACE	BANK_CHARGE_BEARER

Open Interface Table	Column
AP_INVOICES_INTERFACE	DOC_CATEGORY_CODE
AP_INVOICES_INTERFACE	EXCLUSIVE_PAYMENT_FLAG
AP_INVOICES_INTERFACE	PAY_GROUP_LOOKUP_CODE
AP_INVOICES_INTERFACE	PAYMENT_REASON_CODE
AP_INVOICES_INTERFACE	PAYMENT_REASON_COMMENTS
AP_INVOICES_INTERFACE	SETTLEMENT_PRIORITY
AP_INVOICE_LINES_INTERFACE	AWT_GROUP_NAME
AP_INVOICE_LINES_INTERFACE	DISTRIBUTION_SET_NAME

Related Topics

- What attributes are required in the spreadsheet for project-related invoices?

Overview of One Time Payments

The One Time Payments feature enables you to import transactions from external systems as payment requests. Use the File Based Data Import (FBDI) template and make payments through Oracle Fusion Cloud.

You can import, update, approve, and pay transactions and get the status update for payments. The payees, parties, and bank accounts are created automatically when transactions are imported into the application. The transactions are validated automatically after they're imported. This eliminates the need for manual intervention.

Points to Consider

1. You can use the new Import Payment Requests FBDI to enter the payment request information and upload into Payables. Only invoices with the type: Payment Request can be entered into this FBDI spreadsheet.
2. The default liability and expense accounts for payment requests must be configured in the Common Options for Payables and Procurement.
3. Implementation of the One Time Payment feature doesn't impact the existing functionality for payment request from Oracle Fusion Accounts Receivables and Oracle Fusion Expenses.
4. You can create a Payment Process Request (PPR) template by selecting a specific source, so that One Time Payments can be processed separately.
5. You can use the ERP Integration web service for importing transactions to achieve automated processing.

How Payables Payment Request Import Data is Processed

Use the Import Payables Payment Requests process to create payment requests from data in the Payment Request interface table. After the import is complete, you can search for the payment requests in Payables to pay the invoices.

> **Note:** You can load data to the payment requests interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for Oracle Cloud. For more information about file-based data import, see the File Based Data Import guide for your cloud services.

Create the payment requests by completing the following steps:

1. Prepare the data using the predefined XLSM template.
2. Generate the CSV file.

3. Transfer the data.
4. Load and import the data.
5. Reload the corrected data as necessary.

Settings That Affect the Import Payment Requests

This table describes the parameters for submitting the Payables Payment Requests Import process.

Parameter	*Required	Description
*Ledger	Yes	Enter the name of a ledger.
Business Unit	Optional	Enter the name of the business unit for the payment request.
*Source	Yes **Note:** The Source used for importing payment requests must be created in the Payables Lookups and in the Trading Community Architecture. Configuring the source for Payables can be found in the FSM task: Manage Payables Lookup with the lookup type as: SOURCE. Configuring the Source for TCA can be found in the FSM task Manage Trading Community Source Systems.	Enter the source of payment request. **Note:** The Party Original System Reference is a unique identifier for the party in the source application. It should be unique for each party. If the same value is used for multiple transactions, the application creates just one party and uses the name from the first row. If an existing Party Original System Reference is used in a subsequent batch, then a transaction is created for the existing party and the party name is updated.
Import Set	Optional	Enter the name of an import set to limit the import to payment request with a particular import set in the Payment Request Interface table. You can import data for the same source by specifying a unique import set for each request. This reduces the processing time of your import. The Import Payables Payment Request process imports data with the source and group combination that you specify.
Invoice Group	Optional	Enter the name of an invoice group.
Accounting Date	Optional	Enter an accounting date. If you don't enter a date, the Accounting Date is assigned based on the Accounting Date Basis option.
Summarize Report	Optional	Enter whether to summarize the audit portion of the Payables Payment Request Interface Import Report. If you don't summarize, and you're importing a large number of payment requests records, the report could be very long.
Purge	Optional	Enter Yes, for Payables to delete records that match the Source and Group ID of this import.

Parameter	*Required	Description
		Enter No, to keep all the records except the rejected records

How Import Payment Requests is Processed

Submit the Import Payables Payment Requests process from the Manage Scheduled Processes page. Successfully imported payment requests are in the status validated, have distributions and installments, and can be queried in Manage Invoices page. The import process rejects payment requests records with insufficient or invalid data. The process produces a report so you can review the payment requests that weren't imported. Correct the payment request information and resubmit this template with the corrected data. Only data which was incorrect is required to be submitted again.

Note: One-time payment is applicable only for the payments coming from external supplier who want to make a one-time payment without creating a supplier. The FBDI spreadsheet for one-time payments can't be used for employees and AR customers.

Note: FBDI doesn't support the creation of Prepayment invoices.

Note: You can upload attachments to the payment request directly on the Create Invoice and Edit Invoice pages.

Related Topics

- Overview of One Time Payments
- Overview of External Data Integration Services for Importing Data
- Configure Descriptive Flexfield Segments
- Considerations for Managing Descriptive Flexfields

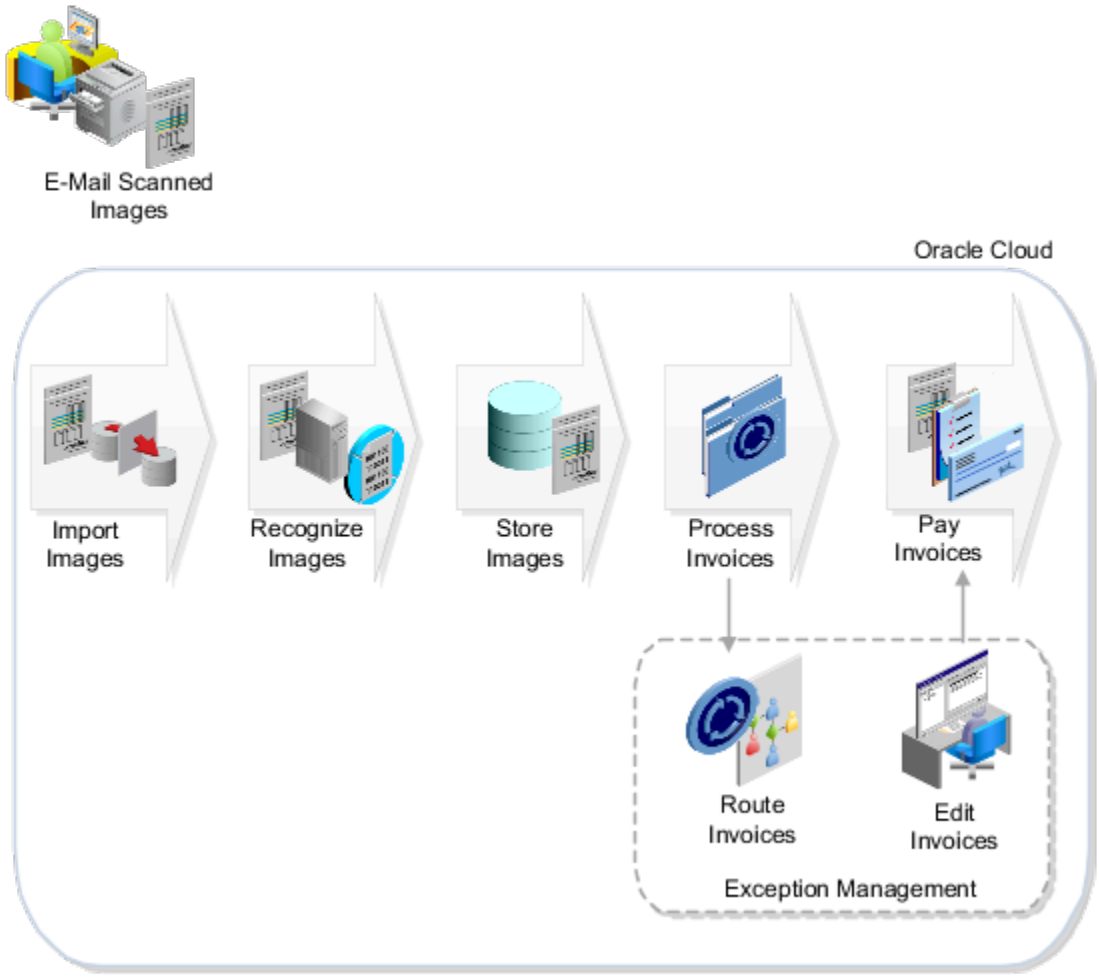
Invoices from a Scanned Image

Integrated Invoice Imaging

Watch video

The integrated invoice imaging solution for Oracle Cloud provides scanned image import, intelligent character recognition, and automatic invoice creation. In addition, the solution routes invoices with exceptions to accounts payables personnel for review and completion.

This figure shows the integrated invoice imaging flow.



Here's a summary of the steps in the imaging process followed by details of the processing flow.

1. To use the integrated invoice imaging solution, you must have a designated email to send the invoice images. You get one when you sign up for the Oracle Cloud Application Service.
2. After you have the email, prepare the invoices for processing.
    - If your business process is to receive invoice images from your suppliers, communicate to them your imaging requirements. The suppliers can then send the invoice images directly to the designated email.
    - If you receive paper invoices, prepare images from the invoices and send the images to the email.
3. After you send the images to the email account, the imaging solution retrieves them for further processing. The solution checks for new images every minute and creates invoices from the images.
4. If any exceptions occur during automatic invoice creation, the solution marks the invoices as incomplete. It then routes the incomplete invoices to the accounts payable personnel for review and completion. The incomplete invoices appear in the Scanned information tile on the Invoices landing page.
5. After finishing the rest of the invoice processing tasks, such as validation and approval, the invoices are ready for payment.

Email Scanned Images

Based on agreements with your suppliers, you might receive paper invoices at your bill-to locations, or you might receive images by email. You can communicate imaging requirements to your suppliers, such as to send images in the TIFF format with a minimum of 300 dpi.

Imaging specialists can check for quality and proper formatting for images sent by email. Imaging specialists can also sort the paper invoices into different categories based on these parameters:

- Geography
- Invoice type
- Invoice amount
- Due date

They can then scan the invoices to convert them to images.

Imaging specialists forward the images to the designated email. They can optionally specify attributes in the email subject for the purposes of routing and recording.

Import Images

Oracle Imaging retrieves the images from the designated email at scheduled intervals. It groups all invoice images in an email into a batch.

Recognize Images

The imaging solution then sends the batches for intelligent data recognition and extraction of the invoice attributes.

Oracle's Imaging Solution offers cutting-edge intelligent recognition capabilities for extracting the invoice attributes from the scanned images. Unlike other solutions that use supplier-specific templates to extract information, Oracle's Imaging Solution can intelligently locate data within the invoice. Imaging Solution finds the data regardless of its location on the image and whether it has processed invoices from that supplier before. As you add suppliers, or an existing supplier changes its invoice layout, Imaging can extract the attributes from the new invoice layouts.

Store Images

Oracle Imaging stores the invoice images and extracted information. For the rest of the invoice life cycle, any reference to the invoice image points to the imaging repository. This ensures that documents don't undergo replication again during invoice processing.

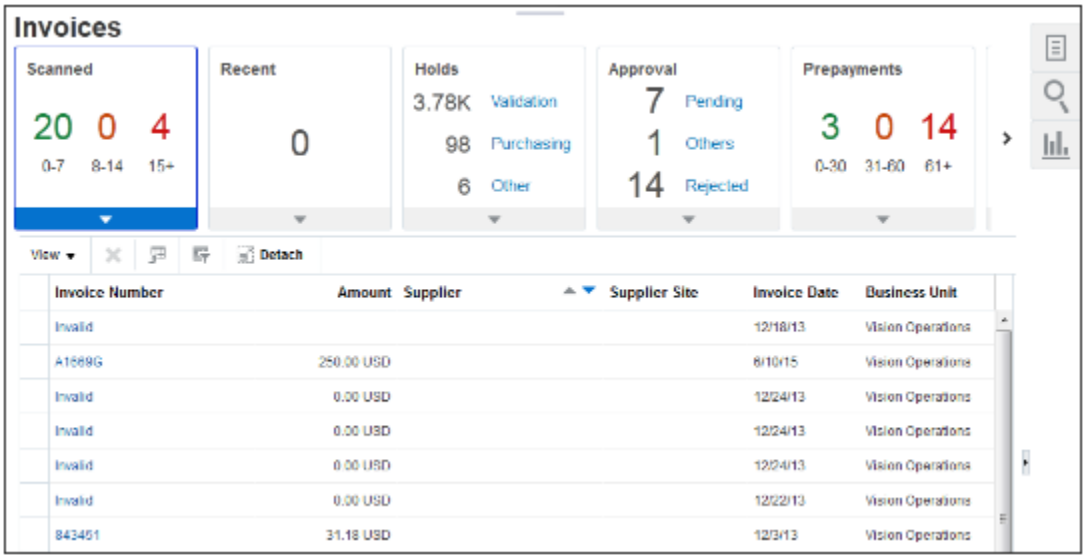
Process Invoices

The imaging solution uses the extracted attributes from the images to create the invoices. If exceptions occur during processing, it marks the invoices as incomplete. It then uses Oracle Business Process Execution Language (BPEL) workflows to route the incomplete invoices to the accounts payable personnel. A default routing rule routes the incomplete invoices to all users who are assigned the View Scanned Payables Invoice (AP_VIEW_SCANNED_PAYABLES_INVOICES_PRIV_OBI) privilege. To update incomplete invoices, users must also have the Edit Payables Invoice (AP_EDIT_PAYABLES_INVOICE_PRIV) or Create Payables Invoice (AP_CREATE_PAYABLES_INVOICE_PRIV) privileges.

Incomplete invoices appear in the Scanned information tile on the Invoices landing page. Edit Invoice page highlights invoice header attributes and lines requiring attention so that you can quickly identify and resolve them. With a dual monitor setup, you can review both the invoice and the invoice image at the same time.

Oracle Imaging provides an image viewer embedded within Oracle Fusion Payables. Accounts payable personnel can review the images using the embedded image viewer.

This figure shows the Scanned information tile on the Invoices landing page.



Pay Invoices

After you complete the rest of the invoice processing tasks, such as validating, approving, and accounting, the invoices are ready for payment. You can schedule a payment process request to select them for payment.

Related Topics

- Considerations for Receiving Invoice Images from Email
- What's an incomplete invoice?
- Routing Incomplete Invoices
- Considerations for Integrated Invoice Imaging for Oracle Cloud Implementations

Considerations for Receiving Invoice Images from Email

The integrated invoice imaging solution provides for processing invoice images that are received by email.

The email must be sent in a certain format and meet specifications that are acceptable by Oracle's Imaging Solution. Imaging specialists must scan and convert the paper invoices received from suppliers to images. If invoices have been received as email attachments, imaging specialists check for quality and proper formatting.

You can optionally enter attributes in the email subject for recording on the invoice and for routing if the invoices are incomplete. A preconfigured routing rule is provided to route incomplete invoices to all users with the View Scanned Payables Invoice (AP_VIEW_SCANNED_PAYABLES_INVOICES_PRIV_OBI) privilege.

Consider the following when receiving invoice images through email.

Invoice Images as Email Attachments

Invoice images can be included in email attachments in the following ways:

- Single page invoice as one attachment.
- Multiple page invoice as one attachment.
- Multiple invoices as one attachment.
- Single and multiple page invoices as multiple attachments.

Tip: Depending on the size of each scanned image, consider grouping the images into a single email to optimize the number of emails sent for processing. You can have multiple attachments on the same email.

Attribute Information in the Email Subject

You can specify up to four attributes in an email subject. These attributes can be recorded on the invoice or used to route the incomplete invoices to payables personnel for review and completion. Use the underscore sign (_) as a separator to indicate the start of routing attribute information.

Note: You can also use one of these attributes to override the default business unit on an unmatched scanned invoice. This attribute is always Routing Attribute 1.

For example, you've a specific business requirement to record categories on the invoice. These categories include invoice priority, supplier category, manufacturing plant number, storage bin number, and processing queue. You can specify values for these categories in the email subject.

This table lists the categories and their possible values.

Category	Value
Invoice priority	Regular, Urgent
Supplier category	Regular, Supply chain related
Manufacturing plant number	Plant-1, Plant-2, Plant-3
Storage bin number	Bin#1, Bin#2, Bin#3

A supplier sends an invoice with the email subject of Invoice-1234 attached. The imaging specialist reviews the email and provides extra routing information in the email subject. The revised email subject is Invoice-1234 attached_Urgent_Supply chain related_Plant-1_Bin#1.

This table shows how the content in the email subject maps to the routing attributes.

Email Subject Content	Routing Attribute Mapping
Invoice-1234 attached	Not applicable because the text appears before the first separator character
Urgent	Routing attribute 1
Supply chain related	Routing attribute 2
Plant-1	Routing attribute 3
Bin#1	Routing attribute 4

Tip: The routing attribute number and the category aren't explicitly linked together. You must enter the value for the category in the same order.

The supplier sends another invoice with the email subject of Invoice-2345 attached. The revised email subject is Invoice-2345 attached_Regular_Supply chain related_Plant-1_Bin#1. The routing rule is defined as follows:

- If routing attribute 1 = **Urgent**, assign invoice image to accounts payable specialist Harry.
- If routing attribute 1 = **Regular**, assign invoice image to accounts payable specialist Nathan.

In this example, invoice 1234 is assigned to Harry and invoice 2345 is assigned to Nathan.

As in the previous example, attributes can include alphanumeric characters. The maximum length for each attribute depends on how many attributes you're using. For example, if you use all five attributes, the maximum length of each attribute is 34 characters. You can change the maximum length of each attribute to meet your requirements however, the sum of the attribute values should not exceed the limit. This limit is calculated as follows, assuming that all five attributes are used.

- Total number of characters allowed by Oracle Forms Recognition: 233
- Number of characters in the default file path are**C:\OFR\Import**: 14
- Number of characters in the file extension .tif, including the period: 4
- Number of characters reserved for internal use as a unique reference number: 40
- Number of separator characters: 5
- Limit is the total characters minus file path minus file extension minus reserved characters minus separator characters (233-14-4-40-5): 170

Note: The limit changes if you use fewer than five attributes, because fewer separators are needed.

If the attribute in an email subject exceeds the maximum length specified for that attribute, the Oracle Imaging process errors.

Related Topics

- Intelligent Document Recognition
- Considerations for Integrated Invoice Imaging for Oracle Cloud Implementations
- How to Override Default Business Units on Unmatched Scanned Invoices

Automated Intercompany Cross Charge of Payables Invoices

Intercompany cross charges include the allocation of costs or revenues between different entities within the same corporate group. In a global company, expenses incurred by subsidiaries, like subscription charges, marketing campaign expenses, and so on, are charged and settled through the parent company.

The parent company charges these expenses to the beneficiaries using intercompany transactions. The provider or the entity responsible for paying the supplier, while creating a supplier invoice, should earmark the invoice as a cross charge invoice. You can do this by selecting the **Intercompany Cross Charge** checkbox in the Invoice Header section on the Create Invoice or Edit Invoice pages.

After the invoice is accounted, the invoice data gets transferred to the Intercompany module for Intercompany processing. This lets you create intercompany transactions directly from Payables invoices for expenses that are recorded and paid by a payee entity for the other entities (beneficiaries) within the company. Intercompany module then automatically generates receivables for the payee and payables for the beneficiary. You can cross-reference between the invoices and intercompany transactions.

You can also mark a supplier invoice created using FBDI, ADFDI or Web Services, as an intercompany cross charge invoice during invoice import.

View Intercompany Cross Charge References from Payables

You can call View Intercompany Cross Charge References task flow from the Invoice Actions menu. After you select the new task **View Intercompany Cross Charge References** in the Invoice Actions menu, a dialog box appears with Intercompany Multitier references against each of the invoice distributions transferred to FUN. Any Payables user who has the required privileges to access the Create or Edit or View Invoices pages, can view and call the View Intercompany Cross Charge References task flow, if the invoice is already qualified as an intercompany cross charge invoice.

Related Topics

- Overview of Automating Intercompany Cross Charge of Payables Invoices

Routing Incomplete Invoices

An incomplete invoice is an invoice created from an image that has invalid or missing information.
Users with the Edit Payables Invoice (AP_EDIT_PAYABLES_INVOICE_PRIV) or Create Payables Invoice (AP_CREATE_PAYABLES_INVOICE_PRIV) privileges automatically receive the incomplete invoices for review and completion.

Routing Rule Administration

You can modify the predefined routing rule using the Approval Management extensions of the Oracle SOA Suite and Oracle Human Workflow. The Oracle Business Process Management (BPM) Worklist application provides the UI to administer the rule.

Users with the Manage Financial Applications Workflow Rules (FUN_MANAGE_FINANCIAL_APPLICATIONS_WORKFLOW_RULES_PRIV) privilege can access the rules in the BPM Worklist application. To navigate to the BPM Worklist application, use the Manage Task Configurations for Financials task. The name of the predefined task that assigns and routes incomplete invoices is **FinAPIncompleteInvoiceHold**.

Tasks

The following table lists the predefined settings for the FinAPIncompleteInvoiceHold task.

Field	Setting
Task Aggregation	Once per stage
On Error Notify	Not applicable

Field	Setting
Allow all participants to invite other participants	Not enabled
Allow participants to edit future participants	Not enabled
Allow initiator to add participants	Not enabled
Enable automatic claim	Enabled
Complete task when participant chooses	Not enabled
Enable early completion of parallel subtasks	Not enabled
Complete parent tasks of early completing subtasks	Not enabled
Expiration and Escalation Policy	Never Expire
Reminders	No reminders

Rule Sets and Rules

The FinAPIncompleteInvoiceHold task has a rule set, which is a collection of rules, called IncompleteInvoiceRuleSet. This rule set has a rule called JobRoleAssignmentRule. Rules consist of IF and THEN components. The IF component specifies the conditions that determine when to apply the rule. The THEN component specifies what happens on meeting the conditions.

The following table lists the predefined settings for the JobRoleAssignmentRule rule.

Field	Value	Description
Condition	FinAPHoldApprovalPayloadType.holdName is "Incomplete Invoice"	Activates the rule when the invoice has an incomplete hold. To use other invoice attributes, select from the condition browser window.
List Builder	Resource	Determines the resource that receives the invoice.
Response Type	Required	Indicates that the routing notification requires a response.
Participants	Users: null, Groups: "AP_ACCOUNTS_PAYABLE_SPECIALIST_JOB, AP_ACCOUNTS_PAYABLE_SUPERVISOR_JOB", Application Role: null	Identifies the participant who receives the invoice.

Field	Value	Description
Rule Name	"JobRoleAssignmentRule"	Identifies the approval reason to display in the approval history diagram.

Rule Conditions

You can use the available invoice header, line, and distribution attributes in the routing rule condition.

To edit the rule condition:

1. Start a search in the IF section of the rule. The Condition Browser opens.
2. Select the attribute to use in the condition.

Related Topics

- What's an incomplete invoice?

Prepayments

A prepayment is a payment you make to suppliers in anticipation of their provision of goods or services. In Oracle Fusion Payables, a prepayment is a type of invoice that you can apply to an outstanding invoice to reduce the invoice amount.

You must fully pay a prepayment before you can apply it.

On the Manage Invoice Options page, you can set prepayment options, such as whether to show available prepayments during invoice entry.

Creating a Prepayment

To create a prepayment, specify an invoice type of **Prepayment**.

The **Allow prepayment application** option indicates that the prepayment is available for application and classifies the prepayment as temporary. An example of a temporary prepayment is a catering deposit to a hotel. When the invoice from the hotel arrives, you can apply the prepayment to the invoice to reduce the invoice amount due.

If you disable the **Allow prepayment application** option, you can't apply the prepayment and the prepayment is classified as permanent. An example of a permanent prepayment is a lease deposit for which you don't expect to receive an invoice.

Applying a Prepayment

When you apply a prepayment, the invoice is updated to reflect the amount paid and the prepayment amount available for application is reduced. A prepayment application line with corresponding distributions is added to the invoice.

Applied prepayments can be either inclusive or exclusive. A supplier might send you an invoice that references a prepayment. If the supplier reduces the invoice amount by the prepayment and associated tax, the prepayment is inclusive. You can designate a prepayment as inclusive by selecting the **Included on Invoice** option when applying

the prepayment. When you apply an exclusive prepayment to an invoice, the unpaid invoice amount is reduced by the amount of the prepayment application.

If a prepayment is matched to a purchase order, purchase order quantities are updated during prepayment application.

You can also pay a prepayment in a currency that's different from the invoice currency. If you choose to do so, you must ensure that both the invoice and the prepayment have the same invoice currency. For example, consider the following payables documents.

- Invoice: Invoice currency is USD, payment currency is CAD
- Prepayment: Invoice currency is USD, payment currency is RUB

You can apply the prepayment to this invoice because both payables documents have an invoice currency of USD.

Unapplying a Prepayment

If a prepayment is mistakenly applied to an invoice, you can unapply the prepayment. The prepayment is then available for application to another invoice.

Related Topics

- Prepayment Remittance Notice
- Can I match a prepayment to a purchase order?
- Calculation Point Options
- Guidelines For Invoice Options

Invoice Corrections

With corrections you can adjust invoices that were matched to purchase order schedules, distributions, receipts, or consumption advice documents. You can also adjust amounts of invoices that weren't matched.

The correction is the difference between the original price, quantity, or amount, and the new price, quantity, or amount. For example, if a supplier decreases the price by 10 USD, the correction invoice is for -10 USD.

You can perform price, quantity, and amount corrections. The purchase order line type determines what type of correction you can make to a matched invoice. The purchase order line type can be amount-based or quantity-based.

Price Corrections

A price correction adjusts the unit price of an invoice that was matched to a purchase order, receipt, or consumption advice. Price corrections don't adjust billed quantities on purchase orders. To correct an invoice for a price decrease, you can create a credit or debit memo. To correct an invoice for a price increase, create a standard invoice.

The following table provides an example of a price correction.

Step	Quantity	Unit Price	Billed Quantity on Purchase Order
Create a purchase order.	5	10 USD	0

Step	Quantity	Unit Price	Billed Quantity on Purchase Order
Pay the invoice, which results in an invoice price variance of 5*2=10 USD.	5	12 USD	5
Create a credit memo for the price correction, which offsets the invoice price variance.	5	-2 USD	5

Quantity Corrections

A quantity correction adjusts the quantity of an invoice that was matched to purchase order, receipt, or consumption advice. Quantity corrections don't adjust unit prices on purchase orders. To perform a quantity correction, create a credit or debit memo.

Note: You can allocate purchase order distributions for quantity corrections.

The following table provides an example of a quantity correction.

Step	Quantity	Unit Price	Billed Quantity on Purchase Order
Create a purchase order.	200	100 USD	0
Pay the invoice.	200	100 USD	200
Return the defective items and create a debit memo to correct the quantity.	-10	100 USD	150

Amount Corrections

An amount correction adjusts an invoice that was matched to a service-based purchase order or receipt. Amount corrections can also adjust amounts on unmatched invoices. For a negative amount correction, create a credit or debit memo. For a positive amount correction, create a standard invoice.

Related Topics

- What's a price correction?

Invoice Line Types

Invoice line types categorize the lines on an invoice. You can select some line types, such as Item. Other line types, such as Prepayment, are automatically generated.

This table describes each invoice line type.

Type	Description
Item	Details of goods and services.
Freight	Charges for freight, which can be allocated to **Item** lines.
Miscellaneous	Charges, such as installation or service, which can be allocated to **Item** lines.
Prepayment	Lines for prepayment application or unapplication, which are automatically created.

Note: Tax and withholding tax information is included in the Taxes section on the Create and Edit Invoice pages.

Matching Invoice Lines

Matching is the process of associating an invoice with a purchase order, receipt, or consumption advice. Matching ensures that you pay only for the goods and services that you ordered, received, or consumed.

Matching to Purchase Orders

You can match a single invoice to multiple purchase orders and you can match multiple invoices to a single purchase order.

The matching process:

- Creates invoice lines using information from purchase order schedules
- Creates invoice distributions using information from purchase order distributions
- Updates the billed quantities and amounts on purchase order schedules and distributions

If you match to a purchase order schedule that has multiple distributions, the matched amount is automatically prorated across all the distributions on the schedule. If you match directly to purchase order distributions, amounts are allocated against only those matched distributions.

Tip: During invoice entry, you can specify a purchase order number in the **Identifying PO** field. Information from that purchase order, such as legal entity and supplier, is then automatically populated on the invoice.

Note: On the Match Invoice Lines page, the purchase orders available for matching have the same legal entity as the invoice.

Matching to Receipts

By matching to receipts, you can avoid invoice holds when paying for partial shipments. Also, conversion rate variances are likely to be smaller. The time between the receipt and invoice is less than the time between the purchase order and invoice.

- Multiperiod accounting isn't supported on invoice lines matched to PO with accrue at receipt enabled. In such cases, the expenses are recognized by the receipt transaction and not the Payables invoice.

Tip: If you use periodic costing in Oracle Fusion Cost Management, it's critical that you match to receipts to ensure accurate cost accounting.

Note: On the Match Invoice Lines page, the receipts available for matching belong to purchase orders with the same legal entity as the invoice.

Matching to Receipt Charges

When you match an invoice with freight, tax, or miscellaneous charges to a receipt, the total cost of the goods includes those charges. Matching to receipt charges doesn't affect the billed quantities and amounts on the purchase order schedule.

For example, you purchase a computer from Company A for 1,000 USD. Company B ships you the computer for 50 USD. You can match the freight invoice from Company B to the computer receipt from Company A. The matching process associates the freight charge with the cost of the computer.

Matching to Consumption Advice Documents

You can match to consumption advice documents to pay for consigned items that have been used or whose ownership has transferred from supplier to buyer.

Matching to Purchase Order Lines with Supplier Credits

Match invoices to purchase order lines with supplier credits. During a new equipment purchase, the buyer trades in older equipment. In the purchase order, create a negative line for the value of the older equipment. This negative line acts as the supplier credit and is matched to the invoice.

Matching invoice lines separately to item lines and supplier credit on the purchase order ensures that an invoice reflects the cost of the item accurately.

You can create invoices matched to negative purchase order lines either from the Create Invoice page or by using the Import Payables Invoices process. Suppliers can also create such invoices from the Supplier Portal.

Note: Taxes are applicable on negative purchase order lines.

Related Topics

- Invoice Tolerances
- Variance Accounts
- Match Approval Level Options
- How You Create Purchase Order Lines with Negative Amounts

Overview of Creating Invoices Using Match in Full

Match in Full enables you to create invoices. Create your invoices by entering the purchase order number, invoice date, and invoice number. Use the Match in Full feature when the supplier sends an invoice for the full amount of the purchase order.

Match in Full can't be used in the following circumstances:

- The invoice match option is a receipt.
- A supplier or the purchase order is set up for self-billing.
- The purchase order has already been partially matched to an invoice.

Enhanced Invoicing Through the Supplier Portal

You can now update, modify, and save invoices created through the Supplier Portal before submitting them for processing. The following three tables provide information about:

1. Supplier users features.
2. Enhanced Supplier user features.
3. Payables user features.

This table displays the features and descriptions for Supplier users:

Feature	Description
Delete an Invoice	When you delete an invoice, the invoice is removed from the application and you can't query it back. You can't delete an invoice when: • Document Sequence has been generated and applied on the invoice. • The invoice is matched to purchase and order the lines are saved.
Cancel an Invoice	When you cancel an invoice, all invoice amounts are set to zero, and the invoice can't be edited or submitted for processing. A canceled invoice can be queried and viewed from the application pages. **Note:** You can't update the invoice number on canceled invoices. To reuse the invoice number you can consider modifying it before invoice cancellation.
Cancel an Invoice Line	When you cancel an item line, the line amount is set to zero, and the invoice line can't be edited. Billed quantity on the purchase order is adjusted with the canceled line quantity if the item line is a matched to a purchase order. The changes on the invoice are automatically saved.
New Tax Driver (Tax Classification Code) on Invoice Lines	You can now apply different taxes for every invoice line by providing a Tax Classification Code. The tax driver is available for all invoice line types (Item, Freight and Miscellaneous).

Feature	Description
Quantity, Unit Price, and UOM on Invoice Lines	You can now enter Quantity, Unit Price, and UOM details for lines of an unmatched invoice. The fields are applicable only for item lines and not for freight or miscellaneous lines. The application derives the third field when you enter any other two fields.
Recalculate Taxes	You can now calculate tax any number of times until the invoice is submitted. You can modify invoice data such as delete a line, cancel a line, or modify the data and recalculate the taxes. Summary tax lines are displayed with the revised tax details. You can override the calculated tax amount.
Delete an Invoice Line	When you delete an item line, the item line is removed from the application and you can't restore it. You can't delete an invoice line when: • Tax is calculated on the invoice. • The item line is a saved matched line.

Enhanced Supplier User Features for Supplier Portal Invoices

The enhanced UI has rearranged fields for better usability and quicker data entry. You can now create the Freight and miscellaneous lines in the same section where you create the item lines.

As a supplier user, you can use these features to do your updates:

Action	Description
Save and Edit Invoices	• You can save an invoice, created through the Supplier Portal, anytime you're working on it. You can even save and close the invoice and edit it later. • Saved invoices are assigned the status of Incomplete and changed to the status of Pending Import upon submission of the invoice. • To edit an incomplete invoice, click the invoice number link in View Invoices: Search Results. This opens an Edit Invoice page for an unmatched invoice or matched invoices based on the type of invoice you have queried. Edit the invoice and either save it for further editing or save and submit it for processing.
Saved Invoices in Incomplete Status	• You can't edit a saved invoice in the Supplier Portal after it's been submitted. • You can view a saved Supplier Portal invoice from the Manage Invoices in the Payables workbench. But you can't edit or cancel the invoice unless they have been submitted. • Saved Supplier Portal invoices block the period close. You must sweep them and then close the period. • Document sequence is assigned to the Supplier Portal invoices when you save them. If you submit the invoice without saving, document sequence is assigned during the submit process. • Matched invoices have the billed quantity updated on the purchase order when you perform the Save action. If you submit the invoice without saving, it's updated during the submit process. • You can view Invoices that have a status other than Incomplete. In the Invoice Details page, click the invoice number link in the search results.
Override Tax percentage and Tax Rate	• Along with tax amount, you can now override the tax percentage and tax rate on system calculated tax lines. • You can override the tax percentage and tax rate only when you have enabled the tax configuration to overwrite system-calculated taxes.

Action	Description
Edit Invoices Rejected by Users	• As a Supplier user, you can now edit and resubmit invoices that are rejected from the approval users during the invoice request approval process. • You see the invoice status as rejected and when you access the invoice, it opens in the Edit mode. • After making necessary changes, based on the rejection comments from approval users, you can resubmit the modified invoices. • You can recognize the invoices eligible for editing with the invoice type as **Standard Invoice Request** and the status as **Rejected**.

Payables User Features for Supplier Portal Invoices

As a Payables user, you can use the features shown in this table:

Action	Description
Approval Actions for Payables User	When the approval for the Standard Invoice Request (Supplier Portal Invoices) is in progress, as a Payables user, you can now perform actions similar to what you can do during the standard invoice approval process. The actions allowed on Standard Invoice Request are: Withdraw, Resubmit, and Force Approve. • Resubmit: This action is only allowed for an invoice request that's withdrawn or rejected. The Resubmit action is allowed only in the online mode. • Withdraw: You can withdraw the invoice request workflow on unmatched supplier portal invoices when the approval is still in process. On withdrawal of the approval, the approval status is stamped as **Withdrawn** and the supplier sees the invoice status as **Pending Import**. • Force Approve: You can Force Approve an invoice request workflow when the approval is still in process, rejected, or is withdrawn. The On Force Approval has the status of **In Process** and is visible to suppliers. Force Approval is a secured action and you need the security privilege **Force Approve Payables Invoice** to perform this action.
Supplier Portal Invoice Approvals	Notifications for matched and unmatched invoices are the following: • For PO matched invoices there's no approval notification sent when a supplier enters the invoice in the Supplier Portal. Note: If the approvals have been set up for invoices and they have defined approval rules, notifications are automatically generated when the invoice is initiated. • For invoices not matched to a PO and entered in the Supplier Portal, notifications for approval will be sent. Note: Those are not listed in the Invoice Landing page.
Cancel Standard Invoice Request	As a Payables user, you can now cancel Supplier Portal invoices when the invoice request approval is in progress. Upon cancellation of the Standard Invoice Request: • The invoice status is updated as **Canceled**. The invoice amount is marked as zero and the taxes reversed. • The Supplier user sees the status as Canceled. • The Invoice Request Approval process is automatically withdrawn.

Tips and Considerations

Consider the following:

- Saved invoices have the status of Incomplete.

- You can't delete order-matched invoices or the invoices with document sequence assigned.
- You can't delete order-matched lines. In addition, you can't delete invoice lines after tax calculation is attempted.
- When the Invoice Request Approval process is rejected, only the Supplier user can edit the invoice from the Supplier Portal and submit the invoice. Payables users can't edit them
- When application rejects the Invoice Request Approval process, only the Payables users can resubmit them. Supplier users can't edit and resubmit them from the Supplier Portal.
- You can use the existing delivered duty role of Self-Service Payables Invoice Entry for access. No additional roles are required to work with this feature.
- You activate this feature by enabling the Opt-in feature: Supplier Portal Invoicing Enhancement. No other setups are required to enable this feature.

Consider the following when working with invoices from the Supplier Portal as a Payables user:

- You can resubmit rejected invoices by the application only in the online mode. Resubmission through the program **Initiate Invoice Approval Workflow** isn't supported.
- Force Approval is a secured action and the Payables user must have the security privilege **Force Approve Payables Invoice** to perform the action.

Track as Asset

You can create invoices for asset items in Oracle Fusion Payables and send the invoice information to Oracle Fusion Assets. The Track as Asset option on the invoice distribution identifies which invoice to import when you submit the Create Mass Additions process.

> **Tip:** Even if an invoice distribution is enabled for asset tracking, the distribution might not get imported into Assets. The Create Mass Additions process checks that other conditions are also met.

The **Track as Asset** option applies to invoice distributions with:

- Asset accounts
- Expense accounts

Asset Accounts

If you enter an Asset account type on an invoice line, the **Track as Asset** option is automatically enabled on the generated invoice distribution. The tracking option isn't enabled on the invoice line. If you enter an Asset account type on an invoice distribution, the **Track as Asset** option on the distribution is automatically enabled.

> **Note:** If you enter a distribution set with Asset accounts on an invoice line, the tracking option is automatically enabled on the Asset account distributions.

Expense Accounts

If you enter an Expense account on an invoice line, to import the information to Assets, enable the tracking option on that line. The generated distributions are automatically enabled for asset tracking.

Note: You can manually enable the tracking option on the invoice distribution at any time before the invoice accounting entries are transferred to the general ledger.

Related Topics

- Mass Additions
- How Payables Source Lines Are Imported

Recording and Transferring Projects Information

If you're using Oracle Fusion Project Costing, you can record project information about invoice distributions for noninventory expenses. For each transaction, Oracle Fusion Payables records the project name, task, and expenditure information.

Project-related transactions are transferred back to Project Costing where the transactions are recorded and associated with specific projects.

Note: You can capture the project attributes for negative PO lines and transfer them to project costing.

Recording Project Information

Record project information about supplier invoices in one of the following ways:

- On the invoice line, specify project information to provide default project information to distributions for that line.
- On the invoice line, specify a distribution set that has project information.
- On the invoice distribution, specify the project information.

Transferring Project Information

After the invoice is accounted, you can transfer the project information from Oracle Fusion Subledger Accounting to Project Costing. Run the Submit Import and Process Cost Transactions process from the Project Costing work area. When you submit the process, select **Payables** as the transaction source. Review the results in Project Costing to confirm the invoice lines were transferred.

Note: If you're using funding patters to distribute project costs, refer to *Project Cost Distribution Using Award Funding Patterns*.

Transferring Costs to Cost Management

Oracle Fusion Cost Management integrates with Oracle Fusion Procurement, Oracle Fusion Inventory Management, and Oracle Fusion Payables to derive cost details.

Payables Integration with Cost Management

After invoices are accounted, you can transfer cost details to Cost Management by submitting the Transfer Costs to Cost Management program. Oracle Payables transfers the cost details from invoices that are matched to purchase orders. Cost details include item costs, invoice price variances, item nonrecoverable taxes, and corrections to PO-matched invoices.

Note: Charges, such as freight, miscellaneous, and recoverable taxes aren't transferred.

Overview of Invoices for Landed Cost

Landed cost is the cost incurred to bring an item to its ultimate destination. Examples of landed cost include shipping and handling charges. You can associate invoices for landed cost with trade operations defined in Oracle Fusion Landed Cost Management.

To designate an invoice line as a landed cost, enable the landed cost option in the Invoice lines section on the Create or Edit Invoice pages. You can then enter the charge details on the Charge References dialog box. After the invoice lines are accounted, submit the Transfer Costs to Cost Management process to transfer the invoice distributions to Oracle Fusion Cost Management for further processing.

Invoice Distributions

Invoice distributions provide the accounting information for an invoice line, such as accounting date, amount, and distribution combination. Invoice distributions are used to create invoice accounting entries.

Note: You can define rules in Oracle Fusion Subledger Accounting to use distribution combinations from a source other than invoice distributions.

Creating Invoice Distributions

Distributions are created:

- Automatically when you match an invoice to a purchase order, receipt, or consumption advice
- Automatically through a distribution set
- Automatically through the allocation of freight and miscellaneous invoice lines
- Manually on the Manage Distributions page

Note: In general, tax distributions are created automatically when you validate an invoice. However, if your tax setup permits, you can enter tax distributions manually.

Changing Invoice Distributions

The distribution combination on an invoice line provides the default value for the Manage Distributions page. Changing a distribution combination on the Manage Distributions page doesn't change the distribution combination on the invoice line.

> **Note:** If you're using funding patters to distribute project costs, refer to *Project Cost Distribution Using Award Funding Patterns*.

Related Topics

- Why can't I create a manual distribution?
- Why can't I reverse an invoice distribution?
- Distribution Sets

Intelligent Account Combination Defaulting

Overview of Intelligent Defaulting of Account Combination

AI and machine learning algorithms provide the default distribution combinations for the account payables invoice lines. Historic data patterns and the specific influencing factors for each segment are useful in the predicting these values.

When the user places the cursor on the distribution combination field for an unmatched invoice line, individual segment values are predicted. These predictions are based on the invoice header and lines attributes available on the invoice. After the default segment values are predicted, the distribution combination field is highlighted for user review.

Partial Segment Defaulting

When AI and machine learning algorithms don’t provide a default value for one or more segments, user can enter a value manually. The account code combination search window automatically opens for the user to enter the missing segment value and complete account code combination entry.

User can correct an incorrectly defaulted segment value. AI and machine learning algorithms learn from these edits to improve the prediction throughput and accuracy for the subsequent transactions.

Why Only Few Segment Values Get Defaulted for the Distribution Combination Field

Segment values are defaulted only if the prediction for the segment exceeds the dynamically calculated confidence score threshold. If the prediction confidence is less than the threshold, the segment isn't defaulted.

Intelligent Account Combination Defaulting

As an accounts payable analyst, you can use the default values for account combinations that AI and machine-learning algorithms provide on the accounts payable invoice lines.

AI and machine-learning algorithms predict and automatically default segment values of the account code combination on no-PO accounts payable invoice lines. For these predictions, AI and machine-learning algorithms use historic data patterns and other influencing factors. Segment values are defaulted if they exceed the dynamically calculated confidence score threshold for each segment to maintain a high level of prediction accuracy. If the confidence score threshold isn't met, these segments remain blank and require manual input.

When a distribution combination segment value is defaulted and then edited to a different value, the AI and machine-learning algorithms use these corrections to improve the prediction accuracy.

Here are some benefits of using this feature:

- Reduces entry time and speeds up the process of making invoices ready for payment
- Reduces “think time”
- Improves focus on data accuracy rather than data entry

> **Note:** It's best practice that at least 3 months of invoice history is available for satisfactory rendering of predictions by the AI models. More invoice history would further improve the prediction performance.

Activate the Feature

As a user with the Application Implementation Consultant role, here’s how you can activate the Intelligent Account Combination Defaulting feature:

1. Enable permissions group for the Adaptive Intelligence Applications Administrator role. See *Enable permissions group for the AI Applications Administrator role*.
2. Activate the feature. After the model is trained, download the evaluation report. See *Activate Intelligent Account Combination Defaulting and Download the Evaluation Report*.
3. Opt in for the feature using the promotion code in the evaluation report. See *Opt In for Intelligent Account Combination Defaulting*.

FAQs for Intelligent Account Combination Defaulting

When does the Intelligent Account Combination Defaulting feature predict values?

For the feature to predict segment values, you need to complete all the steps required to activate it. See Activate the Feature section in *Intelligent Account Combination Defaulting*.

How do I know that the feature is predicting values?

The feature predicts values when you click or navigate to the distribution combination fields at the invoice line level. The prediction service has a time-out of 2 seconds. Usually, the segment values are defaulted in less than 2 seconds. After the default segment values are predicted, the distribution combination fields are highlighted for your review. If you don't see predictions within 2 seconds, you can continue entering values in the fields.

What's the prediction coverage and accuracy rate of the feature?

The number of times a segment defaults with predictions and the accuracy of the predictions depend on the invoice data and the segment. Some segments like Account and Cost Center are more difficult to predict and might have a lower prediction coverage and accuracy. On an average, you can expect 60% to 70% prediction coverage and 97% to 98% accuracy rate in the predictions.

How can I improve prediction coverage and accuracy?

The machine learning models make better predictions when the input data is consistent. The models use invoice header and line information such as the supplier name, supplier site, amounts, and descriptions to predict different segment values. Prediction accuracy is better with patterns of consistency. Using Oracle Intelligent Document Recognition, IDR, helps in better data consistency which helps in better prediction results.

What are the things I need to check in my invoices to increase the number of defaulted segments?

Check these in your invoices so that the feature can predict more defaulted segments:

- Enter all invoice information at the header and line level. You need not capture additional data but enter all the usual data attributes. Predictions done with fewer data attributes will impact the confidence of the prediction and fewer segments are defaulted.
- In your invoice, if the description and other fields are after the Distribution Combination field, it's best practice to reorder the invoice layout and move the description and other fields to appear before the Distribution Combination field. By default, the line description is displayed after the Distribution Combination field.

What data does the machine learning model use for providing predictions using Intelligent Account Combination Defaulting?

The Intelligent Account Combination Defaulting feature leverages multiple input attributes from the invoice header and invoice line level to develop an efficient algorithm. These attributes include Supplier, Supplier Site, Business Unit, Legal Entity, Amounts, Currency, Descriptions, Requester and Invoice Source, and Line Source.

The list of attributes that the model uses might change over time as the algorithm is enhanced. The algorithm decides which attributes are the most relevant to make a prediction for each segment and uses them. Consistency in data patterns helps the algorithm enhance faster and provide better predictions.

Does the Intelligent Account Combination Defaulting feature support the Invoice Coding Workflow?

Intelligent Account Combination Defaulting currently doesn't support the Invoice Coding Workflow. These code combinations are entered at the invoice distribution level and the predictions are only made at the invoice line level.

If the invoices are routed for coding which uses the invoice approval workflow, the coding is performed at the invoice line level and the feature predicts segment values.

Can I change the values predicted and defaulted by the feature?

Yes, you can change the values defaulted by the feature. If you delete the predicted value and enter a different value, the feature doesn't overwrite it. Instead, the model uses it as an input to enhance the algorithm.

If you want the feature to provide predictions after you overwrite the defaulted values, delete all the segment values, click anywhere else on the screen, and then navigate back to the distribution combination field.

I corrected the code combination that was predicted and defaulted by the feature after a few weeks. Will the model take the new values as an input?

Yes, the machine learning model algorithm takes the corrected values as an input and is trained on the latest valid data recorded in Payables in a production environment. In a development environment, only invoices entered before the P2T refresh date are imported into the model.

What are the best practices to test the Intelligent Account Combination Defaulting feature?

In a test environment, we recommend that you validate the feature on data that's similar to production data since the algorithms are trained on data that's copied from production. In the test environment, the algorithms don't continue to be trained on new data that's entered after the P2T Refresh date and hence the accuracy or coverage won't change significantly based on the new transactions that you entered.

When you implement the feature in a test environment, the best way is to use test invoices that use the same invoice attributes as production invoices. It's best practice to not use test data such as 1 USD invoice value and a description value such as Test.

If the Chart of Accounts definitions change, how long does the model take to learn the new definitions and predict values?

If you change a default segment value, the algorithm recognizes and starts to modify the model, but it needs more examples to predict default values based on the changed definitions. The algorithm defaults a value when the confidence score of the prediction crosses the threshold value for that segment. Each change you make to a defaulted value modifies the confidence score of the model. After the model receives enough examples and the confidence score crosses the threshold value, the new value will be defaulted.

The time that the model needs to learn the new pattern depends on the number of invoices and the consistency of data. High volumes of invoices with consistent data can result in accurate predictions within days.

Why can't I access the My Enterprise section in Oracle Financials Cloud?

To activate the feature, you need to have the Implementation Consultant role assigned to you with these privileges:

- ASM_REVIEW_APPLICATIONS_OFFERINGS_PRIV
- ASM_CONFIGURE_OFFERING_PRIV

After you add these privileges to the Implementation Consultant role, you can access the My Enterprise section and complete the activation of the feature.

Transaction Account Definition

Overview of Transaction Account Definition

You can configure rules in Subledger Accounting (SLA) to automatically derive account combinations. You can also enter the account combinations directly in the UI, or derive them by starting the invoice account coding workflow. However, both of these approaches involve manual intervention which ends up slowing the invoice processing.

Transaction Account Definition (TAD) can be used for any product feature that has accounting implications, and accesses the chart of accounts component while creating transactions.

Transaction Account Definition for Payables

Oracle Payables leverages the Transaction Account Definition (TAD) from SLA to automatically derive expense accounts and multiperiod accrual account on item, freight, and miscellaneous invoice lines on invoice creation. This applies to the invoices created either automatically by the import process or manually through the UI.

You can use TAD to configure a set of rules to derive accounts based on attributes (also called sources) from multiple objects. For example, you can check the attributes from Invoice header, lines, distributions, Payables setups, Projects, and so on, to build your own rules. You can use TAD to do either of the following.

- Derive all segment values of the accounting flexfield separately, and then build the full account combination.
- Derive (and overwrite) only some segment values, while still using the base account combination.

Note: You can't define your own sources to derive accounts. You must use the sources predefined by Oracle.

To review the available sources for configuring rules:

1. Navigate to the **Setup and Maintenance** page.

2. Search for the **Define Subledger Accounting for Invoicing and Payments** task list and then select the Manage Transaction Account Types task.
3. Click any of the listed transaction account types.

All the assigned sources are listed in detail.

Applicability

To derive account combination details for Payables invoice lines using TAD, you must ensure that these conditions are fulfilled.

- Account derivation through TAD is enabled in Manage Invoice Options setup.
- Invoice type is Standard, Debit Memo, or Credit Memo. It isn't applicable for Payment Request, or Prepayment.
- Invoice line type is Item, Freight or Miscellaneous.
- Invoice line isn't matched to a purchase order.
- Distributions aren't yet generated for the invoice line.
- Invoice line isn't canceled, and doesn't have account combination details or a distribution set either provided by the user or defaulted from any setups (Supplier configuration or Payables options).
- Invoice isn't in incomplete status.

Deriving Accounts Using TAD

If the invoice meets the applicability criteria, invoice expense accounts are automatically derived through TAD for the eligible invoice lines when these events happen:

- When invoices are created through the Payables Invoice Import process
- When invoices are validated either online or through the Validate Payables Invoice process

You can manually force TAD-based account derivation from the UI by selecting the invoice line and clicking **Derive Account**. You can select multiple invoice lines for this operation. The application clears away any existing account combination or distribution set for the selected lines and begins the account derivation process.

> **Note:** The applicability criteria still apply even while forcing the account derivation.

Deriving Multiperiod Accrual Account Using TAD

For multiperiod accrual accounting, the user must enter either all 3, or none of these multiperiod accounting attributes:

- Start date
- End date
- Multiperiod accrual account

Entering partial values displays an error message to the user. This check ensures that the invoice has the required data to generate multiperiod accrual accounting.

However, this check restricts the use of the TAD to default multiperiod accrual accounts as it always forces the user to enter the account even before the TAD can be called. To allow the use of TAD to default multiperiod accrual accounts, there are changes in the standard behavior of multiperiod accounting as shown here.

> **Note:** These changes are applicable only when the TAD is enabled in the Payables Invoice Options.

Process/Page Name	Changes for Multiperiod Invoice Lines
Invoice Import process	• User needs to enter only the start date and end date fields, and leave the multiperiod accrual account blank for TAD to default it. • However, if TAD can't derive the accrual account, then the invoice is rejected. This is the same as default behavior (no change).
Create Invoice page	• User needs to enter only the start date and end date fields. They can either enter the multiperiod accrual account manually, or leave it blank for TAD to default it. • If the multiperiod accrual account is blank, distributions for MPA invoice lines aren't generated when the user navigates to the Manage Distribution page.
Invoice Validation process	• If the user leaves the multiperiod accrual account field as blank, TAD is called to default the field during invoice validation. The invoice lines where the multiperiod accrual account couldn't be defaulted by TAD are placed on a **Multiperiod Accrual Account Required** hold. • The hold is automatically released when the multiperiod accrual account is available on the invoice line. Users can manually enter the missing account on the line or review the TAD setups, and ensure that rules are available to default an account in the next validation run. Users can review the errors, if any, on the Manage Holds page.

Related Topics

- Configuring Subledger Accounting for TAD
- Activating Transaction Account Definition

Transaction Account Definition vs. Intelligent Account Combination Defaulting

Payables supports account defaulting on invoices both through TAD and intelligent account combination. You can enable both the features at same time without any conflicts in the operations.

Defaulting in Invoice UI

Intelligent account defaulting starts whenever the user brings the focus to an empty account combination field on the invoice lines. On the other hand, TAD-based defaulting starts only when the user selects the invoice lines and clicks the **Derive Account** button. This explicit calling of TAD overwrites any existing account combination on the line.

Automatic Defaulting During Bulk Processing

Intelligent account defaulting isn’t supported in bulk invoice processing operations, such as invoice import and invoice validation. TAD supports defaulting in invoice bulk process. The defaulting happens only when no account exists on the invoice lines.

Related Topics

- Configuring Subledger Accounting for TAD
- Activating Transaction Account Definition

User-Defined Holds for Payables

Overview of User-Defined Holds

Set up rules to automatically place or release a hold on an invoice. By automatically applying and removing holds based on business-specific criteria, user-defined holds minimize manual intervention.

Evaluation for user-defined holds occurs for all invoice sources such as supplier portal, IDR, and electronic invoicing. Payables assesses each invoice against a configurable set of rules to decide whether a hold must be placed on it. The invoices might be created automatically by the import process or manually through the UI.

The rules are examined not just for putting holds on invoices, but also to ascertain whether an existing hold on an invoice should be released. User-defined holds allow users to have total control over how they design their own rules using attributes from invoice lines, descriptive flex fields, invoice headers, and so on.

You can download a Payables-specific spreadsheet-based template from the application to set up the rules. After specifying the rules in the template, upload it back to the application. During the template upload, the program verifies that the rules are configured using appropriate attribute values and displays errors for any validation failures.

Note: User-defined holds aren't applied for the following.

- Holds that are predefined in the application, such as matching, line, and distribution variance holds.
- Invoices created automatically by the application or through import job in Validated status. For example, invoices created for refunds from the Accounts Receivables module, or One-time payment invoices can't have user-defined holds applied on them.

Reviewing Rule Configuration Sources

The sources for the rule configuration are predefined and users can't add their own. You can review the available sources by following these steps.

1. Navigate to **Setup and Maintenance**.
2. Search for the task **Manage User-Defined Rules for Payables** in the **Define Payables Configuration** task list.
3. Select the **User-Defined Holds** template and click the download icon.
4. Navigate to the User-Defined Holds spreadsheet.
5. In the **Rule Conditions**, you can see column labels that have drop-down lists that show the available sources.

How User-Defined Holds Are Released

The user configured rules are assessed for both the placement of the holds and release of the holds.

During the invoice validation, if the rules don't evaluate to true, the application automatically releases the hold that was placed on the invoice. Furthermore, if the hold is configured to allow manual release, users can manually release the hold at any time rather than waiting for the validation process to review and automatically remove it.

Note: Automatic release for holds works only for holds that are placed by the application. If you want the application to evaluate manually-placed holds for automatic release, enable the **Release Manual Holds** option in the settings tab of the rules configuration template.

Considerations for Placing or Releasing Holds

The following requirements must be satisfied to place or release user-defined holds on Payables invoices.

- Invoice isn't in incomplete status. For example, incomplete invoices created from the IDR aren't applicable for evaluation of user-defined holds.
- Invoice source isn't One Time Payment.
- Invoices aren't created with status Validated in Payables. For example, Refunds from Receivables are created as Payment Request in Payables with validated status, and aren't applicable for evaluation of user-defined holds.

Note: When a user manually releases a user-defined hold that was automatically placed by the application, then the application never automatically places the same hold again on that invoice.

Rules Evaluation for User-Defined Holds

Every eligible Payables invoice is assessed according to the rules to ascertain if a user-defined hold must be placed or an existing hold must be released from the invoice.

The user-defined rules evaluation happens during two separate events.

- When invoices are created through the Payables Invoice Import process.
- When invoices are validated either online or through the Validate Payables Invoice process.

User-Defined Holds in Invoice Import Process

The first time an invoice is assessed for user-defined holds is when its created by using the import process. The invoice import process is more resilient to exceptions raised during the evaluation of user-defined holds because the invoice can be reevaluated for user-defined holds in several succeeding events. This means that the invoice import job continues to import invoices and doesn't end in error for any issues during the user-defined hold evaluation. Nonetheless, the invoice import process logs accurately about the error details.

User-Defined Holds in Validate Invoice Process

Invoice validation is the final event for assessing a Payables invoice for user-defined holds. As a result, this process isn't tolerant of exceptions from the user-defined hold evaluation. It indicates that the validation job fails if an issue occurs during the evaluation of the user-defined holds. Users can inspect validation job logs and take appropriate action.

How You Configure User-Defined Holds

User-defined holds should be configured based on business scenarios.

Implementing user defined holds doesn't require too many setups to be undertaken. However, one might need to configure multiple rules to ensure that the business scenarios are taken care of, and the rules evaluation is accurately automated.

Rule configuration for user-defined holds can be understood in terms of a simple business use case. Consider the following use case.

- All unmatched invoices created for Vision America with invoice amount greater than 5000 USD should be placed on hold for review.
- All purchases related to capital goods should be capitalized in the assets module.

This business case will need configuration of two different rules that deal with the following.

- Holds for invoices that aren't matched to a purchase order.

- Holds for capital purchase invoices for which asset tracking isn't enabled.

Configure a User-Defined Hold for Invoices not Referenced to a Purchase Order

This is an example for a rule that ensures that all invoices that aren't referenced to PO, have a value of more than 500 USD, and created for Vision America are place on hold for review.

You can achieve this by creating a rule that places a hold of Amount Limit on all invoices created for Vision America BU, whose invoice amount is more than 5000 USD, and which don't have any reference to a PO on the invoice line.

1. Navigate to the **Setup and Maintenance** page and search for the task **Manage User-Defined Rules for Payables**.
2. Select the template **User-Defined Holds**.
3. Click the **Download** icon. Open the downloaded spreadsheet file.
4. Navigate to the **User-Defined Holds** tab.
5. The tab will have predefined example rules. Clear those rules.
6. Create a new rule with these values.
    - Rule Description: Unmatched invoice amount from Vision America greater than 5000 USD
    - Hold (Rule Outcome): Amount Limit (name of the hold to placed when the rule is satisfied)
    - Invoice Amount (Invoice Header): > 5000
    - Invoice Currency Code (Invoice Header): USD
    - Business Unit Name (Invoice Header): Vision America
    - PO Matched (Invoice Line): No

> **Note:** Add the required attributes from the drop-down list in the Invoice Header Invoice Line section.

7. Save your changes in the spreadsheet on your computer.

Results:

Consider an imported invoice with the following attributes.

- Business Unit: Vision America
- Purchase Order: Null (unmatched)
- Invoice Amount: 5500 USD

Amount Limit hold is placed on the invoice during the invoice import. Correct the invoice and validate it. Here's what happens.

1. User reviews the invoice and identifies that a PO is already issued for the purchases.
2. User updates the invoice lines with PO number and saves the invoice.
3. The next validation run processes the invoice.

Amount Limit hold is automatically released from the invoice after validation.

Configure a User-Defined Hold for Capital Equipment Purchases

This is an example for a rule that ensures that all purchases for capital equipment are capitalized in the Fixed Assets module.

You can achieve this requirement by creating a rule that Asset Details hold on all the invoices that are created for suppliers with supplier type as Capital Goods and the Asset Tracking checkbox isn't selected.

1. Create a new rule with these values.
    - Rule Description: Capital purchase invoices missing asset details
    - Hold (Rule Outcome): Asset Details (name of the hold to placed when the rule is satisfied)
    - Supplier Type (Invoice Header): Capital Goods
    - Asset Tracking Indicator (Invoice Line): Not Null

    Note: Add the required attributes from the drop-down list in the Invoice Header Invoice Line section.
2. Save your changes in the spreadsheet on your computer.
3. Navigate to the Setup and Maintenance page and search for the task Manage User-Defined Rules for Payables.
4. Select the template User-Defined Holds.
5. Click the Upload icon. Upload the spreadsheet file from your computer.
6. Verify that the upload is completed without any errors.

Results:

Manually create an invoice with the following values.

- Supplier: Dell Computers (Supplier Type: Capital Goods)
- Asset Tracking checkbox: Leave it deselected

When you validate the invoice, Asset Details hold is automatically placed on the invoice.

Invoice Routing for Account Coding

Invoices requiring accounting information can be routed to the users for entering the distribution information. You can configure predefined assignment rules in the Invoice Account Coding workflows to manage the routing of invoices for entry of the distribution information.

When the invoice Account Coding process starts, a workflow builds the list of assignees based on the defined rules. Notifications are sent to the assignees through email and worklist notifications. User can enter the distribution information directly into the worklist notification and complete the assigned task.

Invoice Account Coding Flow

The following table describes the steps in the invoice routing process flow.

Step	Description
Enable the Invoice Account Coding workflow	Enable the invoice account coding option on the Manage Invoice Options page for a business unit. You can use the default account coding configuration or you can configure the rules to meet your business requirements. From the Manage Task Configuration for Financials task, navigate to the Account Coding Rules and Controls.
Enter invoices	Create invoices through importing, invoice imaging, spreadsheets, or manual entry.
Submit invoices for validation	Submit the invoice validation process using Batch validation. Account coding workflow is automatically started for invoices that are complete and require accounting information.

Step	Description
	Note: Invoice validation automatically starts the account coding process. You don't need to schedule it or run manually with the status as Required or null. If this schedule runs before invoice validation process, then it picks up completed account coding status invoices and restarts the account coding workflow.
Complete the account coding entry	Invoices that are assigned to users for account coding should enter the distribution information and perform the complete action.

Predefined Rules

The Invoice Account Coding workflow has the following preconfigured rule:

- Assign all invoices having the AP_ACCOUNTS_ PAYABLE_ SUPERVISOR_JOB role.

Account Coding Actions

The following account coding actions are from the Manage Invoice and Edit Invoice pages.

Action	Description
Initiate	• This action starts the Account Coding workflow and routes the invoice to the assigned user. The Account Coding status on the invoice changes from Required to Initiated. • Invoices aren't validated if the account coding status is Initiated, and can't be paid.
Withdraw	This action withdraws the invoice from workflow process and cancels all pending workflow processes and open notifications. The Account Coding status on the invoice changes from Initiated to Withdrawn.
Force Complete:	This action can be used when you must force the completion of an invoice by entering distribution details manually. For example, if an invoice requires immediate approval but it's status is still Initiated, you can can withdraw it and manually enter distribution details. This changes the Account Coding status to Manually Completed.
Resubmit	You can resubmit invoices for account coding when the status is one of the following: • Returned • Withdrawn • Need Review • Complete or Manually Completed and the validation status is Needs to Revalidate.

On receiving the account coding workflow notification, you can take these actions.

Action	Description
Complete	Perform this action after providing the required information on the Edit Distributions page. Accounting information for the invoice is automatically updated it's ready for the next level of processing. The account coding status on the invoice changes from Initiated to Completed.
Request additional information	You can request more information from any other user. The account coding status on the invoice will remain as Initiated status as invoice is still in workflow process.

Action	Description
Reassign to other users	You can reassign the task to any other user. The account coding status on the invoice will remain as Initiated status as invoice is still in workflow process
Return	You can return the assignment back to the Payables users, if the assignment has an incorrect assignee or key information is missing in the invoice. The account coding status on the invoice changes from Initiated to returned. **Note:** This action should be taken before providing the accounting information

Related Topics

- Overview of Financials Configurable Workflow Notifications
- Configuring Payables Workflow Notifications

Taxes on Invoices

Oracle Fusion Payables integrates with Oracle Fusion Tax to support automatic tax calculation on payables invoices. Oracle Fusion Tax is a central repository of various tax rules and setups.

It supports different types of taxes, such as:

- Self-assessed taxes
- Recoverable and nonrecoverable taxes
- Inclusive and exclusive taxes
- Withholding taxes
- Exemptions
- Exceptions

Payables provides the tax support for US 1099 income taxes.

Related Topics

- Define Payables Setup for Withholding Tax
- How You Use US 1099 Reporting
- Examples of Tax Handling on Payables Transactions
- Example of Allocation of Payables Summary Tax Lines
- Tax Calculation on Transactions

Tax Calculation for PO-Matched Invoices Based on One-Time Address

Calculate taxes based on one-time location for invoices matched to purchase orders.

While creating a requisition, you can specify a one-time delivery address which isn't attached to any of the organization's internal locations. For example, an employee working remotely might create a requisition for an item to be delivered to their home address.

Invoices matched to the resultant PO can use this one-time address for calculating taxes. As a result, the tax calculation is based on the actual delivery location of the goods, even if the address is external to the organization.

Define Payables Setup for Withholding Tax

You may be required to withhold tax from your supplier invoices and pay it to a tax authority on behalf of the supplier. Set withholding tax options on the Manage Tax Reporting and Withholding Tax Options page and on the supplier setup.

The withheld amount is calculated according to how you set the **Calculation Point** option. If you apply withholding tax at invoice validation, then the withheld amount is based on the invoice amount. However, if you apply withholding tax at payment, then the withheld amount is based on the payment amount.

Review withheld amounts online or run the standard reports.

Setting Up Automatic Withholding Tax

To automatically withhold tax, perform the following steps:

1. Enable the **Apply Withholding** option and set the other withholding tax options in the Withholding Tax Options section on the Manage Tax Reporting and Withholding Tax Options page.
2. Create each tax authority as a supplier with a supplier type of **Tax Authority**.
3. Create withholding tax codes.
4. Create withholding tax classifications.
5. Specify withholding tax details for suppliers.
6. Define withholding tax certificates to handle rate exceptions.

Withholding Tax Automatically

To perform automatic withholding, you assign a withholding tax classification to an invoice line. You can accept the default withholding tax classification or select another classification. When applying withholding tax, Oracle Fusion Tax creates one or more withholding tax type invoice lines, updates the withheld amount on the invoice, and updates the unpaid amount on the installment.

For example, if an invoice for 100 USD has withholding tax of 20 USD, Oracle Fusion Tax creates a withholding tax type invoice line for -20 USD. The withheld amount is -20 USD, and the unpaid amount on the installment is 80 USD.

CAUTION:

- Automatic withholding tax is calculated only once.
- Automatic withholding tax isn't calculated:
    - For a specific tax after you enter a manual withholding line for that tax.
    - If you pay an invoice with a manual payment or a refund, and the option to apply withholding is at payment time.

Creating Withholding Invoices

After you deduct withholding tax from an invoice, you can optionally create invoices to remit the withheld tax to a tax authority. Oracle Fusion Tax can automatically create withholding tax invoices, or you can perform this task manually. To create withholding tax invoices automatically, set the **Tax Invoice Creation Point** option to specify whether to create withholding invoices at invoice validation or payment.

Reporting on Withheld Tax

You can run the following reports to satisfy tax authority, supplier, and management reporting requirements:

- Withholding Tax Reports by Invoice, Payment, and Supplier
- Payables Withholding Tax by Tax Authority Report
- Payables Withholding Tax Letter

Related Topics

- Withholding Tax Options
- Withholding Tax Codes
- Withholding Tax Classifications

Freight and Miscellaneous Charge Allocations

With appropriate Landed Cost Management Setup, you can use allocations to associate a freight or miscellaneous charge on an invoice with the cost of the items on the invoice. When you allocate freight or miscellaneous charges, distributions can be created with the same distribution combinations as the item lines that you allocated them to.

Allocation information is used to record the full cost of an item if you use periodic costing in Oracle Fusion Cost Management.

You can allocate a freight or miscellaneous charge line to all item lines on an invoice or to specific item lines.

Note: To determine inclusive tax and the available amount to allocate, tax is automatically calculated when you select an allocation action.

Note: You must configure Landed Cost Management setup to add the cost from a freight line to the item or PO line.

Allocating All Lines

To allocate a freight or miscellaneous charge line to all invoice item lines, select the Allocate All Lines action from the invoice lines action menu. With this action, the charge amount, less inclusive tax, is automatically allocated across the item lines.

For example, an invoice for 110 USD has two item lines, one for 75 USD and one for 25 USD. The freight charge is 10 USD. You allocate the freight to all lines and two distributions are automatically created, one for 7.50 USD and one for 2.50 USD.

Allocating Specific Lines

To allocate freight or miscellaneous charge lines to specific invoice item lines, select the Allocate Specific Lines action from the invoice lines action menu. You can allocate specific lines in the following ways:

- Select specific item lines and allocate the charge across the selected lines.
- Specify a charge amount for each item line.
- Specify a percentage of the charge amount to allocate to each item line.

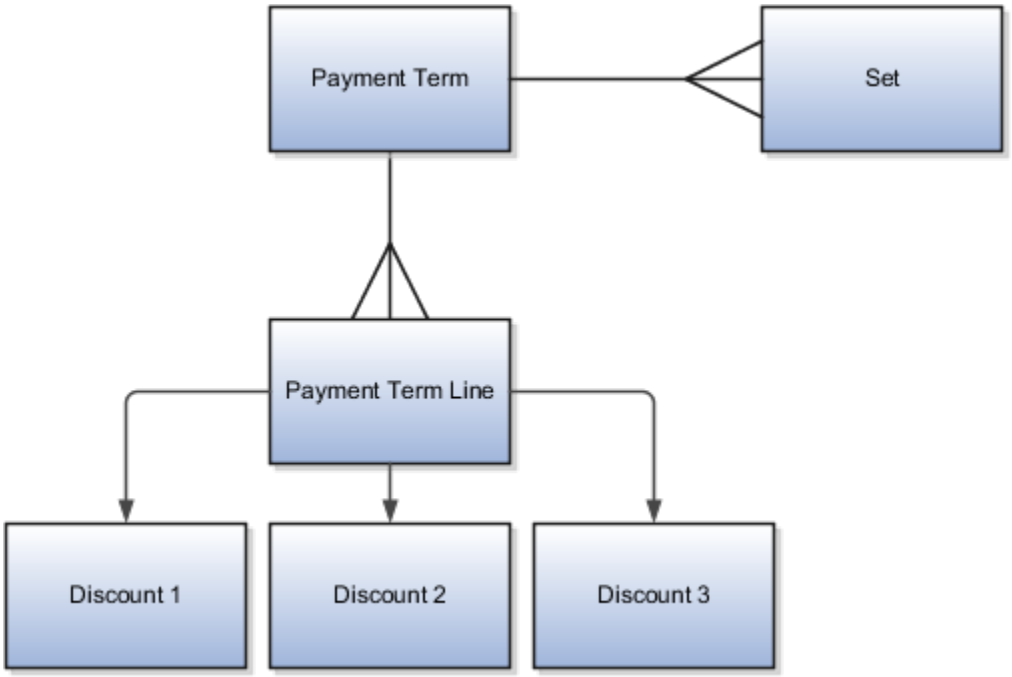
Note: You can modify the saved allocations provided the distributions aren't generated yet.

Payment Terms

Payment terms are used to automatically create invoice installments. You can define payment terms to create multiple installments and multiple levels of discounts.

Payment terms consist of one or more lines, each of which creates one invoice installment. When you define a payment term, you can specify either percentages or fixed amounts. A payment term line can have up to three discounts. Each line and corresponding installment have a due date and up to three discount dates. Each line and corresponding installment also have due or discount amounts. You can assign a payment term to one or more sets to share that payment term across business units.

This figure shows the components of a payment term.



Tip: If you change the payment terms on an invoice, the installments are automatically recalculated and you must reenter any manual adjustments made previously.

Payment Terms Due Dates and Discount Dates

Payment terms due dates and discount dates are based on one of the following methods:

- **Fixed Date**: A specific day, month, and year that an installment is due for payment.
- **Days**: A number of days added to the invoice terms date.
- **Calendar**: A Payables calendar that's divided into periods. You can assign a due date to the period that includes the invoice terms date. You can assign due dates to avoid weekends, holidays, and so on. You can't assign calendar-based terms to an invoice if a period isn't defined for the terms date.
- **Day of Month**: A type of payment term with the following attributes:
    - **Day of Month**: A specific day of the month when an installment is due for payment. For example, enter 15 to schedule payment on the fifteenth day of the month. Enter 31 to schedule payment for the last day of the month, including months with less than 31 days.
    - **Cutoff Day**: The day of the month after which the installment due and discount dates advance to a future month. If you don't specify a cutoff day, the current accounting month is used to determine due and discount dates.
    - **Months Ahead**: The number that's used to determine the month the installment is due. If you enter 0 and the terms date is the same as, or later than, the cutoff day, the installment is due the following month.

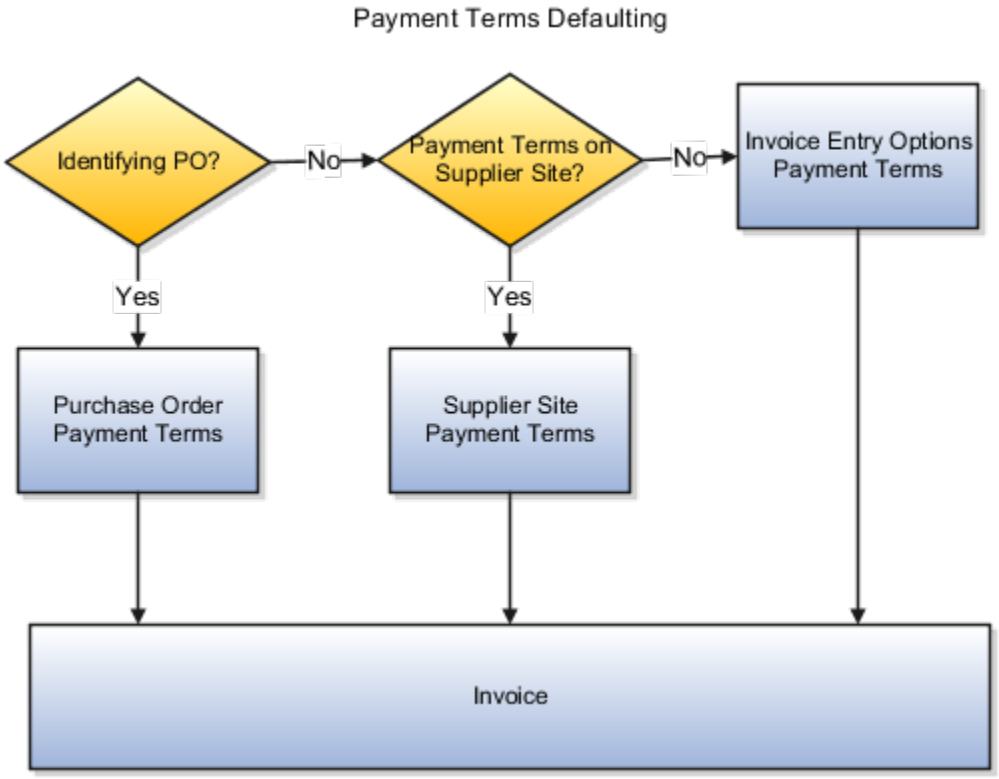
      For example, a payment term has a **Cutoff Day** of 11, the **Day of Month** is 15, and **Months Ahead** is 0. If you enter an invoice with a terms date of January 12, the installment is due February 15. If you enter an invoice with a terms date of January 10, the installment is due January 15. If the terms date is January 12 and **Months Ahead** is set to 1, the installment is due March 15.

Note: Only due dates, not discount dates, can be based on a calendar.

Default Payment Terms

If you enter an **Identifying PO** on an invoice, the purchase order provides the default payment terms for the invoice. If you don't enter an **Identifying PO**, the supplier site provides the default payment terms. If the supplier site doesn't have payment terms, the payment terms from the Manage Invoice Options page are used. You can override the default payment terms on any invoice.

This figure shows how payment terms flow to the invoice.



Related Topics

- How Invoice Installments Are Recalculated
- What's a Payables calendar?
- Payment Terms and Reference Data Sharing
- Reference Data Sets and Sharing Methods

Invoice Installments

An installment is the part of the invoice that specifies payment due dates, amounts, and other payment information. An invoice can have one or more installments.

The payment terms and terms date on an invoice are used to calculate payment due dates and amounts. For example, if an invoice has payment terms of Net 30, the due date is 30 days after the terms date.

Splitting an Installment

You can split an installment. For example, you split an installment to make payments on two different days or to use two different payment methods. When you split an installment, another installment is automatically created for half of the gross amount of the installment that you split. You can then edit the due and discount dates and amounts on the new installment.

CAUTION: You can't split an installment that's paid, partially paid, on hold, or selected in a payment process request.

Placing or Releasing a Hold on an Installment

You can place and release holds on installments. Installments with holds can't be paid.

CAUTION: You can't place a hold on an installment that's paid, already on hold, or selected in a payment process request.

Related Topics

- Types of Holds
- How Invoice Installments Are Recalculated

How Invoice Installments Are Recalculated

During invoice entry, installments are automatically created using payment terms and terms date information. You can configure your setup to recalculate installments during the invoice validation process.

Settings That Affect Installment Recalculation

Select the **Recalculate invoice installments** option on the Manage Invoice Options page to recalculate the installments.

Note: Installments are recalculated, regardless of how the recalculate option is set, when both of the following conditions occur:

- You enable the **Exclude tax from calculation** option on the Manage Invoice Options page.
- You manually change a tax amount.

How Invoice Installments Are Recalculated

Installment recalculation uses the most recent applicable start date and the more favorable payment terms. To determine which is more favorable, the ranks on the payment terms are compared.

CAUTION: Installments aren't recalculated if you manually edit or split any of the installments.

The following table shows which start dates and payment terms are used for recalculating installments for matched and unmatched invoices.

Matched to a Purchase Order	Start Date	Payment Terms
No	Most recent of the following: • Invoice date • Terms date	Invoice payment terms

Matched to a Purchase Order	Start Date	Payment Terms
	• Goods received date plus number of receipt acceptance days	
Yes	Most recent of the following: • Invoice date • Terms date • Goods received date plus number of receipt acceptance days	More favorable of the following: • Invoice payment terms • Purchase order payment terms

Related Topics

- Payment Terms

How Invoices Are Validated

Before you can pay or create accounting entries for any invoice, you must validate the invoice. You can use the Validate invoice action or you can submit the Validate Payables Invoices process.

The validation process performs actions, such as calculating tax, checking that matching variances fall within specified tolerance limits, and placing holds for exception conditions.

Note: When you use the scheduling option to run this process on a recurring basis, you can enable the **AutoIncrement** checkbox to automatically increment the date parameters during each run.

Settings That Affect Invoice Validation

The following table describes the settings that affect the invoice validation process:

Setting	Description
Calculation point	If set to **Invoice** on the Manage Tax Reporting and Withholding Tax Options page, the validation process calculates withholding.
Tax invoice creation point	If set to **Invoice** on the Manage Tax Reporting and Withholding Tax Options page, the validation process creates withholding invoices.
Invoice tolerances	If a supplier has quantity and amount tolerance templates, the validation process checks for matching variances. If a supplier doesn't have tolerance templates, the validation process uses the tolerance templates on the Manage Invoice Options page.
Option parameter	When you validate invoices as part of a batch, you can use the **Option** parameter to identify which invoices to process. • **All**: Submits validation for all invoices that don't have a status of **Validated**. The validation process reviews all invoice distributions that weren't yet reviewed and also reviews invoices with unreleased holds.

Setting	Description
	• **New**: Processes only invoice distributions that were entered or imported after the last validation. The validation process selects only invoice distributions that weren't yet reviewed. The validation process doesn't review invoice distributions already on hold.
Budgetary control	If enabled for the ledger, invoice business unit, invoicing business function, and type of transaction, the validation process reserves funds.

How Invoices Are Validated

Whether you validate an invoice by selecting the **Validate** invoice action, or by running the Validate Payables Invoices process, the validation process:

- Generates invoice distributions based on:
  - Line information such as default distributions, distribution sets, and overlay distributions
  - Freight or miscellaneous charge allocations
- Calculates tax
- Creates tax lines and distributions
- Calculates withholding
- Creates withholding invoices
- Checks for variances between ordered, received, consumed, and invoiced quantities or amounts
- Applies or releases holds
- Validates project information
- Checks conversion rate information
- Checks period status
- Reserves funds for invoices requiring budgetary control and places holds for insufficient funds and other budgetary control validation errors

The following examples illustrate how you can resolve holds placed on an invoice by the Validate Payables Invoices process. You can release some invoice holds manually without submitting the validation process. For other invoice holds, you must correct the exception by updating the invoice or purchase order, then resubmitting the validation process to release the hold. You can also review and adjust tolerance limits, if needed.

Example 1: Billed Quantity Exceeds Received Quantity

An invoice has a matching hold because the billed quantity exceeds the received quantity. For example, the billed quantity is 6 and the received quantity is 5. The receiving department receives the remaining goods and records the receipt. The quantity on the invoice line now matches the receipt quantity. You resubmit the validation process to release the hold.

Example 2: Invoice Price Exceeds Purchase Order Schedule Price

An invoice has a matching hold because the invoice price exceeds the purchase order schedule price. For example, the invoice unit price is 10.00 USD and the purchase order schedule price is 9.00 USD. A supplier sends a credit to correct

the amount due on the previous invoice. You perform a price correction and resubmit the validation process to release the hold.

Related Topics

- Guidelines For Invoice Options

Invoice Tolerances

Invoice tolerances determine whether matching holds are placed on invoices for variances between invoices and the documents you match them to, such as purchase orders.

When you run the invoice validation process for a matched invoice, the process checks that matching occurs within the defined tolerances. For example, if the billed amount of an item exceeds a tolerance, a hold is placed on the invoice. You can't pay the invoice until the hold is released.

You can define tolerances based on quantity or amount. For each type of tolerance, you can specify percentages or amounts. Once you define the tolerances, assign them to a supplier site.

> **Note:** If you specify a percentage tolerance of zero, variance isn't allowed. If you want a low tolerance, specify a small percentage. If an active tolerance doesn't have a value, then infinite variance is allowed.

Quantity-Based Tolerances

Quantity-based tolerances apply to invoices with a match basis of **Quantity**.

This table describes each quantity-based tolerance.

Tolerance	Description
Ordered Percentage	The percentage difference more than the ordered quantity on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed quantity against the ordered quantity without considering price.
Maximum Ordered	The quantity difference more than the ordered quantity on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed quantity against the ordered quantity without considering price. You can use this tolerance if most of your purchase orders have the same relative value.
Received Percentage	The percentage difference more than the received quantity on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed quantity against the received quantity without considering price.
Maximum Received	The quantity difference more than the received quantity on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed quantity against the received quantity without considering price. You can use this tolerance if most of your purchase orders have the same relative value.
Price Percentage	The percentage difference more than the unit price on a purchase order schedule line that you allow suppliers to invoice.

Tolerance	Description
Conversion Rate Amount	The variance that you allow between an invoice amount and the amount of a purchase order schedule. Validation compares the ledger currency amounts, using the invoice and purchase order conversion rates, respectively. You can use this tolerance if you create foreign currency invoices.
Schedule Amount	The variance that you allow between all invoice amounts in the entered currency and the purchase order schedule amount.
Total Amount	The total variance that you allow for both the **Conversion Rate Amount** and **Schedule Amount** tolerances combined. You can use this tolerance if you create foreign currency invoices.
Consumed Percentage	The percentage difference more than the consumed quantity on a consumption advice that you allow suppliers to invoice. Validation checks the billed quantity against the consumed quantity without considering price.
Maximum Consumed	The quantity difference more than the consumed quantity on a consumption advice that you allow suppliers to invoice. Validation checks the billed quantity against the consumed quantity without considering price.

Amount-Based Tolerances

Amount-based tolerances apply to invoices that have a match basis of **Amount**.

This table describes each amount-based tolerance.

Tolerance	Description
Ordered Percentage	The percentage difference more than the ordered amount on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed amount against the ordered amount.
Maximum Ordered	The amount difference more than the ordered amount on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed amount against the ordered amount.
Received Percentage	The percentage difference more than the received amount on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed amount against the received amount.
Maximum Received	The amount difference more than the received amount on a purchase order schedule line that you allow suppliers to invoice. Validation checks the billed amount against the received amount.
Conversion Rate Amount	The variance that you allow between the invoice amount and the amount on a purchase order schedule. Validation compares the ledger currency amounts, using the invoice and purchase order conversion rates, respectively. You can use this tolerance if you create foreign currency invoices.
Total Amount	The total variance that you allow for both the **Conversion Rate Amount** and **Schedule Amount** tolerances combined. You can use this tolerance if you create foreign currency invoices.

How PO Quantity Tolerance Is Validated

You can allow suppliers to generate invoices with amount or quantity greater than the ones defined in the purchase order (PO) within the defined tolerance for the supplier.

These invoice options enable suppliers to create overbilled invoices in the Supplier Portal:

- Allow overbilled quantity for quantity-based matches
- Allow overbilling for amount-based matches

Overbilling simplifies invoice creation in common business scenarios between suppliers and buyers, where extra quantity is delivered to the buyer, causing the amount to changes on one or more lines. Sometimes, extra charges might be incurred for services provided.

After creating and submitting an overbilled invoice, the invoice validation process checks the increased quantity or amount against the set tolerances. The invoice is placed on hold if it exceeds either of the configured tolerances.

> **Note:** Tolerance validation of an overbilled invoice takes place during the invoice validation process, and not while creating the invoice on the Supplier Portal.

Related Topics

- Invoice Tolerances
- Setting Up Tolerance Validation for PO Quantity

How Invoice Price Corrections and Tolerances Are Calculated

For invoices with price corrections, the invoice validation process uses a weighted average unit price to check whether invoice prices are within allowed tolerances. The basis for the weighted average unit price is the invoice being corrected and the price corrections for that invoice.

How the Weighted Average Unit Price Is Calculated

The calculation of the weighted average unit price follows this formula: ((quantity * unit price) + (quantity * unit price)) ... / invoiced quantity of the invoice being corrected.

For example, this table shows quantities and amounts for an invoice matched to a purchase order and a price correction for that invoice.

Transaction	Quantity	Unit Price	Quantity * Unit Price
Base Matched Invoice	2	350.00 USD	700.00 USD
Price Correction	2	5.00 USD	10.00 USD

The weighted average unit price in this example is 355.00 USD because ((2 * 350.00) + (2 * 5.00)) / 2 = (700.00 + 10) / 2 = 355.00.

Types of Holds

Holds can prevent invoice payment, and sometimes, creation of accounting entries.

Holds can be applied automatically and manually. You can release some holds manually. Other holds require that you fix the exception condition before the hold can be released. You can use the predefined holds resolution workflow to route invoices with manually-releasable holds.

Here are a few different types of holds.

Account Holds

Payables uses holds with the Account Hold Reason 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

Payables applies these holds only when you use budgetary control, and when there are either insufficient funds for an invoice distribution or Payables can't check funds.

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 isn't equal to the purchase order 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

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
	• Detail account not assigned to a parent account				• Assign detail account to parent account and resubmit Invoice Validation
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

You can define invoice holds on the Manage Holds and Release page or you can use predefined holds. If you place a manual hold on an invoice, you must release that hold manually.

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 doesn't provide a	Manual	No	Yes	Manually release in the Invoice Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
	valid purchase order number for matching				**Note:** You can submit the Invalid PO Supplier Notice to request a valid PO from the supplier
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 doesn't 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 can't be paid until the customer pays	Invoice Validation	Yes	Yes	Release in the Invoice Holds tab
Pay When Paid	Subcontractor can't be paid until the customer pays	Invoice Validation	Yes	Yes	Release in the Invoice Holds tab
PO Deliverable	PO deliverables aren't 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 **Note:** To prevent future Supplier holds, disable the Hold Unvalidated Invoices supplier site option
Withholding Tax	Payables can't perform automatic withholding of tax	Invoice Validation	No	No	Correct error that caused automatic withholding of tax to fail. For example, you might need to

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
					set up a period in the withholding tax special calendar

Matching Holds

Payables applies matching holds to invoices that violate certain 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 for Invoice Validation • 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 • 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 • Manually release in the Holds tab
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 • Manually release in the Holds tab

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
MILESTONE	Quantity or Amount Billed isn't 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 isn't 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
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've enabled the Hold Unmatched Invoices option in the Supplier Sites window, and the invoice isn't 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
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 PO or invoice and resubmit Invoice Validation • Adjust tolerance and resubmit Invoice Validation

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
					• Manually release in the Invoice Holds tab
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
Max Total Amount	Sum of exchange rate variance and maximum shipment amount variance exceeds amount 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
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
Qty Ord	Quantity billed is more than [quantity ordered (1 plus % tolerance)]	Invoice Validation	Yes	Yes	• Correct PO or invoice and resubmit Invoice Validation

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
					• 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
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

Payables can apply these predefined variance holds.

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Dist Variance	Invoice amount isn't equal to the sum of invoice distribution amounts	Invoice Validation	No	No	Adjust invoice distributions or invoice amount and resubmit Invoice Validation

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
Prepaid Amount	Prepaid amount including tax exceeds the invoice amount	Invoice Validation	Yes	No	Undo the prepayment and apply a lower amount
Tax Amount Range	• Tax amount is less than [(tax rate taxable dist line total) - tolerance amount] • 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
Tax Variance	• Tax amount is less than [(tax rate taxable dist line total) (1 - % tolerance)] • 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

Installment Holds

You can manually place an installment on hold to prevent payment. For example, a supplier sends you an invoice for two desks and delivers one desk. You can partially pay the invoice by splitting the installment and placing one installment on hold. You can release the installment hold after you receive the second desk.

Note: You can review installment holds on the Manage Installments page

Supplier Site Holds

You can set supplier holds on the Invoicing tab on the Create and Edit Site pages. This table describes each supplier site hold.

Hold	Description	Manually Releasable?
Invoice amount limit	The invoice validation process places an **Amount** hold on the invoice. This happens if an invoice amount exceeds the specified limit	Yes
All invoices	You can't select the supplier site for payment in a payment process request or in a Quick payment **Note:** You can view suppliers with this hold in the Supplier Sites on Payment Hold section on the Payments landing page	No
Unmatched invoices	The invoice validation process places a **Matching required** hold on the invoice. This happens if an invoice isn't matched to a purchase order, receipt, or consumption advice	Yes
Unvalidated invoices	The invoice validation process places a **Supplier** hold on invoices that are created after you enable this option. You can still pay invoices that were previously created and validated	Yes

System Holds

The invoice validation process automatically applies system holds for exception conditions. For example, if the sum of the invoice distributions doesn't equal the invoice line amount, validation applies a distribution variance hold to the invoice.

You can't place system holds manually, and you can't release certain system holds manually. Instead, you must correct the exception condition by updating the invoice or purchase order, and then validating the invoice to release the hold. For example, to resolve a distribution variance hold, adjust the distribution amounts, and then validate the invoice.

Note: You can manually release system holds for matching exceptions

Miscellaneous Holds

Payables can also apply these miscellaneous predefined 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	No hold placed on invoice, but the enabled option	Yes	NA	• Disable the Hold All Payments option in the

Hold Name	Hold Reason	Hold Placement	Accounting Allowed	Manual Release Allowed	Hold Removal
	option for the invoice's supplier site	prevents payment of a supplier site's invoices			Supplier Sites window. Payables lets you select the supplier site's invoices for payment if they're validated (and approved, if the invoice requires invoice approval) • Create a manual payment for any of the held invoices
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

Invoice Holds and Releases

Use the Manage Invoice Holds and Releases page to define holds and releases for invoices. You can assign the holds that you define to invoices, and the invoices can't be paid until you release the holds.

> **Note:** The invoice validation process uses the predefined holds and releases, which you can query on the Manage Invoice Holds and Releases page.

For each hold that you define, you can indicate whether accounting entries can be created. For example, if you assign a hold that doesn't allow accounting to an invoice, you must remove the hold before accounting entries can be created. You can also indicate whether to use the holds and releases in the holds resolution workflow process. The holds resolution workflow routes invoices with manually-releasable holds.

When you define a hold or release, you must associate it with a hold or release type.

Hold Types

This table lists the predefined invoice hold types and indicates whether you can define holds for them.

Hold Type	Allows User-Defined Holds?
Account Hold Reason	No

Hold Type	Allows User-Defined Holds?
Future Period Hold Type	No
Insufficient Information	No
Invoice Hold Reason	Yes
Invoice Line Reason	Yes
Matching Hold Reason	No
Variance Hold Reason	No

Release Types

This table lists the predefined invoice release types and indicates whether you can define releases for them.

Release Type	Allows User-Defined Releases?
Account Release Reason	No
Future Period Release	No
Hold Quick Release Reason	Yes
Invoice Quick Release Reason	Yes
Invoice Release Reason	Yes
Matching Release Reason	Yes
Sufficient Information	No
Variance Release Reason	Yes

Related Topics

- Types of Holds

How Invoice Holds Work

The application of holds to invoices prevents invoice payments (and sometimes, creation of accounting entries).

Holds can apply automatically or manually. You can release some holds manually. For others, you must fix the exception condition before the hold is released.

You can put an invoice on hold with any of these options:

- **Void Payment** button in Stop Payment Requests section on Payables Dashboard.
- **Validate** button on Invoice landing page.
- **Manage Holds** action from Create and Edit Invoice pages.
- **Validate** action on Create and Edit Invoice pages.
- Holds section on Invoice Details page.
- **Validate** button on Manage Invoices page.
- **Void** action on Manage Payments page.
- Validate an invoice using Invoices REST API.
- Create an invoice hold using Invoice Holds REST API.

Use one of these options to release hold from an invoice:

- **Release** button on Payables Dashboard.
- **Release** button on Invoices landing page.
- **Manage Holds** action on Create and Edit Invoice pages.
- **Validate** action on Create and Edit Invoice pages.
- **Release** button on Invoice Details page.
- **Release Holds** action on Manage Invoices page.
- Hold resolution workflow.
- Validate an invoice using Invoices REST API.
- Release an invoice hold using Invoice Holds REST API.

How Tax Calculation Holds Work

When tax calculation is enabled for partner tax integration, the application can automatically place certain holds on invoices.

The application places the following system holds on invoices that have tax errors.

- Tax Calculation
- Tax Distribution Generation

These holds appear when you use the Validate Payables Invoices process for validating batches on invoices that have transaction tax errors. You won't see the hold in invoices validated online or through REST API.

For example, a Tax Distribution Generation hold is placed on an invoice when the application is unable to derive a recovery rate during tax distribution generation.

These holds aren't manually releasable.

Hold	Hold Type	Reason for Hold	Manually Releasable?
Tax Calculation	System hold	Tax couldn't be calculated.	No
Tax Distribution Generation	System hold	Tax distributions weren't generated.	No

You can view the error details in the Hold Details section. You can use these holds to track the invoices that failed processing during batch validation due to tax calculation or Recovery Determination errors.

Releasing Tax Calculation Holds

The application automatically releases these holds once the underlying reason is resolved, either during invoice validation or cancellation.

Related Topics

- How Tax Calculation Holds Work (Doc ID 2975995.1)

Fix an Account Hold

When you're canceling an invoice, you might see an account hold error. Depending on the cause of the hold, you can resolve the issue to clear the hold and continue with your transaction.

This table lists out the possible causes for receiving the account hold error message, and the actions you can take to resolve the account hold:

Cause	Action
No Rate hold on a foreign currency invoice when a conversion rate is missing	Use the Apply Missing Conversion Rate process to automatically apply conversion rates to foreign currency invoices or payments that have no conversion rate and a conversion rate type other than User. The Apply Missing Conversion Rate process uses conversion rate information from the Manage Daily Rates page to apply the conversion rates. The next time you validate the invoice, the No Rate hold is automatically removed.
Funds Reservation hold, which is placed when: • Defined budget isn't enough to reserve the funds for the invoice • Budget date is in a closed period • Budget belongs to a closed project	First perform one of the following steps: • Contact the budget manager to review and make the necessary budget adjustments, such as changing the amount, budget date, or distribution account. • Override the budgetary control failure. To complete the process: • Optionally run a funds check to ensure that enough funds are now available. • Revalidate the invoice to release the hold. **Note:** The person with the override authority has to revalidate the invoice.
Invalid Distribution Account hold, which is placed if the account on the invoice isn't valid for the associated ledger	Verify that: • Distribution account is valid for the ledger setup.

Cause	Action
	• Segment is valid for the segment value security.
Invoice lines in approval status	Perform one of the following steps: • Approve. • Force Approve. The approval status on the invoice changes to **Manually approved**. **Note:** Before you can select this action, you must have the Force Approve Payables Invoice (AP_FORCE_APPROVE_PAYABLES_INVOICE_PRIV) privilege and enable the **Allow force approval** option on the Manage Invoice Options page. • Reject. The approval status on the invoice changes to **Rejected**. • Withdraw to cancel all the pending workflow processes and open notifications. The approval status on the invoice changes to **Withdrawn**.

How Routing Invoices with Manually-Releasable Holds Are Processed

You can configure a predefined workflow to notify a user when an invoice has a manually-releasable hold. The default configuration routes PO-matched invoices to the buyer on the PO and routes unmatched invoices to the requester on the invoice.

The hold can be released from the notification.

Settings That Affect Routing

To route invoices with manually-releasable holds, you must enable routing for the applicable hold. Select the **Allow Holds Resolution Routing** option on the Create or Edit Invoice Hold or Release pages.

Tip: Once a hold is enabled for routing, invoices with that hold must proceed through the workflow.

How Manually-Releasable Holds Are Placed

Some holds are placed on invoices automatically by the invoice validation process. Here are some of the other ways in which manually-releasable holds can be placed.

- You manually place a hold on the Create or Edit Invoice pages.
- You select the **Place hold on invoice** action when voiding a payment.
- You submit the Import Payables Invoices process and specify to place a hold on all imported invoices.

Overview of Consolidating Workflow Hold Notification for Similar Matched Holds

You can now generate a consolidated hold notification for similar matched holds, such as Ordered Amount and Maximum Ordered Amount. Previously the Invoice hold resolution workflow generated a separate hold notification for each hold placed on the invoice.

You can also perform Acknowledge or Release actions on multiple holds from the same notification.

Predefined List of Holds

A predetermined list of holds considered for grouping and generating consolidated hold notification is provided for you.

The application generates a consolidated hold notification by grouping the holds together and a consolidated notification is generated for each group.

The following table lists the predetermined holds that are considered for grouping and generating the consolidated hold notification:

Group	Tolerance Type	Tolerance Name	Hold Name
Amount Ordered Holds	Amount	Ordered Percentage Maximum Ordered	Amount Ordered Maximum Ordered Amount
Amount Received Holds	Amount	Received Percentage Maximum Received	Amount Received Maximum Received Amount
Ordered Quantity Holds	Quantity	Ordered Percentage Maximum Ordered	Ordered Quantity Maximum Ordered Quantity
Received Quantity Holds	Quantity	Received Percentage Maximum Received	Received Quantity Maximum Received Quantity
Consumed Quantity Holds	Quantity	Consumed Percentage Maximum Consumed	Consumed Quantity Maximum Consumed Quantity

For example, an invoice is matched to a receipt and placed on the Ordered Quantity, Maximum Ordered Quantity, Received Quantity, Maximum Received Quantity, Consumed Quantity, and Maximum Consumed Quantity holds. In this case, the holds belong to three different hold groups and hence, three hold notifications are generated.

Deferred Expenses

Deferred Expenses enables you to defer recognition of expenses incurred across multiple General Ledger periods that you want to accrue. Use multiperiod accounting to create entries across more than one accounting period for a single accounting event.

Multiperiod Accounting

Set Up and Considerations:

Oracle Payables automatically considers an invoice for multiperiod accounting if the multiperiod start and end dates are provided on either the invoice line or invoice distributions.

You might want to edit the proration formula setup used in the predefined accounting rule to recognize the expenses. Two proration formulas are predefined by Oracle.

1. One is to prorate based on the number of periods
2. The other one is to prorate expenses based on the number of days.

Tips and Considerations

- The predefined multiperiod accounting rules use the proration formula based on the number of periods.
- You must configure the rules if you don't want to use the proration based on periods.
- Multiperiod accounting entries are only generated when the invoice has been accounted.

Note: The predefined accounting rules use proration based on the number of periods.

Deferring Expenses

When you create a transaction with multiperiod accounting, you must enter the following:

- Start Date: The date when multiperiod accounting begins.
- End Date: The date when multiperiod ends.
- Accrual Account: The account where the expenses are assigned until they're recognized.

Note: These columns are available for the column group multiperiod accounting and are hidden by default. The attributes are available on both the invoice line and invoice distributions. The values assigned at the invoice line level automatically default on the invoice distributions, excluding recoverable tax distributions, that you can override.

Considerations

The end date can't be changed to a date that's earlier than the last recognition journal date.

The multiperiod accounting start date and end date can't be edited after the expenses are completely recognized.

Any changes to the multiperiod accrual account don't impact the invoice after it has been accounted.

The cancellation of an invoice line or invoice distribution is always accounted on the first day of next open period, after the last multiperiod accounting recognition journal date. This is applicable despite the last multiperiod accounting date is in an open or closed period.

Related Topics

- Example of Deferred Expenses Using Multiperiod Accounting

Example of Deferred Expenses Using Multiperiod Accounting

A multiperiod invoice has two accounts on the lines and distributions. The existing expense account or distribution set continues to be used to capture the account that the expenses have to be booked.

While another account is used to assign the expenses in the interim account until the entire expenditure is recognized. This account is called the multiperiod accrual account. When the invoice is accounted, the expenses are debited to the multiperiod accrual account. Later when the multiperiod accounting process is submitted, a portion of the total expenses is recognized. It is then moved from the accrual account to the actual expense account. The amount recognized depends on the number of accounting periods for which recognition has to be done and the recognition formula used in the accounting rules.

This example demonstrates how the accounting entries are created across more than one accounting period for a single accounting event.

Scenario

An invoice for a 3-month lease is entered on Jan. 10th. The total expense is 12,000 USD and covers the rental period from Jan. 1 to Mar. 31. Assuming the rental expenses are split evenly over the 3 months and the monthly accounting calendar is used. The following example displays the accounting for a single period and for multiple periods.

Multiperiod Accounting

Steps for multiperiod accounting:

1. Create an invoice. Enter the values for the multiperiod start and end dates and the multiperiod accrual account.
2. Validate the invoice.
3. Submit the accounting of the invoice in Payables or through the batch accounting program.
4. At the end of each accounting period, submit the Multiperiod Accounting Program to recognize the expenditure for the relevant accounting program.
5. View the basic accounting and multiperiod recognition entries.

The following example displays three accounting entries:

1. Basic accounting; The accounting entry based on a single period.
2. Multiperiod accounting: The accounting entries based on deferring the expense over three periods.
3. Changes to the multiperiod accounting-related attributes: The accounting entries when expanding the deferred expense to a fourth period.

Deferred Accounting Example

Basic Accounting

The following table displays the accounting for a prepaid expense for a single accounting period.

Accounting Date	Debit or Credit	Journal	Accounted Debit	Accounted Credit
Jan. 10	Debit	Prepaid Expense	12000	0
Jan. 10	Credit	Liability	0	12000

Multiperiod Accounting

The following table displays the accounting for deferring the prepaid expense for multiple periods, using multiperiod accounting.

Accounting Date	Debit or Credit	Journal	Accounted Debit	Accounted Credit
Jan. 31	Debit	Rental Expense	4000	0
Jan. 31	Credit	Prepaid Expense	0	4000
Feb. 28	Debit	Rental Expense	4000	0
Feb. 28	Credit	Prepaid Expense	0	4000
Mar. 31	Debit	Rental Expense	4000	0
Mar. 31	Credit	Prepaid Expense	0	4000

Multiperiod Accounting-Related Attributes

All three multiperiod accounting attributes can be changed on the invoice at any time until the expenses are completely recognized. However, not all changes take effect immediately. If the transaction data or the accounting method has been changed after the first recognition entry is accounted in final status, the accounting is impacted by the changes. They are reflected in future entries only and the accounted journal entries aren't affected.

For example, if you expand the multiperiod end date from Mar 31 to Apr. 30, after accounting the entry for January is complete, the future accounting entries see an adjustment. You can observe the difference in February:

Accounting Date	Debit or Credit	Journal	Accounted Debit	Accounted Credit
Feb. 28	Debit	Rental Expense	2000	0
Feb. 28	Credit	Prepaid Expense	0	2000

Accounting Date	Debit or Credit	Journal	Accounted Debit	Accounted Credit
Mar. 31	Debit	Rental Expense	3000	0
Mar. 31	Credit	Prepaid Expense	0	3000
Apr. 30	Debit	Rental Expense	3000	0
	Credit	Prepaid Expense	0	3000

Related Topics

- Deferred Expenses

Example of Enforcing Chronological Order on Invoice Voucher Numbers

You can enforce, for a specific legal entity and document sequence, a chronological order of voucher number assignment based on the invoice header accounting date.

Scenario

The following example illustrates chronological voucher number assignment for two legal entities belonging to the same ledger and using different document sequences.

The Ledger options are set as follows:

- **Sequencing By** is set to **Legal entity**.
- **Enforce Chronological Order on Document Date** is enabled.

The ledger has the following setup:

- Legal entity LE1
- Legal entity LE2
- Business unit BU1

You define two document sequences called Sequence 1 and Sequence 2 and assign:

- Both to document sequence category**Standard Invoices**
- Sequence 1 to LE1
- Sequence 2 to LE2

This table shows how voucher numbers are assigned to the invoices.

Business Unit	Legal Entity	Invoice	Accounting Date	Voucher Number
BU1	LE1	INV-1	April 7, 2014	100
BU1	LE1	INV-2	April 10, 2014	101
BU1	LE2	INV-3	April 14, 2014	100
BU1	LE2	INV-4	April 16, 2014	101

The maximum accounting date for:

- LE1 and Sequence 1: April 10, 2014
- LE2 and Sequence 2: April 16, 2014

This table shows how voucher numbers are assigned to the next two invoices.

Business Unit	Legal Entity	Invoice	Accounting Date	Voucher Number
BU1	LE1	INV-5	April 9, 2014	None. You can't save the invoice.
BU1	LE2	INV-6	April 16, 2014	102

You can't save invoice INV-5 because the accounting date of April 9, 2014 is earlier than the maximum accounting date of April 10, 2014 for LE1 and Sequence 1.

You can save INV-6 because the accounting date of April 16, 2014 is the same as or later than the maximum accounting date of April 16, 2014 for LE2 and Sequence 2.

Variance Accounts

The accounts that record invoice distributions and related variance distributions depend on the accrual method and item type.

Accrual Method

If you accrue at receipt, also known as perpetual accrual, the accrual is recorded when you receive the item. When you create accounting for the invoice, the accrual is reversed and the accounts payable liability is recorded.

If you accrue at period end, run the Create Period End Accruals process to create accrual journal entries for all uninvoiced receipts. The entries are automatically reversed in the next period. When you create accounting for the invoice, the expense and accounts payable liability is recorded.

Item Type

You must use the receipt accrual method for inventory items. For expense items, set the **Accrue Expense Items** option on the Manage Common Options for Payables and Procurement page to receipt or period end. If the option is set to receipt accrual, you can change it to period end on the purchase order (PO) schedule.

Variance Accounts for Expense Items

Variance distributions are created at invoice validation time.

This table lists the variance accounts for expense items by accrual method.

Accrual Method	Invoice Distribution Combination	Quantity Variance	Invoice Price Variance	Conversion Rate Variance
At receipt	Expense accrual account	Expense accrual account	Invoice price variance account	Conversion rate variance gain or loss account
Period end	PO charge account	PO charge account	PO charge account	PO charge account

Variance Accounts for Inventory Items

This table lists the variance accounts for inventory items.

Accrual Method	Invoice Distribution Combination	Quantity Variance	Invoice Price Variance	Conversion Rate Variance
At receipt	Inventory accrual account	Inventory accrual account	Invoice price variance account	Conversion rate variance gain or loss account

How Accrual Method Affects Nonrecoverable Tax

Tax rate variance is calculated from the nonrecoverable portion of the tax in the following cases.

- There's a difference between the tax amounts of the PO and the invoice.
- There's a difference the computed taxes (for example, an extra tax calculated on invoices, but not on PO)

Consider an invoice that's matched to a PO (or a receipt), and for which you haven't opted to accrue at receipt. The accounting for this invoice uses an existing subledger journal rule called Nonrecoverable Tax. It has the following conditions.

```
( "Invoice Distribution Type" = Nonrecoverable tax 'Or' "Invoice Distribution Type" = Tax conversion rate
 variance 'Or' "Invoice Distribution Type" = Tax invoice price variance 'Or' "Invoice Distribution Type"
 = Tax rate variance ) 'And' "Accrue on Receipt Option" != Yes 'And' "Self-Assessed Tax Indicator" != Yes
 'And' "Invoice Distribution Multiperiod Accounting Start Date" Is null
```

So, if you calculate the nonrecoverable tax only for this invoice, the application creates the tax rate variance lines because the same nonrecoverable tax doesn't exist for the PO (or receipt).

You can ensure the following to avoid creating tax rate variance lines:

- There should be no tax in the PO, and no tax calculated on the invoice in Payables.
- Same tax is calculated in both the PO and the invoice in Payables.
- Tax calculated in the PO is 100% recoverable. In this case, even if you do not calculate tax on the invoice, you don't see tax rate variance.

Considerations for Approval Actions

If you're using the invoice approval workflow, you can start the approval process and handle approval exceptions on the Edit Invoice and Manage Invoices pages. You can select from the following actions:

- Initiate
- Withdraw
- Hold
- Force approve
- Resubmit

Initiate

This action starts the approval workflow and routes the invoice to the applicable approvers. The approval status on the invoice changes from **Required** to **Initiated**.

Withdraw

This action cancels all pending workflow processes and open notifications. The approval status on the invoice changes from **Initiated** to **Withdrawn**.

Hold

The **Hold** action delays the invoice approval. The approval status on the invoice changes from **Required** to **Held from Approval**. The invoice still requires approval before it can be paid, and you must initiate approval at a later time.

Force Approve

You might need to force approve an invoice, for example, if an invoice must be paid immediately. Before you can select this action, you must have the appropriate privileges and enable the **Allow force approval** option on the Manage Invoice Options page. The approval status on the invoice changes to **Manually approved**.

> **Note:** To force approve invoices, you must the Force Approve Payables Invoice (AP_FORCE_APPROVE_PAYABLES_INVOICE_PRIV) privilege.

Resubmit

You can resubmit an invoice for approval when:

- The approval status on the invoice is:
  - **Rejected**

    - **Withdrawn**
    - **Held from approval**
    - **Resubmit for approval**

- The approval status on the invoice is **Workflow approved** or **Manually approved** and at least one of the following invoice attributes has changed:
    - Invoice amount
    - Line amount
    - Distribution combination
    - Distribution set
    - Tax amount
    - Line added
    - Line canceled

How Electronic Invoices Are Processed

Oracle Fusion Payables provides an inbound flow for receiving invoices from suppliers electronically in industry standard XML. Oracle Fusion Collaboration Messaging Framework (CMK) is used to set up business to business (B2B) messaging between customer and suppliers.

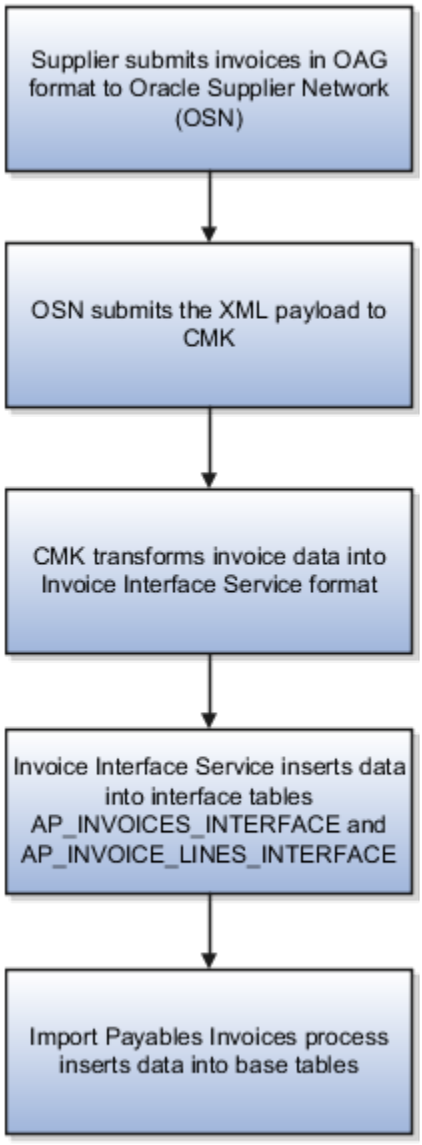
Collaboration Messaging Framework

Oracle Fusion Collaboration Messaging Framework (CMK) provides a simplified way to set up B2B communication within the procure-to-pay business flow. CMK supports messaging with trading partners directly using web services, or through Service Providers such as Oracle Business Network.

After receiving the electronic invoice from suppliers, CMK transforms the payload from the external document format to the Payables invoice format. The transformed payload is inserted into the Payables Invoices Interface tables. The Import Payables Invoices process imports the invoices into the base tables.

How Electronic Invoices Are Processed

This figure shows the data flow for the electronic invoice process.



This table describes the process flow in more detail.

Performed By	Description
Supplier	Signs in to Oracle Business Network and uploads the invoice payload, that contains one or more invoices in XML format.
OBN	Passes the invoice payload to CMK.
CMK	Transforms the XML payload into the web service format and calls the Invoice Interface Service.

Performed By	Description
Invoice Interface Service	Takes the transformed invoice payload and inserts data into the Payables interface tables: AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE.
Payables supervisor	Submits the Import Payables Invoices process with a Source of **B2B XML invoice**. Alternatively, the process is scheduled to run automatically.
Import Payables Invoices process	Creates Payables invoices from invoice records that successfully pass import validations.
Internal Payables user	Reviews the report generated by the Import Payables Invoices process and identifies import rejections. Updates the interface table data using the Correct Import Errors spreadsheet and resubmits the import process. Rejections that occur due to supplier errors are automatically sent to the supplier by email for correction. The supplier has to resend the invoice payload after they have been corrected. Therefore, the invoices don't appear in the Correct Import Errors spreadsheet. The following is a list of rejections that the supplier is automatically notified when they occur: • Billed quantity is less than zero • Can match to only one line • Duplicate invoice number • Duplicate line number • Inconsistent currency information • Inconsistent PO line information • Inconsistent PO supplier information • Inconsistent price and quantity • Invalid invoice amount • Invalid item • Invalid PO information • Invalid PO number • Invalid PO release information • Invalid PO release number • Invalid PO schedule • Invalid quantity • Invalid unit price • Missing PO number • No PO line number • No blanket PO release information • Invalid PO line number • No PO schedule number

Performed By	Description
	Note: • If the supplier email isn't available, then no email is sent to the supplier. The invoices must be corrected using the Correct Import Errors spreadsheet. • If the XML payload has any email, the application picks it up and sends the rejected invoice to that email, and excludes the invoice from the Correct Import Errors spreadsheet. Ensure that XML payload has no emails if all import errors must be in the Correct Import Errors spreadsheet.
Payables supervisor	Runs or schedules the processes that validate and creates the accounting for the invoices that imported successfully.

The XML invoice process has the following limitations:

- All invoices in one XML message must be from the same supplier and supplier site.
- Tax only invoices aren't supported.
- The order of the invoice lines within an invoice in the invoice payload might not be preserved. For invoices created from the payload, item lines appear first, followed by charge lines, and then tax lines.
- The following invoices structures are supported:
  - Invoice with header and item lines
  - Charges at header or line level
  - Taxes at header or line level

Select Supplier Site Based on Purchase Order

When you create an invoice on Supplier Portal, the list of supplier sites fetches only those pay sites that have a valid assignment against the Bill-to business unit of the purchase order.

This feature is already available when you create an invoice using the Create Invoice page in Payables.

By default, the PO supplier site is populated on the invoice in the Create Invoice page of Supplier Portal. Here, the user can update the invoice with a different supplier site, because the PO site can be different from the invoice site. This feature ensures consistency of the Supplier Site LOV logic in both the Supplier Portal and the Create/Edit Invoice pages.

Invoice Open Interface Table AP_INVOICES_INTERFACE

This table stores invoice header information for import into Oracle Fusion Payables base tables.

The Import Payables Invoices process builds Payables invoices based on the invoice records in the Payables open interface tables. After the import process builds the invoices, the invoices can be viewed, modified, and validated on the

Manage Invoices page. The invoice data includes Oracle B2B XML invoices from your suppliers and invoice records that you entered on the invoice spreadsheet.

INVOICE_ID

Unique identifier for the invoice. You assign the same value to the invoice's lines in the AP_INVOICE_LINES_INTERFACE table to identify the data as belonging to the same invoice.

Validation

None.

Destination

None.

INVOICE_NUM

Enter the invoice number. If you don't enter a value, the system date at the time of import is used as the default invoice number. If you enter more than one invoice for a supplier, enter unique invoice numbers instead of accepting the default value. The import process rejects invoices with duplicate invoice numbers.

Validation

Must be a unique number for the supplier. If you assign a duplicate invoice number for the supplier, the import process doesn't create an invoice from this record.

Destination

AP_INVOICES_ALL.INVOICE_NUM

INVOICE_TYPE_LOOKUP_CODE

Type of invoice: CREDIT or STANDARD. If you don't enter a value, the import process assigns a value based on the value in the INVOICE_AMOUNT column. If the INVOICE_AMOUNT value is less than zero, the invoice type is Credit. If the INVOICE_AMOUNT value is zero or greater, the invoice type is Standard.

Validation

The value must be CREDIT or STANDARD and the invoice type must correspond with the invoice amount.

Destination

AP_INVOICES_ALL.INVOICE_TYPE_LOOKUP_CODE

INVOICE_DATE

Date of the invoice. If you don't enter a value, the date that you submit the import process is used as the invoice date. Also if the Enable Legal Entity Time Zone profile is enabled, the invoice date is the date of the legal entity time zone.

The import process might use the invoice date as the terms date and the accounting date, depending on the invoice options setup. If the **Accounting Date Basis** option is set to **Invoice**, the invoice date must be in an open or future period.

Validation

The value must be in a valid date format.

Destination

AP_INVOICES_ALL.INVOICE_DATE

PO_NUMBER

Number of the purchase order to which you're matching the invoice. If you enter a value, the import process uses the purchase order information to create distributions and populate various columns in the AP_INVOICE_DISTRIBUTIONS_ALL table. If you don't create invoices from a spreadsheet, the import process uses the PO_NUMBER value to derive the AP_INVOICES_ALL.VENDOR_ID table column. The import process uses the PO_NUMBER to derive the AP_INVOICES_ALL.VENDOR_ID table column if you don't specify a supplier. Also, if you don't specify the supplier site, the PO_NUMBER could be used to derive the AP_INVOICES_ALL.VENDOR_SITE_ID table column.

> **Note:** To match to a purchase order, you don't have to enter a value here if you enter a value in the AP_INVOICE_LINES_INTERFACE.PO_NUMBER table column.

Validation

The value must match a valid, approved, open purchase order for the supplier. The purchase order must not have a status of finally matched. You can obtain a list of valid values from the PO_HEADERS.SEGMENT1 table column.

Destination

None.

VENDOR_ID

Internal identifier for the supplier. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, or PO_NUMBER.

Validation

The ID you enter must be for an existing, valid supplier. You can obtain a list of valid values from the POZ_SUPPLIERS.VENDOR_ID table column.

Destination

AP_INVOICES_ALL.VENDOR_ID

VENDOR_NUM

Number of the supplier. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE CODE, or PO_NUMBER.

Validation

The number you enter must be for an existing, valid supplier. You can obtain a list of valid values from POZ_SUPPLIERS.VENDOR_ID.

Destination

None. The import process uses this value to derive the AP_INVOICES_ALL.VENDOR_ID table column.

VENDOR_NAME

Name of the supplier. You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE CODE, or PO_NUMBER.

Validation

The name you enter must be an existing, valid, active supplier. You can obtain a list of valid values from the POZ_SUPPLIERS_V.VENDOR_NAME table column.

Destination

None. The import process uses this value to populate the AP_INVOICES_ALL.VENDOR_ID table column.

VENDOR_SITE_ID

Internal identifier for the supplier site. If you don't provide a valid value in the VENDOR_SITE_CODE or VENDOR_SITE_ID columns, the import process searches for the site in the following order:

1. Primary pay site for supplier if the supplier has site assignments for the invoice ORG_ID column
2. Single existing pay site for supplier if the supplier has site assignments for the invoice ORG_ID column
3. Purchase order number matched at the header level

The import process rejects the invoice if it can't identify a valid supplier site.

Validation

The ID that you enter must be for a valid supplier pay site for the supplier that you specify in the VENDOR_NUM or VENDOR_ID columns. You can obtain a list of valid values from POZ_SUPPLIER_SITES_V.VENDOR_SITE_CODE table columns.

Destination

AP_INVOICES_ALL.VENDOR_SITE_ID

VENDOR_SITE_CODE

Name of the supplier site. If you don't provide a valid value in the VENDOR_SITE_CODE or VENDOR_SITE_ID columns, the import process searches for the site in the following order:

1. Primary pay site for the supplier if the supplier has site assignments for the invoice ORG_ID column
2. Single existing pay site for the supplier if the supplier has site assignments for the invoice ORG_ID column
3. Purchase order number matched at the header level

The import process rejects the invoice if it can't identify a valid supplier site.

Validation

This must be a valid, active supplier pay site for the supplier that you specify in the VENDOR_NUM or VENDOR_ID columns. You can obtain a list of valid values from POZ_SUPPLIER_SITES_V.VENDOR_SITE_CODE table columns.

Destination

None. The import process uses this value to derive the AP_INVOICES_ALL.VENDOR_SITE_ID table column.

INVOICE_AMOUNT

Amount of the invoice. Don't exceed the precision of the currency for the invoice. For example, if you're entering an amount in US dollars, don't enter more than two numbers after the decimal point.

Validation

Must correspond to the invoice type. For example, STANDARD invoices must have an amount of zero or greater.

Destination

AP_INVOICES_ALL.INVOICE_AMOUNT

INVOICE_CURRENCY_CODE

Currency for the invoice. If you don't enter a value, the supplier site provides the default currency during import.

Validation

If you enter a code, you must enter a valid, active currency from the FND_CURRENCIES.CURRENCY_CODE table column.

Destination

AP_INVOICES_ALL.INVOICE_CURRENCY_CODE

EXCHANGE_RATE

Invoice conversion rate for a foreign currency invoice. If the **Require conversion rate entry** option is enabled, you must provide either a conversion rate, or sufficient information to derive the conversion rate. If the EXCHANGE_RATE_TYPE column is User, you must provide a value for the EXCHANGE_RATE column.

If you didn't enter the invoice in a spreadsheet and the EXCHANGE_RATE_TYPE is Spot or Corporate, the import process supplies the conversion rate value. If the entered currency has a fixed rate to your ledger currency, the import process overwrites any value you enter with the fixed rate. You can review the import process log file for conversion rate overwrites.

Validation

If you entered the invoice in the invoice spreadsheet, don't overwrite the value that the spreadsheet provides. Otherwise, the import process rejects the invoice.

Destination

AP_INVOICES_ALL.EXCHANGE_RATE

EXCHANGE_RATE_TYPE

Type of rate for converting the entered currency to the ledger currency. If the value in the INVOICE_CURRENCY_CODE column is a foreign currency, enter a conversion rate type. You can enter a predefined or user-defined conversion rate type.

If the invoice has a foreign currency and you don't enter a value, the import process uses the rate type from the common options page. If the entered currency and the ledger currency are associated fixed-rate currencies, such as EUR and another EMU currency, enter EMU Fixed.

Validation

If you use a Spot, Corporate, or any user-defined rate type, the import process validates the value against the GL_DAILY_RATES table. If you use EMU Fixed, the import process provides the conversion rate. If you provide User as the conversion rate type, you must enter a value for the EXCHANGE_RATE column.

Destination

AP_INVOICES_ALL.EXCHANGE_RATE_TYPE

EXCHANGE_DATE

Enter a value if you enter a foreign currency in the CURRENCY_CODE column. The date that you enter determines the conversion rate for a foreign currency invoice with a Spot, Corporate, or user-defined rate type. If you leave this column null, the import process uses the invoice accounting date.

Validation

Must be in the valid date format.

Destination

AP_INVOICES_ALL.EXCHANGE_DATE

TERMS_ID

Internal identifier for the payment terms. To specify payment terms, you must enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

The import process searches for payment terms in the following order:

1. Invoice header record TERMS_ID or TERMS_NAME
2. Terms for the purchase order number in the invoice header
3. Terms for the purchase orders that one or more lines are matched directly or indirectly through a receipt. This applies only when one set of terms is represented.
4. Supplier site
5. Payment terms that are specified on Manage Invoice Options page

If sources have of these a value for payment terms, the import process rejects the invoice. For calendar-based payment terms, if a period isn't defined for the terms date, the import process uses the terms date as the installment due date.

Validation
Terms must be valid terms in the AP_TERMS table.

Destination
AP_INVOICES_ALL.TERMS_ID

TERMS_NAME

Payment terms used to create invoice installments. To specify payment terms, you must enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

The import process searches for payment terms in the following order:

1. Invoice header record TERMS_ID or TERMS_NAME
2. Terms for the purchase order number in the invoice header
3. Terms for the purchase orders that one or more lines are matched directly or indirectly through a receipt. This applies only when one set of terms is represented.
4. Supplier site
5. Payment terms that are specified on the Manage Invoice Options page

If sources have of the a value for payment terms, the import process rejects the invoice. For calendar-based payment terms, if a period isn't defined for the terms date, the import process uses the terms date as the installment due date.

Validation
Terms must be valid, active terms in the AP_TERMS table.

Destination
None. The import process might use this value to derive a value for AP_INVOICES_ALL.TERMS_ID.

DESCRIPTION

Enter the description for the invoice. If you're matching to a purchase order and don't enter a value, the import process uses the item description from the purchase order line.

Validation
None.

Destination
AP_INVOICES_ALL.DESCRIPTION

AWT_GROUP_ID

Internal identifier for the withholding tax group. The import process assigns the tax group to the invoice line unless you specified a withholding tax group in any of the following table columns: AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID, AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

If you don't provide a value and withholding tax is enabled, the import process searches for the withholding tax group in the following order:

1. Supplier site default value
2. Tax reporting and withholding tax options

Validation

The value must be valid and active in AP_AWT_GROUPS.

Destination

AP_INVOICES_ALL.AWT_GROUP_ID, only if you don't enter another value for AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID, or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

AWT_GROUP_NAME

Name of the withholding tax group. The import process assigns the tax group to the invoice line unless you specified a withholding tax group in any of the following table columns: AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID, AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

Validation

Value must be valid and active in AP_AWT_GROUPS.

Destination

None.

LAST_UPDATE_DATE

Who column that indicates the date and time of the last update of the row.

Validation

Must be in the valid date format.

Destination

AP_INVOICES_ALL.LAST_UPDATED_DATE, AP_PAYMENT_SCHEDULES.LAST_UPDATED_DATE

LAST_UPDATED_BY

Who column that indicates the user who last updated the row.

Validation

None.

Destination

AP_INVOICES_ALL.LAST_UPDATED_BY, AP_PAYMENT_SCHEDULES.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

Who column indicating the user who last updated the row.

Validation

None.

Destination
AP_INVOICES_ALL.AP_LAST_UPDATE_LOGIN, AP_PAYMENT_SCHEDULES.AP_LAST_UPDATE_LOGIN

CREATION_DATE

Who column that indicates the date and time of the creation of the row.

Validation
Must be in the valid date format.

Destination
AP_INVOICES_ALL.CREATION_DATE, AP_PAYMENT_SCHEDULES.CREATION_DATE

CREATED_BY

Who column that indicates the user who created the row.

Validation
None.

Destination
AP_INVOICES_ALL.CREATED_BY, AP_PAYMENT_SCHEDULES.CREATED_BY

ATTRIBUTE_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information that you want to import.

Validation
None.

Destination
AP_INVOICES_ALL.ATTRIBUTE_CATEGORY

ATTRIBUTE1-15

Enter descriptive flexfield information. The structure of the information, such as data types and value sets, must match the structure of the global descriptive flexfield segments that you defined. If the structure doesn't match, you might face validation problems on invoice pages.

Validation
None.

Destination
AP_INVOICES_ALL.ATTRIBUTE1-15

GLOBAL_ATTRIBUTE_CATEGORY

Enter the descriptive flexfield category for the global descriptive flexfield information that you want to import.

Validation
None.

Destination
AP_INVOICES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1-20

Enter descriptive flexfield information. The structure of the information, such as data types and value sets, must match the structure of the global descriptive flexfield segments that you defined. If the structure doesn't match, you might face validation problems on invoice pages.

Validation

While using a localization that uses the global descriptive flexfield, you must enter the appropriate attribute values. Otherwise, the import process rejects the invoice.

Destination

AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1-20

STATUS

Status of the data in or after the import process. Don't enter a value in this column. This column is for internal use only.

Validation

None.

Destination

None.

SOURCE

Source of the invoice data. You can define additional sources on the Manage Payables Lookups page. If you defined additional sources, use a unique source name for each type of source. The source name also determines which records the import process selects. You specify a source name when you submit the import process.

Validation

If you don't use a predefined source, you must enter the name exactly as you defined it for the lookup value. The lookup value must have the type SOURCE.

Destination

AP_INVOICES_ALL.SOURCE

GROUP_ID

Identifier for this batch. When you submit the import process, you must specify a source, and you can optionally specify a group. Processing records by group enables you to concurrently import or purge records for the same source. You might want to assign a group ID if you're processing a large number of records.

Validation

None.

Destination

None.

REQUEST_ID

The application populates this field with the request ID number for the import process. Leave this column null.

Validation

None.

Destination

None.

PAYMENT_CURRENCY_CODE

Currency for the payment.

Validation

This must be a valid, active currency from the FND_CURRENCIES.CURRENCY_CODE table column.

Destination

AP_INVOICES_ALL.PAYMENT_CURRENCY_CODE

DOC_CATEGORY_CODE

If you're using automatic sequential numbering, the import process uses this column to assign a document category to the invoice. If you enable the **Allow Document Category Override** option, you can enter a document category other than STANDARD or CREDIT. If you don't enter a value, the import process uses STANDARD if the invoice is zero or positive, and CREDIT if the invoice is negative.

Validation

The value is a valid value in the AP_INVOICES_ALL.FND_DOC_SEQUENCE_ CATEGORIES table column. The document category must have an active, automatic sequence assigned to it. If you enter STANDARD, the invoice amount must be positive, and if you enter CREDIT, the invoice amount must be negative.

Destination

AP_INVOICES_ALL.DOC_CATEGORY_CODE

VOUCHER_NUM

If you use manual sequential numbering, enter a unique value for the voucher number you want to assign to the invoice. The number should not exceed nine digits or processing problems could occur.

Validation

If you provide a voucher number and the **Enforce Document Sequencing for Payables** ledger option is set to **Yes**, the import process rejects the invoice. If you require manual voucher numbering during import, you must set the **Sequencing By** ledger option to **No sequencing**.

Destination

AP_INVOICES_ALL.VOUCHER_NUM

PAY_GROUP_LOOKUP_CODE

Pay group that the invoice is assigned to. Used to group a category of suppliers or invoices into a single pay run. If you don't enter a value, the supplier site provides the default value. If the supplier site doesn't have a pay group, the supplier provides the default value. If neither the supplier nor supplier site has a value, the import process uses the default pay group from the Manage Invoice Options page.

Validation

The value must be a valid and active value in the AP_LOOKUP_CODES.LOOKUP_CODE table column, where the LOOKUP_TYPE PAY GROUP.

Destination

AP_INVOICES_ALL.PAY_GROUP_LOOKUP_CODE

GOODS_RECEIVED_DATE

This value is used as the terms date if the TERMS_DATE column is blank and the **Terms Date Basis** invoice option is **Goods received date**.

Validation
The value must have a valid date format.

Destination
AP_INVOICES_ALL.GOODS_RECEIVED_DATE

INVOICE_RECEIVED_DATE

Date when you received the invoice. This value is used as the terms date if the TERMS_DATE column is blank and the **Terms Date Basis** invoice option is **Invoice received date**.

Validation
The value must have a valid date format.

Destination
AP_INVOICES_ALL.INVOICE_RECEIVED_DATE

ORG_ID

Identifier of the business unit associated with the invoice. Spreadsheet invoices are assigned the ID that's associated with the user's job role. If the column has no value, the import process uses the business unit that's associated with the job role that submitted the import.

Validation
Must be a valid business unit. Invoices matched to a purchase order must use a business unit consistent with the purchase order.

Destination
AP_INVOICES_ALL.ORG_ID

GL_DATE

The accounting date for the invoice. If the invoice is matched to a purchase order, invoice distributions are created immediately. The import process searches the following sources in the order listed, for an accounting date to assign to the invoice distributions:

- Invoice line record
- Invoice header record
- Accounting date parameter from the import submission
- Accounting date basis invoice option

Note: For the accounting date basis search:

- If the basis is **Goods received or invoice date**, the goods received date is used unless it doesn't exist. In that case, the invoice date is used as the accounting date.
- If the basis is **Goods received or system date**, the goods received date is used unless it doesn't exist. In that case, the system date at import time is used as the accounting date.

If the invoice accounting date is in a future Payables period, you can account for the invoice, but you can't pay it.

Validation
Must be in valid date format. The date must be in an open or future accounting period.

Destination
The AP_INVOICES_ALL.ACCOUNTING_DATE table column if no value is provided at the line level.

ACCTS_PAY_CODE_COMBINATION_ID

Value for the accounts payable liability account. If you don't provide a value, the import process uses the account from the supplier site.

Validation
Must be a valid account for the chart of accounts.

Destination
AP_INVOICES_ALL.ACCTS_PAY_CODE_COMBINATION_ID

EXCLUSIVE_PAYMENT_FLAG

Indicates whether to pay an invoice with its own payment document, without including other invoices for the supplier.

Validation
None.

Destination
AP_INVOICES_ALL.EXCLUSIVE_PAYMENT_FLAG

OPERATING_UNIT

Name of the business unit that processes invoices for purchase orders raised by one or more requisitioning business units.

Validation
If you populate both the AP_INVOICES_INTERFACE.ORG_ID and AP_INVOICES_INTERFACE.OPERATING_UNIT columns and they don't match or are inconsistent, the import process rejects the invoice.

Destination
AP_INVOICES_ALL.ORG_ID

SETTLEMENT_PRIORITY

Instruction to a bank that indicates the priority for completing a payment.

Validation
Destination

BANK_CHARGE_BEARER

The bearer of the bank charge cost.

Validation
Destination

PAYMENT_REASON_CODE

Code that provides the payment system or bank with additional details about the reason for the payment.

Validation
Destination

PAYMENT_REASON_COMMENTS

Reason for the payment.

Validation
Destination

LEGAL_ENTITY_ID

The internal unique identifier for a legal entity. Enter a value in either this column or the LEGAL_ENTITY_NAME column.

Validation

Provide a value when matching to a purchase order. The import process uses the legal entity ID to identify the correct purchase order.

Destination

AP_INVOICES_ALL.LEGAL_ENTITY_ID

LEGAL_ENTITY_NAME

The legal entity that owns the invoice. Enter a value in either this column or the LEGAL_ENTITY_ID column. If you enter a legal entity name, the import process derives the legal entity identifier.

Validation

Provide a value when matching to a PO. The import process uses the legal entity name to identify the correct purchase order.

Destination

AP_INVOICES_ALL.LEGAL_ENTITY_ID

AMOUNT_APPLICABLE_TO_DISCOUNT

Invoice amount applicable to discount.

Validation

None.

Destination

AP_INVOICES_ALL.AMOUNT_APPLICABLE_TO_DISCOUNT

PREPAY_NUM

Invoice number of an existing, fully paid prepayment with the same supplier site as the invoice the prepayment is being applied to. Leave blank to apply all available prepayments in chronological order, starting with the oldest prepayment, up to the prepayment amount.

If the PREPAY_APPLY_AMOUNT column value exceeds the amount available on the specified prepayment, the import process applies the specified prepayment first. The process then applies the remaining available prepayments starting with the oldest, up to the specified PREPAY_APPLY_AMOUNT column value.

Validation

The prepayment must have a settlement date on or before the system date, must be fully paid, and can't be fully applied. In addition, the prepayment must have a type of Temporary, and have the same invoice and payment currency as the invoice. Also, the business unit of the prepayment invoice and the Standard invoice must be the same.

Destination

None. The import process uses this information to populate the AP_INVOICE_LINES_ALL.PREPAY_DISTRIBUTION_ID table column.

PREPAY_APPLY_AMOUNT

Amount of prepayment to apply to the invoice.

Validation

Must not exceed the amount of the unpaid invoice or available prepayments. Can't be zero or a negative number.

Destination

AP_INVOICE_LINES_ALL.PREPAY_APPLY_AMOUNT

PREPAY_GL_DATE

Accounting date for the application of the prepayment. The import process uses this date as the accounting date on the prepayment type distribution of the imported invoice. If you don't enter a value, the import process uses the system date as the prepayment accounting date.

Validation

The date must be in an open or future period.

Destination

AP_INVOICE_LINES_ALL.ACCOUNTING_DATE

INVOICE_INCLUDES_PREPAY_FLAG

A value of **Y** indicates that the invoice amount was reduced by a prepayment. The import process doesn't reduce the paid amount by the prepayment that's applied to it.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.INVOICE_INCLUDES_PREPAY_FLAG

VENDOR_EMAIL_ADDRESS

Supplier email for B2B XML invoice rejections. Oracle B2B populates this column when loading XML invoice records to Payables.

Validation

None.

Destination

None.

TERMS_DATE

The payment terms start date. If null, the import process derives the value based on the **Terms Date Basis** invoice option if you provided a value for the column.

Validation

The value must have a valid date format.

Destination

AP_INVOICES_ALL.TERMS_DATE

REQUESTER_ID

Identifier of the person who requested the goods or services on the invoice. If you use the invoice approval workflow, you can define rules that use this value to generate a hierarchical list of approvers for the invoice.

Validation
This ID must correspond to a valid, existing employee.

Destination
AP_INVOICES_ALL.REQUESTER_ID

EXTERNAL_DOC_REF

Identifier that your supplier assigns to the invoice record.

Validation
None.

Destination
None.

REMIT_TO_SUPPLIER_NAME

Supplier that receives payment on behalf of the supplier on the invoice.

Validation
The name that you enter must be an existing, valid, active supplier. The POZ_SUPPLIERS_V.VENDOR_NAME table column has a valid list of values. The POZ_SUPPLIERS_V.PARTY_ID table column for the supplier name must have a valid value in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_SUPPLIER_ID table column.

Destination
AP_PAYMENT_SCHEDULES_ALL.REMIT_TO_SUPPLIER_NAME

REMIT_TO_SUPPLIER_ID

Identifier for the supplier that receives payment on behalf of the supplier on the invoice.

Validation
The ID that you enter must be for an existing, valid supplier. The POZ_SUPPLIERS.VENDOR_ID table column has a valid list of values. The POZ_SUPPLIERS_V.PARTY_ID table column for the supplier must have a valid value in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_SUPPLIER_ID table column.

Destination
AP_PAYMENT_SCHEDULES_ALL.REMIT_TO_SUPPLIER_ID

REMIT_TO_ADDRESS_NAME

Address belonging to the supplier or party that receives payment.

Validation
The name that you enter must be an existing, valid, active address for the supplier you specify in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_SUPPLIER_ID table column. The HZ_PARTY_SITES.PARTY_SITE_NAME table column has a list of valid values. The HZ_PARTY_SITES.PARTY_SITE_NAME table column for the address must have a valid value in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_ADDRESS_ID table column.

Destination

None. The import process uses this value to derive the value for the AP_PAYMENT_SCHEDULES_ALL.REMIT_TO_ADDRESS_ID table column.

REMIT_TO_ADDRESS_ID

Identifier for the address belonging to the supplier or party that receives payment.

Validation

The ID that you enter must be an existing, valid, active address for the supplier you specify in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_SUPPLIER_ID table column. The HZ_PARTY_SITES.PARTY_SITE_ID table column has a valid list of values. The HZ_PARTY_SITES.PARTY_SITE_ID table column for the address must have a valid value in the POZ_SUP_THIRDPARTY_PAYMENT_REL.REMIT_TO_ADDRESS_ID table column.

Destination

AP_PAYMENT_SCHEDULES_ALL.REMIT_TO_ADDRESS_ID

RELATIONSHIP_ID

Identifier for a third-party payment relationship.

Validation

The ID that you enter must be an existing, valid, active third-party relationship. The POZ_SUP_THIRDPARTY_PAYMENT_REL.RELATIONSHIP_ID table column has a valid list of values.

Destination

AP_PAYMENT_SCHEDULES_ALL.RELATIONSHIP_ID

REMIT_TO_SUPPLIER_NUM

Unique number to identify a supplier.

Validation

The number that you enter must be an existing, valid supplier. The POZ_SUPPLIERS_V.SEGMENT1 table column has a valid list of values.

Destination

None. The import process uses this value to derive the values of the AP_PAYMENT_SCHEDULES_ALL.REMIT_TO_SUPPLIER_NAME or REMIT_TO_SUPPLIER_ID table columns.

BUDGET_DATE

Budget date for invoices that require budgetary control. If populated, the BUDGET_DATE column in the AP_INVOICE_LINES_INTERFACE table takes precedence over this column. If neither table has a budget date, the import process uses the **Budget Date Basis** invoice option to determine the budget date for the invoice.

Validation

Destination

AP_INVOICES_ALL.BUDGET_DATE

FIRST_PARTY_REGISTRATION_ID

The first-party registration unique identifier.

Validation

None.

Destination

AP_INVOICES_ALL.FIRST_PARTY_REGISTRATION_ID

THIRD_PARTY_REGISTRATION_ID

The third-party registration unique identifier.

Validation
None.

Destination
AP_INVOICES_ALL. THIRD_PARTY_REGISTRATION_ID

FIRST_PARTY_REGISTRATION_NUM

The tax registration number of the first party.

Validation
None.

Destination
None. The import process might use this value to derive a value for the AP_INVOICES_ALL.FIRST_PARTY_REGISTRATION_ID table column.

THIRD_PARTY_REGISTRATION_NUM

The tax registration number of the supplier.

Validation
None.

Destination
None. The import process might use this value to derive a value for the AP_INVOICES_ALL.THIRD_PARTY_REGISTRATION_ID table column.

Related Topics
- Invoice Open Interface Table AP_INVOICE_LINES_INTERFACE

Invoice Open Interface Table AP_INVOICE_LINES_INTERFACE

This table stores invoice lines information for import into Oracle Fusion Payables base tables using the Import Payables Invoices process.

Records in the AP_INVOICE_LINES_INTERFACE table create one or more invoice distributions. One row might create more than one distribution. For example, if you enter a tax line and prorate it across three item lines, the import process creates three tax invoice distributions.

INVOICE_ID

Enter the INVOICE_ID of the corresponding invoice in the AP_INVOICES_INTERFACE table. This value is used only to assign lines in this table to invoices in the AP_INVOICES_INTERFACE table.

Validation

Must match a value in the AP_INVOICES_INTERFACE.INVOICE_ID table column or the line isn't imported. In addition, the record doesn't appear on the Open Interface Rejections report.

Destination
None.

INVOICE_LINE_ID

Specify a unique number for each invoice line. If you don't specify a value, this column is populated by the AP_INVOICE_LINES_INTERFACE_S sequence.

Validation
Must be a number.

Destination
None.

LINE_NUMBER

Enter a unique number to identify the line.

Validation
Must be a number. If the invoice line has a duplicate line number, the import process rejects the record.

Destination
AP_INVOICE_LINES_ALL.LINE_NUMBER

LINE_TYPE_LOOKUP_CODE

Type of invoice line. Enter the lookup code for the type of invoice line to create from this record.

Validation
Possible values are: ITEM, TAX, MISCELLANEOUS, or FREIGHT. The lookup codes are stored in the AP_LOOKUP_CODES table with the lookup type of INVOICE LINE TYPE.

Destination
AP_INVOICE_LINES_ALL.LINE_TYPE_LOOKUP_CODE

LINE_GROUP_NUMBER

To prorate a charge to a group of lines, enter the same number on each item line to which you want to prorate that charge. For example, to prorate tax across two Item lines, enter the same line group number for the two Item lines and the Tax line.

Validation
Must be a positive whole number.

Destination
AP_INVOICE_LINES_ALL.LINE_GROUP_NUMBER

AMOUNT

The invoice line amount. If you're matching to a purchase order, the AMOUNT is equal to the QUANTITY_INVOICED multiplied by the UNIT PRICE.

Validation

Validated against the invoice type. For example, lines for Standard invoices must have positive amounts. The amount precision is validated against the currency.

Destination
AP_INVOICE_LINES_ALL.AMOUNT

ACCOUNTING_DATE

The accounting date for the invoice lines. During import, the application searches for an accounting date to assign to the invoice line. The application assigns a value from the first source that it finds and searches the following sources in this order:

1. Invoice line record
2. Invoice header record
3. **Accounting Date** parameter from the import process submission
4. **Accounting Date Basis** setting on the Manage Invoice Options page

> **Note:** The following occurs if the application searches at the accounting date basis level: If the **Accounting Date Basis** option is set to **Goods received or invoice date**, the application uses the goods received date. The application uses the invoice date if the invoice doesn't have a received date for the goods. If the **Accounting Date Basis** option is set to **Goods received or system date**, the application uses the goods received date. The application uses the system date at time of import if the invoice doesn't have a received date for the goods.

If the invoice accounting date is in a future Payables period, you can account for the invoice, but you can't pay it.

Validation
Must be in valid date format. The date must be in an open or future accounting period.

Destination
AP_INVOICE_LINES_ALL.ACCOUNTING_DATE

DESCRIPTION

Enter a description to assign to the invoice line. If blank and you match to a purchase order, import uses the item description on the purchase order line for the AP_INVOICE_LINES_ALL.DESCRIPTION table column.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.DESCRIPTION

PRORATE_ACROSS_FLAG

If set to **Y** on a non-Item type line, the import process prorates the charge to item lines with the same LINE_GROUP_NUMBER column value. If no LINE_GROUP_NUMBER is specified, the import process prorates the charge to all Item lines. If this column is set to **N**, import doesn't prorate the cost and creates only one distribution.

The import process prorates tax for Tax type lines, freight for Freight type lines, and miscellaneous charges for Miscellaneous type lines. Import creates a distribution line for each line that you prorate the charge to. The expense account of the Item line is assigned to the new invoice distribution.

Validation
Line type must not be Item.

Destination

None.

TAX_CODE_ID

Identifier for the tax code to be used.

Validation
The TAX_CODE_ID must be a valid and active value in the AP_TAX_CODES_ALL.TAX_ID table column.

Destination
AP_INVOICE_LINES_ALL.TAX_CODE_ID

FINAL_MATCH_FLAG

If you're certain that this is a final match against the purchase order, enter **Y**. If the invoice is matched to a receipt, the import process ignores any value in this column.

Validation
Valid values are Y, N, and null.

Destination
AP_INVOICE_LINES_ALL.FINAL_MATCH_FLAG

PO_HEADER_ID

Internal identifier for the purchase order number. To match to a purchase order, you can enter values for either the PO_HEADER_ID or PO_NUMBER columns. If you enter the record in the invoice spreadsheet, you must provide a value by entering a purchase order number and specifying a supplier.

Validation
Must be a valid value in the PO_HEADERS.PO_HEADER_ID table column. Must be for the same supplier and can't have a final match status.

Destination
None.

PO_NUMBER

Enter a purchase order number if you're matching to a purchase order. If you're matching to a purchase order, you must enter the PO_NUMBER or PO_HEADER_ID. If you enter supplier information in another column that's different from this purchase order, the application uses the supplier on the purchase order. The import process ignores any other supplier information that you entered.

Validation
Must be a valid purchase order number for the same supplier, and the purchase order should be active and not final matched. If you specify a purchase order in the AP_INVOICES_INTERFACE table, it must match this purchase order number. The match option for the purchase order shipment must be set to purchase order.

Destination
None. This value is used to enter the AP_INVOICE_LINES_ALL.PO_HEADER_ID table column.

PO_LINE_ID

Internal identifier for the purchase order line number. If you're matching to a purchase order line, you can specify a value for either the PO_LINE_ID or the PO_LINE_NUMBER column.

Validation

Must be a valid value for the PO_LINES.PO_LINE_ID table column.

Destination
This value is used to enter the AP_INVOICE_LINES_ALL.PO_LINE_ID table column.

PO_LINE_NUMBER

To match to a purchase order line, enter a value for either the PO_LINE_NUMBER or PO_LINE_ID column. Alternatively, you can identify a purchase order line number by entering only an ITEM_ID or an ITEM_DESCRIPTION value. If you do this, the value you enter must exactly match the ITEM_ID or ITEM_DESCRIPTION of exactly one purchase order line for the PO_NUMBER.

Validation
Must be a valid value for the PO_LINES.PO_LINE_NUM table column.

Destination
None.

PO_LINE_LOCATION_ID

Internal identifier for purchase order schedule.

Validation
Must be a valid value in the PO_LINE_LOCATIONS.LINE_LOCATION_ID table column for the purchase order. The purchase order schedule can't be finally closed.

Destination
This value is used to enter the AP_INVOICE_LINES_ALL.PO_LINE_LOCATION_ID table column.

PO_SHIPMENT_NUM

Number of the purchase order schedule. If you're matching to a purchase order schedule, enter a value for either the PO_SHIPMENT_NUM or the PO_LINE_LOCATION_ID column.

Alternatively, you can enter a value for the SHIP_TO_LOCATION_CODE column if exactly one schedule on the purchase order has the SHIP_TO_LOCATION_CODE that you specify. For example, you enter a SHIP_TO_LOCATION_CODE of Taipei for a purchase order with exactly one schedule with the location Taipei.

Validation
Must be a valid value for the PO_LINE_LOCATIONS.SHIPMENT_NUM table column. The purchase order schedule can't be finally closed.

Destination
None.

PO_DISTRIBUTION_ID

Internal identifier for purchase order distribution number. If you're matching to a purchase order distribution, you can enter a value for either the PO_DISTRIBUTION_ID or the PO_DISTRIBUTION_NUM column.

Validation
Must be a valid value in the PO_DISTRIBUTIONS_ALL.PO_DISTRIBUTION_ID table column.

Destination
This value is used to enter the AP_INVOICE_LINES_ALL.PO_DISTRIBUTION_ID table column.

PO_DISTRIBUTION_NUM

Purchase order distribution number. If you're matching to a distribution, you must enter a value for either the PO_DISTRIBUTION_NUM or PO_DISTRIBUTION_ID column.

Validation

Must match a distribution number on the purchase order and must be a valid value for PO_DISTRIBUTIONS.PO_DISTRIBUTION_NUM.

Destination

None.

INVENTORY_ITEM_ID

Inventory item identifier on the purchase order. Used during purchase order matching.

If you have limited purchase order information, you can enter an inventory item, and the import process attempts to match to a purchase order line. For example, a supplier has one purchase order for personal computers that includes a single line for monitors. To match to the line with monitors if you don't know the purchase order number, enter the proper INVENTORY_ITEM_ID value for the monitors. The import process matches to the correct purchase order line for the monitors.

Validation

Must match the purchase order EGP_SYSTEM_ITEMS.INVENTORY_ITEM_ID table column for exactly one line.

Destination

This value is used to enter the AP_INVOICE_LINES_ALL.INVENTORY_ITEM_ID table column.

ITEM_DESCRIPTION

Exact description of the item on the purchase order. Used during purchase order line matching.

If you have limited purchase order information, you can enter a description, and the import process attempts to match to a purchase order line. Consider a purchase order with one line for books and one line for software, and you don't know which line is for which item. You can enter the exact description for the books item and the import process matches to the correct purchase order line.

Validation

Must match the PO_LINES.ITEM_DESCRIPTION table column.

Destination

This value is used to enter the AP_INVOICE_LINES_ALL.ITEM_DESCRIPTION table column.

QUANTITY_INVOICED

Number of units invoiced. For example if there are five chairs on the invoice, enter 5. If you enter a value for the UNIT_PRICE column and leave this column blank, the import process calculates the invoiced quantity. The process divides the AMOUNT column value by the UNIT_PRICE column value.

If the invoice match option on the purchase order schedule is **Receipt**, import reviews all receipts that have unbilled quantities for the purchase order schedule. Import then matches the billed quantity on the invoice to these receipts starting with the oldest receipt that has an unbilled quantity. Import then fills each unbilled receipt quantity up to the amount of the invoice billed quantity. If the invoice quantity exceeds all available unbilled receipt quantities for the purchase order schedule, import updates the newest unbilled quantity with the excess.

Validation

Must be a positive number if AMOUNT for this line is positive and a negative number if AMOUNT is negative.

Destination
AP_INVOICE_LINES_ALL.QUANTITY_INVOICED

SHIP_TO_LOCATION_CODE

To match to a purchase order schedule when either the PO_SHIPMENT_NUM or PO_LINE_LOCATION_ID columns are blank, you can enter a value for this column. One schedule on the purchase order must have the SHIP_TO_LOCATION_CODE value that you specify. For example, you enter a SHIP_TO_LOCATION_CODE of Taipei for a purchase order with exactly one schedule with the value Taipei.

You can also provide this value for unmatched invoices.

Validation
Validations are performed in the following order: 1. Must be an existing, active value in the HR_LOCATIONS table with the SHIP_TO_SITE_FLAG column set to **Y**. 2. Must be an existing, active value for the PO_LINE_LOCATIONS.SHIP_TO_LOCATION_ID table column.

Destination
None.

UNIT_PRICE

Unit price for purchase order matched invoice items. Must be positive for standard invoices and negative for credit memos.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.UNIT_PRICE

DISTRIBUTION_SET_ID

Internal identifier for the distribution set. During import, distributions are created only for matched lines. The DISTRIBUTION_SET_NAME or DISTRIBUTION_SET_ID column is populated for unmatched invoices, and distributions for such invoices aren't automatically created through import.

Don't enter a value here if you're matching this line to a purchase order, prorating, or entering an account.

Validation
Must be an existing, active value for the AP_DISTRIBUTION_SETS.DISTRIBUTION_SET_ID table column.

Destination
None.

DISTRIBUTION_SET_NAME

Name of the distribution set. During import, distributions are created only for matched lines. The DISTRIBUTION_SET_NAME or DISTRIBUTION_SET_ID column is populated for unmatched invoices and distributions for these invoices aren't automatically created through import. If you enter a value here, you don't have to enter the corresponding value for DISTRIBUTION_SET_ID.

Don't enter a value in this column if you're matching to a purchase order, prorating, or entering an account.

Validation

Must be an existing, active value for the AP_DISTRIBUTION_SETS_ALL.DISTRIBUTION_SET_NAME table column. If you're matching to a purchase order and enter a value in this column, the import process rejects the invoice.

Destination
None.

DIST_CODE_CONCATENATED

The general ledger account to which the distribution amount is charged.

Validation
The account combination must be valid and in the exact flexfield structure that you defined for your Ledger.

Destination
None. This value might be used to enter a value for the AP_INVOICE_LINES_ALL.DIST_CODE_COMBINATION_ID table column.

DIST_CODE_COMBINATION_ID

Internal identifier for the general ledger account to which the distribution amount is charged. If you enter records in any way other than the invoice spreadsheet, you must provide this value.

Validation
The account combination must be valid and in the exact flexfield structure you have defined for your Ledger. In addition, the value must match the GL_CODE_COMBINATIONS.CODE_COMBINATION_ID table column.

Destination
AP_INVOICE_LINES_ALL.DIST_CODE_COMBINATION_ID

AWT_GROUP_ID

Internal identifier associated with the withholding tax group name. To assign a withholding tax group to the line, you don't have to enter a value if you enter a value for the AWT_GROUP_NAME column.

Validation
Must be a valid, active value in the AP_AWT_GROUPS.GROUP_ID table column.

Destination
AP_INVOICE_LINES_ALL.AWT_GROUP_ID

AWT_GROUP_NAME

Withholding tax group name. When you enter a withholding tax group for a line, all of the withholding taxes in the group are applied to the line. If you don't enter a value for this column, the import process uses the value you entered for the AP_INVOICES_INTERFACE.AWT_GROUP_NAME table column. If you didn't enter a value, the import process uses the supplier site value if there is one.

Validation
Must be a valid, active value in the AP_AWT_GROUPS.NAME table column.

Destination
None.

LAST_UPDATED_BY

Enter the ID of the person who last updated this record, usually the same value as the CREATED_BY column. If you don't enter a value, the import process uses the user ID of the person who submitted the import process.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record, usually the same date as the CREATION_DATE column. The date is used for reference and audit purposes only.

Validation
Must be in valid date format.

Destination
AP_INVOICE_LINES_ALL.LAST_UPDATE_DATE

LAST_UPDATE_LOGIN

The global user ID of the user who last updated this record.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.LAST_UPDATE_LOGIN

CREATED_BY

Enter the user name of the person or organization who loads this record into the table. If you don't enter a value, the import process uses the user name of the person who submits the import process.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. This date is used for reference and audit purposes.

Validation
Must be in valid date format.

Destination
AP_INVOICE_LINES_ALL.CREATION_DATE

ATTRIBUTE_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information that you want to import for the line.

Validation

None.

Destination
AP_INVOICE_LINES_ALL.ATTRIBUTE_CATEGORY

ATTRIBUTE1-15

Enter descriptive flexfield information. The structure of the information, such as data types and value sets, must match the structure of the global descriptive flexfield segments that you defined. If the structure doesn't match, you might face validation problems on invoice pages.

If you're using a distribution set that has a descriptive flexfield, any data you enter here overwrites the descriptive flexfield from the distribution set.

The **Transfer PO distribution additional information** option on the Manage Invoice Options page affects these columns. If the option is enabled, the import process uses the purchase order values for any corresponding open interface attribute columns that are null. However, if you enter data for any open interface attribute, then that value is used on the invoice instead of the purchase order value.

If the **Transfer PO distribution additional information** option is disabled, the import process ignores the purchase order flexfield values.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.ATTRIBUTE1-15

GLOBAL_ATTRIBUTE_CATEGORY

Enter the global descriptive flexfield category for the descriptive flexfield information to import for the line.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1-20

Enter global descriptive flexfield information. The structure of the information, such as data types and value sets, must match the structure of the global descriptive flexfield segments that you defined. If the structure doesn't match, you might face validation problems on invoice pages.

Validation
If you're using a localization, you must enter appropriate values in this flexfield or import rejects the invoice.

Destination
AP_INVOICE_LINES_ALL.GLOBAL_ATTRIBUTE1-20

PO_RELEASE_ID

Internal identifier for a purchase order release number. To match to a blanket purchase order, you must supply either the RELEASE_NUM or the PO_RELEASE_ID, and provide a shipment number. You can also optionally provide a line number.

Validation

Must match a valid value in the PO_RELEASES_ALL.PO_RELEASE_ID table column.

Destination
AP_INVOICE_LINES_ALL.PO_RELEASE_ID

RELEASE_NUM

Release number of a blanket purchase order. Used during purchase order matching. To match to a blanket purchase order, you must supply either the RELEASE_NUM or the PO_RELEASE_ID.

Validation
Must match a valid value in the PO_RELEASES_ALL.PO_RELEASE_ID table column.

Destination
None.

ACCOUNT_SEGMENT

To override the account segment in the account for this line, enter a value. The import process overrides the account segment with this value.

Validation
The value must be a valid value for the account segment of the accounting flexfield.

Destination
AP_INVOICE_LINES_ALL.ACCOUNT_SEGMENT

BALANCING_SEGMENT

To override the balancing segment in the account, enter a value. The import process overrides the balancing segment with this value.

Validation
The value must be a valid value for the balancing account segment of the accounting flexfield.

Destination
AP_INVOICE_LINES_ALL.BALANCING_SEGMENT

COST_CENTER_SEGMENT

To override the cost center in the account, enter a value. The import process overrides the cost center with this value.

Validation
The value must be a valid value for the cost center segment of the accounting flexfield.

Destination
AP_INVOICE_LINES_ALL.COST_CENTER_SEGMENT

Projects Columns

Enter Projects information in the following columns to associate the invoice distribution created from this record with a project in Projects. If you're using Projects, the expense account is built based on this information.

If the invoice is matched to a purchase order with projects-related information, the import process populates the projects-related columns in the AP_INVOICES and AP_INVOICE_LINES_ALL tables.

- PROJECT_ID

- TASK_ID
- EXPENDITURE_TYPE
- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- PA_ADDITION_FLAG

In addition, Projects uses the following columns to transfer invoice data:

- PA_QUANTITY
- PA_CC_AR_INVOICE_ID
- PA_CC_AR_INVOICE_LINE_NUM
- REFERENCE_1
- REFERENCE_2
- PA_CC_PROCESSED_CODE

Validation
The information provided in these columns is validated against Projects.

Destination
AP_INVOICE_LINES_ALL.Projects Columns

STAT_AMOUNT

Amount for measuring statistical quantities that's associated with a distribution line. For example, if the unit of measure is barrels, enter the number of barrels.

Validation
You must also enter a valid value for the PO_UNIT_OF_MEASURE column.

Destination
AP_INVOICE_DISTRIBUTIONS_ALL.STAT_AMOUNT

TYPE_1099

Income tax type for a United States 1099 reportable supplier. Enter a 1099 Miscellaneous Tax Type. You define a supplier as federally reportable by enabling the **Federal reportable** option on the Manage Suppliers page.

If null and you match to a purchase order, the purchase order provides the default value, even if it's null.

For unmatched invoices, if you don't use a distribution set, the import process uses the income tax type for the supplier as the default value. If you use a distribution set, the import process uses the default income tax type from the distribution set as the default value. You can enter this field regardless of whether the supplier is defined as a US 1099 supplier. This information is used when you submit the US 1099 Payments Report and the US 1099 Form Reports.

Validation
The value must be a valid and active value in the AP_INCOME_TAX_TYPES table (MISC types 1-14, except MISC9, MISC11, and MISC12). In addition, the supplier must be defined as federally reportable.

Destination
AP_INVOICE_LINES_ALL.TYPE_1099

INCOME_TAX_REGION

If the supplier is a US 1099 supplier, enter the reporting region for the supplier. If you don't enter a value, and you enabled the **Use supplier tax region** option, the import process uses the supplier site income tax region. If you don't enter a value and the **Income Tax Region** option has a value, the import process uses the option value.

Validation
The value must be a valid and active value in the AP_INCOME_TAX_REGIONS.REGION_SHORT_NAME table column. You must also enter a value for the INCOME_TAX_TYPE column.

Destination
AP_INVOICES_DISTRIBUTIONS.INCOME_TAX_REGION

ASSETS_TRACKING_FLAG

Enter **Y** if the invoice distribution should be imported into Oracle Fusion Assets using the Create Mass Additions process. If you don't enter a value, and the line has an Asset type account, this column is automatically set to **Y** during the import process.

Validation
The account must be set up as an existing asset category. In addition, it must be either an asset clearing account or a construction-in-process (CIP) clearing account.

Destination
AP_INVOICE_LINES_ALL.ASSETS_TRACKING_FLAG

PRICE_CORRECTION_FLAG

Indicates if a line creates a price correction. Use a price correction when a supplier sends an invoice for a change in unit price on an invoice already matched to a purchase order. For a price correction, enter the invoice or credit memo, set this indicator to **Y**, and specify the base matched invoice in the PRICE_CORRECT_INV_NUM column.

The import process records and updates the invoiced unit price of previously matched purchase orders without adjusting billed quantities so you can track price variances. The billed amount on the originally matched purchase order distributions is also updated.

Validation
Valid values are Y, N, and null.

Destination
None.

ORG_ID

Identifier for business unit.

Validation
None.

Destination
None.

RECEIPT_NUMBER

If you're matching to a purchase order receipt, enter the receipt number.

Validation

A purchase order and receipt for the same supplier, supplier site, and currency as the invoice that you're entering must be approved and open. Also, the invoice match option for the purchase order schedule that you're matching to is set to **Receipt**.

Destination
AP_INVOICE_LINES_ALL.RCV_TRANSACTION_ID

RECEIPT_LINE_NUMBER

If you're matching to a purchase order receipt, you can specify the receipt line that you're matching to.

Validation
A purchase order and receipt for the same supplier, supplier site, and currency as the invoice you're entering must be approved and open. Also, the invoice match option for the purchase order schedule you're matching to is set to **Receipt**. This must be a valid line number for the receipt.

Destination
None.

MATCH_OPTION

Indicates if an invoice is matched to a purchase order or receipt. When you match to a purchase order or receipt in the invoice spreadsheet, the import process uses the value on the purchase order schedule.

Validation
Must match the value specified in the PO_LINE_LOCATIONS.MATCH_OPTION table column.

Destination
None.

RCV_TRANSACTION_ID

This value specifies a receipt record for matching. This value is used to match Oracle B2B XML invoices to receipts.

Validation
Must be a valid, existing value for the RCV_TRANSACTIONS.RCV_TRANSACTION_ID table column.

Destination
AP_INVOICE_LINES_ALL.RCV_TRANSACTION_ID

PA_CC_AR_INVOICE_ID

Identifier of the corresponding receivable intercompany invoice in Oracle Fusion Receivables.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PA_CC_AR_INVOICE_ID

PA_CC_AR_INVOICE_LINE_NUM

Line number of the corresponding receivable intercompany invoice in Receivables.

Validation
None.

Destination

AP_INVOICE_LINES_ALL.PA_CC_AR_INVOICE_LINE_NUM

REFERENCE_1-2

These columns reference records in another application.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.REFERENCE_1, AP_INVOICE_LINES_ALL.REFERENCE_2

PA_CC_PROCESSED_CODE

Indicates the processing status of this invoice line by Oracle Fusion Project Billing in the receiver business unit.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PA_CC_PROCESSED_CODE

TAX_CODE_ID

Internal identifier for the tax code. You can enter a value for either the TAX_CODE column or the TAX_CODE_ID column.

Validation
Must be a valid value for the AP_TAX_CODES_ALL.TAX_ID table column. Further validations are the same as those for the TAX_CODE column.

Destination
AP_INVOICE_LINES_ALL.TAX_CODE_ID

CREDIT_CARD_TRX_ID

This column is populated when credit card transactions for expense reports entered in Oracle Fusion Expenses are imported to Payables.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.CREDIT_ CARD_TRX_ID

VENDOR_ITEM_NUM

Supplier item on the purchase order. Used during purchase order matching. If you have limited purchase order information, you can enter a supplier item, and the import process attempts to match to a purchase order line.

Validation
Must match a valid value in the PO_LINES_ALL.VENDOR_PRODUCT_NUM table column for exactly one line.

Destination
None.

TAXABLE_FLAG

A value of **Y** indicates that the line is taxable. Import uses this value for B2B XML invoices.

Validation
None.

Destination
None.

PRICE_CORRECT_INV_NUM

Number of the invoice that the price correction invoice is updating. If you set the PRICE_CORRECTION_FLAG column to **Y**, you must enter the number of the base-matched invoice here.

Validation
This value must be a valid purchase order matched invoice with a type of Standard. You must provide sufficient purchase order information for the application to identify the purchase order amount that you want to update.

Destination
Used to derive the AP_INVOICE_DISTRIBUTIONS.PRICE_CORRECT_INV_ID table column.

PRICE_CORRECT_INV_LINE_NUM

The invoice line that's subject to the price correction.

Validation
None.

Destination
None.

EXTERNAL_DOC_LINE_REF

An internal document reference number from Receivables.

Validation
None.

Destination
None.

SERIAL_NUMBER

The serial number for an item.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SERIAL_NUMBER

MANUFACTURER

The name of the manufacturer.

Validation

None.

Destination
AP_INVOICE_LINES_ALL.MANUFACTURER

MODEL_NUMBER

The model information.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.MODEL_NUMBER

WARRANTY_NUMBER

The warranty number.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.WARRANTY_NUMBER

UNIT_OF_MEAS_LOOKUP_CODE

The unit of measure for the invoiced quantity.

Validation
INV_UNITS_OF_MEASURE_VL.UNIT_OF_MEASURE

Destination
AP_INVOICE_LINES_ALL.UNIT_MEAS_LOOKUP_CODE

ASSET_BOOK_TYPE_CODE

Default asset book for transfers to Assets.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.ASSET_BOOK_TYPE_CODE

ASSET_CATEGORY_ID

Default asset category for transfers to Assets.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.ASSET_CATEGORY_ID

REQUESTER_ID

The identifier of the requester. Valid values are from active HR employees.

Validation
PER_WORKFORCE_CURRENT_X.PERSON_ID

Destination
AP_INVOICE_LINES_ALL.REQUESTER_ID

REQUESTER_FIRST_NAME

The first name of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use the invoice approval workflow, you can define rules using the requester ID to generate a hierarchical list of approvers for the line.

Validation
None.

Destination
None.

REQUESTER_LAST_NAME

The last name of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use the invoice approval workflow, you can define rules using the requester ID to generate a hierarchical list of approvers for the line.

Validation
None.

Destination
None.

REQUESTER_EMPLOYEE_NUM

The employee number of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use the invoice approval workflow, you can define rules using the requester ID to generate a hierarchical list of approvers for the line.

Validation
None.

Destination
None.

APPLICATION_ID

The application identifier.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.APPLICATION_ID

PRODUCT_TABLE

The product source table name.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PRODUCT_TABLE

REFERENCE_KEY1-5

Primary keys that uniquely identify a record in other product views.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.REFERENCE_KEY1-5

PURCHASING_CATEGORY

Item category concatenated segments for deriving purchasing category information.

Validation
None.

Destination
None.

PURCHASING_CATEGORY_ID

The item category unique identifier.

Validation
None.

Destination
INVOICE_LINES_ALL.PURCHASING_CATEGORY_ID

COST_FACTOR_ID

The identifier of the cost component class. Cost component classes identify the individual buckets or component costs that make up the total cost of an item. Examples include direct material costs, freight, labor, and production or conversion costs.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.COST_FACTOR_ID

COST_FACTOR_NAME

The cost component class name. Cost component classes identify the individual buckets or component costs that make up the total cost of an item. Examples include direct material costs, freight, labor, and production or conversion costs.

Validation

None.

Destination
None.

CONTROL_AMOUNT

An optional value entered by a user to ensure that the calculated tax is the same as the tax on the physical document.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.CONTROL_AMOUNT

ASSESSABLE_VALUE

The taxable basis entered by a user.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.ASSESSABLE_VALUE

DEFAULT_DIST_CCID

An account combination identifier of the general ledger account associated with the transaction line.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.DEFAULT_DIST_CCID

PRIMARY_INTENDED_USE

A tax driver. The purpose a product might serve. The actual use is stored at the distribution level.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PRIMARY_INTENDED_USE

SHIP_TO_LOCATION_ID

Ship-to location identifier for tax calculations. Used only if the invoice line isn't matched to a purchase order.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SHIP_TO_LOCATION_ID

SHIP_FROM_LOCATION_ID

Ship-from location unique identifier for tax calculations.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SHIP_FROM_LOCATION_ID

SHIP_FROM_LOCATION_CODE

A tax driver. The supplier location or site from where the goods are shipped.

Validation
None.

Destination
None. This value might be useful for deriving a value for the AP_INVOICE_LINES_ALL.SHIP_FROM_LOCATION_ID table column.

FINAL_DISCHARGE_LOCATION_ID

Location of final discharge unique identifier for tax calculations.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.FINAL_DISCHARGE_LOCATION_ID

FINAL_DISCHARGE_LOCATION_CODE

A tax driver. The final destination location for purchases made by the customer.

Validation
None.

Destination
None. This value might be used to derive a value for the AP_INVOICE_LINES_ALL.FINAL_DISCHARGE_LOCATION_ID table column.

PRODUCT_TYPE

A tax driver. A type of product. Possible values are Goods and Service. Inventory item attributes provide the default value. Otherwise, the user enters the value.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PRODUCT_TYPE

PRODUCT_CATEGORY

Override product type default value from the inventory item for tax calculations.

Validation

Valid values are Goods or Services.

Destination
AP_INVOICE_LINES_ALL.PRODUCT_CATEGORY

PRODUCT_FISC_CLASSIFICATION

A tax driver. A product fiscal classification.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.PRODUCT_FISC_CLASSIFICATION

USER_DEFINED_FISC_CLASS

A tax driver. A fiscal classification.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.USER_DEFINED_FISC_CLASS

TRX_BUSINESS_CATEGORY

A tax driver. A transactions category assigned by a user.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TRX_BUSINESS_CATEGORY

TAX_REGIME_CODE

A tax regime code. The set of tax rules that determines the treatment of one or more taxes administered by a tax authority.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_REGIME_CODE

TAX

A classification of a charge imposed by a government through a fiscal or tax authority.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX

TAX_JURISDICTION_CODE

The internal identifier of the tax jurisdiction.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_JURISDICTION_CODE

TAX_STATUS_CODE

The tax status code. Examples include taxable standard rate, zero rate, exempt, or nontaxable.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_STATUS_CODE

TAX_RATE_ID

The internal identifier for the tax rate that's in effect on the invoice date.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_RATE_ID

TAX_RATE_CODE

The tax rate name associated with the tax rate identifier. The TAX_RATE_ID value is unique while a TAX_RATE_CODE value might have different tax rates based on date ranges.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_RATE_CODE

TAX_RATE

The rate specified for a tax status in effect for a period of time.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_RATE

INCL_IN_TAXABLE_LINE_FLAG

The indicator for whether the amount in the tax line is included in the taxable line.

Validation
Valid values are Y, N, and null.

Destination
None.

SOURCE_APPLICATION_ID

The source document application identifier.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_APPLICATION_ID

SOURCE_ENTITY_CODE

The source document entity code.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_ENTITY_CODE

SOURCE_EVENT_CLASS_CODE

The source document event class code.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_EVENT_CLASS_CODE

SOURCE_TRX_ID

The source document transaction identifier.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_TRX_ID

SOURCE_LINE_ID

The identifier of the lowest level for which tax is calculated.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_LINE_ID

SOURCE_TRX_LEVEL_TYPE

The source document transaction level type.

Validation

None.

Destination
AP_INVOICE_LINES_ALL.SOURCE_TRX_LEVEL_TYPE

TAX_CLASSIFICATION_CODE

The tax classification code.

Validation
None.

Destination
AP_INVOICE_LINES_ALL.TAX_CLASSIFICATION_CODE

Consumption Advice Number

Number of the consumption advice.

Validation
INV_CONS_ADVICE_HEADERS

Destination

Consumption Advice Line Number

Number of the consumption advice line.

Validation
INV_CONS_ADVICE_LINES

Destination

Consumption Advice Header ID

Identifier for the consumption advice.

Validation
INV_CONS_ADVICE_HEADERS

Destination

Consumption Advice Line ID

Identifier for the line of the consumption advice.

Validation
INV_CONS_ADVICE_LINES

Destination

BUDGET_DATE

Budget date for invoices requiring budgetary control. If populated, this column takes precedence over the BUDGET_DATE column in the AP_INVOICES_INTERFACE table. If neither table has a budget date, the import process uses the **Budget Date Basis** option to determine the budget date for the invoice.

Validation
Destination
AP_INVOICE_LINES_ALL.BUDGET_DATE

FAQs for Receive and Process Invoices

What's a self-service invoice?

A self-service invoice is an invoice that a supplier enters through Oracle Fusion Supplier Portal. Whether the supplier matches the invoice to a purchase order or consumption advice determines the resulting invoice type in Oracle Fusion Payables.

A matched invoice becomes a standard invoice or credit memo.

An unmatched invoice becomes an invoice request, which must be approved using the Invoice Approval workflow. Once approved, the invoice request then becomes a standard invoice or credit memo.

What's a self-billed invoice?

A self-billed invoice can be one of the following:

- An invoice that the Pay on Receipt process creates
- A debit memo that a return to supplier transaction creates
- An invoice that the Create Consumption Advice process creates from a consignment agreement that has the **Pay on Use** option enabled

What attributes are required in the spreadsheet for project-related invoices?

You must use the following details when creating a project-related invoice:

- Project Number
- Task Number
- Expenditure Type
- Expenditure Organization

What's an incomplete invoice?

An incomplete invoice is an invoice created from an invoice image that has invalid or missing data.

What's an invoice group?

An invoice group is a collection of invoices that the application uses as:

- A parameter for the Validate Payables Invoices process
- A parameter for some payables reports
- One of the selection criteria for a payment process request

Note: If you enable the **Require invoice grouping** option on the Manage Invoice Options page, you must associate each invoice with an invoice group.

Why can't I find a specific receipt to match to an invoice?

The list of values in the Receipt field on the Match Invoice Lines page depends on the purchase order. You must first enter the purchase order number to see the list of receipts.

Why can't I find a specific consumption advice to match to an invoice?

The list of values in the Consumption Advice field on the Match Invoice Lines page depends on the purchase order. You must first enter the purchase order number to see the list of consumption advice documents.

How can I find duplicate invoices without considering the invoice number as the only check?

When the duplicate invoice check feature is enabled, it performs checks based on the combination of the supplier, invoice type, amount, currency, and date. This check includes all the invoices received and processed from a supplier.

To use this feature you must create and enable the following:

1. Lookup Type: ADD_DUPLICATE_INV_CHECK
2. Lookup Code: DUPLICATE_INVOICE_CHECK

Why can't I cancel an invoice?

The invoice is:

- Fully or partially paid
- On hold
- Selected for payment
- Matched to a purchase order with a status of **Finally closed**
- Already canceled
- Corrected by a credit or debit memo

Additional reasons that you can't cancel an invoice are as follows:

- You applied a prepayment to the invoice.
- Canceling the invoice reduces the billed quantity on the purchase order less than zero.

For partially paid invoices, you can create a credit memo and then reconciliate it with the invoice to turn this invoice into a fully-paid invoice.

What happens if I cancel an invoice?

Canceling an invoice sets invoice and installment amounts to zero, reverses invoice distributions, and reverses matches to purchase order schedules and distributions.

For invoices requiring budgetary control, canceling an invoice also reverses the expenditure funds consumed, and for matched invoices, restores the previously obligated funds for the purchase order.

Why can't I delete an invoice?

You can't cancel an invoice if any of these conditions apply to it.

- Invoice is validated.
- It's matched to a purchase order or receipt.
- It's updated with a tax calculation.
- It's undergoing approval and doesn't have an approval status of **Required** or **Not required**.

How can I cancel multiple invoices?

You can cancel multiple invoices at the same time by using the Cancel Invoice action.

Use the various fields on the Manage Invoices page to search the invoices and select the one you want to delete. This lets you complete the action in a few clicks.

Can I cancel an invoice that has a no rate hold?

You can’t cancel this invoice because it's missing conversion rates.

To cancel such an invoice, follow these steps:

1. Import daily exchange rates for the missing rate.
2. Run the **Apply Missing Conversion Rates** process.
3. Confirm the exchange rate that reflects in the invoice table.
4. Cancel the invoice again.

After applying the missing conversion rates, you can successfully cancel the invoice.

Can I pay an invoice with a withholding tax?

You can pay an invoice that has auto-generated withholding tax amount if you enter the payment in a valid currency.

You can follow these steps to define a payment currency:

1. Navigate to **Procurement** > **Suppliers** > **Manage Suppliers**.
2. Use the advanced search feature with the supplier’s name.
3. On the Supplier page, go to the Sites tab.
4. Click on the supplier site link and then go to the Invoicing tab.
5. Define the payment currency.

What happens if I create recurring invoices for a Payables period with a status of Never Opened?

The process that creates the recurring invoices automatically places the invoices on a closed period hold. After you open the Oracle Fusion Payables period, run the validation process to release the hold.

What happens if I force approve an invoice?

The outcome depends on whether the invoice approval status is Initiated.

If the status is **Initiated**, force approving an invoice:

- Ends existing approval processes

- Cancels pending notifications
- Updates the approval status to **Manually approved**
- Records this information in the invoice approval history

If the status is other than **Initiated**, force approving an invoice:

- Updates the approval status to **Manually approved**
- Records this information in the invoice approval history

What happens to an invoice when I merge a supplier?

When you perform the Merge Suppliers task, you have the option of transferring all invoices or only unpaid invoices.

> **Tip:** Before you merge, review invoices for both the old and new supplier to find and resolve duplicate invoices. The merge process doesn't transfer invoices if the merge results in a duplicate invoice for the new supplier.

- **All invoices**: In addition to transferring all invoices, this option also transfers associated payments.
- **Unpaid invoices**: This option excludes partially paid invoices and partially applied prepayments. If you have such invoices and prepayments, you must transfer all invoices. As an alternative, you can complete the payments and apply the prepayments before merging.

> **Note:** Once the merge has completed, it can't be undone.

What's the difference between performing a price correction and matching to a purchase order?

A price correction offsets the invoice price variance for the amount previously billed without adjusting the billed quantity on the purchase order.

An invoice or credit memo match to a purchase order updates the billed quantity on the purchase order without offsetting the invoice price variance for the amount previously billed.

> **Note:** The calculation of the invoice price variance follow this formula: (invoice unit price - purchase order line unit price) * invoiced quantity.

Why did the status of a prepayment invoice be displayed as unpaid?

Though prepayment is paid partially the status is shown as unpaid on the invoice workbench. This is intended behavior. A prepayment invoice can be paid partially but it can't be applied to standard invoice or expense report.

In order for you to apply a prepayment to a standard invoice or expense report it must be fully paid. Until it's fully paid, the status of the prepayment remains as unpaid.

Can I match a prepayment to a purchase order?

Yes, and the invoice that you apply the prepayment to must have at least one line matched to the same purchase order as the prepayment.

Can I change a permanent prepayment invoice to temporary?

The classification of a prepayment invoice as permanent isn't reversible.

So, you can't turn a prepayment invoice to temporary after it is made permanent. However, you can cancel the prepayment invoice and create a new one for the same purpose. To do so, cancel all payment workflows before you cancel the prepayment invoice. When you create the new prepayment invoice, enable the **Allow prepayment application** option.

Related Topics

- Prepayments

When does invoice matching include freight and miscellaneous lines as part of the tolerance?

Freight and miscellaneous lines aren't supported during the tolerance setup for invoice matching.

What's a price correction?

A price correction is a supplier invoice that adjusts the unit price of an invoice that's matched to a purchase order, receipt, or consumption advice.

For a price increase correction, create a standard invoice. For a price decrease correction, create a credit or debit memo.

Note: A price correction doesn't adjust the billed quantity on a purchase order or consumption advice.

What's a quantity correction?

A quantity correction is a supplier invoice that adjusts the quantity of an invoice that's matched to a purchase order, receipt, or consumption advice. Create a credit or debit memo for a quantity correction.

Note:

- A quantity correction doesn't adjust the unit price on a purchase order or consumption advice.
- You can allocate purchase order distributions for quantity corrections.

What's an amount correction?

An amount correction is a supplier invoice that adjusts the amount of either an unmatched invoice, or an invoice that's matched to a services-based purchase order or receipt.

For a negative amount correction, create a credit or debit memo. For a positive amount correction, create a standard invoice.

How can I initiate invoices for the Invoice Account Coding workflow in bulk mode?

You can initiate invoices for the account coding workflow in bulk mode by submitting the Initiate Invoice Account Coding workflow Job. This job by default processes all invoices requiring accounting information.

You can also initiate the invoices for the Invoice Account Coding workflow based on a specific account coding status.

However, you don't need to schedule this process or run it manually (with the status as Required or null). Invoice validation automatically starts the account coding process. If this schedule runs before invoice validation process, then it picks up completed account coding status invoices and restarts the account coding workflow.

Why didn't my invoices get picked up for validation?

Invoices with the account coding status of Initiated aren't picked for invoice validation due to them being in the process of entering accounting information.

When do invoices get automatically initiated for the invoice account coding workflow?

Only invoices that have gone through the Invoice Validation process are initiated automatically for the invoice account coding workflow. Additionally, the invoice validation is initiated only if the invoice has a distribution variance hold and doesn't have the following holds:

- Line variance
- Duplicate invoice matching required
- Invoice cancel
- Inactive distribution set
- Cannot generate distributions
- Invalid default distribution combination
- Invalid PO
- PO not approved
- Final matching
- Incomplete invoice

How can I restrict invoices with user defined holds for Automatic initiation to the Invoice Account Coding workflow?

Add the user defined holds as a lookup code to the lookup type: ORA_AP_ACCOUNT_CODING_HOLDS.

Add the name of your used defined hold to the existing list of lookup codes. This restricts the inclusion of invoices into the automatic initiation of the invoice account coding workflow.

Can I complete the assigned task in the Account Coding workflow notification if the sum total of the distribution amount is less than the line amount?

Yes, if the sum total of the distribution amount is less than the sum of the invoice, provided you're not the last user in the workflow.

If you're the last user, then you're expected to provide the missing distribution amount to complete the task. Alternatively, you can assign this task to another user by using the Reassign action or you can return the invoice back to the initiator by using the Return action.

Why can't I create a manual distribution?

The invoice is:

- Canceled
- Partially or fully paid, and the **Allow adjustments to paid invoices** option isn't enabled
- Selected for payment
- An interest invoice
- A prepayment that's partially or fully applied
- In the process of getting approved

The invoice line is:

- Canceled
- A prepayment application or unapplication
- An automatic withholding line
- A manual withholding line
- Matched to a purchase order or receipt
- A corrected line
- A tax line
- A **Freight** or **Miscellaneous** line that's allocated to other item lines

Can I enter an invoice distribution for every type of invoice transaction?

No. Invoice distributions are generated automatically for:

- Purchase order or receipt-matched lines
- Prepayment application or unapplication lines
- Manual withholding tax lines
- Tax lines and withholding tax lines generated by Oracle Fusion Tax
- Correction-related lines
- Interest invoices generated during payment

Why can't I reverse an invoice distribution?

The invoice distribution is:

- Already reversed
- A variance distribution, such as invoice price variance or conversion rate variance
- A withholding tax type distribution

The invoice line is:

- Matched to a purchase order or receipt
- A corrected or correcting line
- A tax line

- An item line that has tax calculated
- An item line that has charge allocations

The invoice is:

- Canceled
- Partially or fully paid, and the **Allow adjustments to paid invoices** option isn't enabled
- Selected for payment
- An interest invoice
- A prepayment that's partially or fully applied

What happens if I override the automatically generated discount amounts on an installment?

Once you override the discount, the application no longer validates the entered amount.

Where does the invoice number for an automatic withholding tax invoice come from?

The invoice number for the tax authority invoice is a concatenation of the following values separated by hyphens:

- Withholding Tax
- Internal identifier of the supplier invoice number
- Invoice line number
- Count of withholding invoices for the invoice line

The invoice description is a concatenation of the following values separated by hyphens and followed by a slash:

- Withholding Tax
- Supplier name
- Supplier invoice number

Here's an example:

- Invoice Number: Withholding Tax -10239 - 3 - 1
- Invoice Description: Withholding Tax - Allied Manufacturing - 123456 /

Why can't I see third-party payment information on an invoice or payment?

For an invoice, one of the following applies:

- A third-party payment relationship isn't defined for the invoice date.
- A default third-party payment relationship isn't defined and the **Allow remit-to supplier override for third-party payments** option on the Manage Invoice Options page isn't enabled.

For a payment, one of the following applies:

- A third-party payment relationship isn't defined for the payment date.
- A default third-party payment relationship isn't defined and the **Allow payee override for third-party payments** option on the Manage Payment Options page isn't enabled.

What happens to invoice validation and other processes when I create an invoice with third-party payment information?

The following invoice and payment processes continue to use the supplier on the invoice:

- Validating invoices
- Accounting for invoices or payments
- Calculating withholding taxes
- Selecting invoices for payment
- Reporting United States 1099 information

What happens when I select the invoice action to check funds?

The check funds action:

- Compares the invoice distributions against available funds, with consideration to tolerances and overrides, and provides the results of the comparison.
- Saves any pending changes to invoice lines and distributions.
- Doesn't consume funds from the budget.
- Doesn't affect available funds.

Note:

- If the check fails for any invoice distribution, the funds status of the corresponding invoice line, as well as the invoice, is failed.
- You can validate an invoice that failed a funds check.

What's the difference between funds checking and funds reservation?

Funds checking:

- Is run from the invoice actions menu.
- Compares a transaction amount on a document, such as a purchase order or invoice, against available funds, with consideration to tolerances and overrides, and provides the results of the comparison.

Funds reservation:

- Runs during invoice validation, along with other budgetary control validations.
- Performs the same comparison as funds checking, but then:
    - Consumes funds from the budget.
    - Reduces available funds.

What happens when I request a budgetary control override for an invoice?

When funds are insufficient or a budget period is closed, you may be able to override a budgetary control failure. You must first enter a justification for the override. The next steps depend on who has the authority to override the budgetary control failure.

This table describes what happens when you select the override action for different override authorities.

Who can override?	What does the override do?
You	Consumes funds from the budget and validates the invoice
Other users	Sends a notification to the users who can override
No one	Sends a notification to the budget manager

How can I release the funds hold on an invoice?

First perform one of the following steps:

- Contact the budget manager to review and make the necessary budget adjustments, such as changing the amount, budget date, or distribution account.
- Override the budgetary control failure.

To complete the process:

- Optionally run a funds check to ensure enough funds are now available.
- Revalidate the invoice to release the hold.

> **Note:** The person with the override authority has to revalidate the invoice.

What does it mean when an invoice has a funds status of partially reserved?

A funds status of partially reserved indicates that some, but not all, invoice distributions for an invoice pass budgetary control validation.

For example, if an invoice has a line with multiple distributions and only one invoice distribution fails the validation, the funds status on the invoice line is **Reserved-partial**.

A funds status of partially reserved can occur at an invoice header level and an invoice line level.

What happens when I validate a credit memo that requires budgetary control?

A credit memo reverses the charges for an invoice, so when you create a credit memo against a standard invoice, the impact of the invoice is reversed. Validating a credit memo increases the available funds.

What happens to the available funds when I apply a prepayment that requires budgetary control?

Applying a prepayment to an invoice increases the available funds.

For example:

1. Create a prepayment for 100 USD.

2. Validate the prepayment to consume the budget and reduce available funds for the prepayment account.
3. Pay the prepayment.
4. Create an invoice for 300 USD.
5. Validate the invoice to consume the budget and reduce available funds from expense accounts used in the invoice.
6. Apply the prepayment to the invoice and revalidate, which releases funds of 100 USD from the prepayment account.

In summary, the prepayment application releases funds of 100 USD and the invoice consumes funds of 300 USD, with a net decrease to available funds of 200 USD.

What happens to the available funds when I perform a final match on a purchase order that requires budgetary control?

The purchase order is finally closed, which releases funds for the quantities that aren't received or invoiced.

For example, if a purchase order for 1,000 USD has only one invoice for 600 USD, the final closing of the purchase order releases the 400 USD from the purchase order and adds it to the available funds.

When does the encumbrance on a purchase order get reversed?

If the purchase order requires budgetary control, and you accrue at period end, the encumbrance reverses when you account for the matched invoice.

Why does this invoice have budgetary control actions?

An invoice requires budgetary control if:

- You match the invoice to a purchase order and budgetary control is enabled for the:
  - Requisitioning business unit associated with the purchase order.
  - **Payables Invoicing** business function.
  - Transaction type of **Matched Invoice**.
- You don't match the invoice to a purchase order and budgetary control is enabled for the:
  - Invoice business unit.
  - **Payables Invoicing** business function.
  - Transaction type of **Unmatched Invoice**.

What happens to the budgetary control obligation on a PO when I match the PO to an invoice?

If you accrue at period end, when you validate the invoice:

- The funds move from the obligation bucket to the expenditure bucket, so overall funds availability isn't impacted.
- The matched amount and any additional variances on the invoice are reserved as an expenditure and reduce the available funds.
- The PO funds status is updated to **Liquidated** or **Partially Liquidated**.

Why does this invoice have a funds hold?

The invoice validation process places a funds hold on an invoice when:

- The funds available are less than the funds requested for the invoice.
- The budget date on the invoice is not in an open period.

What are the funds statuses and what do they mean?

Funds statuses indicate the funds check or reservation status for invoices requiring budgetary control.

This table describes each funds status and whether the status applies to an invoice header, line, or distribution.

Funds Status	Description	Applies to Header?	Applies to Line?	Applies to Distribution?
Not attempted	Funds check or reservation hasn't been attempted.	Yes	Yes	Yes
Not reserved - no control budget	Funds check or reservation was performed. No control budget was assigned.	No	No	Yes
Not reserved - not applicable	Funds check or reservation was performed. Funds validation wasn't required.	Yes	Yes	Yes
Not reserved - partial funds	Funds check or reservation has failed for some lines or distributions.	Yes	Yes	No
Not reserved - passed	Funds check or reservation has passed.	Yes	Yes	Yes
Not reserved - warning	Funds check or reservation has warnings.	Yes	Yes	Yes
Failed	Funds check or reservation was attempted, but failed.	Yes	Yes	Yes
Reserved	Funds were reserved for all lines and distributions.	Yes	Yes	Yes
Reserved - no control budget	Funds reservation was performed. No control budget was assigned.	No	No	Yes
Reserved - partial	Funds were reserved for some lines or distributions.	Yes	Yes	No

Funds Status	Description	Applies to Header?	Applies to Line?	Applies to Distribution?
Reserved - warning	Funds were reserved with warnings.	Yes	Yes	Yes
Not applicable	Funds reservation was performed. Funds validation wasn't required.	Yes	Yes	Yes

Why do I get a permissions error when I click on a payment number link from the Manage Invoices page?

The business unit for the payment is different from the business unit for the invoice and you don't have access to that payment business unit.

You can view general payment information on the Payments tab, but you can't drill down to view the payment details.

How can I enable the One Time Payment feature?

In the Functional Set Up Manager you must enable the feature by selecting Opt In.

How can I process One Time Payments separately?

Use Source as a selection criteria in the Payment Process Request and the Payment Process Request Template so that you can schedule them separately for the payment requests from other sources.

How do defaulting expense and liability accounts work for One Time Payments?

One-Time Payments are now added to the Manage Common Options for Payables and Procurement page. The section displays two fields to optionally enter the liability and expense accounts. These specified accounts are the defaults for the payment request created for One-Time Payments.

If no accounts are provided in the interface, these accounts default into the application. If the liability or expense accounts are provided in the interface, they override the default accounts.

How can I enable approvals for One Time Payments?

Enabling approvals for Standard Invoices also applies to payment requests from external sources. No further step is required to enable approvals for One Time Payments.

Approvals aren't enabled for payment requests from internal applications such as Oracle Receivables and Oracle Expenses.

How can I activate the Consolidated Workflow Notification for Similar Matched Holds feature?

You navigate to the Offerings work area to enable the feature. Select the following: Offering; Financials, Functional Area: Payables Feature: Consolidated Workflow Notification for Similar Matched Holds; enable the check box and click the Done button to return to the New Features page.

How can I create bank and branch data while importing payment requests?

When you enter data in a spreadsheet to import bulk payment requests, you can provide the payee's bank account data, along with bank and branch. These details are stored in the Payments iby_external_bank_accounts table rather than in the TCA (Trading Community Architecture) hz_parties table.

This facilitates retrieving data from a single table instead of multiple tables.

How can I bulk cancel invoices

Use Manage Invoice page to bulk cancel invoices. Navigate to **Manage Invoices**. Select the invoices you want to cancel and click **Actions > Cancel Invoice**.

How do I view scanned invoices on WebCenter?

Use the applicable duty roles to view the scanned invoices.

To view the scanned invoices in WebCenter, you must have the following duty roles:

- ORA_AP_WEBCENTER_IMAGE_INQUIRY_DUTY
- ORA_AP_WEBCENTER_DOCUMENT_VIEW_DUTY
- AP_VIEW_SCANNED_PAYABLES_INVOICES_PRIV

Overview of Payables Agent

Payables Agent is an AI-driven Accounts Payable assistant that helps organizations automate invoice processing and move toward touchless payables operations.

It supports invoice capture, data extraction, document recognition, monitoring, training, and exception handling in a unified experience.

For information about adopting, configuring, validating, and operating Payables Agent, see the *Detailed Adoption Guidance: Payables Agent*.

Scan Invoices Using IDR

Intelligent Document Recognition

Many suppliers and customers send and receive Payables invoices electronically via email. Oracle Fusion Cloud ERP offers Intelligent Document Recognition (IDR), a fully integrated invoice recognition solution. It extracts invoice information from the emailed documents to create invoices and imports them into Payables.

IDR provides a seamless and secure user experience and supports all stages of the invoice lifecycle. As you use the IDR service, it uses machine learning to improve the extraction. It learns from corrections that you make to invoices to

understand how to extract invoice fields when it receives future invoices from a supplier. As a result, invoice recognition improves over time.

IDR enables our customers to quickly process supplier invoices from entry to payment. This end-to-end solution requires minimal setup and configuration, reducing the total cost of ownership and enhancing capital management.

High-Level Product flow:

1. IDR Inbox receives emails with invoices attached.
2. IDR processes the invoices and extracts the relevant information.
3. Invoices appear in the Scanned Information tile on the Invoices landing page with one of the following statuses:
    - Incomplete: implies that they need attention
    - Not Validated: implies that all expected fields are recognized
4. You can correct the Incomplete invoices using the Interactive Viewer by selecting the correct information on the invoice.
5. IDR learns from your corrections to improve extraction on subsequent invoices.

You can see the number of scanned invoices in the **Scanned** infotile on the Invoices landing page. However, this tile only shows the number of invoices that are either incomplete or not validated.

Scanned Information Value	Explanation
0-7	Invoices scanned in the past 7 days
8-14	Invoices scanned in the past 8 to 14 days
15+	Invoices scanned over 15 days ago

The **Recent** infotile shows the number of Validated invoices.

Related Topics

- Introducing the Invoices Landing Page

Best Practices for Configuring IDR

These recommendations, guidelines, and tips will help you maximize the accuracy of IDR extraction and recognition, improving invoice entry automation.

It has been the experience of Oracle that the most successful customers closely follow these recommendations.

Before You Start

Prerequisites	Responsibility	Detail
Gather invoices to test. You should have at least 5 invoices from each of your top 10 to 20 suppliers.	• You must select the invoices to test in the TEST environment. This lets you check that the setups have the correct configuration and the Supplier information in the application matches the Supplier information on the invoices.	• Make sure you test 20 or more invoices from at least 10 of your most frequent suppliers. • You should begin setting aside invoices as soon as you plan on using IDR so that you've enough invoices for testing.

Prerequisites	Responsibility	Detail
	• The Implementation team must review the testing methodologies for new and existing implementations to ensure the proper testing of IDR.	• Your testing should be end-to-end from email to approval and payment.
Set up the supplier names and addresses in Oracle Cloud Procurement or Oracle Cloud ERP. Make sure that they match exactly to the supplier addresses on the invoices. For example, it's more difficult to accurately detect the supplier if the supplier site record that lists a PO box as an address, but uses a street address on the invoice.	• You should decide the configuration of suppliers and supplier sites. Implementation team must ensure that the addresses assigned to the sites match the addresses on the invoices. • You and Implementation teams should also try and have unique addresses for each supplier site for the best recognition rates.	• IDR uses the supplier name and address as one of the main ways to match the supplier to invoice. If they don't match, you risk lowering the recognition rates. • If there are multiple sites with the same address, then you might need to let Payables know which site the invoice is referencing.
Decide your PO format.	• You and the Implementation team should consider an alphanumeric PO number. This ensures that the PO number is unique and IDR doesn't confuse it with any other number on the invoice. • IDR uses the PO format defined in Procurement.	• The recommended format for best results is 3 letters followed by at least 6 numbers (for example, ABC123456). • IDR picks up legacy PO formats imported from legacy systems so there's no need to create them.
Verify that the PO formats on invoices match exactly to the PO formats set up in procurement.	You and the Implementation team must identify all the PO formats for legacy systems and all departments.	IDR uses both of these PO formats to detect the PO numbers on invoices: • The distinct Purchase Order Number formats observed in the Purchase Order tables. • The Purchase Order Number formats set up in Oracle Cloud Procurement.
Analyze if there are any specific types of suppliers that should be excluded from recognition. For example, you should exclude invoices from internal suppliers.	• You must identify what types of suppliers you've. • Implementation team must exclude suppliers, such as internal suppliers used for intercompany purchases.	Implementation team must ensure that all excluded suppliers have the proper supplier type, such as INTERNAL, and populate the AP_EXCLUDE_IMAGE_VENDOR_TYPE lookup. **Note:** You need to create this lookup. Follow the procedure explained in *Exclude Internal Suppliers*.
It's possible to have approval issues, such as the invoice attachment missing from the invoice approval notifications. To avoid these, make sure you include various invoices in the test group.	You or the Implementation team must confirm attachment size of the imported invoices. Support team must confirm the configuration of Notification Attachment Size in BPM.	You or Implementation team must increase the attachment size of the email in Application Preferences in the BPM Worklist UI. **Note:** You can also increase the number of attachments in the Application Preferences.
Verify the invoice date format.	You should verify the local date format used in the supplier's country. This helps avoid any	

Prerequisites	Responsibility	Detail
	confusion regarding the invoice date captured by IDR.	

Related Topics

- Overview of IDR Configuration
- Overview of Extra Setups
- Test New Implementation
- Test Existing Implementation

Overview of IDR Configuration

Before you start using IDR to create invoices, you must configure its various components that work together.

Here are the 4 major steps that you must follow to set up for IDR.

1. Configure the scanner settings for scanning paper invoices.
2. Review the Intelligent Document Recognition Options.
3. Confirm the designated email accounts.
4. Send and verify invoices.

Configure Scanner Settings

For best results, have your suppliers send native text-based PDF invoices originally generated by a computer. Native PDF invoices allow IDR to read the characters exactly as they were originally created, eliminating many recognition errors and resulting in higher accuracy. However, you can also scan paper invoices and email the scanned image-based documents for invoice recognition.

While sending scanned images of paper invoices, follow these specifications to minimize optical character recognition errors.

- Configure the scanners to produce TIFF or PDF documents. For best document quality, use the International Telegraph and Telephone Consultative Committee (CCITT) Group IV compression at 300 DPI.
- If available, configure scanners to use dynamic, or adaptive thresholding to produce high-quality documents when scanning invoices with color or shaded backgrounds.
- Ensure that page size is either Letter (8.5 inches x 11 inches) or A4 (8.3 inches x 11.7 inches). Larger size pages could cause performance issues.
- When possible, scan the document in the correct orientation. With incorrect orientation, Intelligent Document Recognition tries to automatically rotate and orient the documents correctly.

Manage Intelligent Document Recognition Options

Navigate to the Manage Intelligent Document Recognition Options page from the Functional Setup Manager and configure the IDR options.

The following decisions play a role in deciding the IDR options that you want to configure:

- How you derive your Business Unit.
- How you like to recognize your invoice lines.
- How you calculate and display the tax and freight.
- How you handle service and utility suppliers.

This is also where you find the IDR activation status and the unique email that Oracle has assigned to you. The status must be active. Once the status is active, you need to send all invoices as attachments to this email address. Oracle recommends that you use a corporate email address and configure mailbox rules to forward the invoices to the Oracle email address, instead of having suppliers send directly to it.

Until you save and close this page the first time, the **Save**, and **Save and Close** buttons will display as **Activate**, and **Activate and Close**. This means that IDR isn't yet activated for you. To activate IDR for processing invoices, click the **Activate** or the **Activate and Close** buttons. This enables IDR and begins the supplier synchronization process that exports suppliers to IDR for matching. When you check the Manage Intelligent Document Recognition Options page after successful activation, you notice these changes:

- Status changes to **Active**.
- The Activate and the Activate and Close buttons change to **Save**, and **Save and Close**.

You must wait at least 24 hours for changes to your supplier details to reflect in IDR. This includes changing the suppliers and purchase order formats. Keep this in mind while testing.

Configure IDR Options

1. Navigate to **Setup and Maintenance** > **Financials** > **Payables** > **Manage Intelligent Document Recognition Options**.
2. Select the relevant options.

   > **Note:** Review the *Considerations for IDR Options* section for more details on each option.

3. Click **Save** or **Save and Close**.

The first time you save the Options, IDR begins the supplier synchronization process. Supplies are resynchronized every 24 hours after that. Remember this timeline while making changes.

Considerations for IDR Options

Email for All Invoice Documents

You must send the invoices to a unique email to begin processing by IDR.

The **Image Email** field is the first option on the Manage Intelligent Document Recognition Options page. This is a unique email address assigned to you by Oracle to send all the invoices for processing. We recommend creating at

least one corporate email for your company on your email server, to which your supplies can send the invoices. Then, configure forwarding rules to automatically forward emails to your IDR email.

The advantage of using forwarding is that you can use a simpler email address and track an email before it goes for IDR processing. Moreover, you can usually configure such auto-forwarding to maintain a backup of the email on your email server.

Business Unit Derivation Options

Use the Override Default Business Unit option to help IDR determine how to derive your business unit.

You can select one of these 4 options:

- Blank
- **Email Routing Attribute**
- **Sender's Email Address**
- **Recipient Email Address**

> **Note:** You can choose only ONE option for deriving business units. So, it can only be either the Routing Attribute OR the Senders email address OR the Recipient email address.

Set Blank as Override Default Business Unit

If you leave the field as blank, IDR defaults the business unit based on the standard defaulting logic. It selects a business unit based on one of these conditions.

Condition	Business Unit Source
Matched invoice	Purchase Order
Unmatched invoice	Business unit assignment of the supplier site that's set as the pay site
Any one of these scenarios: • Invoice document has no supplier site • Supplier has no pay site defined • Site has multiple business unit assignments	Default Business Unit profile option of the user who runs or schedules the invoice import process

Email Routing Attribute

Email Routing Attribute lets you specify business units in the email subject line using an underscore. This is recommended in the following cases:

- You know that the suppliers will not be using underscores in the email subject.
- You only have one or two business units.
- You are unable to map sender's or recipient email addresses to business units.

You can specify the business unit is the email subject line in place of the Routing Attribute 1. This value overrides any other business unit defaulted from the standard defaulting logic.

If you don't provide a business unit in the email subject line, the standard defaulting logic applies.

Sender's Email Address

Using **Sender's Email Address** as the defaulting option lets you map email addresses to business units. When you select this option, a mapping table icon displays next to the field. Clicking on the icon opens the **Email to Business Unit Mapping** table, where you can map an email address to a business unit. While using this feature, it's recommended to send emails to the mapped individual email addresses. Then, the emails should be forwarded automatically or manually to the IDR email address.

On not finding any mapping between the sender's email addresses and business units, IDR defaults a business unit based on the standard defaulting logic.

Recipient Email Address

Select **Recipient Email Address** to create a mapping between recipient email addresses to business units. Just like the Sender's Email Address, selecting this option lets you open the **Email to Business Unit Mapping** table. You can map recipient email addresses to the specific business units that they represent. This would be used if the email address being mapped is not the first email address in the email list. For example, consider an email from invoice@supplier.com to invoices@yourcompany.com, which is then forwarded to the IDR email provided by Oracle. When the email comes to the IDR email, the sender's line looks like this:

```
invoice@supplier.com; invoices@yourcompany.com
```

In this case, invoices@yourcompany.com is the recipient. So, this is the email you must map the business unit to.

If no mapping exists between recipient emails and business units, IDR defaults the business unit according to the standard defaulting logic.

Related Topics

- Routing Attributes 1 to 4
- Set the Default Business Unit Profile Option
- Create the Email Mapping for Sender and Recipient Business Unit Derivation

Set the Default Business Unit Profile Option

The Default Business Unit profile option of a user plays an important role in the standard defaulting logic for business units.

IDR uses the Default Business Unit profile option of the user who's running or scheduling the invoice import process in one of these scenarios:

- Invoice document has no supplier site
- Supplier has no pay site defined
- Site has multiple business unit assignments

1. Here's how you set up the Default Business Unit profile option.

1. Sign in to the application and navigate to the **Setup and Maintenance** work area.
2. In the **Tasks** panel tab, click **Search**.
3. Search for the Manage Administrator Profile Values task and click the **Search** icon.
4. Click on the **Manage Administrator Profile Values** link.
5. In the **Profile Option Code** field, enter DEFAULT_ORG_ID (case sensitive) and click **Search**.

6. In the Search Results: Profile Options, select the **DEFAULT_ORG_ID** row.
7. In the DEFAULT_ORG_ID: Profile Values section, click the **New** (or Add) icon to add a row.
8. Set the **Profile Level** as **User**, enter the **User Name** that processes the invoices, and select the default business unit in the **Profile Value** field.

   Repeat steps 6 and 7 to set up the default business units for all the users that process invoices.
9. After completing the setup for all users, click **Save and Close**.

Create the Email Mapping for Sender and Recipient Business Unit Derivation

Use this procedure if you've selected either **Sender's Email Address** or **Recipient Email Address** for the **Override Default Business Unit** option.

This procedure applies to both selections: Sender's Email Address, and Recipient Email Address.

1. Click on the mapping icon next to the **Override Default Business Unit** field.
2. In the **Email to Business Unit Mapping** dialog box, click on the **Add** icon to add a new row.
3. Enter the **Email Address** and select a **Business Unit**.

   The email you enter belongs to either the sender or the recipient, depending on your selection for the Override Default Business Unit field.
4. Repeat steps 2 and 3 to add as many mappings between email addresses and business units as required.

> **CAUTION:** Depending on the defaulting override you selected, you should only enter either all sender's email address or all recipient email addresses in the table. There's a difference in how IDR processes these values.

5. After creating all the mapping, click **OK**.

Results:

The dialog box disappears after you click OK.

Add the Requester Domain

IDR recognizes and extracts the requester details from the invoice document, eliminating the need to manually enter them in Oracle Payables.

To enable this feature, simply enter your organization's domain name in the **Requester Email Domain Name** field on the Maintain Intelligent Document Recognition Options page. Based on the domain name, IDR identifies the requester from the requester email address, if it's available on the invoice.

If your organization has more than one domain name, enter the multiple domain names separated by semicolons.

> **Note:** Don't enter any spaces in the domain names. For example, net suite.com isn't a valid domain name.

If an invoice document has email addresses from multiple domains, the setup order becomes important. The requester belonging to the domain that comes first in the list gets priority. For example, consider this setup of domains in the Requester Email Domain Name field for an organization: oracle.com;netsuite.com. If an invoice has 2 email IDs, jane.smith@netsuite.com, and john.smith@oracle.com, IDR recognizes john.smith@oracle.com as the requester since the domain appears first in the setup.

> **Note:** The invoice requester details are imported into Payables only if the email address is valid. A valid email address is one that is configured as the employee's work email in the employee setup in the Human Capital Management (HCM) application.

Recognition and Processing Options

These are the various check boxes that you can see on the Manage Intelligent Document Recognition Options page. Read on to find out how they impact document recognition.

Option name and description	Details	Selected by default
Recognize tax amount Select this option to take the tax amount directly from the invoice. The tax engine still calculates the taxes. However, it ensures that the calculated amount is set the same as the amount recognized from the imported invoice document.	• If you deselect this checkbox, the Tax Engine included with Oracle Cloud ERP calculates the taxes. Taxes are added to the tax section of the invoice as separate tax lines. • If you select this checkbox, the invoice import program honors the tax control amount (tax amount from the invoice). The taxes are calculated during the import process. If the calculated tax amount isn't equal to the control amount, the control amount is used. **Note:** If the invoice is in Incomplete status, taxes aren't calculated during the import process. In this case, tax calculation is done during the invoice validation process. The validation process doesn't recognize or honor the control amount and uses the tax engine to generate the tax amount, and then uses the calculated amount for the tax on the invoice.	No
Recognize freight amount This option decides how freight/shipping is handled when there's a separate freight/shipping line included on the invoice. Deselect this option if you don't wish to include freight/shipping lines on the invoice.	• If you deselect this checkbox, and the invoice includes a separate freight/shipping invoice line, the invoice import process excludes the freight/shipping line. • If you select this checkbox, and the invoice includes a separate freight/shipping line, the invoice import process includes the freight/shipping line..	Yes
Recognize lines for matched invoices This lets you import only the invoice header for matched invoices, enabling you to create matched lines manually on the UI.	• Only for invoices that are matched to Purchase Orders. • If you deselect this checkbox, the import program ignores all the invoice lines of type ITEM. It imports only the invoice header information for invoices related to a Purchase Order. • If you select this checkbox, the import program tries to match all invoice lines of type ITEM recognized by IDR. Payables will then try to match lines recognized by IDR to the corresponding PO Lines.	Yes
Recognize lines for unmatched invoices This lets you import only the invoice header for unmatched invoices if you want. It lets	• Only for invoices that aren't matched to Purchase Orders.	Yes

Option name and description	Details	Selected by default
you manually enter the invoice lines without needing to worry about what's recognized by IDR.	• If you deselect this checkbox, the import program ignores all the invoice lines of type ITEM. It imports only the invoice header information for invoices that aren't related to a Purchase Order. • If you select this checkbox, the import program honors all invoice lines of type ITEM recognized by IDR and imports them along with the invoice header.	
Validate the legal entity identified for matched invoices This option decides whether to compare the legal entity in the PO to the predicted legal entity on the invoice. If there's a mismatch between the PO and the predicted invoice legal entity, this option decides how to handle the invoice. You must file an SR to activate legal entity recognition. Before enabling the legal entity recognition feature, you must ensure the following: • Your Legal Entity names and addresses are correct. • The suppliers are using the correct names and addresses on invoices (only ones that match the Legal Entity setup).	• If you deselect this checkbox, the import program uses the legal entity from the Purchase Order for matched invoices. For unmatched invoices, it recognizes the legal entity from the invoice document. If the legal entity isn't recognized on the unmatched invoice document, then the default legal entity is derived using the same logic used on the Create Invoice page. • If you select this checkbox, the import program uses the legal entity from the invoice document for matched invoices. If the legal entity isn't recognized from the invoice document, Payables derives the default legal entity from the purchase order. Payables also verifies that the legal entity identified for the invoice matches the legal entity of the purchase order recognized from the invoice. If legal entities don't match, then the invoice import process rejects the purchase order and the imports the invoice in Incomplete status. In the application, you can see an error on the PO field that you can correct to proceed further. For unmatched invoices, the legal entity is recognized from the invoice document. If the legal entity isn't recognized on the unmatched invoice document, then the default legal entity is derived using the same logic that used on the Create Invoice page	No
Calculate tax during import This option decides whether the tax calculation for the invoice takes place during the invoice import.	• If you deselect this checkbox, the import program imports the IDR-based invoice documents without calculating taxes on them. • If you select this checkbox, the import program imports the IDR-based invoice documents after calculating tax on them. **Note:** Regardless of the configuration of this option, tax calculation never takes place if the invoice document is in Incomplete status	Yes

Option name and description	Details	Selected by default
Always create invoices in incomplete status This sets all invoices to Incomplete even if all attributes are successfully extracted. It's usually set when you want to review or verify all invoices before validating and paying them.	• If you deselect this checkbox, the import program imports the invoice in Incomplete or Never Validated status, based on the success or failure of extracting all required attributes. • If you select this checkbox, the import program always imports the IDR-based invoice documents in an Incomplete status, even if all attributes were successfully extracted and the invoice should have been imported in a Never Validated status. The IDR-based invoice documents will always be set to Incomplete and will require verification before validation can be done.	No
Create single invoice line for service orders This lets you create a single invoice line equal to the invoice subtotal so that matched invoices that might have multiple lines can match to a service-based Purchase Order with only one line. Use this option to increase the success of the matching process when the Purchase Order is a single line service-related Purchase Order but the invoices that the supplier sends have more details.	• Only for invoices matched to service-based Purchase Orders. • If you deselect this checkbox, during the import process, the matching process runs during the import process and tries to pair individual invoice lines with Purchase Order lines. • If you select this checkbox, during the import the matching process drops all the invoice lines recognized by IDR. It instead creates one single-line invoice paired to the Purchase Order with an amount equal to the subtotal amount passed by IDR.	No
Create single invoice lines for utility suppliers This lets you set up suppliers with the supplier type Utility to create a single-line invoice equal to the invoice subtotal. It helps in easier recognition of utility or other types of invoices that are formatted like utility bills.	• Only for invoices that aren't matched to Purchase Orders. • If you deselect this checkbox, the import program imports all invoice lines. • If you select this checkbox, the import program verifies that the recognized supplier has the supplier type Utility. The line description is set to Utility supplier invoice line. A single line is then created for the invoice based on the totals.	No
Import only paired lines for matched invoices This option decides how to handle unpaired lines for matched invoices whether you import them or not. You might want to use this if you use multiple Purchase Orders on Invoices and not all lines are matched to a Purchase Order.	• Only for invoices matched to Purchase Orders. • If you deselect this checkbox, the import matching process imports all invoice lines. This means invoice lines are imported regardless of whether they're paired to valid Purchase Order in the header or not. • If you select this checkbox, the import matching process imports only the invoice lines successfully paired to the valid Purchase Order in the invoice header. Unpaired lines are dropped and won't be imported into Payables.	Yes

Option name and description	Details	Selected by default
Prorate freight and miscellaneous lines This option lets you assign the freight and miscellaneous charges to a specific account. You can use 2 different accounts for the freight charges and miscellaneous charges.	• If you select this checkbox, IDR prorates the freight and miscellaneous lines on imported invoices across item lines. The **Prorate Across All Item Lines** option on the Edit Invoice page is enabled and can't be edited. • If you deselect this checkbox, IDR assigns the freight and miscellaneous lines to a specific freight and miscellaneous distribution account defined for the applicable business unit. The **Prorate Across All Item Lines** option on the Edit Invoice page isn't enabled but can be edited.	Yes

Confirm the Designated Email

Oracle assigns a unique email account to you for sending the invoice documents for recognition.

After the Status on Manage Intelligent Document Recognition Options page turns **Active**, you can see the designated email in the **Image Email** field.

Here are a few recommendations regarding the use of the IDR email.

- Protect the designated email from spam and junk messages.
- Set up one or more email accounts to which the suppliers can send the invoice documents for recognition.
- Configure forwarding rules from the multiple email accounts to the designated email for IDR.
- Ensure that email forwarding is configured to try again periodically, so that email attachments are delivered after unplanned network/email outages.

> **Note:** When set correctly, these configurations are also helpful in deriving business units. See *Business Unit Derivation Options* for more details.

> **Note:** If you get an error message stating that **You must subscribe to Intelligent Document Recognition to access this page**, you aren't using IDR. See the *Oracle Integrated Imaging Guide for Cloud (Doc ID 1966280.1)* for further instructions.

Send and Verify Invoices

After configuring IDR, you must also verify it's functioning as intended.

You must scan printed (paper) invoices and then send them by email. You don't need to change anything for invoices that are already in a supported digital format. Confirm that you can send both the scanned and digital invoices to the IDR email address, and that they appear in Payables. When verifying, check at least 20 invoices from each of your top 10 (or more) suppliers.

Note: Ensure that the synchronization of your suppliers completes before you begin processing invoices. Suppliers begin syncing after you click **Save** or **Save and Close** on the Manage Intelligent Document Recognition Options. The synchronization of suppliers and PO formats takes place every 24 hours. Best practice is to wait at least 24 hours after saving your setup before testing any invoices.

Extra Setups for IDR

Overview of Extra Setups

Apart from the basic IDR configuration, you might be looking for extra features that help you in document recognition.

Optional setups for IDR might help you with the following requirements.

- Meet extra requirements that you might have.
- Automate some IDR processes, such as business unit defaulting.
- Configuring the routing for incomplete invoices.

Supplier Corrections

IDR can learn from supplier corrections on incomplete invoices and recognize the suppliers correctly on invoices scanned in the future. IDR compares text, layout, and supplier logos from invoices to identify and match a supplier template to an invoice.

To enable supplier logo predictions, you must create an SR to set the tenant settings enableLogoSupplierPrediction to true and useALforSupplierLogo to true.

Include and Exclude Internal (Intercompany) Suppliers

Consider proactively excluding internal suppliers to improve the supplier prediction algorithm.

IDR identifies the supplier on the invoice even when the invoice is matched to a purchase order. It uses the following supplier attributes as part of the prediction process:

- Supplier name
- Street address
- City
- State
- Country
- Postal code
- Email address
- Phone number
- Fax number
- Website
- Tax registration numbers

IDR maintains all invoice information at the supplier level. By eliminating internal (or intercompany) suppliers, you prevent inadvertent prediction from Ship To or Bill To locations that might appear on an invoice. This helps IDR in predicting the correct supplier.

Include Internal Suppliers

Even though it's uncommon, you can include invoices from intercompany suppliers for IDR processing.

Oracle General Ledger usually handles the processing of intercompany invoices. Based on the intercompany balancing rules, the automatic generation of manual intercompany transactions for Oracle Receivables and Oracle Payables takes place.

If you must process intercompany invoice files through IDR, use a distinct supplier type for these suppliers. This feature helps you use IDR to create invoices received from specific internal suppliers, without affecting IDR's capability to accurately predict the supplier for invoices from external suppliers.

Follow these steps to automate the creation of invoices received from internal suppliers.

1. Identify the internal suppliers from whom you expect to receive supplier invoices.
2. Assign a distinct supplier type for these suppliers.

   > **Tip:** You can configure the SUPPLIER_TYPE lookup code on the Manage Supplier Type Lookup page.

3. Log a service Request (SR) to enable this feature. Include the distinct supplier type in the SR.

If you've multiple internal suppliers and plan to use IDR to create invoices for only some of them, then you must create 2 distinct supplier types to uniquely identify these suppliers.

Example of Configuring the SUPPLIER_TYPE Lookup to Include Internal Suppliers

In this example, we'll assign the supplier type INTERNAL_INCLUDE to suppliers that IDR should recognize.

Follow these steps to review or set up the SUPPLIER_TYPE lookup.

1. From the home page, go to **My Enterprise** and then click **Setup and Maintenance**.
2. In the Setup and Maintenance work area, use the **Manage Supplier Type Lookup** task:
   - Offering: Procurement
   - Functional Area: Suppliers
   - Task: Manage Supplier Type Lookup

     > **Note:** Manage Supplier Type Lookup task is listed after All Tasks.

   > **Tip:** You can optionally navigate to the Procurement offering and enter **Manage Supplier Type Lookup** in the Search Tasks field.

3. In the Lookup Codes section, search for INTERNAL_INCLUDE lookup code.
4. If INTERNAL_INCLUDE isn't available in the lookup code list, click the **New** icon to add it.
5. Enter the lookup code, start date, end date, meaning, and description, and click **Save** or **Save and Close**.

Assign the INTERNAL_INCLUDE supplier type to the internal suppliers that you want IDR to recognize. After assigning the supplier type, log an SR to enable IDR recognition for suppliers with this supplier type.

Example of Distinct Supplier Types for IDR

Consider the following example. You've 10 internal suppliers and you want to use IDR to create invoices received from only 2 of them. You should create 2 separate supplier types in the following manner.

- INTERNAL_INCLUDE: Assign this supplier type to the 2 internal suppliers that you want IDR to recognize.

- INTERNAL_EXCLUDE: Assign this supplier type to the 8 remaining internal suppliers.

When you create the SR for enabling this feature, provide the supplier type INTERNAL_INCLUDE in the service request information.

Use the INTERNAL_EXCLUDE supplier type for the AP_EXCLUDE_IMAGE_VENDOR_TYPE lookup.

> **Note:** This is only an example of creating distinct supplier types. You should create the supplier type names based on your business requirement.

Related Topics

- Exclude Internal Suppliers
- Intercompany Descriptive Flexfields

Exclude Internal Suppliers

You can exclude invoices from intercompany suppliers from IDR processing. By eliminating internal or intercompany suppliers, you prevent inadvertent prediction from Ship To or Bill To locations that might appear on an invoice. This helps IDR in predicting the correct supplier.

If you've suppliers that generate intercompany (or internal) invoices, you must indicate these suppliers by assigning them a specific supplier type. You can create unique supplier types and assign them to your various suppliers. To exclude their invoices from IDR processing, you can add this supplier type to the AP_EXCLUDE_IMAGE_VENDOR_TYPE lookup.

Example of Configuring the SUPPLIER_TYPE Lookup to Exclude Internal Suppliers

In this example, we'll assign the supplier type INTERNAL to all excluded suppliers. Add your chosen SUPPLIER_TYPE lookup code to the lookup type AP_EXCLUDE_IMAGE_VENDOR_TYPE.

Follow these steps to review or set up the SUPPLIER_TYPE lookup.

1. From the home page, go to **My Enterprise** and then click **Setup and Maintenance**.
2. In the Setup and Maintenance work area, use the **Manage Supplier Type Lookup** task:
    - Offering: Procurement
    - Functional Area: Suppliers
    - Task: Manage Supplier Type Lookup

      > **Note:** Manage Supplier Type Lookup task is listed under All Tasks.

    > **Tip:** Alternatively, you can navigate to the Procurement offering and enter **Manage Supplier Type Lookup** in the Search Tasks field.
3. In the Lookup Codes section, search for INTERNAL lookup code.
4. If INTERNAL isn't available in the lookup code list, click the **New** icon to add it.
5. Enter the lookup code, start date, end date, meaning, and description, and click **Save** or **Save and Close**.

Follow these steps to exclude the SUPPLIER_TYPE from IDR prediction.

1. Navigate to **Setup and Maintenance** > **Tasks panel tab** > **Search**.
2. Enter Manage Standard Lookup and search. Click **Manage Standard Lookups**.
3. In the Search Results section, click the New icon.

4. Enter the lookup type, meaning, description, and module and then click **Save**.

   Note: The module must be set to Payables.

5. In the Lookup Codes section for the newly created lookup type, click the **New** icon.
6. Enter the lookup code INTERNAL for exclusion, display sequence, start date, end date, meaning, and description, and then click **Save** or **Save and Close**.

   Note: Make sure that the Lookup Code matches exactly to the Supplier Type Lookup Code that you set up earlier. If they don't match, then the suppliers won't be excluded. You can add multiple Lookup Codes if they're set up under the Supplier Type Lookup. IDR excludes invoices from any supplier that has any of the Supplier Types listed under this Lookup Type.

Avoid Loading Signature Images as Invoice Attachments

When you send an invoice via an email that also has images for logos or signatures, IDR might upload them as attachments to the invoice.

This issue can be controlled by configuring your email client.

Your email client supports multiple message formats, such as HTML, Rich Text Format, or plain text. When you reply to an email in a format other than HTML, any logos in the email (such as ones used in the signature) are added as an attachment to the email. When you send such an email to IDR, it attaches the logo as an attachment to the scanned invoice.

Here's how you prevent this in Outlook.

1. Open Outlook and navigate to **File** > **Options** > **Mail**.
2. In the Compose Messages section, set Compose messages in this format to **HTML**.
3. Save the setting.

Note: You must configure the setting similarly for any other email client you're using.

Useful Information About IDR

Follow these recommendations for sending emails to IDR and testing the feature.

Emailing the Documents

Supported Invoice Types

Intelligent Document Recognition supports Standard Invoices and Credit Memos.

Supported Document Types

Intelligent Document Recognition supports the following document file extensions:

- .pdf
- .tif
- .tiff
- .png

- .jpeg
- .doc
- .docx

Note: While emailing the documents, ensure the following:

- Don't send password protected PDF files as attachments. IDR can't open and process these documents. As a result, IDR sends these documents through, but they appear as blank documents within the interactive invoice viewer. To view the invoice document, download the PDF file and open it using a PDF viewer that allows entry of the password.
- Invoices must not be contained in a zip/compressed file.
- IDR doesn't support attachments contained within embedded emails (such as, an email message as an attachment to another email).

Attaching Invoices

You can organize invoices within the attachments in the following recommended ways.

Method	Usage
Single invoice attachment	Recommended for supplier-emailed PDFs.
Multiple invoice attachments	Recommended for supplier-emailed PDFs or scanned documents.
Multiple invoices in one attachment	Separate each scanned invoice by a blank page. For this method, every page in the document must be an image.

Note:

- The first page of the document should be the first page of the invoice. It shouldn't have cover pages.
- Maximum attachment size is 30MB per email.

Supporting Documents with an Invoice

You can include supporting documents (such as receiving documents, contracts, notices, and others) with the invoice. To ensure that IDR only extracts invoice information from the invoice itself, include a page separator with the text Invoice Supporting Documents. See the example separator page in *How to Attach Supporting Documents to the Invoice through the Invoice Imaging Solution (Doc ID 2017464.1)* Supporting documents are imported along with the invoice and visible in the interactive invoice viewer.

CAUTION: While including supporting documentation, ensure that it's in the same file along with the invoice. If the email includes the supporting documentation in a separate file attachment, IDR treats it as another invoice attachment, and tries to process it as an invoice.

Use of Underscores in Email Subject

Don't include the underscore (_) on the subject line of emails to IDR because the application treats the symbol as your intent to populate routing attributes on the invoice.

Testing and Validating IDR

After you enable IDR in production, you should test it to receive the highest recognition rates possible. Following a proven test plan helps you achieve this goal. The most common reason for low recognition rate is insufficient testing.

You should test with a wide variety of invoices, with a focus on regular (weekly/monthly) invoices. This helps you identify any changes you need to make before moving to production.

Related Topics

- Routing Attributes 1 to 4
- How to Attach Supporting Documents to the Invoice through the Invoice Imaging Solution (Doc ID 2017464.1)

Testing of IDR Implementation

Test New Implementation

For best recognition rates, test your new IDR implementation.

Before You Start

Here are a few things to remember before you begin testing.

- Collect invoices for training.

  > **Tip:** Ensure that these invoices represent a sample of regularly processed invoices, and cover at least 10 invoices from your top 25 suppliers.

- If you use Oracle Cloud Procurement, make sure you've set up your purchase order formats, and create Purchase Orders to use for testing. Keep the line amounts large enough to let you test multiple invoices.
- Set up the suppliers, sites, and site assignments, ensuring that the supplier addresses match the addresses on their invoices.

> **Note:** Any updates to purchase order formats, suppliers, and supplier sites take 24 hours to sync to IDR.

How to Test

To test your new IDR implementation:

- Enable IDR 24 hours before testing begins. To do so, navigate to **Setup and Maintenance** > **Financials** > **Payables** > **Manage Intelligent Recognition Options** and click **Save**.
- Use the Invoice Document Recognition Tracking Report to track the status of IDR processed invoices. To run the report, navigate to **Tools** > **Scheduled Processes** and then click **Schedule New Process**. Then search for **Invoice Document Recognition Tracking Report**.

- If you're testing the same invoice repeatedly, change the invoice number in Payables to avoid duplicate invoice number errors.

  > **Note:** Oracle recommends that you don't repeat an invoice during testing. You should only test with as many unique invoices as possible.

- Choose at least 25 suppliers and process 2-3 invoices for each of these suppliers. Make appropriate corrections where IDR didn't recognize the correct value. These corrections activate learning. Then retest with another 2-3 invoices from the same suppliers to ensure that you achieve satisfactory recognition rates.

After you're satisfied with your testing results, you can move to production.

Related Topics

- View and Correct Invoices
- Create a Supplier and Supplier Site

Test Existing Implementation

Test your existing IDR implementation on regular intervals to ensure the best recognition rates. Regular testing also keeps IDR aware of updated supplier and purchase orders.

Before You Start

Here are a few things to remember before you begin testing.

- To ensure that you have the most recent suppliers and purchase orders on your test platform, request a P2T (Production-to-Test) environment refresh. Refer to Oracle Applications Cloud Service Definition - Environment Refresh (Doc ID 2015788.1) for instructions.

  > **Note:** A P2T refresh request can take up to 3 weeks to complete.

- Collect invoices for training.

  > **Tip:** Ensure that these invoices represent a sample of regularly processed invoices, and cover at least 5 invoices from your top 25 suppliers.

How to Test

To test your existing IDR implementation:

- Enable IDR 24 hours before testing begins. To do so, navigate to **Setup and Maintenance** > **Financials** > **Payables** > **Manage Intelligent Recognition Options** and click **Save**.
- Use the Invoice Document Recognition Tracking Report to track the status of IDR processed invoices. To run the report, navigate to **Tools** > **Scheduled Processes** and then click **Schedule New Process**. Then search for **Invoice Document Recognition Tracking Report**.
- If you're testing the same invoice repeatedly, change the invoice account number in Payables to avoid duplicate invoice number errors.

  > **Note:** Oracle recommends that you don't repeat an invoice during testing. You should only test with as many unique invoices as possible.

- Choose at least 25 suppliers and process 2-3 invoices for each of these suppliers. Make appropriate corrections where IDR didn't recognize the correct value. IDR learns from these corrections. Then retest with another 2-3 invoices from the same suppliers to ensure that you achieve satisfactory recognition rates.

After you're satisfied with your testing results, you can move to production.

Related Topics

- Oracle Applications Cloud Service Definition - Environment Refresh (Doc ID 2015788.1)

Schedule the Import Payables Invoices Process

Schedule the import process to run as a background process to control when business imports invoices and to ensure that the parameters are correct.

It's recommended to schedule the import to run once or twice per day for your IDR invoices.

> **Note:** The standard Payables Import Report will no longer include invoices that are imported with a source of imaged. To get the status of imaged invoices that have imported, you'll need to use the Image Invoice Tracking Report for import status.

1. Go to **Navigator** > **Payables** > **Invoices**.
2. Click the **Tasks** icon to open the panel tab.
3. Click **Import Invoices**.
4. Enter the **Ledger**, leave **Business Unit** blank, and select **Invoice Image** as the **Source.**

   > **Note:** If you enter a Business Unit, the import process won't import all the available invoices from the interface table based on security of the user scheduling the process. Leaving the field blank allows the import process to import all available invoices from the interface table with the missing key information. Users can correct it and enable the application to learn

5. Click **Advanced**.
6. Select the **Schedule** tab. Select **Using a schedule** and enter the frequency that best suits your business model and invoice volume.
7. Click **Submit** to complete the scheduling.

Here are a few things to remember.

- The application requires an end date so make sure it's far enough out.
- In the test phase, to import the invoices immediately for testing, you can process immediately by selecting **As soon as possible**.
- Leave business unit blank when running the import process. This ensures that the validation rules are set to allow the invoices to import with missing data.
- Security settings prevent any invoices that aren't supposed to be imported by the scheduler or individual user. These invoices will remain in the interface file until they're imported by a user with proper credentials.

Configure Routing Rules

You can set routing rules for incomplete invoice.

An incomplete invoice is one created from an invoice document that has invalid or missing data. All users with the View Scanned Payables Invoice (AP_VIEW_SCANNED_PAYABLES_INVOICES_PRIV_OBI) privilege receive incomplete invoices routed to them for review and completion. To update incomplete invoices, users must also have the Edit Payables Invoice (AP_EDIT_PAYABLES_INVOICE_PRIV) or Create Payables Invoice (AP_CREATE_PAYABLES_INVOICE_PRIV) privileges. Users with custom roles based on the Accounts Payable Supervisor and Accounts Payable Manager roles, can see these incomplete invoices in the Scanned Information tile, grouped by creation date.

If you need to route incomplete invoices based on other rules, you can modify the routing rule or add new routing rules. You can use the Approval Management extensions (AMX) of the Oracle SOA Suite and Oracle Human Workflow to add new rules. The Oracle Business Process Management (BPM) Worklist application provides the UI to administer the rules for users with the Manage Financial Applications Workflow Rules (FUN_MANAGE_FINANCIAL_APPLICATIONS_WORKFLOW_RULES_PRIV) privilege.

Here's what you do to configure rules.

1. Click the **Notifications** icon (bell icon) from the landing page.
2. This opens the Notification Worklist. Click **Show All**.
3. Click **Notifications**.
4. From the BPM worklist, click the drop-down button next to your user name.
5. Select **Administration** from the drop-down list.
6. Select the Task Configuration tab. Enter Incomplete in the Search field and click the **Run** icon to begin the search.
7. Open the **FinApincompleteInvoiceHold** workflow with a double-click.

Predefined Incomplete Invoice Routing Rule

The **FinApIncompleteInvoiceHold** task includes a rule set called **IncompleteInvoiceRuleSet**. This rule set includes a rule called **JobRoleAssignmentRule**. It routes incomplete invoices to users with custom roles based on the Accounts Payable Specialist and Accounts Payable Supervisor job roles. The following table lists the predefined settings for the rule JobRoleAssignmentRule.

Field	Value	Description
Condition	1 is 1	Select this on the condition browser to use other invoice attributes.
List Builder	Resource	Identifies the resource for invoice routing.
Response Type	Required	Indicates that the routing notification requires a response.
Participants	Groups: • AP_ACCOUNTS_PAYABLE_SPECIALIST_JOB	Identifies the participant for invoice routing.

Field	Value	Description
	• AP_ACCOUNTS_PAYABLE_SUPERVISOR_JOB	
Rule Name	JobRoleAssignmentRule	Identifies the approval reason to display in the approval history diagram.

Modify Existing Routing Rule Sets

You can modify existing routing rule sets to route incomplete invoices to a specific user group.

Rule sets are a collection of related rules. Follow these steps to modify the existing routing rule sets.

1. On the Assignees tab, select the rule set to modify.
2. Click the **Edit task** icon in the **Tasks to be configured** pane.
3. Add, modify, or delete the rules for the rule set.
4. Click the **Save** icon in the **Tasks to be configured** pane to save the changes.
5. Click the **Commit task** icon in the **Tasks to be configured** pane to activate the changes.
6. To undo changes, click the **Reset** icon.

Example of How to Modify a Rule Set

This example illustrates how to modify a rule set to route incomplete invoices to a specific user group, starting from the Task Configuration page on the BPM Worklist.

1. Select the **FinApIncompleteInvoiceHold** task.
2. Click the **Edit Task** icon to edit the rule.
3. Select the **Assignees** tab.
4. Click **Incomplete Invoice Payables User**.
5. Click on the business rule **IncompleteInvoiceRuleSet**.
6. Click the **Expand** icon to expand the existing JobRoleAssignmentRule.
7. Click the **Search** icon next to the relevant Participant field to open the Identity Browser. Here's how you determine the relevant participant:
    - **Users**: to select specific named individual users.

      Note: This needs updates over time to reflect the change in individual users.
    - **Group**: to select approval groups.
    - **Application Role**: to select roles.

    In this example, we are considering Application Role as the participant field.

8. In the **Identity Browser**, search for the role that you want to use.

   Note:
   - Identity Browser also shows a drop-down list of participants. You can use it to switch between Users, Groups, and Roles.
   - For roles related to Oracle Cloud ERP, we recommend that you use **fscm** as the Application Context in the Identity Browser.

9. Enter the role name and then click **Search**.
10. Select the role from the search results and click **OK**.
11. Validate the rule to ensure that there are no errors in the rule definition.
12. Save and Commit the task to ensure that the new rule is functional.

Add New Condition to Existing Routing Rule

You can define entirely new rule by adding a new condition to an existing rule.

1. Select a value from the list of values in the left-most condition field in the IF section.
2. In the Condition Browser window, open a view object (folder).
3. Select the attribute to use as criteria.

Example of Adding Multiple Conditions to Existing Routing Rules

This example illustrates how to route invoices classified as Urgent using Routing Attribute 1, starting from the Overview page in the BPM Worklist.

1. Select the **FinApIncompleteInvoiceHold** task.
2. Click the **Edit Task** icon to edit the rule.
3. Select the **Assignees** tab.
4. Click **Incomplete Invoice Payables User**.
5. Click on the business rule **IncompleteInvoiceRuleSet**.
6. Click the **Expand** icon to expand the existing JobRoleAssignmentRule.
7. Click the **Search** icon for the left attribute field to open the Condition Browser window.
8. In the Condition Browser window, search for InvoiceHeader.routing.
9. Drill down from the Task folder to find **RoutingAttribute1**, select it, and click **OK**.
10. Click the **Search** icon for the right attribute field to open the Condition Browser window.
11. Select the **Constant** check box at the bottom of the Condition Browser window.
12. Enter Urgent in the **Condition** field, and then click **OK**.
13. Validate the rule to ensure that there are no errors in the rule definition.
14. Save and Commit the task to ensure that the new rule is functional.

View and Correct Invoices

Manually correcting an invoice processed by IDR is a key requirement for adaptive learning.

IDR becomes more intelligent through learning using the Interactive Viewer. Generally, a single training helps with adaptive learning for an invoice attribute. Although it's easy to train an attribute through the Interactive Viewer, IDR's adaptive learning is not a flawless technology. Depending on unique characteristics that might exist between trained

and untrained documents, prediction failures can occur. If you experience a prediction failure, you can simply try to retrain a supplier attribute at any time, which might resolve such prediction failures.

Here's a list of Payables fields that support adaptive learning:

- PO Number
- Invoice Number
- Invoice Date
- Invoice Amount
- Control Amount (Total Tax Amount)
- Routing Attribute 2
- Routing Attribute 3
- Routing Attribute 4
- Line Description
- Quantity
- Unit Price
- Unit of Measure
- Total

Note: You can see the Control Amount under the Tax tab on the invoice header. The Routing Attributes are available under the Additional Information tab on the invoice header. Click the **Show More** link on the invoice header to see the tabs.

Considerations for Adaptive Learning

Share Adaptive Learning Between Environments

You can perform adaptive learning on a source environment (such as, Test), and copy the training data into the target environment (such as, Production).

Simply log an SR when you're ready to copy the adaptive learning training data to the target environment. Specify a date range for the training data that you'd like to copy to ensure that you're only copying relevant training data.

Before You Start

Here are a few things to remember before you copy data between environments.

- The adaptive learning training data is maintained based on supplier IDs. Ensure that the source and the target environments have the same supplier IDs. You can do this by logging an SR with a request to refresh the P2T (Production to Test) environment.
- After P2T refresh, train IDR on the source environment by testing with invoices from your most often used suppliers. Perform corrections using the interactive invoice viewer wherever necessary. This builds the adaptive learning training data on the source environment.

When implementing IDR to process supplier invoices, we recommend testing with at least 10 sample invoices each, for your most often used suppliers. Testing also helps in building adaptive learning training data that IDR uses to accurately predict next invoices for these suppliers.

Adaptive Learning for Invoice Lines

Adaptive learning for Invoices Lines helps IDR extract invoice lines.

Use the Interactive Viewer to correct invoice lines when you observe the following situations:

- No invoice lines were extracted
- Missing column (such as, description)

The learning for the line-level attributes uses the same process as the header level learning. Here's a list of supported line-level attributes.

- Description
- Quantity
- Unit Price
- UOM (Unit of Measure)
- Amount

> **Note:** The Amount attribute is the invoice Line Total for that invoice line.

We recommend that you perform adaptive learning for lines on the first invoice line. However, you can train on any invoice line and on as many invoice lines as you wish.

Related Topics

- Recognized Attributes and Languages

Adaptive Learning for Routing Attributes

You can use routing attributes to capture attributes that are specific to the supplier and your business.

If there are attributes from a supplier invoice document that are specific to the supplier and your business, you can capture them using the Routing Attributes 2-4. Use the Interactive View to capture the Routing Attributes. The process for capturing Routing Attributes 2, 3, and 4 on the supplier invoice is similar to one used for header learning. Adaptive learning uses this information to predict the values for these attributes on subsequent invoices for the same supplier.

To view the Routing Attributes 2, 3, and 4, select the **Show More** link in the Invoice Header section when editing the invoice. The attributes are available under the Additional Information tab.

Correcting Invoices

Correct Invoices Using a Mouse

You can use the Interactive Viewer to make corrections to incomplete invoices.

It lets you extract the values directly from the invoice, reducing correction time and errors.

These corrections help IDR use its adaptive learning capabilities. Making corrections to the incomplete invoices shows IDR where to recognize the missed attribute for later invoices processed for the same supplier.

Example of Correcting Invoices Using a Mouse in Interactive Viewer

In this example, consider the invoice from a power supply company, Promega, who uses Reference No as the field label or identifier for Invoice Number. While processing, IDR didn't recognize it as a valid invoice number identifier. As a result, the invoice appears in the Scanned Information tile as incomplete and the invoice number field is blank.

Follow these steps to use the Interactive Viewer to correct the invoice.

1. On the Edit Invoice page, select the field that needs to be updated.
2. Double-click or highlight the relevant field on the invoice that displays in the Interactive Viewer.
3. If you highlighted the field in Interactive Viewer, releasing the mouse button copies its value to the selected invoice field on the Edit Invoice page. Similarly, double-clicking the invoice number on the Interactive Viewer also copies its value to the selected field on the Edit Invoice page.
4. Click **Save**.

This changes the status from **Incomplete** to **Not validated**. You've also just trained IDR on how to extract the invoice number from future Promega invoices. After the status of invoice changes to **Validated**, you can no longer see it in the Scanned Information tile. It's moved to the Recent Information tile.

We can now see how IDR learned from the correction of Promega invoice. For the next invoice from Promega, IDR uses the learning from the previous invoice and correctly recognizes the Reference No as a valid invoice number. This invoice appears under the Scanned Information tile with a status of Not Validated, indicating that all attributes for this invoice were recognized correctly.

Correct Invoices Using a Keyboard

You can also make corrections to incomplete invoices by typing in the correct text directly into the field in Payables.

You can see the incomplete invoice in the Scanned Information tile. Open the invoice for editing and select the field that IDR didn't recognize. As you type in the correct value, Interactive Viewer searches all occurrences of data that match the text you entered and highlights them in yellow. The selected value is highlighted in purple. Interactive Viewer starts looking for matches as soon as you enter 2 characters for number-based fields (Amount, Quantity, Price, and so on.). Similarly, it starts searching for matching after you enter at least 3 characters for the fields that support both numbers and letters like PO Number, Invoice Number, Date, and so on.

After the possible matches are highlighted yellow and purple on the Interactive Viewer, you can navigate between the highlighted attributes using right and left arrow keys. When you begin to type, the matching text becomes highlighted. For example, if you type in inv in the Number field, all occurrences of inv are highlighted in the Interactive Viewer.

To capture the entire attribute without typing any more characters, use the Ctrl key and Spacebar. Pressing them together copies the purple highlighted value from the Interactive Viewer directly in to the selected field on the Edit Invoice page. The copying takes place up to the next space.

Type in the entire value of the attribute instead of just inv, and then press the Enter key to copy the highlighted value into the selected field in Payables UI. The value would be highlighted purple and if this was the only place the value was located, no other values would be highlighted. If there were other values matching the entire value you typed, they'd be highlighted in yellow. You'd then need to use the right or left arrow keys to ensure that the correct value was highlighted in purple. After the invoice is saved, the adaptive learning is also saved for the supplier.

Note: You can refer to the list of shortcut keys and their actions in the Interactive Viewer.

Example of Correcting Invoices Using a Keyboard in Interactive Viewer

In this example, consider the invoice from a power supply company, Promega, who uses Reference No as the field label or identifier for Invoice Number. While processing, IDR didn't recognize it as a valid invoice number identifier. As a result, the invoice appears in the Scanned Information tile as incomplete and the invoice number field is blank.

Follow these steps to use the Interactive Viewer to correct the invoice.

1. On the Edit Invoice page, select the field that needs to be updated.
2. Begin typing in the correct information. For this example, consider that you start type the first few characters to see highlighted possible matches. Use the left and right arrow keys to navigate between the highlighted values.
3. Press Ctrl key and Spacebar together to select the highlighted field that you currently have selected. This key combination not only selects the highlighted characters but also selects the rest of the characters until it reaches a space. The invoice number is now populated.
4. Save the invoice.

This changes the status from **Incomplete** to **Not validated**. You've also just trained IDR on how to extract the invoice number from future Promega invoices. After the status of invoice changes to **Validated**, you can no longer see it in the Scanned Information tile. It's moved to the Recent Information tile.

Related Topics

- Keyboard Shortcuts for Interactive Viewer

Keyboard Shortcuts for Interactive Viewer

You can use these keyboard shortcuts for navigation and various actions in the Interactive Viewer.

Key	Action	Details
Right arrow	Navigate to the next highlighted value	Focus moves to the next highlighted value
Left arrow	Navigate to the previous highlighted value	Focus moves to the previous highlighted value
Ctrl Key + Spacebar	Copy text to Invoice UI	When you enter partial text, application highlights all possible matches to the text. On pressing these keys together, the entire text till the occurrence of space is copied to Fusion UI. The training considers the entire word that was copied and not the part that was typed. Consider this example: • User typed text: Occur • Word with matched text: Occurrence • Copied & Trained Text: Occurrence
Enter Key	Copy text to Invoice UI	Application copies only the text that you typed. The training also considers only the part of the word that was copied and not the entire word.

Key	Action	Details
		Consider this example: • User typed text: Occur • Word with matched text: Occurrence • Copied & Trained Text: Occur
Shift Key + Right arrow	Modify the selection	Modifies (extends) the highlighted text selection to further right. Only the data that has been extended is copied.
Shift Key + Left arrow	Modify the selection	Modifies (reduces) the highlighted text selection to further left. Only the data that has been reduced is copied.

Reporting for IDR

Invoice Documents Recognition Tracking Report

This report enables users and administrators to track the status of each invoice sent to IDR and provides the status of each email attachment.

The report tracks the status of the invoice at each stage, starting from the time that the email reaches the IDR service, until it is imported and created in Payables. You can find this report in the Scheduled Processes, and you can run by email address of the sender as well as to and from dates. The maximum period that you can specify for this report is 1 month.

Note: You can use this report to track the status of invoice imports for “Image Invoices”. The standard Payables Invoice Import Report will no longer include invoices with the source of “Image”.

To run the report, follow these steps.

1. Go to **Navigator** > **Tools** > **Scheduled Processes**.
2. Click the **Schedule New Process** button.
3. Click the drop-down button next to the **Name** field and then click **Search**.
4. Enter Invoice Documents in the **Name** field and click **Search**.
5. Select the **Invoice Documents Recognition Tracking** report and click **OK**.
6. Click **OK**.

7. Enter the required parameters for the report and click **Submit**.

   Note: You can run the report with these parameters:
   - From Email Date (required)
   - To Email Date (required)
   - Business Unit
   - Ledger
   - Senders Email Address

   You can also decide whether to enable the log for the report generation.

8. After the report completes processing, you can download it in a spreadsheet format.

Invoice Documents Recognition Rate Report

The Invoice Documents Recognition Rate report indicates the recognition rate of invoice attributes recognized by IDR.

This report provides valuable insights into potential changes in setup options, supplier data, and suppliers that might benefit from adaptive learning.

The Invoice Documents Recognition Rate Report is available in 3 formats:

- Invoice Header Supplier Summary
- Invoice Header Details
- Invoice Line Summary

The first 2 formats are for recognition details of header line, whereas the third format is to analyze the line recognition details.

To run the report, follow these steps.

1. Go to **Navigator** > **Tools** > **Scheduled Processes**.
2. Click the **Schedule New Process** button.
3. Click the drop-down button next to the **Name** field and then click **Search**.
4. Enter Invoice Documents in the **Name** field and click **Search**.
5. Select the **Invoice Documents Recognition Rate Report** report and click **OK**.
6. Click **OK**.
7. Enter the required parameters for the report and click **Submit**.

   Note: You must provide the From Date and To Date parameters for submitting the report. Unlike the Invoice Documents Recognition Tracking Report, you can also select the Format in which you want this report.

8. After the report completes processing, you can download it in a spreadsheet format.

Related Topics

- How You Monitor Recognition Accuracy

How Invoice Details Are Calculated

The Invoice Documents Recognition Rate Report calculates and displays certain metrics for the matched and unmatched invoices sent to IDR.

To visualize how the report generates the calculations, consider the following parameters and report values:

- The report is run for a period of 7 days for the US1 BU.
- Total number of invoices sent to IDR during the 7 days is 100.
- 50 invoices are related to Purchase Orders (or Matched invoices).
- 50 invoices aren't related to Purchase Orders (or Unmatched invoices).

Invoice Details	Matched	Unmatched	Total
Total Created	Total number of matched invoices sent to IDR during the period between From and To dates for the specified Business Unit. That is, IDR received 50 Matched invoices during 7 days for US1 BU.	Total number of unmatched invoices sent to IDR during the period between From and To dates for the specified Business Unit. That is, IDR received 50 Unmatched invoices during 7 days for US1 BU	Total number of invoices (both matched and unmatched) during the period between From and To dates for the specified Business Unit. That is, IDR received 100 invoices during 7 days for US1 BU.
Total Completed	Total number of matched invoices completed by IDR. That is, 40 Matched invoices were completed during 7 days for US1 BU.	Total number of unmatched invoices that were completed by IDR. That is, 40 Unmatched invoices were completed during 7 days for US1 BU.	Total number of invoices (both matched and unmatched) that were completed by IDR. That is, 80 invoices were completed during 7 days for US1 BU.
Total Canceled and Deleted	Total number of matched invoices that were canceled or deleted. That is, 7 Matched invoices were either Canceled or Deleted during 7 days for US1 BU.	Total number of unmatched invoices that were canceled or deleted. That is, 5 Unmatched invoices were either Canceled or Deleted during 7 days for US1 BU.	Total number of invoices (both matched and unmatched) that were canceled or deleted. That is, 12 invoices were either Canceled or Deleted during 7 days for US1 BU.

In this example, we still have 8 invoices that remain unaccounted. These invoices might still be in incomplete state at the time of running the report. You can find such invoices in the Scanned Information tile.

Attribute Recognition % Calculations

The Invoice Documents Recognition Rate Report also calculates the recognition rate of individual attributes. Consider the same example data from earlier to understand this. From the invoice data calculation, you have the following information:

- The report runs for a period of 7 days for the US1 BU.
- Total number of invoices sent to IDR is 100.
- 50 invoices are related to Purchase Orders (or Matched invoices) and of those 40 are completed.
- 50 invoices aren't related to Purchase Orders (or Unmatched invoices) and of those 40 are completed.

For this example, consider the following statistics for attributes that IDR recognizes successfully:

Attribute	Total recognized
Purchase Order Number	40
Supplier Name	80
Supplier Site	80
Invoice Number	75
Invoice Type	80
Currency	80
Amount	79
Date	78

This is how the recognition rates are calculated.

Attribute Recognition %	Matched (Total completed 40)	Unmatched (Total completed 40)	Total (Total completed 80)
Purchase Order	Equals Total number of invoices where the PO Number is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Equals Total number of invoices where the non-PO Number is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Equals Total number of invoices where the PO Number is recognized correctly / Total number of completed invoices That is, 80/80 = 100%
Supplier Name	Total number of Matched invoices where the Supplier Name is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of Unmatched invoices where the Supplier Name is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of invoices where the Supplier Name is recognized correctly / Total number of completed invoices That is, 80/80 = 100%
Supplier Site	Total number of Matched invoices where the Supplier Site is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of Unmatched invoices where the Supplier Site is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of invoices where the Supplier Site is recognized correctly / Total number of completed invoices That is, 80/80 = 100%
Invoice Number	Total number of Matched invoices where the Invoice Number is	Total number of Unmatched invoices where the Invoice Number	Total number of invoices where the Invoice Number is recognized

Attribute Recognition %	Matched (Total completed 40)	Unmatched (Total completed 40)	Total (Total completed 80)
	recognized correctly / Total number of completed invoices That is, 40/40 = 100%	is recognized correctly / Total number of completed invoices That is, 35/40 = 87.5%	correctly / Total number of completed invoices That is, 75/80 = 93.8%
Invoice Type	Total number of Matched invoices where the Invoice Type is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of Unmatched invoices where the Invoice Type is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of invoices where the Invoice Type is recognized correctly / Total number of completed invoices That is, 80/80 = 100%
Currency	Total number of Matched invoices where the Currency is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of Unmatched invoices where the Currency is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of invoices where the Currency is recognized correctly / Total number of completed invoices That is, 80/80 = 100%
Amount	Total number of Matched invoices where the Amount is recognized correctly / Total number of completed invoices That is, 39/40 = 97.5%	Total number of Unmatched invoices where the Amount is recognized correctly / Total number of completed invoices That is, 40/40 = 100%	Total number of invoices where the Amount is recognized correctly / Total number of completed invoices That is, 79/80 = 98.8%
Date	Total number of Matched invoices where the Date is recognized correctly / Total number of completed invoices That is, 39/40 = 97.5%	Total number of Unmatched invoices where the Date is recognized correctly / Total number of completed invoices That is, 39/40 = 97.5%	Total number of invoices where the Date is recognized correctly / Total number of completed invoices That is, 78/80 = 97.5%

How You Monitor Recognition Accuracy

You can run the Invoice Documents Recognition Rate report with the Invoice Line Summary format to obtain the details of the line recognition.

The report with Invoice Line Summary has 3 sections.

- Lines Recognition Summary
- Lines Recognition Summary by Supplier
- Attributes Recognition Summary

Report Section	Description
Lines Recognition Summary	Displays the line recognition rate details for every calendar period, grouped by the type of the invoice (Unmatched or Matched).
Lines Recognition Summary by Supplier	Displays the line recognition rate details for every calendar period, grouped by the combination of supplier and supplier site. The overall recognition rate in this section for a given period matches the overall recognition rate in the Lines Recognition Summary section.

Report Section	Description
Attributes Recognition Summary	Provides the line recognition rate details for the individual attributes for every calendar period, grouped by the type of the invoice (Matched or Unmatched).

Note: This report analyzes only the lines of invoices with the status Complete. It excludes invoices with an active Incomplete Invoice hold.

Ways to Improve Recognition Accuracy

You can use the findings from the report to improve the recognition rate of your IDR configuration. Here are a few things that you can do.

- Identify the suppliers or sites with low line recognition rate and use adaptive learning to improve the recognition rate.
- Track suppliers with invoices that have a poor recognition rate for line-level attributes and help improve recognition through line-level adaptive learning.
- Use the Ledger parameter to run the report for the primary ledger. This saves you from manually running separate reports for each business unit in the ledger and consolidating them into one report.

Related Topics

- Invoice Documents Recognition Rate Report

Recognized Attributes and Languages

The Intelligent Document Recognition solution recognizes the following invoice attributes.

Level	Attributes
Invoice Header	• Invoice Type (INVOICE, CREDIT) • Business Unit • Purchase order number • Invoice number • Invoice date • Requester • Supplier • Supplier site • Invoice amount • Currency Code • Control Amount • Freight amount • First Party Tax Registration Number • Routing attributes 1 to 4

Level	Attributes
	• Legal Entity
Invoice Line	• Line Type (ITEM, FREIGHT) • Purchase order number • Purchase order line • Purchase order schedule • Item description • Invoiced quantity • Unit of measure • Unit price • Line amount • India HSN code

Note: First Party Tax Registration Number is usually a 9-digit number that IRS assigns to your businesses for tax purposes. It isn't the same as supplier tax IDs. If you need IDR to recognize it, you must log an SR with a full list of tax registration numbers. This setting is only available as an IDR “tenant-level” setting and must be set by the IDR DevSecOps team.

Attributes Supported for Learning

Here are the attributes that are supported for header level learning:

- Purchase Order Number
- Invoice Number
- Invoice Date
- Invoice Total (Total Due)
- Tax Control Amount
- Routing Attribute 2
- Routing Attribute 3
- Routing Attribute 4

Here are the attributes that are supported for line level learning:

- Description
- Quantity
- Unit Price
- UOM (Unit of Measure)
- Line Amount (Line Total)
- Payment Terms
- Ship-to Location
- First-Party Tax Registration Number
- Supplier Tax Registration Number

- Multiperiod Accounting: Start Date
- Multiperiod Accounting: End Date
- Asset: Project Number
- Asset: Task Number
- India HSN code

> **Note:** HSN code has its own dedicated column in the invoice document. HSN code associated with an item in other positions, such as header or footer region of the invoice document, isn't supported for adaptive learning.

Supported Languages

Intelligent Document Recognition currently supports the following languages:

- Brazilian Portuguese
- Czech
- Danish
- Dutch
- English
- French
- German
- Italian
- Japanese
- Polish
- Romanian
- Spanish
- Swedish
- Turkish

In addition, the default IDR configuration also performs these tasks:

- Identify the purchase order lines that individual invoice lines should be matched.
- Prorates freight to all item lines.
- Calculates tax based on Oracle Tax setups (not on the tax codes and amount specified on the imported invoice document).

Derive Suppliers Using IDR

IDR can derive the supplier details from the invoice emails in more than one ways.

These are the 3 methods IDR can use to derive supplier details.

- Derive using the PO number
- Derive from the email subject line

- Derive using the standard supplier detection

Supplier from PO Number

Among the 3 methods, deriving supplier using the PO number takes precedence over the other methods. IDR can recognize the PO number from either the invoice header or the invoice line of the attached invoice.

Supplier from Email Subject

When the invoice isn't linked to a PO number, supplier derivation using the email subject line has the most accuracy. You can add a valid supplier number within parentheses as a prefix in the email subject line. To obtain valid supplier numbers, navigate to **Procurement** > **Suppliers**. On the Suppliers page, go to the **Tasks** panel tab and then click **Manage Suppliers**.

Note: The supplier number in parentheses must be added before the main subject in the subject line.

Standard Supplier Detection

IDR can also derive supplier details from the supplier details in the invoice attached in the email. IDR matches the supplier name, address, and other identifying information to detect the supplier.

IDR can search multiple pages in an invoice to match supplier information. This is helpful in scenarios where the supplier name and address don't appear on the same page of an invoice.

You can enable IDR to use adaptive learning to further improve the accuracy of supplier detection. Using this setting, IDR compares text, layout, and supplier logos from invoices to identify and match a supplier's invoice template.

Note: To enable this setting, create a SR to set the useAIForSupplier setting to true.

Routing Attributes 1 to 4

You can use routing attributes in an email subject.

IDR supports up to 4 routing attributes in an email subject. IDR can save them to an invoice, or use them to route incomplete invoices to AP personnel for review and completion. Use an underscore (_) as a separator to indicate the start of routing attribute information. Each attribute can contain up to 40 characters.

Example of Routing Attributes

Consider the scenario where you've a business requirement to record several categories on the invoice. In this example, assume that the categories you record are invoice priority, supplier category, manufacturing plant number, and storage bin number. You can specify these categories in the email subject.

Here's a list of these categories, their possible values, and how they're mapped to Routing Attributes 1 to 4.

Routing Attribute	Category	Value
Routing Attribute 1	Invoice priority	Regular, Urgent
Routing Attribute 2	Supplier category	Regular, Supply chain related

Routing Attribute	Category	Value
Routing Attribute 3	Manufacturing plant number	Plant-1, Plant-2, Plant-3
Routing Attribute 4	Storage bin number	Bin#1, Bin#2, Bin#3

A supplier sends an invoice with the email subject:

invoice-1234 attached.

The email recipient reviews the email and provides extra routing information in the email subject. Here's the revised email subject:

invoice-1234 attached_Urgent_Supply chain related_Plant-1_Bin#1.

The routing attributes start after the first underscore (_). In this example, the routing attributes would be assigned like this: invoice-1234 attached_Urgent_Supply chain related_Plant-1_Bin#1

Routing Attribute	Comments
attached_	Ignored until the first underscore is seen now IDR is being told the first routing attribute is to follow.
Urgent_	This is routing attribute 1 and because there's another underscore, IDR knows to look for attribute 2.
Supply chain related_	This is routing attribute 2 and because it's followed by yet another underscore, there's another one.
Plant-1_	This is routing attribute 3 and because we've another underscore, IDR knows routing attribute 4 will follow.
Bin#1	This is routing attribute 4. IDR knows it's done with the routing attributes because there are no further underscores.

You can also use Routing Attribute 1 to manually record the business unit if your supplier sites have multiple business unit assignments. In this case, the first attribute that was Urgent in our example would be replaced with the business unit ID.

Related Topics

- Business Unit Derivation Options

Deriving Business Units with IDR

How Business Units Are Derived in IDR

There are 4 methods by which business unit can derived for an invoice sent to IDR.

- Email Routing Attribute
- Sender's Email

- Recipient's Email
- Standard Business Unit Defaulting

Email Routing Attribute

Email routing lets you specify business units in the email subject line using an underscore. This is recommended in the following scenarios.

- When you know that the suppliers aren't using underscores in the subject
- When you only have one or two Business Units
- When you can't map email to Business Units

Sender's Email

This lets you create a mapping of email to Business Units. When an email is sent to IDR, IDR checks the mapping based on the sender's email and selects the appropriate Business Unit. When using this feature to derive the Business Unit, it's recommended that emails are sent to the individuals representing a certain business unit and then forwarded automatically or manually to the IDR email.

Recipient's Email

This lets you create a mapping of recipient's email to Business Units that are used by IDR to identify the correct Business Unit. This would be used if the email being mapped isn't the first email in the email list. For example, when the email from invoice@supplier.com was forwarded to invoices@yourcompany.com, and then forwarded to the Oracle provided email using a forwarding rule. When the email comes into the Oracle provided inbox, the sender's line looks like this: invoice@supplier.com; invoices@yourcompany.com. In this case, invoices@yourcompany.com is the recipient, so you'd map this email to the business unit.

Standard Business Unit Defaulting

For Matched Invoices, business units default from the purchase order.

For Unmatched Invoices, the business unit defaults from the business unit assignment of the supplier site that's set as the pay site. If the supplier site can't be identified from the imported invoice document, or if no pay site is defined for the supplier, or if the site has more than one business unit assignment, then the business unit defaults from the user's Default Business Unit profile option. This is the user that's running or has scheduled the invoice import process for the invoice documents.

How do I ensure correct defaulting of business unit for the sender's or recipient's email?

You can set the defaulting options on the Manage Intelligent Document Recognition Options page.

When a sender emails an invoice to IDR, the email will be defaulted in routing attribute 1 in Payables. Consider the scenario where the sender's email is before the comma and the recipient's email is after the comma, such as this: invoice@supplier.com, invoices@yourcompany.com. If you want the second email to derive the business unit, then you must select the recipient email on the Manage Intelligent Document Recognition Options page.

Can I stop the overriding of the default business unit when the email subject has an underscore?

You can't disable the use of underscore by yourself, but Support can help you in this.

Log an SR with Support to disable the use of underscore as a separator in the email subject line.

Approve Invoices

How Invoices Are Approved

You can configure predefined workflows to manage invoice approvals.

When the invoice approval process starts, a workflow builds the list of approvers based on the defined rules. Approval notifications are sent to the first set of approvers on the list. When the approvers respond, notifications are sent to the next set of approvers. This process repeats until all approvals are complete.

> **Note:** Approvers can respond from the email notification, the Worklist notifications page, the Invoices landing page, or the Edit Invoice page.

Invoice Header Approval

The Approval workflow can be configured at the invoice header level. When the header level approval is set up, approval notifications are sent containing the invoice. The approvers can either approve or reject the entire invoice.

Approval Flow

This table describes the steps in the approval flow.

Step	Description
Enable invoice approval	**Enable the Invoice Approval** option on the Manage Invoice Options page to enable approvals for a business unit. You can use the default approval configuration or you can configure the rules to meet your requirements. Use the Manage Task Configuration for Financials task to navigate to the routing rules and controls.
Enter invoices	Create invoices through import, invoice imaging, spreadsheets, or manual entry.
Submit invoice approval	**Initiate the** approval invoice action or schedule the Initiate Invoice Approval Workflow process to run on a regular basis.
Approve invoice document	Respond to the approval notification for the invoice.

Predefined Rules

The invoice approval workflow includes the following predefined rules:

- Invoices having amounts greater than or equal to 1000 require approval by the immediate supervisor of the requester on the invoice.
- Invoices having amounts less than 1000 are automatically approved.

Related Topics

- Considerations for Approval Actions

Create Workflow Rules Using a Spreadsheet

The Simplified Workflow Rules Configuration feature is a spreadsheet-based alternative to creating rules in Oracle Business Process Management (BPM). Use this feature to create workflow rules for Payables Invoice Approval and General Ledger Journal Approval workflows.

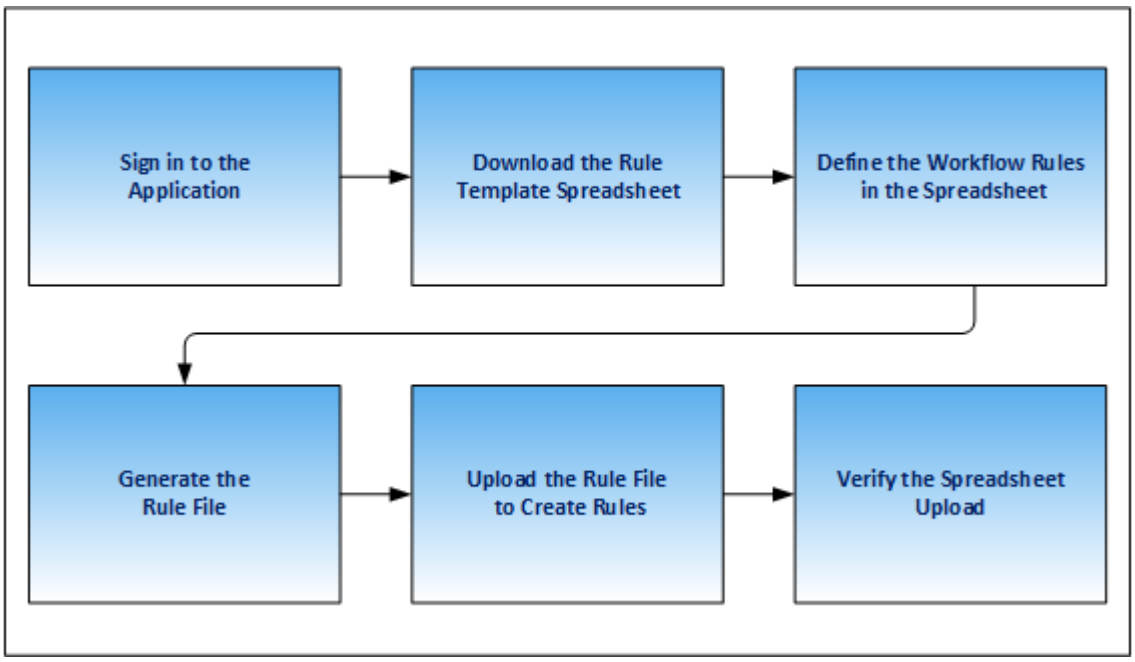
You can download the spreadsheet templates from the Manage Workflow Rules in Spreadsheet page to create and manage rules according to your approval policies.

In addition to creating and managing rules, this feature also lets you do the following.

- Name the rule blocks
- Initiate various approvals in parallel
- Configure or model the blocks to facilitate better approval routing
- Use the Lists feature to define customized approval rules with more flexibility.
- Access advanced configuration, with an expanded range of functions and more information about each function.
- Enable or disable rules and rule blocks.
- Add multiple approval actions on the same rule conditions.

Create Workflow Rules

To create workflow rules in a spreadsheet, perform the following steps:



1. Sign in and navigate to the Manage Workflow Rules in Spreadsheet task.

2. Download the rule template from the Rule Templates section of the Manage Workflow Rules in Spreadsheet page.
3. Define the workflow rules in the spreadsheet.
4. Generate the rule file.
5. Upload the rule file to create rules.
6. Verify the spreadsheet upload.

CAUTION: You must use MS Excel version 2016 to create workflow rules. Also, every successful rule upload using a spreadsheet template overrides the existing rules for the workflow.

Tip: Once you create rules using the rule templates, we recommend you use the spreadsheet method only for any future maintenance of rules.

Name Rule Blocks

You can name the rule blocks to organize the approval process. Naming also makes it easier for users to understand and navigate, as users can clearly see the purpose and function of each block.

Configure Rule Blocks for Approval Routing

Configuring rule blocks can increase the accuracy of decision-making during the approval process. It becomes easier to track the flow of approvals and identify any potential issues or bottlenecks in the process. It allows for easy configuration and adaptation to specific business needs.

Related Topics

- Name the Rule Blocks
- Enable Rule Block Configuration

Manage Workflow Rules Using a Spreadsheet

Before creating and managing workflow rules, perform these steps:

1. Sign in to the application as a Financial Application Administrator.
2. Verify if the Approval Routing Administration feature is enabled at **Offerings > Financials > Opt In Features**. Click the **Edit** icon for Financials. If the feature isn't enabled, select its checkbox.
3. In the Setup and Maintenance work area, go to **Financials > Application Extensions > Manage Workflow Rules in Spreadsheet** task.

Download the Rules Template

Download the rule template by performing these steps:

1. In the Rule Templates section of the Manage Workflow Rules in Spreadsheet page, select the required workflow.
2. Click **Download**. The Download Templates dialog box appears.
3. From the dialog box, select the required template. Save the template to your local computer.

CAUTION: You must use MS Excel version 2016 to create workflow rules.

Note: Each rule template contains an example of an approval business case to show how to manage workflow rules using the rule template.

Define the Rules in the Spreadsheet

After downloading the rule template, you must define the workflow rules using the sheets provided in the rule template. Here's a list of sheets you can see in the rule template spreadsheet:

1. **Instructions**: This sheet contains details of the help topics present on Oracle Help Center for this feature and the **Generate Rule File** button. You can also update your rule template version from the Instructions sheet.
2. **Workflow Rules**: Provides a template for configuring transaction approval rules.

   Note: The name of this sheet varies for each product. For example, for Payables, the sheet is labeled as Invoice Approval Rules.

3. **Data Set**: This sheet provides a template to map the varying attributes to the data.

   Note: Currently, data sets are only available for Payables workflows. For more information about data sets, see the Data Sets section.

A business rule is an approval requirement within your approval policy. Before defining rules in the rule template, you must analyze approval policy. Consider these points before defining a business rule:

- Which transactions require approval?
- Who approves transactions in your organization?
- Do the approvers vary based on the transaction attributes? If so, use a data set.
- What are approval conditions?
- How do you want to route the approval notifications?
- Which approvals require FYI notifications?
- Which transactions are exempted from the approval rule?

For example, for Payables, if your organization's approval policy mandates that:

- All invoices that aren't matched to a purchase order must be approved at two levels of the supervisory hierarchy. This hierarchy starts from the manager of the user who creates the invoice.
- All invoices that have an invoice amount of more than 5000 USD must be approved by a group of personnel from the Finance department.

For this example, you need two business rules.

Use the Workflow Rules sheet to define approval rules. Enter these details:

1. **Rule Description**

   Enter the description for each approval business rule that you define.
2. **Approvers**

   In this section, choose approvers, specify approval routing, and define rule priority. The template supports various approval routing options. This table provides you details on approval routing and how it works.

Approval Routing	How Approval Routing Works
Supervisory Hierarchy	Members of the supervisory hierarchy beginning from the first applicable approver receive approval notifications.
Group in Parallel	Members of an approval group receive approval notifications. All members receive notifications at the same time. All members must take an action on the approval notification.
Group in Serial	Members of an approval group receive approval notifications. Only when a member takes an action on the approval notification does the next member of the series receive the approval notification.
Group First Responder	Members of an approval group receive approval notifications. All members receive notifications at the same time. Only one member is required to take an action on the approval notification.
Job Level Hierarchy	Members of the job hierarchy beginning from the first applicable approver receive approval notifications.
User	The specified application user receives the approval notification.
Role	The users with the specified application role receive the approval notification.
Auto Approve	Transactions that are automatically approved. No notifications are sent.
Auto Reject	Transactions that are automatically rejected. No notifications are sent.
FYI	Information only notifications. No action is required from the approver.
Skip Approval	Transactions for which the rule isn't applicable. No notifications are sent.

Note: You can only use an approval group that exists in the BPM.

For detailed instructions on the other columns in the Approvers section, see the tool tip on each column header.

Rule Priority

Rule priority specifies the order in which rules are evaluated within a particular block during evaluation of the rule set. Administrators can define the priority in the Simplified Workflow Rules Configuration spreadsheet. By default, the rule priority is set as Medium for all rules. You can change the rule priority by selecting a different value. If a data set is being used for the rule, then its rule priority applies to all rules created using that data set.

3. **Approval Conditions**

In the Approval Conditions section you can select the attributes based on which the transaction should be evaluated for the workflow rules. You can also add attribute categories.

To add an attribute category:

a. Open the list of values associated with the last column in the Approval Conditions section.
b. Select the required attribute category.

To add an attribute:

a. Open the list of values associated with the attribute category.
b. Select the required attribute.

For example, in the Invoice Approval template for Payables, you can select Business Unit and Invoice Amount attributes for the attribute category Invoice Header. Similarly, you can select attributes for categories, such as Invoice Line, Invoice Distributions, and more.

While defining approval conditions, you can use various operators. This table lists the supported operators.

Condition	Value Type	Format	Example
Attribute is a specific value	Text, number, or date	value **Note:** No specific format applies here.	If the Invoice Type is Standard, then enter the value as: Standard
Attribute value is one of multiple specific values	Text or number	`in (value 1, value 2, ...)`	If the BU name is Vision Operations, Vision Services, or Vision Foods then enter the value as: In (Vision Operations, Vision Services, Vision Foods
Attribute value should be within a range of values	Number or date	between value 1 and value 2 OR value 1 to value 2	If the Invoice Date is between 01 August 2018 to 01 August 2019, then enter the value as: Between 01/aug/2018 and 31/aug/2019 OR 01/aug/2018 to 31/aug/2018

Condition	Value Type	Format	Example
Attribute value starts with a specific value	Text	Starts with value	If the BU name starts with Vision then enter the value as: Starts with Vision
Attribute value ends with a specific value	Text	Ends with value	If the BU name ends with Operations then enter the value as: Ends with Operations
Attribute value contains a specific value	Text	Contains value	If the Pay Group contains Standard then enter the value as: Contains Standard
Attribute value matches a specific value	Text	Matches value	If the Description matches manual invoice then enter the value as: **`Matches manual\\s(.*) invoice`** In this example, the Matches operator begins with Manual and ends with Invoice. Between the two words, there can be one space and any character. Other options that can be used with the Matches operator are: **`(.*)`** - Denotes zero or more characters. **`(.+)`** - Denotes one or more characters. **`\\s`** - Denotes space. **`\\d`** - Denotes numbers from 0-9. **`?`** - Makes a character optional. For example: **`\\d?`**

Condition	Value Type	Format	Example
			[ ] - Specifies range such as A-Z, 0-9
Attribute value is more than or equal to a specific number	Number	More than equal to number OR >= number	If the Invoice amount is more than or equal to 500, then enter the value as: More than equal to 500 OR >= 500
Attribute value is less than or equal to a specific number	Number	Less than equal to number OR <= number	If the Invoice amount is less than or equal to 500, then enter the value as: Less than equal to 500 OR <= 500
Attribute value is more than a specific number	Number	More than number OR >number	If the Invoice amount is more than 500, then enter the value as: More than 500 OR >500
Attribute value is less than a specific number	Number	Less than number OR <number	If the Invoice amount is less than 500, then enter the value as: Less than 500 OR <500
Attribute value is on or before a specific date	Date	On or before date	If the Invoice date is on or before 01/10/2018, then enter the value as:

Condition	Value Type	Format	Example
			On or before 01/oct/2018
Attribute value is on or after a specific date	Date	On or after date	If the Invoice date is on or after 01/10/2018, then enter the value as: On or after 01/oct/2018
Attribute value is before a specific date	Date	Before date	If the Invoice date is before 01/10/2018, then enter the value as: Before 01/oct/2018
Attribute value is after a specific date	Date	After date	If the Invoice date is after 01/10/2018, then enter the value as: After 01/oct/2018
Attribute value is a specific value and the condition must be evaluated as case insensitive	Text	Equals ignore case value	If the Invoice Source is equal to Manual, then enter the value as: Equals ignore case manual

Note: The operators aren't case-sensitive. However, you must enter the date in the DD/MMM/YYYY or DD-MMM-YYYY format only.

If you've a negative approval condition, add Not as a prefix to any of the supported operators. For example, your approval condition states that BU name isn't Vision Operations, Vision Services, or Vision Foods then enter the value as: Not In (Vision Operations, Vision Services, Vision Foods).

If you've two distinct rule conditions that require the same approval routing, then you must enter the rule conditions in two separate rows. Ensure that the information in the Approvers section is identical for both the rows.

Rule Blocks

A rule block is a group of rows in the workflow rules spreadsheet. You can define a business rule and all aspects of the business rule in these rows. Use a separate block for each business rule.

While all rule aspects defined within a rule block are processed simultaneously, rule blocks are processed in sequence. Therefore, before defining the rules, you must consider the sequence in which the rules should be processed.

You can create more rows in a block and extra blocks in a sheet as needed.

To insert more blocks in a rule block:

1. Select a row.
2. Right-click and select **Add Block**.

To add a rule block after the existing rule blocks, click **Add Block** in the sheet.

To insert more rows in a rule block:

1. Select a row and right-click.
2. From the menu, select **Insert**.

To delete a rule block:

1. Select all the rows in a rule block.
2. Right-click and select **Delete Block**.

Lists

You can use Lists to configure approval rules based on specific business needs, such as associating a department or project with an invoice or setting threshold limits. This provides greater flexibility and control over the approval process, reduces the need for creating and maintaining many rules, and helps improve both efficiency and compliance.

Data Sets

In your approval policy, if the approver of a transaction varies based on the transaction attributes, then you should use a data set. A data set lets you define a mapping between your data and the variation in approvers based on such data.

For example, a transaction with an amount greater than 5000 USD must be approved by an approval group. However, the approval group varies depending on the cost center. In this case, you can use a data set to define a mapping between the cost center and the approval group.

> **Note:** Currently, data sets are only available for templates for Payables Invoice Approval Workflow.

To define a data set, perform these steps:

1. Open the Data Set sheet of the rule template.
2. In the **Set Name** column, enter a unique name.
3. Enter the value in the **Approval Group/Supervisory Level/Job Level Range/User/Role** column. This value depends on the approval routing of the rule for which you're using the data set.

   For the given example, specify the approval group name in the **Approval Group/Supervisory Level/Job Level Range/User/Role** column.

   > **Note:** You can only use an approval group that already exists in the BPM.

4. If your starting approver for rules using Supervisory or Job Level Hierarchy approval routing varies based on transaction attributes, click **Add Start Approver**. This adds the Start Approver column in the data set. You can select any of the values from the list of values or directly enter a user name as the start approver.

   > **Note:** You must select a **Use Data set** value in the Start Approver column of the Approvers section in the Invoice Approval Rules or Invoice Request Approval Rules sheet to specify a start approver in the data set. This ensures that the Start Approvers are picked up from the data set for such rules.

5. In the **Varying Attribute** section, select the attributes based on which the approver varies for the transaction.

For the given example, select **Distribution Cost Center Segment** from the list of values and specify the cost center values for each approval group.

6. Enter values for each varying attribute. You can also use the supported operators with the values.
7. Click **Add New Column** to create more columns for varying attributes.
8. Click **Add Data Set** to create more data sets.

After you create a data set, you must enter a data set reference in your rule in the Workflow Rules sheet. Prefix the data set name with `$` to create a reference. For example, to reference a data set named Supervisory, enter the value as `$Supervisory Set` in the Workflow Rules sheet.

You can enter the data set references in the Approvers section of the Workflow Rules sheet. Based on the approval routing used for the rule, enter data set references in these columns:

- Job Level Range
- Approval Level
- Group/User/Role Name

> **Note:** You can enable or disable rules and rule blocks. This helps improve efficiency by eliminating the unnecessary steps of copying rules. Disabled rules don't affect approval processing.

Generate Rule File

After entering the data in the Workflow Rules sheet, click the **Generate Rule File** button in the Instructions sheet to generate the rule file. A compressed file is generated. Save the file in your local computer.

Upload the Rule File

To upload the rule file, perform the following steps:

1. Navigate to the Manage Workflow Rules in Spreadsheet page.
2. In the Rule Templates section, select the required workflow.
3. Click **Upload**. The Upload File dialog box appears.
4. In the **File** field, click **Choose File**.
5. From your local directory, select the compressed rule file that was generated from the workflow rules template.
6. Click **Submit**. A confirmation message stating the process ID appears.

   > **CAUTION:** Every successful rule upload using a spreadsheet template overrides the existing rules for the workflow.

7. Click **OK**.
8. Check the status of the upload in the Upload History section.

Update the Rule Template Version

While uploading your rule template, if you're asked to update the file version, perform the following steps:

1. Download the latest version of the rule template from the Manage Workflow Rules in Spreadsheet page. You can select any of the available templates for the workflow.
2. In the Instructions sheet of the rule template, click **Update Spreadsheet**.
3. Select the older version of the rule template and click **OK**.
   This copies rules from the older version of your rule template to the latest version.
4. Review the copied rules and proceed as usual to create rules using the latest version of the rule template.

Verify the Spreadsheet Upload

The Upload History section displays details of the spreadsheet uploads such as the date, user, rule template used, and the status.

If the rule upload process fails, the status is displayed as Error. Click Error to download the Error CSV file. Review the error details, resolve the errors in the spreadsheet, and generate the rule file again.

Related Topics

- Configure Offerings
- How do I update existing setup data?

Migrate Workflow Rules to Simplified Workflow Rules Configuration Templates

Import existing rules from Oracle Business Process Management (BPM) directly into spreadsheet-based templates.

You can then use the spreadsheet to view and update these rules, before uploading this spreadsheet back on the Manage Rules in Spreadsheet page. Earlier, BPM rules needed to be manually entered into the spreadsheets to use the Simplified Workflow Rules Configuration feature.

Now, you can use this feature to migrate rules for these workflows:

- Payables Invoice Approval
- General Ledger Journal Approval

Here's how you migrate BPM rules to a Simplified Workflow Rules Configuration spreadsheet:

1. Download a BPM rules file.
2. Import the rules from the BPM rules file into the Simplified Workflow Rules Configuration template for the workflow.

Download BPM Rules File

Perform these steps to download a file that contains the BPM rules:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Migrate Rules from BPM section, click **Download BPM Rules**.
3. On the Download BPM Rules dialog box, select the workflow for which you want to download the rules.
4. Click **OK**.

> **Note:** The BPM rule file is generated only when your rules are supported for migration. You get a message when your rules aren't supported for migration. In such cases, you must use Oracle BPM to manage your rules. Click **BPM Worklist** to go to the Task Configuration tab of the BPM Worklist.

A copy of your current rule configuration for a workflow is saved in UCM when you successfully download it for the first time. The configuration copy is used to restore the rules back to this state after migration.

Import Rules to Simplified Workflow Rules Configuration Spreadsheet

Here's how you import the downloaded rules into a Simplified Workflow Rules Configuration spreadsheet:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Rule Templates section, select any of the available templates for a workflow and click the **Download** icon in the same row.
3. Open the downloaded file and go to the **Instructions** sheet.
4. Click the **Import Rules** button and then select the BPM rule file downloaded earlier. This imports your BPM rules into the spreadsheet.

> **Note:** Ensure that you select a template for the workflow for which you want to migrate the rules. For example, you must use an Invoice approval workflow template to migrate Invoice rules.

Once the rule migration has completed, you can review the rules and proceed to use this template to view and modify the rules. Once you're done, go to the Instructions sheet and generate the rule file. Next, upload the rule file on the Manage Workflow Rules in Spreadsheet page. The migration process is completed only after a successful upload.

Restore Rules

Use the Restore Rules feature to restore the rules to their previous state (the way they were when the BPM rules file was first downloaded).

Here's what you do to restore the rules:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Migrate Rules from BPM section, click **Restore Rules**.

   > **Note:** The Restore Rules button is enabled only when there's at least one workflow for which a BPM rule file has been successfully downloaded at least once previously.

3. On the Restore Rules dialog box, select the workflow for which you want to restore the rules.
4. Click **OK**.

After you confirm this action, the configuration file stored in UCM is used to restore the workflow rules to the state before migration.

> **Note:** The Restore Rules always restores the rules to the state they were in at the first time the rule file was ever downloaded. Even if you later change the BPM rules and download the rules file again, this doesn't change the rules file stored in the UCM. It remains the same as the first time the rule file was ever downloaded.

Modify Workflow Rules Using a Spreadsheet

After creating the rules using a spreadsheet template, you can modify them using a spreadsheet.

> **Note:** Each time you make modifications, a new set of rules are created. The new rules overwrite the existing rules.

To modify workflow rules using a spreadsheet, perform the following steps:

1. Navigate to the Manage Rules in Spreadsheet page.

2. In the Rule templates section, select the required workflow.
3. For the workflow, select the link in the Last Successful Upload column. Save the copy of the last successfully uploaded rule template to your local computer.
4. Make the necessary changes in the spreadsheet and click **Generate Rule File**. A compressed file is generated. Save the generated rule file in your local directory.
5. On the Manage Rules in Spreadsheet page, select the required workflow in the Rule Templates section.
6. Click **Upload**. The Upload File dialog box appears.
7. In the **File** field, click **Choose File**.
8. From your local directory, select the compressed rule file to be uploaded for the rule creation that was generated from the workflow rules template.
9. Click **Submit**. A confirmation message stating the process ID appears.
10. Click **OK**.
11. Check the status of the upload in the Upload History section.

> **Note:** If the upload fails, the status is displayed as Error. Click Error to download the Error CSV file. Review the error details, resolve the errors, and generate the rule file again.

How You Create Invoice Approval Rules Using a Spreadsheet

You can create approval rules using a spreadsheet. Here are a few things to keep in mind:

- Each spreadsheet or template contains sample data that you can refer to when creating your approval rules.
- The templates provide examples of use cases that you can use to modify or create your own approval rules.
- For more information see the topics listed in the Related Links section of this topic.

You have four spreadsheets or templates shown in this list, that you can either modify or use to define your own rules:

- Invoice Approval Basic template
- Invoice Approval Sample template 1
- Invoice Approval Sample template 2
- Invoice Approval Sample template 3

You can access the templates from the Manage Workflow Rules in Spreadsheet page and navigate to the Payables Invoice Approval workflow. Each spreadsheet template contains the following four worksheets:

1. Instructions
2. Invoice Request Approval Rules
3. Invoice Approval Rules
4. Data Sets

Invoice Approval Templates

You can use the templates to create approval rules in accordance with your approval policy. Each sample template contains use cases that you can refer to and you can define rules using any of the templates. For more information you can refer to the Related Links section in this topic.

Attributes

In the Invoice Approval Rules worksheet, you can select the attributes based on Invoice Header, Invoice Line, Invoice Distribution and other attribute categories in the Approval Conditions section. By opening the drop-down list associated with the attribute category, you can view the available attributes. To add an attribute category, open the drop-down list

and select a category. You can choose any of the attributes for the attribute category by selecting the wanted attribute from the drop-down list.

Rule Evaluation Currency Attribute

To create workflow rules that should be evaluated in a specific currency, enter the currency using the attribute Rule Evaluation Currency. The attribute is available for these attribute categories:

- Invoice Header
- Invoice Line
- Invoice Distribution

Specify the currency value following the ISO 4217 standard. The resulting rules that are created apply **Corporate** as the rate type and the **Invoice Date** as the rate date for evaluating transactions that satisfy rule conditions.

Data Sets

In the Data Sets worksheet, the list of values for the Varying Attributes column contains a selected list of attributes you can use to create your own data sets. A data set enables you to define a mapping between your data and the variation in approvers based on such data.

Each template has sample rules for these use cases:

Invoice Approval Basic template

The sample rule in this template is based on the following use case:

Invoice Request Approval:

Business Rule: All Invoice requests require approval by the Invoice header level requester.

Invoice Approval

- Any invoice with an invoice amount greater than or equal to 1000 requires approval by the supervisor of the user creating the invoice.
- Any invoice with an invoice amount less than 1000 should be automatically approved.

Note:

Each template has sample rules already defined for you to reference when creating or modifying your approval rules.

Invoice Approval Sample template 1

This template contains sample rules required to enforce the following approval policy. Each business rule from the approval policy is represented in one block in the template.

Invoice Request Approval:

Business Rule: All Invoice requests require approval by the Invoice header level requester.

Invoice Approval

- Business Rule 1: All invoices that aren't matched to a purchase order require supervisory approval. Any unmatched invoice that doesn't have requester details should automatically be rejected. Invoices that are matched to a purchase order don't require approval under this rule.

- Business Rule 2: All invoices with an invoice amount greater than or equal to USD 5000 require approval by the Finance approval group. The Finance approval group that must approve the invoice, varies based on the invoice distribution cost center and the business unit on the invoice. Any invoice with an invoice amount less than USD 5000 should be automatically approved.

Invoice Approval Sample template 2

This template contains sample rules required to enforce the following approval policy: Each business rule from the approval policy is represented in one block in the template.

Invoice Request Approval:

Business Rule: All Invoice requests require approval by the Invoice header level requester.

Invoice Approval

- Business Rule1: All invoices for a particular business unit and with specific distribution account segment values require approval from a job-based hierarchy. The range of job levels that must approve the invoice vary based on the invoice amount. Any invoice that doesn't have the specified distribution account segment values should be automatically approved.
- Business Rule2: All invoices that have project information about them require approval by the project manager. Any invoice that doesn't refer to a project should be auto approved.

Invoice Approval Sample template 3

This template contains sample rules required to enforce the following approval policy: Each business rule from the approval policy is represented in one block in the template.

Invoice Request Approval:

Business Rule: All Invoice requests require approval by the Invoice header level requester.

Invoice Approval

- Business Rule1: All invoices for specific invoice sources require approval by a supervisory hierarchy. The pay group and invoice amount determine the required number of levels of supervisory approval.
    - Invoices from certain invoice sources require approval by a specific approval group.
- Business Rule2: All invoices for asset purchases for specific cost centers with invoice amount more than a specific amount, require approval by the cost center manager.
    - Invoices for the same specific cost center for asset purchases less than the specific amount require autoapproval.
    - Invoices for asset purchases by any cost center other than the specified cost centers require auto-rejection.

Points to Consider

Consider the following:

- When you generate the rule file for the template, the rules for both Invoice Request Approvals and Invoice Approvals are included.
- You must define rules in at one or both worksheets, the Invoice Request Approval or Invoice approval to successfully generate the rule file. Otherwise, the file isn't generated without rules.

- Each new successful rule file uploaded overwrites all the existing rules for the workflow.
- This feature is only available for the Payables Invoice Approval Workflow for Payables.
- You must use Oracle Business Process Management (BPM) to define rules for the other Payables workflows.
- The Invoice Request Approval Rules can only be used to define approval rules for Supplier Portal invoices. You must use the Invoice Approval Rules worksheet for all other invoice types such as Standard invoices, Debit memos, Credit memos, and Prepayments.

Related Topics

- Create Workflow Rules Using a Spreadsheet
- Simplified Rule Configuration Example for Invoice Approval

Simplified Rule Configuration Example for Invoice Approval

This example uses the Invoice Approval Sample template 1 to show and explain the components of the sample rule data.

Invoice Approval Sample template 1

Here's how you download the template to your local drive:

1. Navigate to the Manage Workflow Rules in Spreadsheet page.
2. Select the Invoice Approval workflow.
3. Click the Download icon. A dialog box containing a list of available templates opens. Each template has some sample rules for your reference.

   > **Note:** The short description associated with the sample template gives you an idea of the scenario for the sample rules within the template.

4. From the list of available templates, select Invoice Approval Sample template1.
5. Save the selected template to your local drive.

You now have a working copy to create your approval rules. The saved template has the following four worksheets:

- Instructions: Provides you with links to the help content on how to use the rule template. It also has the Generate Rule File button.
- Invoice Request Approval Rules: Define rules for the approval of Payables invoice requests.
- Invoice Approval Rules: Define rules for Payables invoices.
- Data Sets: Allows you to map the varying attributes to the data.

Use Case, Business Rules, and Descriptions

This template contains sample rules required to enforce the following approval policy. Each business rule from the approval policy is represented in one block in the template.

- Invoice Request Approval
- All Invoice requests require approval by the Invoice header level requester.

- Invoice Approval

For the scenario in this template, these are the business requirements:

1. All invoices that aren't matched to a purchase order require supervisory approval. Any unmatched invoice that doesn't have requester details should be automatically rejected. Invoices that are matched to a purchase order don't require approval under this rule.
2. All invoices with an invoice amount greater than or equal to USD 5000 require approval by the Finance approval group. The Finance approval group that must approve the invoice varies based on the invoice distribution cost center and the business unit on the invoice. Any invoice with an invoice amount less than USD 5000 is automatically approved.

The tables shows how you can convert the business requirements into rules in the spreadsheet:

Business Rule	Rule Name	Approval Routing	Approval Condition Attribute	Approval Condition	Data Set Name	Data Set Varying Condition
Business Rule 1	Unmatched Invoices	Supervisory Hierarchy	PO Matched Requester Name	No Not Null	N/A	N/A
Business Rule 1	Skip rule for matched invoices	Skip Approval	PO Matched	Yes	N/A	N/A
Business Rule 1	Reject Unmatched invoices without requester	Auto Reject	PO Matched Requester Name	No Null	N/A	N/A
Business Rule 2*	Invoices more than USD 5000	Group in Serial	Invoice Amount	>=5000	FINAPPROVALGROU	Distribution Cost Center Segment, Business Unit
Business Rule 2	Autoapprove invoices less than USD 5000	Auto Approve	Invoice Amount Rule Evaluation Currency	<5000 USD	N/A	N/A

Note: *For Business Rule 2, the approval group that must approve the transaction varies based on the combination of the Business Unit and Distribution Cost Center Segment values. Such variation in approvers is recorded in a data set, and the data set is referenced in the Group/User/Role Name column for the rule: Invoices more than USD 5000.

Related Topics

- Create Workflow Rules Using a Spreadsheet
- How You Create Invoice Approval Rules Using a Spreadsheet

Overview of Financials Configurable Workflow Notifications

The Financial applications, as part of certain business flows, automatically send notifications for review or approval. For example, when a user submits an expense report, the approvers receive an email containing the approval request.

In addition to getting notifications in email, users can also view in-app notifications, for example, by:

- Clicking the **Notifications** icon in the global header and opening a notification
- Going to the Worklist: Notifications and Approvals work area and opening a notification
- Clicking the **In-App Notification** link at the end of an email notification

Oracle Analytics Publisher reports generate the notification content and format for some flows. You can enable Analytics Publisher-based notifications, which are ready to use as delivered. You can easily configure the notification templates to meet other specific requirements. If required, you can change the delivered template layouts and content, to add images, change colors and styling, add or remove attributes or modify text.

This table shows the product that has configurable notifications, along with its associated feature. You can configure only the email notifications.

Product	Feature Name	Report or Notification Name	Workflow Task Name
Bill Management	User Registrations Notifications	Registration Confirmation New Account Registration Confirmation Account Access Revocation Notification Access Revocation Notification	N/A

This table shows the products that have configurable notifications, along with their associated features, and workflow task names. You can configure both the email and in-app notifications for these workflow tasks.

Product	Feature Name	Report or Notification Name	Workflow Task Name
Advanced Collections	Configurable Collections Bankruptcy Workflow Notification	Bankruptcy Notification	BankruptcyApproval
Advanced Collections	Configurable Collections Activity Management Notification	Collections Activity Management	ActivityManagement
Budgetary Control	Configurable Budgetary Control Override Workflow Notifications	Budget Override Request Notification Budget	OverrideNotificationFyi
Budgetary Control	Configurable Budgetary Control Override Workflow Notifications	Override Taken Notification	OverrideNotificationFyi

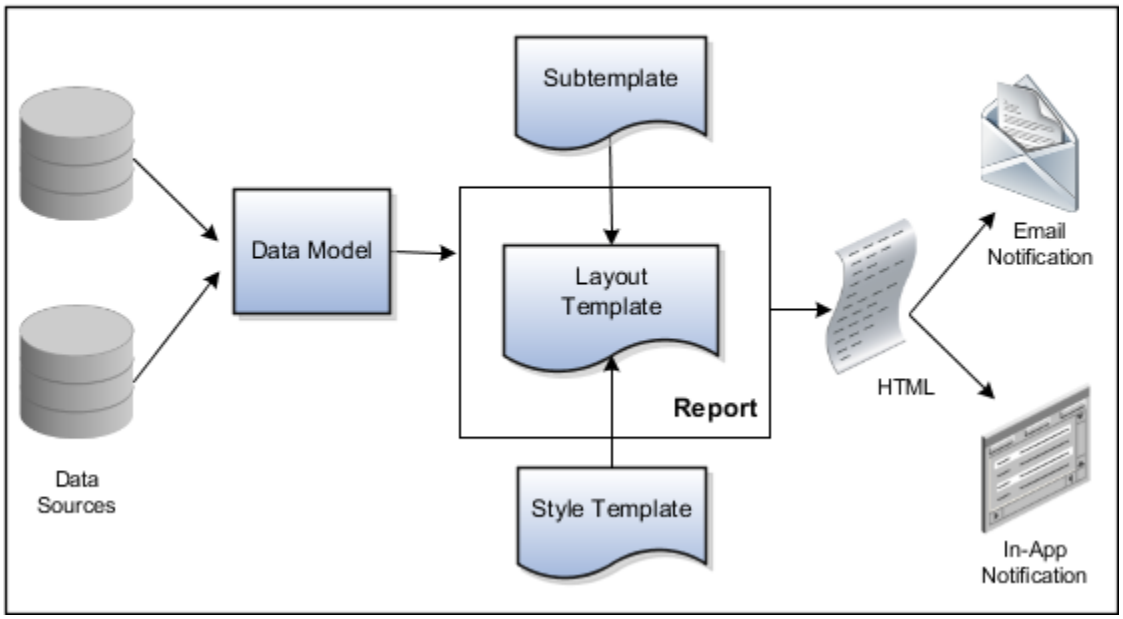
Product	Feature Name	Report or Notification Name	Workflow Task Name
Cash Management	Configurable Cash Management Workflow Notifications	Bank Transfer Approval Notification	BankAcctTransferRequestForAction
Expenses	Expense Report Approval Notifications	Expense Report Approval Notification	FinExmWorkflowExpenseApproval
Expenses	Expense Reimbursement Notifications	Reimbursement Paid to Card Issuer Notification Reimbursement Paid by Check Notification Reimbursement Paid by Direct Deposit Notification	FinExmReimToCardIssuerFyi FinExmReimToEmpByCheckFyiFin ExmReimToEmpByDepositFyi
Expenses	Expense Audit and Receipt Management Notifications	Expense Report Adjusted by Auditor Notification Expense Report Rejected by Auditor Notification Pending Payment with Warnings Notification Expense Report Returned by Auditor Notification Short-Paid Report with Receipt Issue Notification Short-Paid Report with Noncompliance Notification	FinExmExpenseAuditFyi FinExmExpenseAuditFyi FinExmExpenseAuditFyi FinExmReceiptManagementFyi FinExmReportShortpaidReceiptIssue FinExmReportShortpaidPolicyIssue
Expenses	Cash Advance Notifications	Cash Advances Approval Notification	FinExmWorkflowCashAdvanceApproval
Expenses	Expense Audit and Receipt Management Notifications	Payment is Held Notification	FinExmReceiptManagementFyi
Expenses	Expense Audit and Receipt Management Notifications	Payment is Released Notification	FinExmReceiptManagementFyi
Expenses	Expense Reimbursement Notifications	Reimbursement Has Been Paid to Employer Notification	FinExmReimToEmpByCheckFyi
Expenses	Expense Audit and Receipt Management Notifications	Mileage Adjustment Notification	ExpenseAuditMileageAdjustmentFyi
Expenses	Expense Audit and Receipt Management Notifications	Missing Receipt Declaration is Required Notification	FinExmReceiptManagementFyi

Product	Feature Name	Report or Notification Name	Workflow Task Name
Expenses	Cash Advances Notifications	Overdue Cash Advance Notification	FinExmWorkflowOverdueNotification
Expenses	Cash Advances Notifications	Cash Advances Automatically Applied Notification	FinExmWorkflowCashAdvanceAutoAppliedFyi
Expenses	Expense Audit and Receipt Management Notifications	Inactive Employee's Outstanding Transactions Notification	FinExmInactiveEmployeeSubmitExpenseFyi
Expenses	Expense Audit and Receipt Management Notifications	Inactive Employee-Accept Responsibility Notification	FinExmInactiveEmployeeAcceptResp
General Ledger	Configurable Journal Workflow Notifications	Journal Approval Report	FinGlJournalApproval
Intercompany	Configurable Intercompany Workflow Notifications	Intercompany Transaction Approval Notification Intercompany Enter Receiver Distribution Notification	FinFunTransactionApproval for Intercompany Transaction Approval Notification FinFunEnterDistRequestForAction for Intercompany Enter Receiver Distribution Notification
Payables	Configurable Invoice Approval Email Notifications Configurable Invoice Approval In-App Notifications	Invoice Approval Report	FinApInvoiceApproval
Payables	Configurable Hold Resolution Email Notifications Configurable Hold Resolution In-App Notifications	Hold Resolution Notification	FinApHoldApproval
Payables	Configurable Payment Approval Email Notifications Configurable Payment Approval In-App Notifications	Payment Approval Notification	PaymentApproval
Payables	Invoice Account Coding Notifications	Invoice Account Coding Email Notification	FinApInvoiceAccountCoding
Receivables	Configurable Credit Memo Request Approval Workflow Notification	Manual Credit Memo Request Notification	FinArTrxnsCreditMemosCreationPostProcessi
Receivables	Configurable Receivables Credit Memo Request Manual Entry Workflow Notification	Credit Memo Request Manual Entry Notification	FinArTrxnsCreditMemosManualEntryRequest

Process Overview

Generating configurable notifications through Analytics Publisher involves various types of objects in the BI catalog, including data models, subtemplates, style templates, and reports. Reports pull data from data models and generate notifications in an HTML format. The report layout templates use common table and paragraph styles and refer to a central subtemplate that contains reusable notification components.

This figure shows how these BI objects work together to generate the notification content.



- **Data Sources**: Store the attributes and attribute values for business objects and transactions in the application (example of data sources being transaction tables)
- **Data Model**: Determines which attributes from data sources that you can include in the notification and how to retrieve that data.
- **Subtemplate**: Provides common components, such as a branding logo and buttons that you can reuse in multiple reports.
- **Style Template**: Provides styles such as the type of lines and fonts to use in tables, or the font type, size, and color to use for headings
- **Report**: Contains a layout template that determines:
    - Which attributes appear in the notification, from the data model used for the report
    - What the notification looks like, using components from the subtemplate and styles from the style template of the report
- **HTML**: Format of the output generated by the report
- **Email Notification**: Has the HTML output embedded in the email body
- **In-App Notification**: Has the HTML output embedded in the application UI

Each workflow task with configurable notifications has a corresponding predefined report in the BI catalog. For example, the Invoice Approval report contains the Invoice Approval Notifications report layout template and uses the Invoice Approval Data Model.

Notification Modifications

After you enable configurable workflow notifications, the predefined reports and related objects in the BI catalog start working. The report-based notifications provide the same information as the standard notifications. In addition, mobile devices use an optimized format of report-based notifications. If you need to modify the notifications, you can edit copies of the predefined reports, data models, and subtemplate. However, you can't change the style template. You proceed as you would edit any report, data model, or subtemplate in the catalog, for example:

1. Find a predefined report for expense approval in the BI catalog.
2. Use the Customize option to create a copy, or copy the report and paste it within the Custom folder.
3. Edit the copied report layout template.

Before modifying configurable notifications, Oracle recommends that you familiarize yourself with Analytics Publisher in general. This improves your ability to format your notifications to meet your business requirements.

Analytics Publisher-based notifications let you do the following.

- Use only the Template Builder for Word add-in to edit the .rtf template in Microsoft Word. This works better than using the layout editor or other tools available for creating and editing report layout.
- Edit a copy of predefined layout templates, rather than creating reports or layout templates.

> **Note:** For more information, see Configurable Workflow Notifications: Implementation Considerations (2215570.1) on My Oracle Support at https://support.oracle.com.

Related Topics

- Overview of Notifications and Approval Workflows
- Best Practices for Content and Layout in Workflow Notifications
- Example of Modifying Expenses Email Notifications Using Oracle Analytics Publisher
- Example of Editing Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

Configuring Payables Workflow Notifications

You can configure Payables workflow notifications for both email and in-app to meet your business needs and requirements. For example, approvers for Payables invoice approval receive a standardized workflow notification when the invoice requires their approval.

This standardized workflow notification has a list of attributes shown in a specific format. However, you have your own requirements regarding what information is in the approval workflow notifications and in the format you want displayed. The ability to configure Payables workflow notifications to meet your specific business needs and requirements is now available. The capability to configure the notifications supports changing the format, content, and display of the notifications. In the invoice workflow approval notification, you have the ability to add other invoice-related attributes that you want to display in those workflow notifications.

Payables Workflow Notifications

This table shows a list of the current Payables workflow notifications.

Notification Name	Workflow Task Name	Description
Invoice Approval	FinApInvoiceApproval	Workflow notifications sent for approving invoices.
Hold Resolution	FinApHoldApproval	Workflow notifications sent for resolving invoices on hold.
Payment Approval	PaymentApproval	Workflow notifications sent for payment approval of invoices.
Invoice Account Coding	FinApInvoiceAccountCoding	Workflow notifications sent for account coding of invoices.

Note: For the Invoice Approval and Invoice Account Coding in-app notifications, use the Edit Distributions option in the Actions menu to edit the distributions.

Oracle Analytics Publisher

Use Oracle Analytics Publisher for configuring the Payables workflow notifications.

- Mobile devices can use optimized notifications that are ready to use as delivered.
- The notifications generated based on Analytics Publisher templates are ready to use as delivered. You can easily configure the templates to meet your business requirements. If required, you can change the delivered template layouts and content, to add images, change colors and styling, add or remove attributes or modify text.
- Any change made to the BIP template impacts both the email and the in-app notifications.

  Predefined BIP reports generate workflow notifications pulling content from the standard data models. The report layouts use common table and paragraph styling. In addition, reusable notification components use a common sub template. These include a custom logo in the notification header, action buttons, and task history.

  Note: The history component is currently not based on a BIP data model. You can't modify it.

  Note: Both email and in-app notifications use the same template. Any change made to the BIP template for email has an impact on the in-app notification as well.

Best Practices

Follow these best practices:

- Never edit delivered notifications.
- Use the Customize feature for reports and subtemplates.

- Copy the data models, paste into the Custom folder, and edit the copies.
- Don't rename the standard BI components, the reports, or sub templates. Preview your changes before publishing. In case of errors, revert the changes.
- Don't modify any links in the subtemplate file. Before saving a local copy, disable the Update links on the save option in Microsoft Word.

Related Topics

- Overview of Financials Configurable Workflow Notifications
- Example of Editing Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

Reflect Changes from Edited Reports Sooner

When you use the Customize option to edit a predefined report, your changes won't be reflected until a refresh that happens every 24 hours. For changes to take effect sooner, use profile options to change the refresh interval.

The refresh applies your changes to Oracle Fusion Cloud Applications, but you can immediately see your changes in Microsoft Word and Oracle Analytics Publisher. For example, you download a predefined .rtf layout template and edit the file in Word. You can see the modified output using the preview in Word. After you upload the .rtf file to the catalog, you can open the report in Analytics Publisher and see your changes. But, if you're accessing the report from Fusion Applications, you see the updated output only after the refresh.

When you're done configuring and testing reports, use the same profile options to turn the refresh back to every 24 hours. But even if you don't, the refresh automatically resets to 24 hours when it's been more than 8 hours since you set the profile options. The 24-hour refresh interval helps optimize performance.

Create Profile Options to Control the Refresh

Your profile options can apply to all workflow tasks, a product family, or a product. Based on the scope you want, your profile option must have a profile option code that follows a certain format.

Scope	Profile Option Code	Examples
Global	BIP_CLIENT_REFRESH_TIME	BIP_CLIENT_REFRESH_TIME
Product Family	BIP_CLIENT_REFRESH_TIME_<FAMILY>	• BIP_CLIENT_REFRESH_TIME_FIN • BIP_CLIENT_REFRESH_TIME_HCM • BIP_CLIENT_REFRESH_TIME_PRC • BIP_CLIENT_REFRESH_TIME_PRJ • BIP_CLIENT_REFRESH_TIME_SCM
Product	BIP_CLIENT_REFRESH_TIME_<FAMILY>_<PRODUCT>	• BIP_CLIENT_REFRESH_TIME_FIN_AP • BIP_CLIENT_REFRESH_TIME_HCM_PER • BIP_CLIENT_REFRESH_TIME_PRC_PON • BIP_CLIENT_REFRESH_TIME_PRJ_PJE • BIP_CLIENT_REFRESH_TIME_SCM_EGO

The profile options with a smaller scope take precedence. For example, you have profile option A with a global scope and profile option B with a product scope. If you're currently configuring notifications for a particular product, use profile option B to adjust the refresh time just for that product. But based on profile option A, the refresh is still at 24 hours for all other configurable notifications in all other products. Profile option B takes precedence over profile option A only for that one product.

> **Tip:** To find the product family or product code, go to the Setup and Maintenance work area. Use the **Manage Taxonomy Hierarchy** task in the Application Extensions functional area for any offering. In the hierarchy, expand the root node and then the Oracle Fusion node. Find the row for the family or product and look in the **Module Key** column for the code.

Now you're ready to create your profile options!

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Profile Options** task in the Application Extensions functional area for your offering.
2. On the Manage Applications Core Profile Options page, click the **New** icon.
3. On the Create Profile Option page, enter the profile option code in the format that corresponds to the scope you want.
4. Enter a display name that you can easily remember to help you find the profile option later.
5. From the **Application** list, select **Oracle Middleware Extensions for Applications**.
6. From the **Module** list, select **Application Core**.
7. Specify a start date.
8. Click **Save and Close**.
9. On the Manage Applications Core Profile Options page, make sure that your new profile option is selected in the Search Results: Profile Options subsection.
10. In the <Profile Option>: Profile Option Levels subsection, select the **Enabled** and **Updatable** check boxes for the Site level.
11. Save your work.

Set the Refresh Interval

In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area. Set your profile option at the Site level and enter 15 or higher for the refresh interval in minutes. If you enter 15, your changes are reflected in Fusion Applications 15 minutes after they're saved in the BI catalog. For example, 15 minutes after you upload an edited .rtf layout template to the catalog, or after you update report properties in Analytics Publisher.

> **CAUTION:** Make sure to enter a whole number.

When you're done making and testing your changes, set the profile option back to 1440, which is 24 hours in minutes. If you forget and leave your profile option as is for longer than 8 hours, don't worry! At that point, the profile option resets itself back to 1440 minutes.

Related Topics

- How do I update existing setup data?
- Set Profile Option Values
- Modules in Application Taxonomy

Example of Editing Invoice Approval Workflow Notifications Using Oracle Analytics Publisher

This example shows how to edit workflow notifications for the invoice approval workflow using Oracle Analytics Publisher reports. Any modifications you make apply to both email and in-app notifications.

The following table summarizes the key decisions for this scenario:

Decisions to Consider	In This example
What text changes do you need in the header section of the notifications?	Add custom text to the notification to give instructions to the approvers.
What other fields should the header section of the notification contain?	Add an attribute for displaying Payment Terms for the invoice.

Prerequisites

Download and install the Template Builder for Word, which is an extension to Microsoft Word.

1. In the Reports and Analytics work area, click the Browse Catalog button.
2. Click the Home link.
3. In the Get Started section, click the Download BI Desktop Tools link.
4. Select Template Builder for Word from the list.
5. Save the file and run the installer.

Editing Invoice Approval Workflow Notification

To add the custom instructions text to the header section of the notification, we need to change the common subtemplate used for the notifications.
To edit a copy of the predefined subtemplate that contains the shared components:

1. Click Navigator > Reports and Analytics.
2. Click the Browse Catalog icon.
3. In the BI catalog (the Folders pane), expand **Shared Folders** > **Common Content** > **Templates**.

4. For Workflow Notification Subtemplate, click More and select Customize.

   If you're not using the Customize option:
   a. Click Copy in the toolbar with Workflow Notification Subtemplate selected.
   b. In the BI catalog, expand Shared FoldersCustomCommon Content Templates. Create a Templates folder in this location if it doesn't exist.
   c. Click Paste in the toolbar.
   d. Click the Edit link for the copied subtemplate.

   Note: All reports using the predefined subtemplate automatically redirect to your subtemplate in the Custom folder. This applies:
   - To all reports, predefined or not.
   - No matter if you copy and paste the subtemplate or use the Customize option.
   - Only if your subtemplate has the same name and relative file path in Custom as the predefined subtemplate

5. In the Templates section, click the link in the Locale column.
6. Save the subtemplate .rtf file to your computer.
7. Open the .rtf file with Microsoft Word.
   - To add custom instructions text, add a new section with the following details:
     - <template:InstructionText?>

       Approval of all invoices must take no more than 2 working days. In case of any queries, kindly write to approval.support@vision.com.
       - <?end template?>

       Note: To ensure that your layout templates reflect these changes without extra rework, don't edit any other text in the subtemplate .rtf file.

8. Update Word options to ensure that existing links remain intact in the subtemplate
   - Click **File** > **Options** > **Advanced**.
   - In the Word Options dialog box, click Web Options in the General section.
   - In the Web Options dialog box, open the Files tab.
   - Deselect the Update links on save checkbox.

   Note: The exact steps can vary depending on your version of Microsoft Word.

9. Save your changes in Word.

Uploading the Edited Subtemplate

To upload your subtemplate to the BI catalog after previewing the changes:

1. In the BI catalog, expand **Shared Folders** > **Custom** > **Common Content Templates**.

2. Click Edit for Workflow Notification Subtemplate.
3. In the Templates section, click the Upload icon.
4. Select your modified .rtf subtemplate and a locale, and click OK to overwrite the original subtemplate.

   Next, make changes to the layout of the Invoice Approval Workflow Notification report to reflect the updates in the shared component. Additionally, add the new attribute to the report layout. To do this, you must modify the Invoice Approval Workflow Notification report layout.

Downloading the Report Layout Template

The report layout template contains the structure of the workflow notification. To download a copy of the report layout template to your local drive for modification:

1. Sign in to the BI server (for example, http://hostname.com:7001/xmlpserver) as an Application Implementation Consultant to open the Oracle Analytics home page.
2. Click the Catalog link to open the Catalog page.
3. In the Folders pane, expand the **Shared Folders** > **Financials** > **Workflow Notifications** > **Payables** folder.
4. Click the Invoices folder to display the Data Models subfolder and the Invoice Approval Report.
5. Click the More link for the Invoice Approval Report, and then select Customize from the menu. The Custom folder automatically receives a copy of the Invoice Approval workflow Notification report layout template. You can open the Invoice Approval Report page from within the Custom folder.
6. Click the Edit link on the copy of the Invoice Approval workflow Notification report layout.
7. Save the copy of the .rtf file to your local drive and change the file name to distinguish it from the predefined report layout template. For example, save the file as UpdatedInvoiceApprovalNotificationReport.rtf.

   > **Note:** Be sure to change the name of the .rtf file. Otherwise, you could overwrite the predefined report layout template.

Exporting the Data Model

To add attributes to the report layout template, you must first export the data model for the report.

1. Navigate back to the Oracle Analytics home page, and click the Catalog link.
2. On the Catalog page, in the Folders section, expand **Shared Folders** > **Financials** > **Payables** > **Invoices**.
3. Click the Data Models folder to display the Invoice Approval Data Model.
4. Click the Edit link for the Invoice Approval Data Model. The Invoice Approval Data Model page opens on the Diagram tab.
5. Click the Data tab. To export the full data model, you must first enter valid values for Business Unit, Supplier, and Invoice Number attributes from an existing Invoice.
6. Click each field and enter valid values from an existing Invoice approval notification.
7. To include empty attributes in the data model export, click the Properties link in the Data Model section.
8. On the Properties page, select the Include Empty Tags for Null Elements option.
9. In the Data Model section, click the Data Sets link to return to the Data tab.
10. Click the View button to view the data model.
11. Click the Export button and save the Invoice Approval Data Model_.xml file to your local drive.

Modifying the Invoice Approval Workflow Notification Report Layout

To add a reference to the update in the subtemplate for the Instruction text that we want to add to the Invoice Approval Workflow Notification:

1. Open your local copy of the report layout template using Microsoft Word.
2. Replace the path with the location of the modified subtemplate file on your computer. For example, change <?import:xdoxsl:///CommonContent/Templates/Workflow Notification Subtemplate.xsb?> to <?import:file:C:///Template_Directory/Updated Workflow Notification Subtemplate.ret?.

3. Place your cursor at the end of the default header text for Invoice Approval.
4. Add a space and enter the following: <?call-template:InstructionText?>. This action retrieves the custom instruction text from the updated subtemplate and displays it in the workflow notification.
5. Save the file.
6. From the Analytics Publisher tab in the Ribbon, click HTML in the Preview group. If the preview reflects your subtemplate changes as expected, then change the subtemplate path back to the location in the Custom folder, for example: <?import:xdoxsl:///Custom/Templates/Workflow Notifications Subtemplate.xbs?>.
7. If you're not adding attributes to the report layout, close the file and skip to the Uploading the Modified Report Layout task.

   To add an attribute for Payment Terms in the header section of the report layout:

   a. In your local copy of the report layout, select the Analytics Publisher tab.
   b. In the Load Data section on the Analytics Publisher ribbon, click Sample XML.
   c. On the XML data selection dialog box, select the .xml file that you saved in step 11 of 'Exporting the data model' and click Open.
   d. Click OK on the message that appears indicating that the data was successfully loaded.
   e. Place your cursor in the **Details** section of the notification. Add an additional row after the **Description** attribute.
   f. In the Attribute column, enter a label for the new attribute. In this case, enter **Payment Terms**.
   g. Then place the cursor in the Value column and go to the Analytics Publisher add-in. Navigate to Insert > Field and search for **Payment Terms** in the search field.
   h. Select the **Payment Terms** attribute and click **Insert**.
   i. Save and close your copy of the report layout.

Uploading the Modified Report Layout Template

To use the modified report layout template for future Invoice Approval Workflow Notifications:

1. Navigate back to the Oracle Analytics home page and click the Catalog link.
2. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Financials** > **Workflow Notifications** > **Payables**.
3. Select the Invoices folder to display the Data Models folder and the Invoice approval report.
4. Click the Edit link for the Invoice Approval Report to open the Invoice Approval Report page.
5. Click the View a list link to open the Layout page.

> **Note:** The Layout page displays the copy of the report layout template automatically created in step 5 of the Downloading the Report Layout Template task. Leave this report layout template as is. If the modified workflow notifications don't work, you can revert back to using this report layout template. The report template is a copy of the predefined report layout template.

6. Click the Create icon. A page opens with a Create Layout section and an Upload or Generate Layout section
7. In the Upload or Generate Layout section, click the Upload icon. The Upload Template File dialog box opens.

   Complete with the following information:

Field	Value
Layout Name	Enter a name for your modified report layout template. For example, enter Modified Invoice Approval Template.

Field	Value
Template File	Click Browse. Locate and select the modified report layout template that's on your local drive. Click Open to return to the Upload Template File dialog box.
Type	RTF Template
Locale	English

8. Click Upload. The Invoice Approval Report page returns to the thumbnail view of the report layout templates.
9. Click the View a list link to return to the Layout page with the list of the report layout templates
10. Select the row with the report layout template that you just uploaded and click the View Report button.
11. Review the modified report layout template.
12. To view the report layout template with sample data, enter values from an existing notification into the fields and click Apply.
13. Repeat steps 1 through 5 to navigate back to the list of report layout templates. In the row for the report layout template that you just uploaded, click the Default Layout option. This step enables the modified report layout template for future Invoice approval workflow notifications.
14. Click the Save icon.

Related Topics

- Overview of Financials Configurable Workflow Notifications
- Configuring Payables Workflow Notifications

Exclude Approval for Invoices Imported from a Specific Source

You can skip invoice approval for certain invoices based on their source.

Follow these steps to exclude invoices from the approval workflow:

1. Navigate to **Setup and Maintenance** > **Manage Standard Lookups**.
2. Create the lookup type **AP_SKIP_SOA_APPROVAL** with the meaning and description set to **Setting Invoices as Auto Approved**, and the module set to **Payables**.
3. Navigate to **Setup and Maintenance** > **Manage Payables Lookups**.
4. Conduct a search for lookup type **AP_SKIP_SOA_APPROVAL**.
5. Create a lookup code with the value same as the Payables lookup code value (such as, Spreadsheet).

> **Note:** This value must match the result you see on the Manage Payables Lookups page when lookup type is **Source** and user module name is **Payables**.

Ensure that the lookup code's reference data set is accurate and the meaning is **Setting Invoices as Auto Approved**.

> **CAUTION:** You can't use this functionality for manually created invoices, or invoices created using a REST API.

2 Payments

Prepare and Record Payments

Payment Process Request Template

Watch video

A payment process request is a group of installments submitted for payment. You can submit a payment process request on the Submit Payment Process Request page. You can also create a template on the Create Payment Process Request Template page and schedule the template to submit the payment process request later.

By using a template, you can:

- Minimize date entry for frequently used payment processing settings.
- Identify cash requirements by running the Payables Cash Requirement report against the template before submitting the template for processing.
- Schedule payment process requests to run on a regular basis. The video Submitting a Scheduled Process is a narrated visual overview of the process. Details on scheduling processes can be found in the topic Submitting Scheduled Processes and Process Sets Procedures.

For each payment process request you can specify:

- Selection criteria
- Payment attributes
- Processing options

Selection Criteria

Selection criteria, such as invoice business unit, payment business unit, and payment priority determine which installments are selected for payment.

This table describes the fields on the Selection Criteria tab on the Submit Payment Process Request and Create or Edit Payment Process Request Template pages.

Selection Criteria	Description
Pay through date	Latest due date for an installment.
Pay from date	Earliest due date for an installment.
From payment priority	Lowest payment priority assigned to an installment.
To payment priority	Highest payment priority assigned to an installment.

Selection Criteria	Description
Date basis	Basis for the date that affects installment selection and whether to take a discount.
Include zero amount invoices	Include invoices that have a zero amount due.
Pay groups	Invoice categorization for payment. The default setting includes all pay groups, but you can specify one or more pay groups.
Currencies	Currencies for invoices and payments. The default setting includes all currencies, but you can specify either one or more invoice currencies, or one or more payment currencies.
Business units	Business units for invoices and payments. The default setting includes all business units. If you specify: • A payment business unit, the selection process finds installments for the invoice business units that the payment business unit services. • An invoice business unit, the selection process finds installments for that invoice business unit.
Legal entities	Legal entity associated with an invoice. The default setting includes all legal entities, but you can specify one or more legal entities.
Supplier type	Supplier classification, such as tax authority or contractor.
Payment method	Method of payment for an installment.
Invoice conversion rate type	Type of rate that converts the invoice currency to the ledger currency.
Supplier or party	Supplier or party on an invoice.
Invoice group	User-defined name assigned to one or more invoices. **Note:** If you implemented centralized payment processing, the service provider setup and your business unit access affect the list of values in the **Invoice Group** field. The invoice groups are from the invoice business units that are serviced by the payment business units that you have access to.

Note: The Party Original System Reference is a unique identifier for the party in the source application. It should be unique for each party. If the same value is used for multiple transactions, the application creates just one party and uses the name from the first row. If an existing Party Original System Reference is used in subsequent batch, then transaction will be created for existing party and the party name will be updated.

Payment Attributes

Specify payment details with attributes, such as payment date and payment process profile.

Note: Payment attributes don't affect installment selection.

Processing Options

The processing options for a payment process request determine the level of automation for that request. For example, you can set options that submit the request through to completion without stopping, or you can stop the request to review selected installments.

This table describes the options on the Processing Options tab on the Submit Payment Process Request and Create or Edit Payment Process Request Template pages.

Option	Description
Apply credits up to zero amount payment	Applies credits and creates a zero amount payment if the sum of the selected installments is negative after the installments are grouped for payment. **Note:** If you set this option and bank charges apply, the payment process request rejects the installments because they might reduce the payment amount less than zero.
Review installments	Stops the payment process request after selecting the installments. You can: • Review installments • Add or remove installments • Edit payment and discount amounts • Specify user conversion rates • Calculate withholding and interest
Review proposed payments	Stops the payment process request after grouping installments into payments and before building the payments.
Create payment files immediately	Creates payment files for the submitted request instead of waiting to combine payments from other requests into payment files.
Validation failure handling for documents	Specifies processing instructions for handling document validation failures.
Validation failure handling for payments	Specifies processing instructions for handling payment validation failures.

Note: If issues arise during payment processing that require your input, the process pauses, regardless of how the processing options are set.

Related Topics

- Payables Cash Requirement Report
- Considerations for Payment File Creation
- How You Can Apply Credits Up to Zero Amount Payments
- How Payment Process Requests Are Processed

Bank Charge Bearer Codes

The bearer of bank charge costs. It's a payment attribute that you can select while submitting a payment process request.

Here are the values you can select as the bank charge bearer code.

Bank Charge Bearer Code	Description
Payee	Payee (one who's receiving the payment) bears all the bank charges.
Payer	Payer (one who's making the payment) bears all the bank charges.
Shared	The payer bears the bank charges on the sender's side. Similarly, the payee bears the bank charges on the receiver's side.
Following Service Level	The rules laid out in the service level agreement or the scheme determine how the bank charges are applied.
Payee Pays Express Charges	The payee bears the bank charges for express services.

Related Topics

- What are the changes in the payment attributes flow when I create third-party payment?

How Payment Process Requests Are Processed

Watch video

When you submit a payment process request, the request passes through various stages of processing. Within each stage, a request can have a different status. Some statuses require that you take action. You can use the Payments Overview page to view and act on payment process requests.

Settings That Affect Payment Process Request Processing

You can control the automation level of a payment process request. Achieve this by setting the following options on the Submit Payment Process Request and the Create Payment Process Request Template pages:

- Apply credits up to zero amount payment
- Review installments
- Review proposed payments
- Create payment files immediately
- Handle document and payment validation failures

Depending on how you set these options, a payment process request might require your input before processing can complete. Issues that arise during payment processing might also require your input, regardless of how these options are set.

How Payment Process Requests Are Processed

This table describes the stages and statuses that a payment process request can have and indicates whether it requires user action.

Note: The table doesn't include all of the transitional statuses, such as **Terminating**.

Stage	Status	Status Description	Requires User Action?
Installment selection	Pending	System resources aren't yet available to begin processing.	No
Installment selection	Pending installments review	Requires a manual review because the option to review installments is active.	Yes
Installment selection	Missing payment conversion rates	The type of payment conversion rate is **User** and payment conversion rates are missing.	Yes
Installment selection	Missing cross-currency rates	Cross-currency rates or the cross-currency rate type is missing.	Yes, except for missing non-**User** rate types.
Installment selection	Installments selected	The installments are selected for payment.	No
Document validation	Pending action to complete information required	Documents are missing required information, such as disbursement bank account or payment process profile.	Yes
Document validation	Assignment complete	All documents have the required information.	No
Document validation	Pending action to address document validation errors	Validation failed for some installments and the value of the option for handling document validation failures is **Stop process for review**. Requires a manual review.	Yes
Document validation	Retry document validation	Documents are ready for retrying validation.	No
Document validation	Documents validated	Documents validated with some rejections. This is a short-lived, transitional status.	No

Stage	Status	Status Description	Requires User Action?
Payment validation	Pending action to address payment validation errors	Some payments failed validation and the value of the option for handling payment validation failures is **Stop process for review**. Requires a manual review.	Yes
Payment validation	Retry payment creation	The payment process request is ready to start another payment creation and validation.	No
Payment validation	Pending proposed payment review	Payments were created. Requires a manual review as the option to review the proposed payments is active.	Yes
Payment file build	Waiting for payment file processing	Payments are either included in one or more payment files, or are waiting to be picked up. For example, the Create Payment Files process is scheduled, but not yet started. This status remains unchanged until every valid payment in an active payment process request is completed.	Depends on the status of the payment file.
Terminated	Terminated	The payment process request was terminated.	No
Terminated	No available installments	None of the installments available for payment meet the selection criteria.	No
Terminated	Failed document validation	One of the following has occurred: • One or more payable documents have failed validation and the option for handling document failures is set to **Reject all documents in request**. • All documents payable have failed validation and the options for handling document failures is set to anything other than **Stop process for review**.	No
Terminated	Failed payment validation	One of the following has occurred: • One or more payments has failed validation, and the option for handling payment	No

Stage	Status	Status Description	Requires User Action?
		failures is set to **Reject all payments in request.**. • All payments have failed validation and the option for handling payment failures is set to anything other than **Stop process for review**.	

Refining the Installment Selection

Enhance your installment selection by configuring your payment process file and your internal bank account, to filter installments during the payment request process. The payment request process selects installments based on business unit, currency, and payment method. It also confirms that their values match the usage rules defined in the payment process profile. Refine your selection process by adding business units and currencies to the internal bank account as selection criteria. Using the internal bank account in the payment request process only selects installments that have any combination of these business units and currencies. Your efficiency improves by refining the selection process. This also prevents installment rejections during the build payment process. The rejections might occur due to mismatched installment attributes with the payment process profile or the internal bank account.

Related Topics

- How Disbursements Are Processed
- Settings That Affect Electronic Payment File Statuses
- Settings That Affect Printed Payment Files Statuses
- How can I fix a payment process request that's missing cross-currency rates?
- Submit Scheduled Processes and Process Sets

Business Calendar for Payment Processing Request

Provide a business calendar on the Payment Process Request template so that holidays can be excluded while scheduling payment processing. The application can use the business calendar to skip weekends and holidays while calculating pay through days and payment date.

Banks might reject the payment files that are due for processing on a weekend or a holiday. Sometimes, the payer might end up incurring extra charges when the payment date changes.

To prevent this, you can set up country-specific transaction calendars, and select the calendar you need in the Payment Process Request template. During payment processing, the application skips weekends or holidays and moves any pay through dates or payment dates falling on these days to the next available date.

Consider an example where a payment processing request is submitted on 4th October, Wednesday, and the calculated payment date is 7th October, Saturday. Use of Saturdays for business transaction varies by country. If a country-specific transaction calendar is defined with 7th October as a holiday, the payment date moves to the next available date which would be 9th October, Monday.

Defining a Transaction Calendar

You must define a transaction calendar before you can associate it with a payment processing request template. Here's how you do so:

1. Navigate to **My Enterprise** > **Setup and Maintenance** > **Offering: Financials** > **Functional Area: Financial Reporting Structures**, and select the **Manage Transaction Calendars** task.
2. Enter a calendar name and select the default business days.
3. Click **Generate Calendar**.
4. Select a date that's a holiday and deselect the **Business Day** check box for it.
5. Save the calendar.

Create a new payment process request template, or edit an existing template. In the **Transaction Calendar** field, select the transaction calendar you defined earlier. As a result, any payment processing requests that use this template derive the Payment Date and Pay Through Date based on this transaction calendar.

Related Topics

- Pay Through Dates and Payment Dates in Payment Process Requests

Considerations for Payment File Creation

You can set up a payment process request to create payment files immediately, or you can submit a scheduled process to create the payment files.

Immediate Payment File Creation

To create payment files immediately, select the **Create payment files immediately** option on the payment process request template or payment process request submission pages. Consider enabling this option for spontaneous payment runs. The entire process can be completed without having to set up, or wait for, a process that's scheduled for a later time.

Some additional points to consider:

- More payment files might be created than necessary. Immediate payment file creation precludes grouping of similar payments that originated in different payment process requests into a single payment file.
- You must specify a payment process profile when submitting the payment process request.

Scheduled Payment File Creation

To create payment files through a scheduled process, accept the default setting for the **Create payment files immediately** option, which defers payment file creation. Then on the Scheduled Processes page, schedule the Create Printed Payment Files and Create Electronic Payment Files processes.

Consider scheduling payment file creation as part of a business process where payment selection is local or decentralized, and payment processing is centralized.

Some additional points to consider:

- Payments are built into the fewest number of payment files, without being limited by which payment process request the payments were created in.

- When you don't select a payment process profile for the request, a default profile is provided for each document payable based on that document's attributes. The decision of which invoices to pay is made on business needs, such as cash flow and discounts, instead of payment method and processing needs.

Cash Budget for Payments

Considerations for Cash Budgeting

When you enable cash budgeting, payment processing happens only when there is sufficient balance in the funds account.

This is different from the expense budgeting where the funds reservation enforces the budget limits. It ensures that the expenditure or liability incurred on the invoice is within the approved limits. In contrast, the cash budgeting ensures that the cash account has sufficient funds before clearing the supplier payment.

When you subject a payment to cash budgeting, the following attributes impact it:

- Budget date
- Budget amount
- Budget account against which the reservation is done

Budget Date

This is the budget date for the payment. It's the same as the payment date.

Budget Amount

This is the amount reserved for the payment. Prorating the amount paid for the invoice in the ratio of distribution amount and total invoice amount gives the amount for each distribution.

Budget Account

This is the account used for reserving the budget amount. The distributions of the invoice that's getting paid determines the account combination for reserving the funds. To derive the budget account, overlay the distribution natural account with the natural account segment value from the cash account. This cash account is configured specifically for the bank used for the payment.

Example of Configuring Cash Budget

This example describes how you can configure cash budget for a single payment used for two invoices.

Consider paying two invoices with a single payment. The first invoice is for 100 USD and has two distributions. The second invoice is for 200 USD and only one distribution. You can partially pay the first invoice for 80 USD, and fully pay the second invoice.

This table describes how the account and amount of each invoice distribution work in reserving funds for cash budget.

Invoice Number	Invoice Amount	Distribution Number	Distribution Account	Distribution Amount	Amount Considered for Budgeting	Cash Account	Account for Funds Reservation
Inv-001	100	1	01-111-5310	60	48	01-000-1210	01-111-1210

Invoice Number	Invoice Amount	Distribution Number	Distribution Account	Distribution Amount	Amount Considered for Budgeting	Cash Account	Account for Funds Reservation
Inv-001	100	2	01-121-6420	40	32	01-000-1210	01-121-1210
Inv-002	200	1	01-131-7530	200	200	01-000-1210	01-131-1210

View Funds Status and Budget Details

Once the funds are reserved, you can view the payment funds status.

There's more than one location to check the funds status. You can check the funds status for proposed payments as well as for completed payments.

Click on the link in Funds Status column to open the View Funds Status dialog box. It displays additional details about the fund's reservation. For successful payments, you can find out about the applicable budget name and the remaining funds. If funds reservation ends in an error, these details let you know why the payment failed.

Funds Status of Proposed Payments

Here's how you check funds status for a proposed payment:

1. Navigate to the Payments dashboard.
2. From the **Tasks** panel tab, click **Manage Payment Process Requests**.
3. Select the status as **Pending proposed payment review** and search.
4. Select the required result and click the **Review proposed payments** icon in the **Action** column.
5. Check the **Funds Status** column in the Payments section.

Funds Status of Completed Payments

Similarly, you can also check the status of completed payments. Here are the steps to follow:

1. Navigate to the Payments dashboard.
2. From the **Tasks** panel tab, click **Manage Payments**.
3. Select **Payment Process Request** as the payment type and search.
4. Check the **Funds Status** column.

You can also drill down further to the payment details.

1. Click the payment number of the required result.
2. Check the **Funds Status** field.

You can also check the funds status of a completed payment by accessing the payment file details. Follow these steps to do so:

1. Navigate to the Payments dashboard.
2. From the **Tasks** panel tab, click **Manage Payment Files**.
3. Search using the required fields and select the result.
4. Scroll to the Payments section and check the **Funds Status** column.

Handling Funds Reservation Failure

Payments aren't created if the funds reservation fails.

Funds reservation can fail due to the following reasons:

- Budget-related failures:
  - Cash account has insufficient funds.
  - Budget period is in closed status.
- Other reasons:
  - The account derived for funds reservation is inactive.
  - If the derived funds account combination is absent, the application attempts to create one. Often, the dynamically created account combination is invalid, or the user doesn't have access to the account combination.

Payment Validation Failure

During processing of the payment process request, absence of reserved funds against the payments is considered a payment validation failure.

Based on the configuration you select during payment request submission, the following outcomes are possible:

- The payment request continues to process the remaining successfully reserved payments.
- The payment request stops for user review with the status **Pending action to address payment validation errors**.

If you enabled the option to review errors, you can take the following actions:

- Remove the failed payments from the process and proceed with the remaining payments that have successfully reserved funds.
- Review the reasons for the failure from the View Funds Status dialog box and take necessary action. Continue with the payment process request processing without removing the impacted payments. The payment request reprocesses the impacted payments again and subjects them to funds reservation once again.

Create Payments When Funds Are Insufficient

Budgetary control validation doesn't allow creating payments when the available funds are insufficient. However, you can enable the **Allow Payments with Insufficient Funds** checkbox to override this validation while creating a payment on the Create Payment page. This feature overrides only the payment failures caused due to insufficient funds.

To use this feature, you need the **Allow Payments with Insufficient Funds** privilege.

> **Note:** The Allow Payments with Insufficient Funds option isn't available on Pay in Full and payment process request payments.

If you want any user personas without this privilege, you can create a custom role and remove this privilege.

Void Payment or Payment File

Voiding of payment also triggers funds reservation but with a negative payment amount.

You can void the individual payments or the entire payment file. If any errors occur, payment void action terminates, and the payment remains in negotiable status. You can review the reasons for funds reservation failure from the View Funds Status dialog box.

Note: By default, the budget date for void action for an invoice payment is same as the Void Accounting Date. You can update this date.

If you void a payment file, you can specify the budget date for the void action. You can void a payment file only after voiding all the payment parts of the file. Void action isn't successful if an error occurs in even a single payment. You can review the details of payments with funds reservation failure in the ESS log files. You can void these payments individually from the Manage Payments page.

How You Reissue Payments

Reissue of payment involves voiding of the original payment and issuing a new payment in place of the old one. When you reissue a payment that was earlier subjected to cash budget, the original payment is unreserved and marked as voided. The newly issued payment is subjected to funds reservation. The reissue process is terminated if the following processes have any issues:

- Voiding of original payment
- Issuing of new payment

In both cases, the payment remains in negotiable status. You can review the reasons for failure from displayed error message.

How You Can Apply Credits Up to Zero Amount Payments

When you submit a payment process request, you can enable the Apply credits up to zero amount payment option. Enabling the option causes the payment process to apply credits when the credits reduce the payment amount less than zero.

The following scenarios illustrate the impact of this option.

Invoice Amount Greater Than Credit Amount

An invoice for 200 USD and a credit memo for 125 USD are due for payment. The option setting has no effect because the payment amount with the applied credit is 75 USD, which is greater than zero.

Credit Amount Greater Than Invoice Amount

An invoice for 200 USD and a credit memo for 225 USD are due for payment.

The following table describes the payment processing that occurs based on the setting for the **Apply credits up to zero amount payment** option.

Setting	Payment Processing
Enabled	Applies 200 USD of the credit memo to the invoice and creates a payment for 0 USD. The remaining credit is 25 USD.
Disabled	Doesn't select the invoice or credit memo for payment because the credit reduces the payment to -25 USD, which is less than zero.

Note: If you centralize payment processing using the service provider model, invoices and credit memos are first grouped together across the invoice business units. The payment process then determines whether to apply the credits.

How the Maximize Credits Option Is Processed

You can use the Apply credits up to zero amount payment option, which is on the Submit Payment Process Request page, to offset credit amounts against standard invoices issued by your supplier.

This option is applicable only when the total credit amount for a payment process request is greater than the total standard invoice amount. If you don't use the option, and the total credit amount for a payment process request is greater than the total standard invoice amount, no invoices are selected for payment and the payment process request terminates. Navigate to: **Navigator > Payables menu > Payments link > Payments Tasks pane > Submit Payment Process Request link > Submit Payment Process Request page.**

Settings That Affect the Maximize Credits Option

To enable the maximize credits option, select the **Apply credits up to zero amount payment** check box on the Payment and Processing Options tab of the Submit Payment Process Request page.

How the Maximize Credits Option Is Processed

The following table shows payment installments that are available for selection in a payment process request where the total standard invoice amount is greater than the total credit amount.

Invoice Number	Type	Amount (USD)
SINV1001	Standard Invoice	100
SINV1002	Standard Invoice	50
SINV1003	Standard Invoice	200
SINV1004	Standard Invoice	150
CM100	Credit Memo	-100
CM101	Credit Memo	-150

In the preceding table, the assumption is that all available installments in the payment process request are selected. For this example, the following is true:

- Invoice total = 500 USD
- Credit total = -250 USD
- Payment total = 250 USD

Since the invoice total is greater than the credit total, the total payment amount is a positive 250 USD. In this scenario, the maximize credits option is irrelevant.

The following table shows payment installments that are available for selection in a payment process request where the total standard invoice amount is less than the total credit amount.

Invoice Number	Type	Amount (USD)
SINV1001	Standard Invoice	100
SINV1002	Standard Invoice	50
SINV1003	Standard Invoice	200
SINV1004	Standard Invoice	150
CM100	Credit Memo	-100
CM101	Credit Memo	-150
CM102	Credit Memo	-300
CM103	Credit Memo	-200

In the preceding table, the assumption is that all available installments in the payment process request are selected. For this example, the following is true:

- Invoice total = 500 USD
- Credit total = -750 USD
- Payment total = -250 USD

Since the invoice total is less than the credit total, the total payment amount is a negative -250 USD. When the payment amount is negative, Oracle Fusion Payments checks whether the **Apply credits up to zero amount payment** check box is selected.

If the maximize credits option is selected, the application creates a zero payment by offsetting the credit memos against the standard invoices. When the credit total is a negative amount, Payments selects invoice installments and adjusts credit memo amounts so that the total amount of the payment process request is zero as shown in the following table.

Invoice Number	Type	Amount (USD)
SINV1001	Standard Invoice	100
SINV1002	Standard Invoice	50
SINV1003	Standard Invoice	200

Invoice Number	Type	Amount (USD)
SINV1004	Standard Invoice	150
CM100	Credit Memo	-50
CM101	Credit Memo	-150
CM102	Credit Memo	-300

In the preceding table, the assumption is that the payment process request selects all available invoice installments and selects and adjusts specific credit memos. For this example, the following is true:

- Invoice total = 500 USD
- Credit total = -500 USD
- Payment total = 0 USD

Note: CM103 is not selected and the amount for CM100 is adjusted from -100 to -50 to equal the payment total of zero, 0 USD.

If the maximize credits option is deselected, the payment process request is terminated with a message that indicates no invoices were selected.

Pay Through Dates and Payment Dates in Payment Process Requests

Payment process requests use the Pay Through Date and Payment Date values to determine whether to select an installment for payment and take a discount.

The following scenario illustrates the effect of these values in a payment process request, along with the impact of the **Always Take Discount** option.

Pay Through Dates and Payment Dates in Payment Process Requests

An invoice that's ready for payment has an installment with the following information:

- Due date of August 30, 2015
- First discount date of July 15, 2015, for 150 USD
- Second discount date of July 30, 2015, for 100 USD

The **Date Basis** on the payment process request is **Pay Date**, and the **Pay Date Basis** for the supplier site is set to **Discount**.

This table provides examples of different **Pay Through Date**, **Payment Date**, and **Always Take Discount** combinations, and the resulting installment and discount information.

Example	Pay Through Date	Payment Date	Always Take Discount Option	Installment Selected?	Discount Taken Amount
1	July 14, 2015	July 17, 2015	Enabled or disabled	No. The **Pay Through Date** is before the first discount date.	None. The installment isn't selected.
2	July 15, 2015	July 17, 2015	Enabled or disabled	Yes. The **Pay Through Date** is on or after the first discount date.	100 USD. The **Payment Date** is after the first discount date, but before the second discount date.
3	July 15, 2015	July 31, 2015	Disabled	Yes	None. The **Payment Date** is after the discount dates and the **Always Take Discount** option is disabled.
4	July 15, 2015	July 31, 2015	Enabled	Yes	150 USD. Although the **Payment Date** is after the discount dates, the first discount is taken because the **Always Take Discount** option is enabled.
5	July 15, 2015	August 31, 2015	Disabled	Yes	None. The **Payment Date** is after the due date and the **Always Take Discount** option is disabled. **Note:** Interest may be calculated depending on your settings.
6	July 15, 2015	August 31, 2015	Enabled	Yes	150 USD. Although the **Payment Date** is after the due date, the first discount is taken because the **Always Take Discount** option is enabled.

Example	Pay Through Date	Payment Date	Always Take Discount Option	Installment Selected?	Discount Taken Amount
					Note: Interest may be calculated depending on your settings.

Note: Results are different if the **Date Basis** is **Due Date**, or the **Date Basis** is **Pay Date** and the supplier **Pay Date Basis** is **Due**. In this case, the payment process request selects the installment only when the **Pay Through Date** is on or after the due date.

Related Topics

- Examples of Date Basis in Payment Process Requests

Examples of Date Basis in Payment Process Requests

You can specify a date basis of either Pay date or Due date on the Selection Criteria tab on the payment process request pages. Date basis affects the installment selection and discount taken.

The following scenarios illustrate the effect of the date basis setting in a payment process request.

For both scenarios, the invoice has the following information:

- Amount: 3,000 USD
- Due date: March 31
- First discount date: February 15
- First discount amount : 150 USD
- Second discount date: February 28
- Second discount amount: 100 USD

The payment process request includes the following selection criteria:

- Payment date: February 8
- Pay through date: March 30

Pay Date

If you set the **Date Basis** field to **Pay date**, the **Pay Date Basis** setting on the supplier site also affects the installment selection and discount taken.

Note: Specify the **Pay Date Basis** in the Terms section of the Invoicing tab on the Supplier Site pages.

The following table shows the effect of the **Pay Date Basis** on the payment process request.

Pay Date Basis on Supplier Site	Installment Selected for Payment?	Discount Amount	Additional Information
Discount	Yes	150 USD	• The installment is selected because the pay through date of March 30 is later than at least one of the discount dates. • The discount is 150 USD because the payment date of February 8 is before the first discount date of February 15. **Note:** If the payment date was after February 15, but before February 28, the second discount of 100 USD would be taken.
Due	No	Not applicable	The installment isn't selected because the due date of March 31 is later than the pay through date of March 30.

Due Date

If you set the **Date Basis** field to **Due date**, the installment isn't selected for payment because the due date of March 31 is later than the pay through date of March 30.

Considerations for Payment Types

Payment types identify how a payment is recorded in Oracle Fusion Payables. When you manage payments, you can search for payments by type.

Payment Types

The following table describes each payment type.

Type	Description
Payment Process Request	A payment that's processed through a payment process request.
Quick	A single payment that's created without submitting a payment process request.
Manual	A payment created outside of Payables and then recorded in Payables.
Refund	A payment for a negative amount that closes an outstanding credit balance.

Type	Description

Payment Actions, Types, and Statuses

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The actions that you can take on a payment depend on the type and status of that payment.

This table lists each payment action and the applicable payment types and statuses.

Action	Types	Statuses
Void	Payment process request, Quick, Manual, Refund	Negotiable, Issued, Stop initiated
Initiate stop	Payment process request, Quick, Manual, Refund	Negotiable, Issued
Cancel stop	Payment process request, Quick, Manual, Refund	Stop initiated
Add or remove invoices	Manual	Negotiable, Issued
Reissue	Quick	Negotiable
Print remittance	Payment process request, Quick, Manual, Refund	Negotiable, Issued, Cleared, Stop initiated, Voided

CAUTION: You can't do any of the following actions:

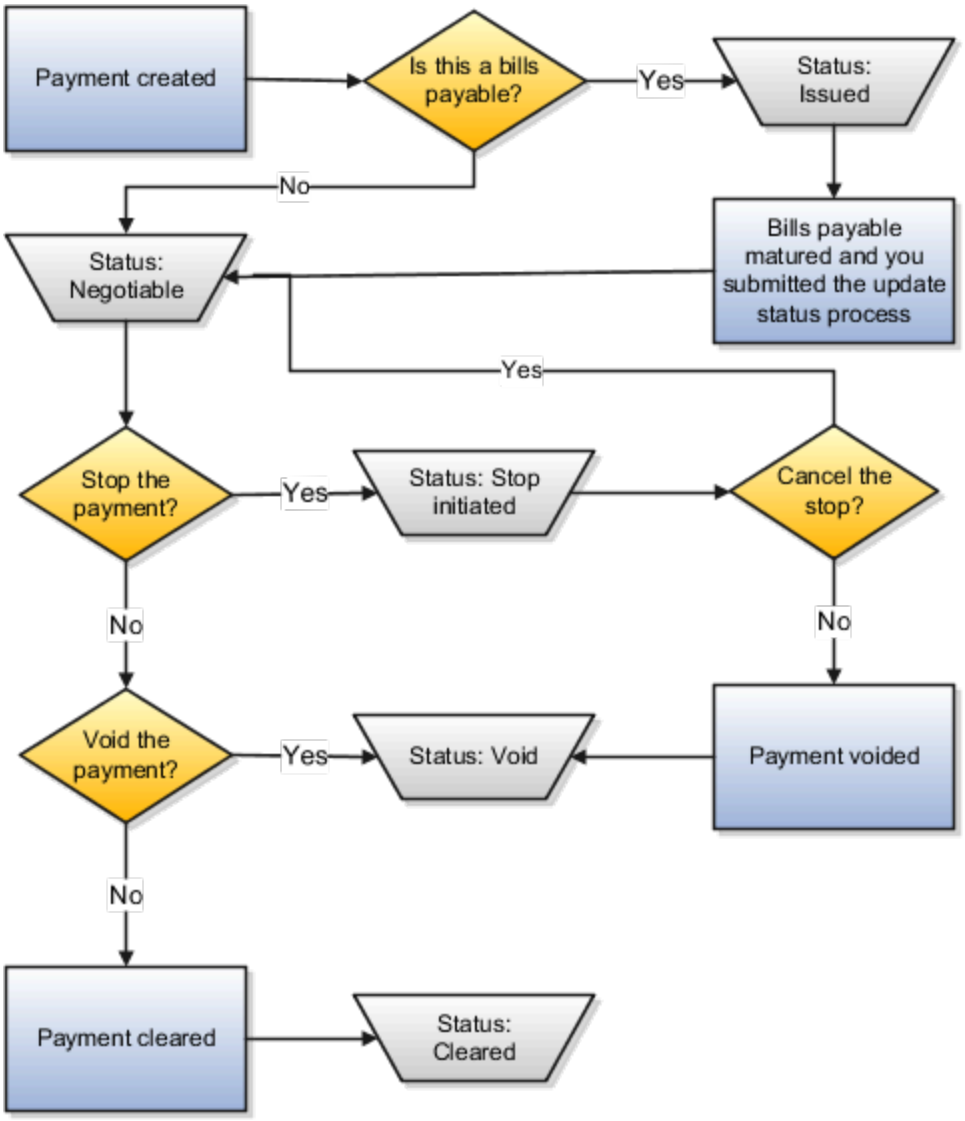
- Void a payment for an applied prepayment. You must first unapply the prepayment, then void the payment.
- Initiate a stop payment for an applied prepayment.
- Reissue a payment for invoice documents with a bill payable or electronic payment method.

How Payment Statuses Change

The status of a payment changes depending on the actions that you take.

How Payment Statuses Change

This figure shows the flow of payment actions and statuses.



This table describes how payment actions affect the status of a payment.

Action Taken	Status of the Payment
One of the following actions was taken: • A payment was created and ready to be cashed by a supplier. • A request to stop a payment was canceled. • A bills payable payment matured and you submitted the Update Matured Bills Payable Status process	Negotiable

Action Taken	Status of the Payment
to change the payment status from **Issued** to **Negotiable**.	
A bills payable document was paid and hasn't matured yet, or it did mature, but the status hasn't yet been updated from **Issued** to **Negotiable**.	Issued
A stop payment request was initiated for a payment.	Stop initiated
A payment was voided and no longer valid for payment.	Voided
A payment was reconciled to a bank statement in Oracle Fusion Cash Management.	Cleared

How Disbursement Bank Accounts and Payment Process Profiles Are Assigned

Oracle Fusion Payments enables you to select documents payable for inclusion in a payment process request.

For each document payable selected, you must assign a disbursement bank account and a payment process profile. This ensures that the payment process request can proceed to the document validation phase of the payment process.

You or the application can perform the following steps to ensure the assignment of disbursement bank account and payment process profile to documents payable:

1. You select a disbursement bank account and a payment process profile when submitting a payment process request.
2. Oracle Payments derives a disbursement bank account and a payment process profile from usage rules.

Settings That Affect Assignment of Disbursement Bank Accounts and Payment Process Profiles

The following options affect payment processing:

- Create Payment Process Request Template page, Payment Attributes section:
  - Disbursement bank account choice list
  - Payment Process Profile choice list
- Submit Payment Process Request page, Payment Attributes section:
  - Disbursement bank account choice list
  - Payment Process Profile choice list
- Create and Edit Payment Process Profiles pages, Usage Rules tab:

- **Payment Methods** radio buttons
- **Disbursement Bank Account** radio buttons
- **Business Units** radio buttons
- **Currencies** radio buttons

How Disbursement Bank Accounts and Payment Process Profiles Are Assigned

Disbursement bank accounts and payment process profiles are assigned to documents payable in the following sequence:

1. Before submitting a payment process request, select parameters on the Submit Payment Process Request page, Payment and Processing Options tab, and Payment Attributes section. The selections apply to each document payable in the payment process request. These parameters include Disbursement Bank Account, Payment Process Profile, Currency, Business Unit, Legal Entity, and Payment Method. If you use a payment process request template, the documents payable gets default values for a disbursement bank account and a payment process profile from the template.
2. If you don't select either a Disbursement Bank Account or a Payment Process Profile or both during a payment process request submission, Oracle Payments derives the missing disbursement bank account or payment process profile. It looks at the usage rules, by business unit, and compares them to the attributes of each document payable in the payment process request.

   The following paragraphs discuss the derivation of a disbursement bank account. For each document payable selected for inclusion in a payment process request, Oracle Payments selects the Business Unit and the payment Currency parameters from the document payable and calls an API provided by Oracle Fusion Cash Management called CE_BANK_AND_ACCOUNT_UTIL.get_internal_bank_accts. The payment currency is provided to ensure that the disbursement bank account is valid for the payment currency on the document payable. The CE_BANK_AND_ACCOUNT_UTIL.get_internal_bank_accts API returns a list of disbursement bank accounts associated with the applicable business unit.

   If the CE_BANK_AND_ACCOUNT_UTIL.get_internal_bank_accts API returns only one disbursement bank account associated with a particular business unit, then Payments defaults that disbursement bank account onto to the document payable.

   If the CE_BANK_AND_ACCOUNT_UTIL.get_internal_bank_accts API returns more than one disbursement bank account, a bank account can't default on to the document payable and Payments sets the document payable status to Missing Account. You must then manually select the correct disbursement bank account on the Assign Payment Process Attributes page if you need to assign the disbursement bank account to groups of documents payable. If you need to assign the disbursement bank account to individual documents payable rather than to groups, use the Assign Attributes at Document Payable Level page.

   Navigate to the Assign Payment Process Attributes page or the Assign Attributes at Document Payable Level page as follows: **Navigator > Payments link > Overview page > Requiring Attention tab > Action icon for status Pending action to complete information required > Assign Payment Process Attributes page > Assign at Document Payable Level button > Assign Attributes at Document Payable Level page.**

   The following paragraphs discuss the derivation of a payment process profile. For each document payable selected for inclusion in a payment process request, Payments attempts to match the Payment Method, Business Unit, Disbursement Bank Account, and payment Currency parameters specified on the document

payable with the corresponding payment process profile whose usage rules match all of the parameters on the document payable.

If only one payment process profile is found that matches all the parameters on the document payable, then that payment process profile defaults onto the document payable.

If more than one payment process profile is found that matches all the parameters on the document payable, a payment process profile can't default onto the document payable and Payments sets the document payable status to Missing Profile. You must then manually select the correct payment process profile on the Assign Payment Process Attributes page if you need to assign the payment process profile to groups of documents payable. If you need to assign the payment process profile to individual documents payable rather than to groups, use the Assign Attributes at Document Payable Level page.

Navigate to the Assign Payment Process Attributes page or the Assign Attributes at Document Payable Level page as previously described in this step 2.

3. Oracle Payments stops the payment process. You must manually assign missing disbursement bank account or payment process profile to groups of documents payable, or to individual documents payable. Do this on the Assign Payment Process Attributes and Assign Attributes at Document Payable Level pages respectively.

   Navigate to the Assign Payment Process Attributes page or the Assign Attributes at Document Payable Level page as described in step 2.

Note: Within a single payment process request, you can use a combination of steps 2 or 3 for documents payable missing disbursement bank accounts or payment process profiles. Similarly, it's also possible to obtain a missing disbursement bank account or a payment process profile using different steps for any one document payable.

Using Netting Accounts for Disbursements

You can't use a netting account for disbursements. If the netting parameter is active, you can't find the bank account in the list of disbursement bank accounts while submitting the payment process request.

Here's how remove the netting property.

1. Navigate to **Setup and Maintenance** > **Financials** > **Cash Management** > **Manage Bank Accounts**.
2. Search for the bank account number.
3. Select the bank account from the result and click the **Edit** icon.
4. Under the General tab, deselect the **Netting account** option.
5. Save the changes.

Automatic Population of Bank Accounts by Company Codes

The disbursement bank account is one of two parameters that is required for processing a payment process request. You can enter the bank account as a parameter on the payment process request when you submit the payment process request.

If you submit a payment process request without a bank account, Payments derives and automatically populates the bank account. It takes into account the business unit and currency of the invoice to be paid.

An alternate way to automatically populate the bank account onto the payment process request is to configure a predefined lookup type, ORA_IBY_DEFAULT_BANK_ACCOUNT. Using the lookup type, the bank account automatically populates onto the payment process request based on company codes and currency.

The following table describes the predefined lookup values and contains sample lookup data.

Lookup Code	Lookup Code Meaning	Lookup Code Description
Company code, or balancing segment value, and currency separated by an underscore mark.	A unique meaning	The description contains the bank account number.
001_US	Bank account for 001_US currency	1024514001
001_EUR	Bank account for 001_ EUR currency	1024155110
001_GBP	Bank account for 001_ GBP currency	1514225110

The priority of the automatic population of the bank account is as follows:

1. The bank account of the balancing segment value with currency combination automatically populates onto the payment process request.
2. The bank account setup up for the company code automatically populates onto the payment process request.

When you configure the predefined lookup to automatically populate bank accounts onto invoices, you assume the following:

- The bank account number is unique.
- The bank account is active.
- The company codes are set up correctly.
- Multiple ledgers use different company codes.

Unique Bank Account Number

The application evaluates the lookup codes to match the bank account to be automatically populated for the company codes. If the same bank account number is present for the same legal entity in different banks, then the bank account isn't automatically populated onto the payment process request.

Active Disbursement Bank Account

The bank account that automatically populates based on bank account setup must be an active disbursement bank account with access by the business unit.

Correct Setup of Company Codes

The automatic population of the bank account is based on the setup of the lookup codes. You must enter the correct company code with currency combination and the correct bank account number for the following conditions:

- Foreign currency payments made from the bank account in the respective foreign currency.
- A multicurrency domestic bank account is used to pay either functional currency or foreign currency invoices.
- The bank account is not a multicurrency bank account.

Multiple Ledgers Use Different Company Codes

If the same chart of accounts is used across multiple ledgers, then the application can't derive the bank account based on company codes.

Related Topics

- How Disbursement Bank Accounts and Payment Process Profiles Are Assigned

Automatic Population of Payment Process Profiles by Company Codes

A payment process profile, hereafter known as a profile, and a disbursement bank account are two parameters that are required to process a payment process request. A profile is a setup that provides complete processing instructions for each payment.

You can enter a profile as a parameter on the payment process request when you submit the request. If you submit a payment process request without a profile, Payments derives it from usage rules. You can specify these rules on the Usage Rules tab of the Create Payment Process Profile page. Usage rules specify whether a profile applies to all or specific payment methods, bank accounts, business units, or currencies. If you specify a profile as generic with no usage rules, it can be used with all payments. If you do specify usage rules, you limit a profile to payments that have a specific bank account, payment method, business unit, or currency.

An alternate way of automatically populating a profile on a payment process request is to configure the predefined lookup type, ORA_IBY_DEFAULT_BANK_ACCOUNT. Using the lookup type, the bank account and profile automatically populate the payment process request based on company codes and currency.

If the profile is inconsistent with the usage rules, it doesn't automatically populate the payment process request.

The following table describes the predefined lookup values and contains sample lookup data for a bank account and profile combination.

Lookup Code Field	Lookup Code Meaning Field	Lookup Code Description Field	Tag Field
Company code, or balancing segment value, and currency separated by an underscore mark.	A unique meaning.	The description contains the bank account number.	The profile name.
01-USD	US Payment Process Profile	1024514001	US PPP

When you configure the predefined lookup to automatically populate profiles on invoices, the following business rules apply:

- Data entry in the **Meaning** field is required.
- Data entry in the **Tag** field is optional.
  If you enter a valid profile name in the **Tag** field, the profile automatically populates invoices. If you enter an invalid profile name in the **Tag** field, only the bank account automatically populates from the number entered in the **Description** field.

- One company code and currency combination can only be associated with one bank account and profile combination. For example, a company code and currency combination of 01-USD is associated with bank account 1024514001 and payment process profile US PPP.

The following table describes the automatic population behavior of valid and invalid bank account and profile combinations.

Valid Bank Account and Profile	Invalid Bank Account and Profile
They both automatically populate.	Neither automatically populates.

The following table contains conditions that result in invalid bank accounts or profiles.

Invalid Bank Account	Invalid Profile
• The bank account is invalid for the payment business unit on the invoice. • The bank account has an invalid payment currency. • The bank account is inactive on the payment date.	• The profile is invalid for the automatic population of the bank account and payment method, business unit, and currency combination. That is, the usage rules specified on the profile don't match the parameters on the payment. • The profile is inactive on the payment date.

For bank account and profile derivation, the order of precedence is as follows:

1. The automatic population of the bank account is based on the predefined lookup type, ORA_IBY_DEFAULT_BANK_ACCOUNT.
2. The automatic population of the bank account from an Oracle Cash Management API.
3. The automatic population of the profile is based on the predefined lookup type, ORA_IBY_DEFAULT_BANK_ACCOUNT
4. The automatic population of the profile is based on the profile usage rules.

Related Topics

- Automatic Population of Bank Accounts by Company Codes
- How Disbursement Bank Accounts and Payment Process Profiles Are Assigned

Considerations for Resolving Payment Validation Errors

When payments files are built from documents payable in Oracle Fusion Payments, the Build Payments program validates the payments, based on validations that were assigned during Payments setup.

When you submit a payment process request, you specify whether payments that fail validation are rejected or whether the Build Payments program stops the payment process for review. If review is required for payments that fail validation, you navigate to the Resolve Payment Validation Errors page, which displays the proposed payments and validation errors, as well as the documents payable that comprise each proposed payment. In the Resolve Payment Validation Errors page, you can perform the following actions to resolve payment validation errors:

- Remove payments from the payment process request.

- Remove documents payable from the payment process request.
- Terminate the payment process request.
- Change the setup of remittance bank accounts, third party payees, payment methods, or payment formats

Removing Payments from the Payment Process Request

You can resolve payment validation errors on the Resolve Payment Validation Errors page by removing one or more payments with validation errors from the payment process request. For example, you may decide to take this action when one or more payments exceeds a defined amount limit. Removing payments can lower the payments amount below the limit. When this action is taken, Payments removes the payment and associated documents payable from the payment process request. Payments then informs the source product that the documents payable in the payment aren't being paid. The source product then unlocks the documents payable and resets their status. This enables the documents payable to be corrected, if necessary, and selected in a new payment process request. After removing the applicable payments from the payment process request, you can then resume the payment process on the Resolve Payment Validation Errors page.

Removing Documents Payable from the Payment Process Request

You can resolve payment validation errors on the Resolve Payment Validation Errors page by removing one or more documents payable from a payment that's included in the payment process request. Payments removes them from the payment process request and informs the source product that the documents payable aren't being paid. The source product then unlocks the documents payable and resets their status. This makes the documents payable ready for correction, if necessary, and for selection in a new payment process request. After removing the applicable documents payable from a payment process request, you can then resume the payment process on the Resolve Payment Validation Errors page.

Terminating the Payment Process Request

You can resolve payment validation errors by terminating the entire payment process request. To terminate a payment process request, click the **Terminate Payment Process** button in the Resolve Payment Validation Errors page. Payments then informs the source product that none of the documents payable in the payment process request are being paid. The source product then unlocks the documents payable and resets their status. This makes the documents payable ready for correction, if necessary, and for selection in a new payment process request.

Changing the Setup of Remittance Bank Accounts, Third Party Payees, Payment Methods, or Payment Formats

You can resolve some payment validation errors by leaving the Resolve Payment Validation Errors page and changing the setup of remittance bank accounts, third party payees, payment methods, or payment formats to allow the payments to pass validation. When payments are revalidated, any setup changes you made are activated. After changing applicable setups, you can then return to the Resolve Payment Validation Errors page and remove applicable payments or documents payable from the payment process request, or ignore the validation errors and resume the payment process on the Resolve Payment Validation Errors page.

> **Note:** You may choose to change setups to resolve payment validation errors; however, you can't change details of the documents payable or invoices, such as amounts or currencies, since those are locked during the payment process. To change details on the documents payable, you must remove the payment or document payable from the payment process request and then make changes in the Edit Invoice page.

Interest Invoices

If you enable automatic interest calculation for a supplier and pay an overdue invoice, an invoice for the interest is automatically created and paid.

CAUTION: You must pay the overdue invoice in a payment process request or through a quick payment.

Setup

To set up automatic interest rate calculation:

- Define interest rates using the Manage Interest Rates task.
- Set the **Create Interest Invoices** option using the Manage Suppliers task.
- Enable the **Create interest invoices** option using the Manage Invoice Options task.

Note: You can add, change, or delete an interest rate at any time. If a rate isn't defined, the interest calculation uses a zero rate.

Attributes

This table describes some of the attributes of an interest invoice.

Attribute	Description
Number	The interest invoice number is the overdue invoice number plus the suffix -INTx, where x is the number of interest invoices for that overdue invoice. For example, if the invoice number is 54362, the invoice number for the third interest invoice is 54362-INT3.
Payment terms	The payment terms on an interest invoice are immediate. If immediate terms aren't defined, the payment terms for the interest invoice are the same as the payment terms for the overdue invoice.
Amount	The interest calculation is based on the rate on the Manage Interest Rates page and is in accordance with the United States Prompt Payment Act. The calculation formula compounds interest monthly, up to a maximum of 365 days interest.
Currency	The invoice currency for an interest invoice is the same as the invoice currency on the overdue invoice. The payment currency for an interest invoice is the same as the payment currency on the overdue invoice.

Related Topics

- How Interest on Overdue Invoices is Calculated
- Interest Allocation Methods

How Interest on Overdue Invoices is Calculated

You can configure your setup to calculate the interest owed to a supplier for overdue invoices.

Settings That Affect Interest Calculation

Set the **Minimum Interest Amount** option on the Manage Invoice Options page and define interest rates on the Manage Interest Rates page.

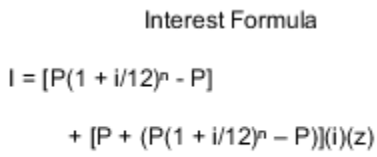
How Interest Is Calculated

When you pay an invoice that's overdue, the interest calculation uses:

- The invoice due date to determine the number of days that the invoice is overdue
- The interest rate in effect the day after the invoice due date

> **Note:** The interest calculation is in accordance with the US Prompt Payment Act, and isn't an effective yearly rate. Interest is compounded monthly. For example, if the interest rate on a 100 USD invoice is 7 percent, after a year, the interest owed is 7.23 USD.

This figure shows the formula for calculating interest.



The interest formula uses the following variables:

- I = interest payable
- P = principal net amount payable to the supplier before adding on interest
- i = interest rate expressed in decimal form
- n = number of full periods for example, the number of days divided by 30
- z = number of residual days that's, number of days less than a 30-day period divided by 360

Cross-Currency Payments

You can pay invoices in any currency, irrespective of the currency on the invoice. With cross-currency payments you can make payments in the most stable currency or comply with legal regulations that prescribe payment in a specific currency.

- During invoice creation, your setup determines the default payment currency or you can manually select the payment currency, irrespective of the invoice currency.
- During payment creation, the cross-currency rate converts the invoice amount to the payment amount.

For example, you can make a payment in Euros for invoices created in Pounds Sterling.

This table lists the currencies and cross-currency rate information.

Invoice Currency	Payment Currency	Cross-Currency Rate
GBP	EUR	1.25

This table shows the conversion of the invoice amount to the payment amount using the cross-currency rate.

Invoice Amount	Invoice Amount * Cross-Currency Rate	Payment Amount
100 GBP	100 * 1.25	125 EUR

Benefits

With cross-currency payments you can:

- Manage your cross-border transactions effectively.
- Comply with legal regulations and make payments in the prescribed currency mandated by the country authorities for the resident supplier.
- Save costs by making payments in the most stable currency and avoiding losses due to currency rate fluctuations.

Conversion Rates

In addition to cross-currency rates, other conversion rates can apply when invoices and payments have different currencies. Following is the list of conversion rates:

- Invoice conversion rate: Converts the invoice currency to the ledger currency
- Cross-currency conversion rate: Converts the invoice currency to the payment currency
- Payment conversion rate: Converts the payment currency to the ledger currency

This table provides an example of the different conversion rates along with the converted transactions for a ledger currency of US dollars and an invoice entered in Pounds Sterling and paid in Euros.

Starting Transaction Amount	Type of Conversion Rate	From Currency	To Currency	Conversion Rate	Converted Transaction Amount
100 GBP	Invoice	GBP	USD	1.75	175 USD
100 GBP	Cross-currency	GBP	EUR	1.25	125 EUR

Starting Transaction Amount	Type of Conversion Rate	From Currency	To Currency	Conversion Rate	Converted Transaction Amount
125 EUR	Payment	EUR	USD	1.45	181.25 USD

Setup

You can set up a default payment currency for:

- A supplier site on the Invoicing tab of the Supplier Site page.
- An invoice business unit on the Manage Invoice Options page.

Note: You can't update the payment currency on an invoice once you save the invoice.

Related Topics

- How Cross-Currency Payments Are Accounted
- How You Add Cross-Currency User Rates to a Payment

How You Set Up Third-Party Payments

A third-party payment is a payment that you make to a supplier on behalf of another supplier. Setting up third-party payments includes the following tasks:

Creating the Third Party

1. In the Suppliers work area, click **Create Supplier**.
2. Complete the information on the Profile and Address tabs.
    - Set the **Address Purpose** field to **Remit to**.
    - (Optional) Associate a bank account and default payment method with the address.

Note: You don't have to create a supplier site unless the third party is a supplier that sends you invoices.

Defining the Relationship Between the Third Party and the Supplier

1. In the Suppliers work area, click **Manage Suppliers**.
2. Search for the supplier on whose behalf the third party receives payment.

3. Add the third party to the Third-Party Payment Relationship section on the Invoicing tab on the Edit Site page. Consider marking the relationship as the default relationship for new invoices and payments.
This table describes each attribute of a third-party payment relationship.

Attribute	Description
Remit-to Supplier	Enter the party designated to receive payment on behalf of the supplier on the invoice.
Address Name	Enter the address of the party designated to receive payment on behalf of the supplier on the invoice.
From Date, To Date	Specify an inclusive date range for the relationship. When you create an invoice or payment, the invoice and payment dates are used to identify valid third-party payment relationships for the supplier site. **Note:** When you end date an existing relationship, you must review all unpaid or partially paid invoices for that relationship.
Description	Enter text to include in the payment file. For example, you can enter text to print on the payment document as reference information.

Note: The Merge Supplier process doesn't merge third-party payment relationships.

(Optional) Setting the Remit-to Supplier Override Option

1. In the Setup and Maintenance work area, go to the following:
2. Offering: Financials
3. Functional Area: Payables
4. Task: Manage Invoice Options, with the business unit scope set
5. Click **Apply and Go to Task**.
6. Select the **Allow remit-to supplier override for third-party payments** option to allow override of the remit-to supplier on the invoice.

(Optional) Setting the Payee Override Option

1. In the Setup and Maintenance work area, go to the following:
2. Offering: Financials
3. Functional Area: Payables
4. Task: Manage Payment Options, with the business unit scope set
5. Click **Apply and Go to Task**.
6. Select the **Allow payee override for third-party payments** option to allow override of the payee on the payment.

Related Topics

- What's a third-party payment?
- Guidelines For Invoice Options

How You Add Cross-Currency User Rates to a Payment

This example demonstrates how to add cross-currency rates to a single payment when the cross-currency rate type for the payment is User.

The following table summarizes key decisions for this scenario.

Decision to Consider	In This Example
Is the invoice currency different from the payment currency?	Yes
Is the invoice due for payment?	Yes
What's the payment conversion rate type?	Corporate

Adding Cross-Currency User Rates

1. On the Payments Overview page, click **Create Payment** to open the Create Payment page.
2. On the Payment Details tab, complete the required fields.
3. On the Advanced tab, complete the fields as shown in this table.

Field	Value
Payment Conversion Rate Type	Corporate
Cross-Currency Rate Type	User

4. In the Invoices to Pay section, select the action Add Cross-Currency User Rates.

   If you select the invoices to pay before adding the rates, a warning appears that cross-currency rates are missing.
5. In the Add Cross-Currency User Rates dialog box, click the **Create** icon.
6. Select a value for the **From Currency** field.
7. Enter the conversion rate.
8. Click **OK**.
9. In the Invoices to Pay section, select the action Select and Add: Invoices to Pay.
10. In the Select and Add: Invoice to Pay dialog box, select the invoice.
11. Click **OK**.

12. Click **Save and Close**.
13. Click **OK** to acknowledge the payment confirmation message.

Centralized Payment Processing Across Business Units

Centralized payment processing enables you to implement a shared payment service model.

In this model, a single payment business unit provides payment services to multiple invoice business units. That is, any business unit with the **Payables Payment** business function can provide payment services to other business units with the **Payables Invoicing** business function.

The designated payment business unit processes invoices from multiple invoice business units and generates a consolidated payment for a given supplier. Because payment processing is centralized, you can exercise better control of supplier payments and reduce the cost of payment processing.

Payment Processing and Invoice Business Unit Setup

The payment business unit groups standard invoices, prepayments, and credit memos for the same supplier name and site, from all of the invoice business units that the payment business unit services.

Although invoices are grouped into a single payment, the payment business unit honors the setup values that apply to each of the invoice business units. For example, the US Headquarters payment business unit provides payment services to invoice business units US West and US East.

This table shows how the **Discount Allocation Method** invoice option is set for each invoice business unit.

Business Unit	Discount Allocation Method
US West	Single distribution
US East	All invoice lines

This table shows invoices for the same supplier and supplier site, along with whether discounts apply.

Invoice Number	Business Unit	Discount Applicability
INV-West-001	US West	Yes
INV-West-002	US West	No
INV-East-001	US East	Yes
INV-East-002	US East	Yes

While processing the payments, US Headquarters groups the invoices together and generates a single payment for all four invoices. However, when accounting for the invoices the:

- Discount on invoice INV-West-001 is allocated to a single distribution.
- Discounts on invoices INV-East-001 and INV-East-002 are allocated to all of the invoice lines.

So even if a single payment is made, setups for the applicable invoice business units are respected.

This table shows setup tasks for invoice and payment options and the business unit that the tasks apply to.

Setup Task	Applicable Business Unit
Manage Common Options for Payables and Procurement	Invoice
Manage Invoice Options	Invoice
Manage Payment Options	Payment
Manage Tax Reporting and Withholding Tax Options	Invoice

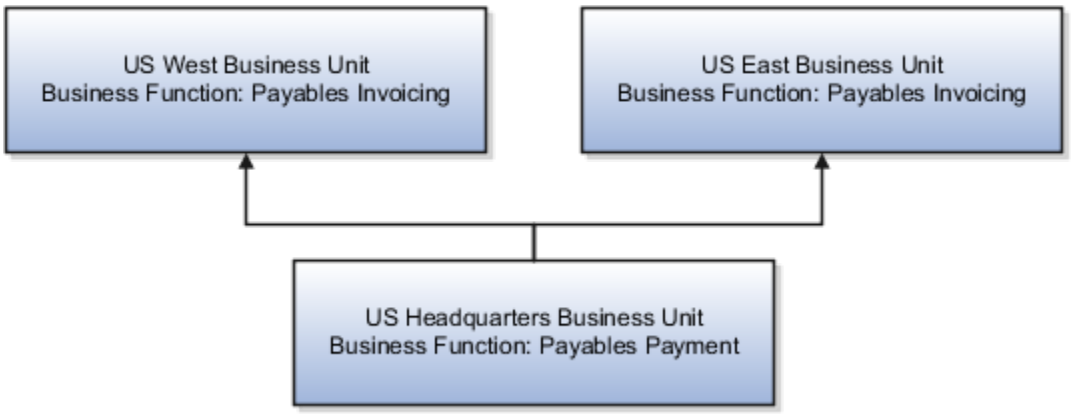
Payment Service Models

The different models of payment services that you can implement are:

- Dedicated
- Self-Service
- Dedicated and Self-Service

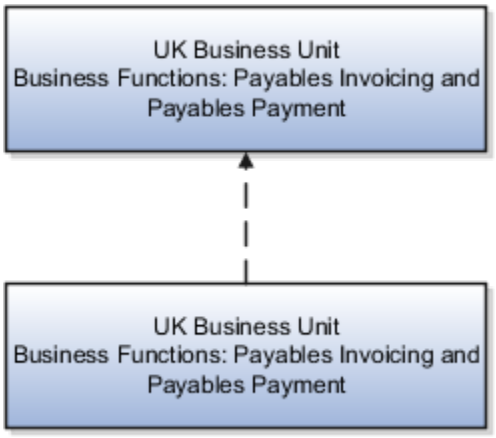
In a dedicated payment service model, the payment business unit works solely as an outsourced payment processing unit to service other invoice business units.

The following figure is an example of a dedicated payment services model.



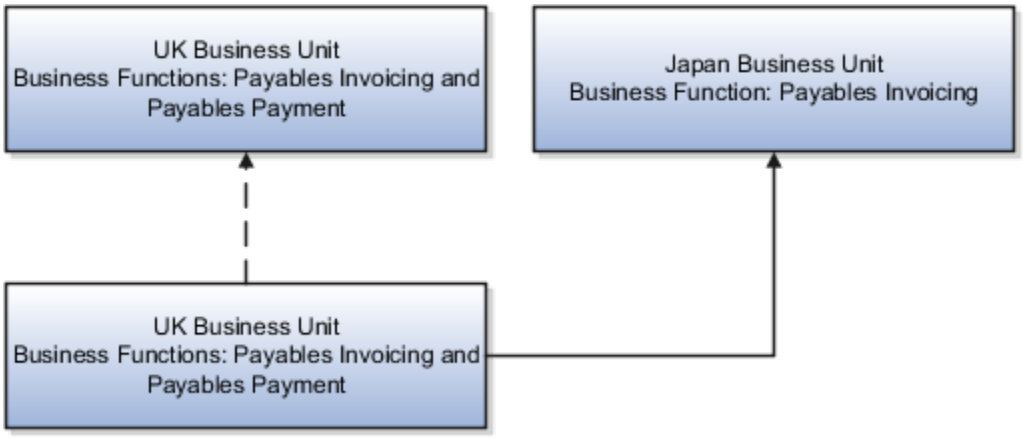
In a self-service model, the invoice business unit services itself, acting as its own payment service provider.

The following figure is an example of a self-service payment services model.



In a dedicated and self-service model, the payment business unit, in addition to servicing itself, also services other invoice business units.

The following figure is an example of a dedicated and self-service payment services model.



Benefits of Centralized Payments

When you centralize payments you:

- Have better control of supplier payments. You can:
  - Effectively manage supplier payments by grouping credit memos from one invoice business unit with standard invoices of other business units, thereby reducing net cash flows.
  - Effectively communicate and reconcile any disputes with your suppliers.
- Develop and use organization skills effectively.
- Reduce processing costs, such as administration and transaction costs by generating consolidated payments for invoices across multiple invoice business units.

Related Topics

- Why do I get a permissions error when I click on a payment number link from the Manage Invoices page?
- Why do I get a permissions error when I click on an invoice number link from the Manage Payments page?
- What's the difference between the currency conversion settings on the common options page and the payment options page?

How Payment Approval Is Processed

The payment approval process allows management to control payments by prioritizing available funds. Payment approval lets you send payments to approvers for review before final payments are made to suppliers or employees.

If enabled, the payment process stops and approvers can optionally remove payments directly from a payment process request and then approve it.

The payment approval process generates and routes payment approval notifications to approvers. Approvers can approve or reject payment process requests directly from e-mails. They can also perform other approval actions from payment approval worklist notifications.

Settings That Affect Payment Approval

To enable payment approval, navigate to Setup and Maintenance, search, and select Manage Disbursement System Options. On the Manage Disbursement System Options page, select the Enable payment approval option.

How Payment Approval Is Processed

When Payment approval is enabled, all payment process requests go through the payment approval process. When a payment process request is submitted, payment approval is automatically triggered after it reaches the Review Proposed Payments stage. The status of the payment process request is then set to Payments Approval Initiated. Payment approvers then receive payment approval e-mail notifications, as well as payment approval BPM Worklist notifications.

As the following table shows, approvers can perform different payment approval actions depending on the payment approval mechanism used, whether from the Review Proposed Payments page, from email notifications, or from BPM Worklist notifications.

Payment Approval Mechanism	Approval Actions Available	Navigation
Review Proposed Payments page	• Approve • Reject • Withdraw approval • Resubmit for approval	Navigate to: Spring board > Payables icon > Payments icon > Overview page > Tasks icon > Click Manage Payment Process Requests link > Manage Payment Process Requests page > Status: Pending Proposed Payment Review > Search button > Manage Payment Process Requests page >Action icon > Review Proposed Payments page.
E-mail notification	• Approve • Reject	Your e-mail inbox.

Payment Approval Mechanism	Approval Actions Available	Navigation
BPM Worklist notification	• Withdraw approval • Resubmit for approval • Reassign • Delegate • Request for more information	Navigate to: Tools > Worklist > Financials

To specify a payment approval action on the Review Proposed Payments page, approvers select an option from the Actions menu. The following table lists the payment approval actions that payment process request submitters and approvers can take, when the actions are available, who takes the payment approval action, and the result of the action.

Payment Approval Actions Available on the Review Proposed Payments Page	Availability of Action	Person Performing the Action	Result of Action
Approve payment	Only when the payment process request status is Payments Approval Initiated.	Approvers only.	• Allows the payment process request to continue • Status of payment process request changes to Approved • Once the payment has been approved, the auto resumption process lets the transaction proceed automatically. No manual intervention is required for the transaction after approval.
Reject payment	Only when the payment process request status is Payments Approval Initiated.	Approvers only.	• Terminates the payment process request immediately • Status of payment process request changes to Terminated
Withdraw approval	Only when the payment process request status is Payments Approval Initiated.	Submitter of the payment process request or approver.	• Terminates the payment approval task • Status of the payment process request changes to Withdrawn • Ensures that all active payment approval notifications are removed from approvers • Approver reinitiates payment approval by selecting the Resubmit for approval action after correcting the issue
Resubmit for approval	Only when the payment process request status is Withdrawn from payments approval and Error in payments approval.	Submitter of the payment process request or approver.	• Reinitiates the payment approval process for the payment process request

Payment Approval Actions Available on the Review Proposed Payments Page	Availability of Action	Person Performing the Action	Result of Action
			• Status of payment process request changes to Payments Approval Initiated
Terminate payment process request	Always.	Anyone.	• Terminates the payment process • Ensures that all active payment approval notifications are removed from approvers

Approvers can review the payment approval statuses of payment process requests that require action on the Requiring Attention tab on the Overview page as the following table lists.

Page	Payment Process Request Approval Statuses	Navigation
Overview page	• Payments approval initiated • Pending payment approvals • Withdrawn from payments approval • Payments approved	Requiring Attention tab.

Related Topics

- How You Set Up Payment Approval

How Payments Are Escheated

When checks issued for payments to suppliers, or to employees for expense payments, haven't been presented for clearing during a specific time period, you should escheat them and transfer the amount to the appropriate local authority.

Oracle Payables lets you identify and escheat unclaimed checks and transfer their value to the appropriate escheatment authority. You can also generate a report with a list of payments that are escheated or initiated for escheatment.

Only payments done using a payment process profile configured with the processing type Printed are eligible for escheatment. You can't escheat the following types of payments.

- Cross-business unit payments
- Manual payments
- Refunds
- Prepayments
- Netting payments

How You Escheat a Payment

Identify payments that have gone stale and escheat them. Here's how you do it.

1. Go to **Navigator** > **Payables** > **Payments**.
2. In the **Tasks** panel tab, click **Manage Payments**.
3. Use the **Payment Date** criteria to identify checks that haven't been cleared for more than or equal to the minimum number of days defined in the payment options.

   > **Note:** You can only escheat payments that are in ledger currency with the status as **Negotiable**.

4. Select the payments and then click **Initiate Escheat** in the Actions menu.

   > **Note:** You can begin escheatment for one payment at a time or multiple payments simultaneously.

5. Send stop payment instructions to the corresponding banks for all payments in the **Escheatment Initiated** status.
6. After performing due diligence on all stale dated payments, go to the Manage Payments page and search for the payments with status as **Escheatment Initiated**.
7. Select the payments and then click **Actions** > **Escheat**.

The payment status changes to **Escheated**. As a next step, create a remittance invoice to transfer the escheated funds to the escheatment authority.

Related Topics

- Escheated Payments Listing Report
- Transfer Escheated Funds to the Escheatment Authority
- Configure Escheatment Options

Transfer Escheated Funds to the Escheatment Authority

After you've escheated unclaimed payment in Payables, you must transfer the escheated amounts to the appropriate local authority. It's a legal requirement to escheat assets unclaimed over a specific period and transfer them to the escheatment authority.

Escheatment authority is assigned by the government to hold abandoned properties or dormant accounts for a limited period. The owner, beneficiary, or legal heir can reclaim them during this period. After which, the unclaimed assets are sold and the amounts are transferred to the state funds.

How You Transfer Funds to Escheatment Authority

After escheating the payments, run the **Creating Accounting** process to transfer the escheated amounts from **Cash or Cash Clearing** account, to the **Unclaimed Fund** account.

Next, create a Payables invoice for transferring the escheated payment to the escheatment authority. Here's how you do this.

1. Go to **Navigator** > **Payables** > **Payments**.
2. In the **Tasks** panel tab, click **Manage Payments**.
3. Select the payments with the status as **Escheated** and click **Actions** > **Escheatment** > **Create Invoice**.
4. Search for and select the applicable escheatment authority supplier to create the invoice and then click **Submit**.

You can review the escheatment invoices from the Manage Invoices page. An escheatment invoice distribution is created using the Unclaimed Fund account that was credited when the payment was escheated.

Accounting Entries for Escheated Payments

Generation of accounting entries for the payments and escheated payments differ, based on the offset segments and when to account payment options.

This is how accounting is done when **Offset Segments** option is set to **None** and **Account for Payment** option is set to **Payment Issue and Clearing**.

Event	Debited to	Credited to
Payment is accounted	Supplier Liability Account	Cash/Cash Clearing Account
Payment is escheated	Cash/Cash Clearing Account	Unclaimed Fund Account
Remittance invoice is created to transfer the escheated funds to the Escheatment Authority	Unclaimed Fund Account	Escheatment Authority Liability Account

Related Topics

- How Payments Are Escheated
- Remittance of Payments to Escheatment Authority Listing Report
- How Invoices and Payments Are Accounted
- Configure Escheatment Options

FAQs for Prepare and Record Payments

What happens if I don't define an interest rate for an overdue invoice?

If you enable the Create interest invoices option but don't define a rate for the day after the invoice is due, interest isn't calculated and an interest invoice isn't created.

What happens if I void a payment?

The accounting and payment records for the invoices that were paid are automatically reversed.

If applicable, the following transactions also occur:

- Realized gains or losses on foreign currency invoices are reversed.
- If the **Create interest invoices** option on the Manage Invoice Options page is enabled, all related interest invoices are reversed.
- If the invoice is associated with a withholding tax invoice and tax is withheld at payment, a reversing invoice is automatically created. This reversing invoice for the tax authority offsets the withholding tax invoice.

Note: When you void a payment, you can select to cancel the invoices, place a hold on the invoices, or leave the invoices available for payment.

What's a stop payment request?

A stop payment request records the dates that a stop payment order was placed with, or released from, a financial institution.

For example:

1. A supplier tells you that they didn't receive a payment.
2. You ask the bank to stop the payment.
3. You record a stop payment request using the Manage Payments task.
4. If the bank confirms the payment was stopped, you void the payment.
5. If the bank tells you that the payment has already cleared, you cancel the stop payment request.

Why didn't an installment get selected for payment?

An installment can meet the selection criteria of a payment process request, but not get selected for payment for one or more reasons.

You can review installments that weren't selected for payment and the reasons they weren't selected, on the Not Selected tab on the Review Installments page.

Here are the reasons why an installment might not get selected for payment.

- An approver rejected the invoice.
- The calculation for withholding tax ended in error.
- A credit reduced the payment amount to less than zero.
- The invoice must be revalidated.
- The invoice requires approval.
- The invoice was never validated.
- The payment date is in a closed period.
- Having the payment date before the system date isn't allowed.
- The installment is on hold.
- The supplier site is on payment hold.
- The installment was manually removed from the payment process request.
- Zero amount installments are excluded from payment.

Why did the payment require a conversion rate when the option to require a conversion rate is disabled?

Regardless of how you set the Require conversion rate entry option, a payment requires a conversion rate if:

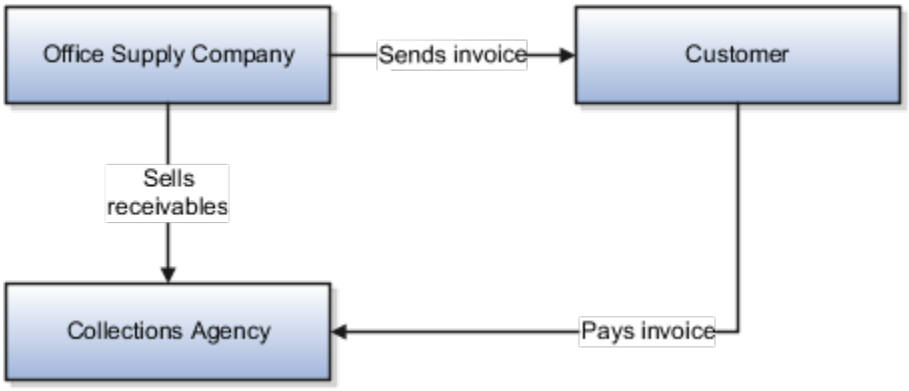
- The payment is in a foreign currency.
- The payment has an invoice that's subject to automatic withholding.
- Automatic withholding occurs at time of payment.

Note: Invoices for automatically withheld taxes are always created in the ledger currency.

What's a third-party payment?

A third-party payment is a payment that you make to a supplier on behalf of another supplier.

This figure provides an example of a third-party payment. An office supply company sells their receivables to a collections agency for cash and customers send payments to the collections agency.



Why is the payee name on the payment different from the supplier name on the paid invoice?

The payment was made to a third party. You can view the third-party payment setup in the Third-Party Payment Relationship section on the Invoicing tab on the Edit Site page.

What happens if I create an invoice using Supplier Portal for a supplier that is set up for third-party payments?

If a default third-party payment relationship is defined for the invoice date, the third-party information is copied to the invoice when you submit the invoice.

You can see the third-party information when you review the invoice installments from the Manage Invoices page.

How can I fix a payment process request that's missing cross-currency rates?

A payment process request can have a status of Missing cross-currency rates for multiple reasons.

Depending on the reason, selecting the action icon on the Manage Payment Process Requests page opens the page where you can resolve the issue or view information on how to resolve it.

This table describes the reasons for the **Missing cross-currency rates** status along with the actions you can take to resolve them.

Reason	Action
The cross-currency rate type is **User**, but you didn't enter any rates.	On the Edit Cross-Currency Conversion Rates page, add the rates that convert the invoice currencies to the payment currencies.

Reason	Action
The cross-currency rate type has a value other than **User** and the rates are missing for the specified payment date.	On the View Missing Cross-Currency Rate page, see which currencies are missing rates and define them on the Manage Daily Rates page.
The payment process request includes cross-currency payments, but you didn't select a cross-currency rate type.	On the Select Cross-Currency Rate type page, select the type of conversion rate to use for cross-currency payments.

Why do I get a permissions error when I click on an invoice number link from the Manage Payments page?

The business unit for the invoice is different from the business unit for the payment and you don't have access to that invoice business unit.

You can view general invoice information on the Paid Invoices tab, but you can't drill down to view the invoice details.

What are the changes in the payment attributes flow when I create third-party payment?

The payee is the party who receives payment. Whether the payee is a third-party or the invoicing supplier, the payment attributes flow the same way.

These attributes default on the invoice from the payee setup:

- Payment method
- Remit-to account
- Pay each document alone
- Bank charge bearer
- Payment reason
- Payment reason comments
- Settlement priority
- Delivery channel

These attributes come from the payee setup when you make a third-party payment or any payment.

- Bank Instruction 1
- Bank Instruction 2
- Bank Instruction Details
- Payment Text Message 1
- Payment Text Message 2
- Payment Text Message 3
- Service Level
- Separate Remittance Advice

Why do I see different names for the Payee and the Supplier or Party on payment process request pages?

The names are different because you're making a third-party payment. The Supplier or Party column displays the invoicing supplier. The Payee column displays the third party that receives payment on behalf of the invoicing supplier.

What happens to payment validations when I create a third-party payment?

The payee is the party who receives payment. Whether the payee is a third-party or the invoicing supplier, validations on payee attributes perform the same way.

What's the impact on grouping of installments for third-party payments?

Installments are grouped first by the invoicing supplier and then by the third-party payee.

How Payment Status Bell Notifications Are Displayed

You can submit a payment batch for straight through processing or you can stop and review the payment process at various stages.

When the payment batch stops for required action or when the payment processing is complete, you conveniently receive a payment status bell notification.

Settings That Affect Payment Status Bell Notifications

Payment status bell notifications are activated by selecting any of the following check boxes on the Submit Payment Process Request page, Processing Options section:

- Review installments
- Review proposed payments
- Create payment files immediately

How Payment Status Bell Notifications Are Displayed

Payment status bell notifications are displayed:

- When the payment process request stops at a milestone or waits for your required action
- If you select any of three processing option check boxes when you submit a payment process request

Selection of any processing option check box causes the payment process to stop for review, which causes the payment status bell notification to display. The payment status bell notification has a link in it that you can click to take you to the page that requires action.

Payment status bell notifications:

- Display when the payment process request stops for your required action
- Provide links so you can navigate to the applicable page
- Disappear when the link in the notification is clicked

Tip: Payment status bell notifications aren't displayed to notify you of report availability.

When do payment status bell notifications appear?

The bell notification appears when the payment batch stops for a required action or when the payment processing is complete. You can click the links in this notification to directly go to a page that requires action.

The notification disappears after you click the links. Payment status notifications are supported for the payments processed by payment process requests, but not for the payments created through the create payment option.

How can I access payment reports after a payment file is generated?

You can click the links provided on the Payment File page to access the payment reports. These links give you direct access to the Separate Remittance Advice report, the Positive Pay report, and the Payment File Register report.

You don't have to navigate to the Scheduled Processes area to retrieve them.

How Payment Reports Are Displayed

You can access Oracle Fusion Payments reports by clicking links on the UI so you don't have to navigate to the scheduled processes area to retrieve them.

Settings That Affect Reports

The following settings on the Create Payment Process Profile page, Reporting tab, affect the generation of reports:

- Payment File Register section: **Automatically submit when payments are confirmed** check box.
- Positive Pay section: **Automatically transmit file** check box
- Separate Remittance Advice section: **Automatically submit when payments are confirmed** check box

How Reports Are Displayed

You can configure the automatic generation of various ancillary payment reports. These reports result from the processing of a payment process request. You can view several reports and the payment file from the Payment File page.

The following table lists links to reports that appear on multiple pages in the payment process flow:

Sequence	Payment Process Request Status	Page Name	Report or File Generated
1	Pending installments reviewed	Review Installments page	Payables Selected Installments Report
2	Pending proposed payments reviewed	Review Proposed Payments page	Payment Process Request Status Report
3	Payment file generated	Payment File page	• Payment file • Separate Remittance Advice Report • Positive Pay Report • Payment File Register Report

Related Topics

- Separate Remittance Advice Reports
- Payment Process Request Status Reports
- Positive Pay Reports
- Overview of Payables Selected Installments Report
- Payment File Register Reports

What's Oracle AI Apps?

AI Apps is a separate application with several components to analyze and predict outcomes using several sources of data. It's capable of taking in large volumes of data and through Decision Science, where it stores, processes, and predicts outcomes.

The integration of AI in Payables is to calculate discounts (predicted outcomes) based on several resources such as payment terms, due dates, invoice amounts, and annual percentage rates (resources for storing and processing data).

What happens if I want to use the discount, do I need to have any special payment terms for the discount?

No, you continue to use the existing payment term. The due date with the existing payment term is used to derive the discount amount.

What's the difference between a supplier score and a credit score?

The supplier score is an aggregation of a series of risk and performance metrics derived by Oracle AI Apps.

A credit score is an analysis of a person's credit file, credit history, and lenders. Lenders may include banks, credit card companies, and retail stores. Credit scores are useful in evaluating the potential risk posed by lending money to consumers.

Can I use my PayPal account to make payments to suppliers?

Yes. To make payments using your PayPal account, you must first capture the PayPal ID at the supplier level. You can capture the PayPal account ID in the supplier E-Mail field on the Supplier Address page.

Alternatively, you can capture the PayPal account ID in any of the following supplier bank account fields: **Bank Account Number**, **Bank Account Name**, **Bank Account Alternate Name**.

For your convenience, a predefined Oracle Analytics Publisher template is available for PayPal payments, along with a PayPal payment format, and a PayPal payment process profile. The template's layout is based on the assumption that the PayPal ID is captured at the supplier address level in the **E-Mail** field. If you want to use the alternative way of capturing the PayPal ID in the supplier bank account fields, then you must configure the Oracle Analytics Publisher template according to your setup.

Record Accounting for Payments

How Invoices and Payments Are Accounted

You can create accounting entries for invoice and payment transactions using Oracle Fusion Subledger Accounting. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to Oracle Fusion General Ledger.

Subledger Accounting uses a set of predefined account rules to create accounting, but you can define your own detailed accounting rules.

Payables Event Classes and Types

Subledger Accounting uses predefined accounting event classes and accounting event types. You can change your accounting setup to create accounting for some events and not for others.

This table lists the predefined payables event classes and types.

Event Class	Event Type
Adjustment Entry	Manual
Bills Payable	• Bill Payable Matured • Bill Payable Maturity Adjusted • Bill Payable Maturity Reversed
Credit Memos	• Credit Memo Adjusted • Credit Memo Canceled • Credit Memo Validated
Debit Memos	• Debit Memo Adjusted • Debit Memo Canceled • Debit Memo Validated
Escheated Payments	• Payment Escheated
Invoices	• Invoice Adjusted • Invoice Canceled • Invoice Validated
Payments	• Manual Payment Adjusted • Payment Adjusted • Payment Canceled • Payment Created

Event Class	Event Type
Prepayment Applications	• Prepayment Application Adjusted • Prepayment Applied • Prepayment Unapplied
Prepayments	• Prepayment Adjusted • Prepayment Canceled • Prepayment Validated
Reconciled Payments	• Payment Cleared • Payment Clearing Adjusted • Payment Uncleared
Refunds	• Refund Adjusted • Refund Canceled • Refund Recorded
Third-Party Merge	• Full Merge • Partial Merge

Related Topics

- How Invoices and Payments Are Accounted
- Account Rules

How Missing Conversion Rates Are Applied to Invoices

The Apply Missing Conversion Rate process automatically applies conversion rates to foreign currency invoices or payments that have no conversion rate and a conversion rate type other than User.

If a foreign currency invoice is missing a conversion rate, then the invoice validation process applies a **No rate** hold, which prevents invoice accounting and payment.

Settings That Affect Applying Missing Conversion Rates

Run the Apply Missing Conversion Rates process when the **Require conversion rate entry** option on the Manage Common Options for Payables and Procurement page is disabled.

How Missing Conversion Rates Are Applied to Invoices

The Apply Missing Conversion Rates process uses conversion rate information from the Manage Daily Rates page to apply the conversion rates. The next time you validate the invoice, the **No rate** hold is automatically removed.

Related Topics

- How Invoices Are Validated
- Why did the payment require a conversion rate when the option to require a conversion rate is disabled?
- Guidelines for Common Options for Payables and Procurement

How Cross-Currency Payments Are Accounted

Cross-currency payments are payments in a currency different from the currency on the respective invoices. The accounting process records entries for cross-currency payments in both the invoice currency and the payment currency.

How Cross-Currency Payments Are Accounted

You can account for cross-currency payments individually or through the Create Accounting process. The accounting entries for the payment relieve the liability account in the invoice currency with an offset to the cash or cash clearing account in the payment currency.

Example

This table shows the invoice and payment accounting entries for an invoice with the following currency information:

- Invoice amount and currency: 100 GBP
- Payment currency: EUR
- Ledger currency: USD

This table shows the invoice, payment, and cross-currency conversion rates that are in effect.

Type of Rate	From Currency	To Currency	Conversion Rate
Invoice conversion rate	GBP	USD	1.75
Payment conversion rate	EUR	USD	1.45
Cross-currency rate	GBP	EUR	1.25

This table shows the payment transaction in the payment and ledger currencies.

Invoice Amount (GBP)	Cross-Currency Rate	Payment Amount (EUR)	Payment Conversion Rate	Payment Amount in Ledger Currency (USD)
100	1.25	125	1.45	181.25

This table shows the resulting accounting entries for both the invoice and payment transactions.

Accounting For	Accounting Class	Entered Debit	Entered Credit	Accounted Debit (USD)	Accounted Credit (USD)
Invoice	Item expense	100 GBP		175.00	
Invoice	Liability		100 GBP		175.00
Payment	Liability	100 GBP		175.00	
Payment	Cash Clearing		125 EUR		181.25
Payment	Loss	0 EUR		6.25	
Payment	Balance	125 EUR		175.00	
Payment	Balance		100 GBP		175.00

Related Topics

- Cross-Currency Payments

FAQs for Record Accounting for Payments

What's the difference between perpetual accrual and period end accrual accounting?

For perpetual, or on-receipt accrual accounting, the receiving transaction automatically creates a receipt accrual journal entry that debits the receipt inventory and credits uninvoiced receipts.

After the received material is delivered to its final destination, the receipt inventory account is cleared and the material account is debited.

For period end accrual, no accounting is created at either material receipt or at delivery to the final destination.

Note: Period end accrual applies only to expense items because inventory items are always accrued on receipt.

For perpetual accrual accounting, you don't have to run the Create Uninvoiced Receipts Accruals process.

For period end accrual accounting, if the invoice for the receipt isn't created by period end, run the Create Uninvoiced Receipt Accruals process. The process generates the accrual and creates a reversing journal with an incomplete status. You must run the Create Accrual Reversal Accounting process to change the journal status to Complete and transfer the journal to the general ledger.

For perpetual accrual accounting, the invoice accounting debits the accrual account and credits the liability account.

For period end accrual accounting, the invoice accounting debits the expense account and credits the liability account.

Process Payment Files

Electronic Payments

Watch video

To pay your suppliers, you can make payments through electronic funds transfer by transmitting payment files to your bank or payment system.

This topic includes the following tasks:

- Creating an ISO payment process profile
- Submitting a payment process request
- Reviewing selected invoices
- Reviewing proposed payments
- Transmitting payment files
- Viewing payments and invoices

Creating an ISO Payment Process Profile

The first step is to set up a payment process profile that contains all the necessary details to manage the payment process. You will create an ISO payment process profile. ISO is a global standard for financial payment formats and messages, which is accepted by most banks. ISO has two versions: SEPA for European countries and CGI for non-European countries.

To create an ISO payment process profile, complete these steps:

1. Sign in as a setup user.
2. In the Setup and Maintenance work area, go to the following:
    - Offering: Financials
    - Functional Area: Payments
    - Task: Manage Payment Process Profiles
3. On the Manage Payment Process Profiles page, in the Search Results section, click **Add**.
4. On the Create Payment Process Profile page in the **Name** field, enter **ISO_PPP_XXX**.
5. In the **Code** field, enter **ISO_Code_XXX**.

    > **Tip:** In place of XXX, enter the appropriate number.

6. In the **From Date** field, accept the default setting of today's date.
7. From the **Payment File Format** choice list, search and select the ISO20022 **Common Global Implementation Format**.
8. From the **Processing Type** choice list, select **Electronic**.
9. From the **Payment Confirmation Point** choice list, select **When the payment file is transmitted**.
10. Select the Usage Rules tab.

11. Click the **All** option for Payment Methods, Disbursement Bank Accounts, Business Units, and Currencies so that the payment process profile can be used with any payment.

    > **Note:** You can click the **Specify** option to limit the use of this profile to payments that have specific payment methods, disbursement bank accounts, business units, or currencies.

12. Select the Payment System tab.

    You can specify that the payment file is automatically transmitted after formatting. You can also configure the payment file transmission to allow payment file downloading to the Universal Content Management folder after the payment file is transmitted.

13. From the **Payment System** choice list, select **ISO20022 Payment System**.
14. Select the **Automatically transmit payment file after formatting** check box.
15. In the Payment System Accounts section, for the payment system account of Settings_CGI, select **ISO_UCM_Upload** from the **Payment File Transmission Configuration** choice list.
16. For the payment system account of Settings_SEPA, enter today's date in the **To Date** field.
17. Select the Payment tab.

    On the Payment tab, you can specify attributes for grouping invoices in the same payment if they share the same attribute.

18. In the Document Grouping Rules section, select these check boxes: **Due date**, **Settlement priority**, and **Delivery channel**.
19. Select the Payment File tab.

    On the Payment File tab, you can specify rules for grouping payments into payment files.

20. In the Overrides section, from the **Service Level** choice list, select the type of payment.
21. From the **Delivery Channel** choice list, select the delivery type.
22. Select the Grouping tab.

    Since you're creating an ISO payment process profile, you must select transaction grouping rules on the Grouping tab. Grouping is based on the ISO standardized method of grouping transactions in each transmission file.

23. In the Transaction Grouping Rules section, select these check boxes: **Payment Date**, **Disbursement Bank Account**, **Service Level and Delivery Channel**.
24. Select the Reporting tab.

    On the Reporting tab, you can specify the timing and types of reports to generate.

25. In the Payment File Register section, from the **Format** choice list, select **Payment File Register Format with Document Detail**.
26. Select the **Automatically submit when payments are confirmed** check box.
27. In the Separate Remittance Advice section, from the **Format** choice list, select **Separate Remittance Advice Format**.
28. Select these check boxes: **Automatically submit when payments are confirmed** and **Allow multiple copies for payment file**.
29. From the **Condition** choice list, select **All payments**.
30. From the **Delivery Method** choice list, select **E-Mail**.
31. Click **Save and Close**. A Confirmation message appears.
32. Click **OK**.
33. Click **Done**.
34. Sign out.

Submitting a Payment Process Request

The second step is to submit a payment process request. A payment process request is a grouping of documents payable for which a source product requests payment. The payment process request will make payments of three invoices with different due dates.

To submit a payment process request, complete these steps:

1. Sign in as a transaction user.
2. On the Home page, click **Payables > Payments**.
3. On the Overview page, click the **Tasks** icon and then click the **Submit Payment Process Request** link.
4. On the Submit Payment Process Request page, select the Selection Criteria tab.
5. In the **Name** field, enter **ISO_PPRXXX**.
6. From the **Invoice Group** choice list, search and select **129Group.**

   > **Tip:** In place of XXX, enter the appropriate number.

7. Select the Payment and Processing Options tab.

   On the Payment and Processing Options tab, you can specify payment attributes and processing options. You can select the disbursement bank account from which invoices will be paid, the payment process profile you just created, and several processing options to stop the process for review. If the reviews are satisfactory, payment files are created immediately.
8. From the **Disbursement Bank Account** choice list, search and select **BofA-204**.

   > **Note:** Choose the BofA-204 bank account that has Account Number: 10271-17621-619.

9. From the **Payment Process Profile** choice list, search on ISO and select **ISO_PPP Settings_CGI** .
10. From the **Payment Conversion Rate Type** choice list, select **Corporate**.
11. In the Processing Options subsection, select these check boxes: **Review installments**, **Review proposed payments**, and **Create payment files immediately**.
12. In the Validation Failure Handling subsection, from the **Document** choice list, select **Stop process for review**.
13. From the **Payment** choice list, select **Stop process for review**.
14. Click **Submit**.

    A Confirmation message appears with the process number.
15. Click **OK**.
16. Scroll down to the Schedule Requests section to check the status of the request.
17. Click the **Refresh** icon until **Succeeded** displays in the Status column for both Initiate Payment Process Request and Payables Selected Installments Report processes that correspond to your process ID.
18. On the Overview page, click the **Tasks** icon.
19. Click the **Manage Payment Process Requests** link.
20. On the Manage Payment Process Requests page, enter **ISO_PPRXXX** in the **Name** field.

    > **Note:** In place of XXX, enter the appropriate number.

21. Click **Search**.

    > **Note:** The payment process request shows a Status of **Pending installment review**.

22. Click the **Action** icon.

    On the Selected tab, three invoices were selected by the payment process request. Since the selected installments look fine, the process continues.

Reviewing Selected Invoices

The third step is to review selected invoices.

To review selected invoices, complete these steps:

1. On the Review Installments page, click **Submit**.

   A Confirmation message appears that states your process ID.
2. Click **OK**.
3. Expand the Search section.
4. The **Name** field contains the name of the payment process request, ISO_PPRXXX.
5. Click **Search**.

   > **Note:** The status of the payment process request changes to **Pending proposed payment review**.

6. Click the **Action** icon.

Reviewing Proposed Payments

The fourth step is to review proposed payments.

To review proposed payments, complete these steps:

1. On the Review Proposed Payments page, click **Resume Payment Process**.

   A Confirmation message appears that states the process was submitted and specifies a process ID.
2. Click **OK**.

   > **Note:** In the Payment Summary section, two payments were created and none were rejected or removed. Since the proposed payments are fine, you can continue.

Transmitting Payment Files

The fifth step is to transmit payment files.

To transmit payment files, complete these steps:

1. Expand the Search section.
2. Click **Search**.

   > **Note:** The status of the payment process request is **Payments completed**. The status of the payment file is now **Transmitted**. The payment process request completed and the payment files were transmitted to the payment system.

3. In the **Name** field, enter the payment process request name, **ISO_PPR_XXX**.

   > **Note:** In place of XXX, enter the appropriate number.

4. Click the payment file number.

   The Payment File page appears.
5. In the Payments section, click the **Eye glasses** icon to view the invoices.

Viewing Payments and Invoices

The final step is to view payments and invoices.

To view payments and invoices, complete these steps:

1. On the Manage Payment Process Requests page, click the **payment file number** link.
2. Scroll down the Payment File page to the Payments section.

   The Payments section contains two payments.
3. Click the **Eye Glasses** icon for the $800.00 USD payment.
4. On the Payment page, select the Documents Payable tab.

   The two invoices within Payment XXX are visible.
5. Click **Done**.

Check Payments

To pay your suppliers, you can make payments by printing checks.

This topic includes the following tasks:

- Creating the payment document
- Setting up a payment process profile
- Submitting the payment process request
- Reviewing installments and proposed payments
- Printing checks
- Recording the print status
- Reviewing a check

Creating the Payment Document

To make check payments, you must first set up a payment document, or check stock, at the disbursement bank account level.

To create a payment document at the disbursement bank account level, complete these steps:

1. Sign in as a Cash manager.
2. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Cash Management and Banking
   - Task: Manage Bank Accounts
3. On the Manage Bank Accounts page, in the **Account Name** field, enter **BofA-204** and click **Search**.

   The record of the bank account appears in the Search Results section.

4. Select the account and click the **Edit** icon.
   On the Edit Bank Account page, you can view payment documents created before for the disbursement bank account. To create a payment document, you must provide a name, select the type of paper stock, format, and specify first and last check numbers.
5. On the Edit Bank Account page, Payment Documents section, click **Create**.
6. In the **Create Payment Document** dialog box, in the **Payment Document** field, enter **Payments Numbered Check Stock**.
7. From the **Paper Stock Type** choice list, select **Numbered Stock**.
8. From the **Format** choice list, search and select **Standard Check Format (Stub after Payment)**.
9. In the **First Available Document Number** field, enter **373001**.
10. In the **Last Available Document Number** field, enter **373100**.
    You can also enter the details of the checkbooks issued to you in the Checkbooks section of the dialog box. Click **Add** to add a new row and provide these details:

Checkbook	Prefix	Start Number	End Number	Received Date
A name to identify the checkbook.	A value that might or might not be present on your checkbook. If your physical check doesn't contain any prefix, you can leave this blank.	The number of the first check in the checkbook.	The number of the last check in the checkbook.	The date on which you received the checkbook.

> **Note:** These details aren't present on the checks printed from Oracle Fusion. They're strictly for your internal tracking purpose only.

11. Click **OK**.
12. Click **Save and Close**.
    An Information message is displayed.
13. Click **OK**.
14. Click **Done**.
15. Click **Done**.
16. Sign out.

Setting Up a Payment Process Profile

A payment process profile is a setup that contains all the necessary details to manage the payment process. To print checks, you must create a payment process profile with a Processing Type of Printed. You name the profile and enter a code. Then, you select the same disbursement payment file format that you used to create the payment document.

To create a payment process profile for printing checks, complete these steps:

1. Sign in as a setup user.
2. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Payments
   - Task: Manage Payment Process Profiles

3. On the Manage Payment Process Profile page in the Search results section, click the **Add** icon.
4. On the Create Payment Process Profile page, in the **Name** field, enter **PPP_XXX**.
5. In the **Code** field, enter **PPP_XXX_Code**.

   > **Note:** In place of XXX, enter the appropriate number.

6. In the **From Date** field, accept the default setting of today's date.
7. From the **Payment File Format** choice list, search and select **Standard Check Format (Stub after Payment).**
8. From the **Processing Type** choice list, select **Printed**.
9. For the **Pay File** option, accept **Send to printer**.
10. Select the Usage Rules tab.
11. Click the **All** option for Payment Methods, Disbursement Bank Accounts, Business Units, and Currencies so that the payment process profile can be used with any payment.

    > **Note:** You can click the **Specify** option to limit the use of this payment process profile to payments that have specific payment methods, disbursement bank accounts, business units, or currencies.

12. Select the Payment System tab.
    You can configure the payment file transmission to allow electronic transmission of the positive pay report to the payment system or bank.
13. From the **Payment System** choice list, select **BofA File System**.
14. From the **Payment File Transmission Configuration** choice list, select **UCMPut**.
15. In the **From Date** field, accept the default value of today's date.
16. Select the Payment tab.
    On the Payment tab, you can specify attributes for grouping invoices in the same payment if they share the same attribute.
17. In the Document Grouping Rules section, select the **Due date** checkbox.
18. In the Document Limits section, in the **Maximum Documents per Payment** field, enter **5**.
19. Select the Reporting tab.
    On the Reporting tab, you can specify parameters for the positive pay report. This report lists checks issued by your company with payee names, amounts, and currency. Transmission of the report to your payment system or bank prevents the payment of fraudulent checks, because unauthorized payments aren't listed on the report.
20. In the Positive Pay section, from the **Format** choice list, select **Positive Pay File Format**.
21. Select the **Automatically transmit file** checkbox.
22. Click **Save and Close**.
    A Confirmation message appears.
23. Click **OK**.
24. Click **Done**.
25. Click **Done**.
26. Sign out.

Submitting a Payment Process Request

A payment process request is a grouping of documents payable, for which a source product requests payment. You can name the payment process request and select the invoice group.

To submit a payment process request, complete these steps:

1. Sign in as a transaction user.
2. Click the Payables icon and select Payments.
3. On the Overview page, click the **Tasks** icon and select **Submit Payment Process Request**.

4. On the Submit Payment Process Request page in the **Name** field, enter **PPR_XXX**.
5. Select the Selection Criteria tab.
6. From the **Invoice Group** choice list, search and select **XXXGroup**.

   > **Tip:** In place of XXX, enter the appropriate number.

7. Select the Payment and Processing Options tab.

   On the Payment and Processing Options tab, you can specify payment attributes, processing options, and validation failure handling. You select the disbursement bank account from which the invoices are paid, the payment document and payment process profile you created, and other options to stop the process for review and to act if validations fail. If the reviews are satisfactory, a payment file is created.
8. From the **Disbursement Bank Account** choice list, search and select **BofA-XXX**.
9. From the **Payment Document** choice list, select **Payments Numbered Stock**.
10. From the **Payment Process Profile** choice list, select **PPP_XXX Positive Pay**.
11. From the **Payment Conversion Rate Type** choice list, accept **Corporate**.
12. In the Processing Options subsection, select these check boxes: **Review installments**, **Review proposed payments**, and **Create payment files immediately**.
13. In the Validation Failure Handling subsection, from the **Document** choice list, accept **Stop process for review**.
14. From the **Payment** choice list, accept **Stop process for review**.
15. Click **Submit**.

    A Confirmation message with the process number of the payment process request is displayed.
16. Click **OK**.
17. Scroll down to the Schedule Requests section to check the status of the payment process request.
18. Click the **Refresh** icon until **Succeeded** is displayed in the Status column for the Initiate Payment Process Request and the Payables Selected Installments Report processes that correspond to your process ID.

    The invoice selection process was successfully completed and the Payables Selected Installments report was generated.

Reviewing Installments and Proposed Payments

You opted to stop the process to review invoices and proposed payments.

To review installments and proposed payments, complete these steps:

1. On the Overview page, Requiring Attention tab, click the **Refresh** icon. The payment process request appears.

   > **Note:** The payment process request shows a Status of **Pending installments review** because you opted to stop the process to review the invoices. In the Selected Installments section, five invoices were selected by the payment process request. This selection is fine and you can continue.

2. Click the **Action** icon.
3. On the Review Installments page, review the invoices.
4. Click **Submit**.

   A Confirmation message is displayed.
5. Click **OK**.
6. On the Overview page, Requiring Attention tab, click the **Refresh** icon.

   > **Note:** The payment process request displays the status of **Pending proposed payment review** because you opted to stop the process to review the proposed payment. The proposed payment is fine and you can continue.

7. Click the **Action** icon.

   The Payment Summary section on the Review Proposed Payments page, contains the number of payments created with the total payment amount. These payments are fine and you can continue.
8. On the Review Proposed Payments page, click **Resume Payment Process**.

   A Confirmation message is displayed.
9. Click **OK**.

Printing Checks

The payment process request finished processing. The payment file was automatically formatted and is now ready to print.

To print checks, complete these steps:

1. On the Overview page, Requiring Attention tab, expand the **payment process request** icon to display the payment file.
2. Click the **Refresh** icon.

   > **Note:** The status of the payment process request is **Waiting for payments file processing** and the status of the payment file is **Formatted and ready for printing**.

3. Click the **Action** icon.
4. On the Print Payment Documents page, from the **Printer** choice list, select **PO 407**.
5. Click **Print**.

   A Confirmation message is displayed.
6. Click **OK**.
7. On the Overview page, Requiring Attention tab, click **Refresh** to requery the payment process request.

   The payment file status changes to **Submitted for printing**.
8. Click the **Action** icon.

Recording the Print Status

After you print checks, you must examine the printed checks to confirm that they're not spoiled or skipped. If a check is spoiled or skipped, record the print status.

> **Tip:** You can reduce the effort of manually recording the print status by selecting the **Automatically record check print status** checkbox in the Payment Process Profile. This checkbox shows up when the **Processing Type** is **Printed**. It's deselected by default. If you select it, the payment will be automatically completed, and the positive pay file will be automatically transmitted.

To record the print status, complete these steps:

1. On the Payment File page, review the payments and their check numbers. If your checks look fine, click **Record Print Status**.
2. On the Record Print Status: Payment File page, click **Submit**.

   A Warning message is displayed.
3. Click **Record the Print Status**.

   A Confirmation message is displayed.

4. Click **OK**.
5. Click **Done**.

   Note: On the Manage Payment Process Requests page, the payment process request status is **Waiting for payment file processing**. The payment file status is **Printed**.

6. Click **Done**.

   The Overview page appears.

Note: If you opt to enable the **Automatically record check print status** option, the application doesn't display the Record Print Status button on the payment file.

Reviewing a Check

After printing checks, you can review them.

To review a check, complete these steps:

1. On the Overview page, scroll down to the Schedule Requests section.

   You can review the schedule requests to verify the status of the positive pay file.
2. Click **Refresh**.
3. On the Create Positive Pay File process row, click the **View Output** icon to see the output that was transmitted to the payment system or bank.

   A **Create Positive Pay File, XXXXX, Output** dialog box appears.
4. Click the **ESS** link.

   A .txt of the positive pay report is displayed.
5. On the Format Payment Files process row, click the **View Output** icon to review the .pdf file of the printed checks.

   A **Format Payment Files, XXXXX, Output** dialog box appears.
6. Click the **ESS** link.

   A .pdf of the check is displayed.

How Disbursements Are Processed

The disbursement process starts when a source product calls Oracle Fusion Payments to process disbursements. For example, Oracle Fusion Payables uses the disbursement process to pay supplier invoices and Oracle Fusion Receivables uses it to pay customer refunds.

The disbursement process ends when either electronic payments are transmitted to a payment system or financial institution or paper payment documents, such as checks or promissory notes, are printed.

Electronic processing creates a payment file that is transmitted to a payment system or other financial institution. The file contains instructions that tell the payment system or financial institution how to remit funds. In some cases, funds are remitted electronically by an automatic deposit to a bank account. In other cases, the payment file can instruct the payment system or financial institution to issue a check for payment.

Settings That Affect Disbursements

The following settings in the header region on the Create Payment Process Profile page impact electronic disbursements:

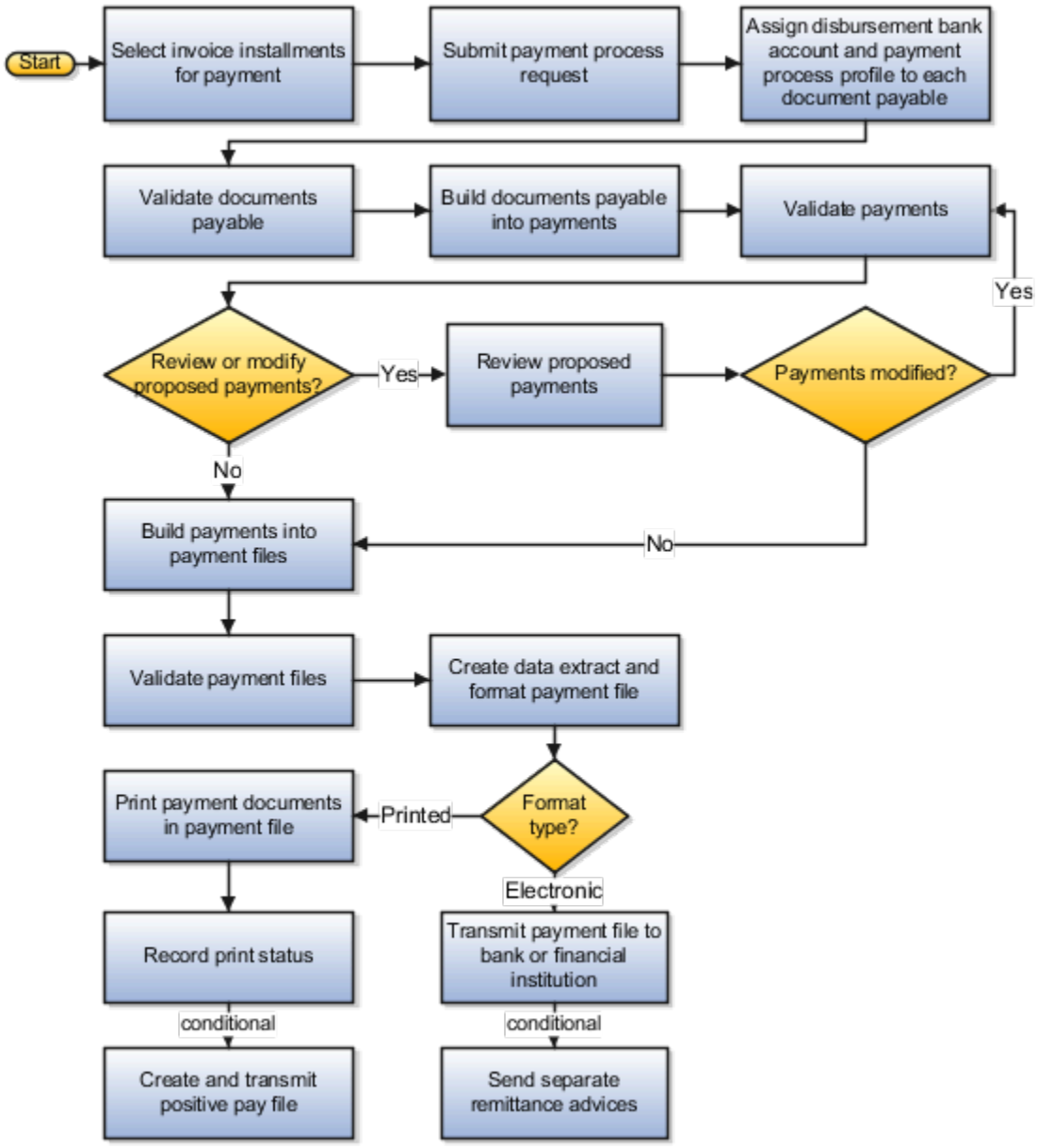
- **Payment File Format** choice list: You specify the payment file format to use for the electronic payment file.
- **Processing Type** choice list: Electronic.
- **Payment Confirmation Point** choice list: Point at which a payment is confirmed. Payments can be automatically confirmed, either when the payment file is formatted or when the payment file is transmitted to the payment system.
- **Allow Manual Setting of Payment Confirmation** check box: You can manually confirm payments on the following pages:
    - Manage Payment Files
    - Payment File
    - Overview page in the Payments work area

The following settings in the header region on the Create Payment Process Profile page impact printed disbursements:

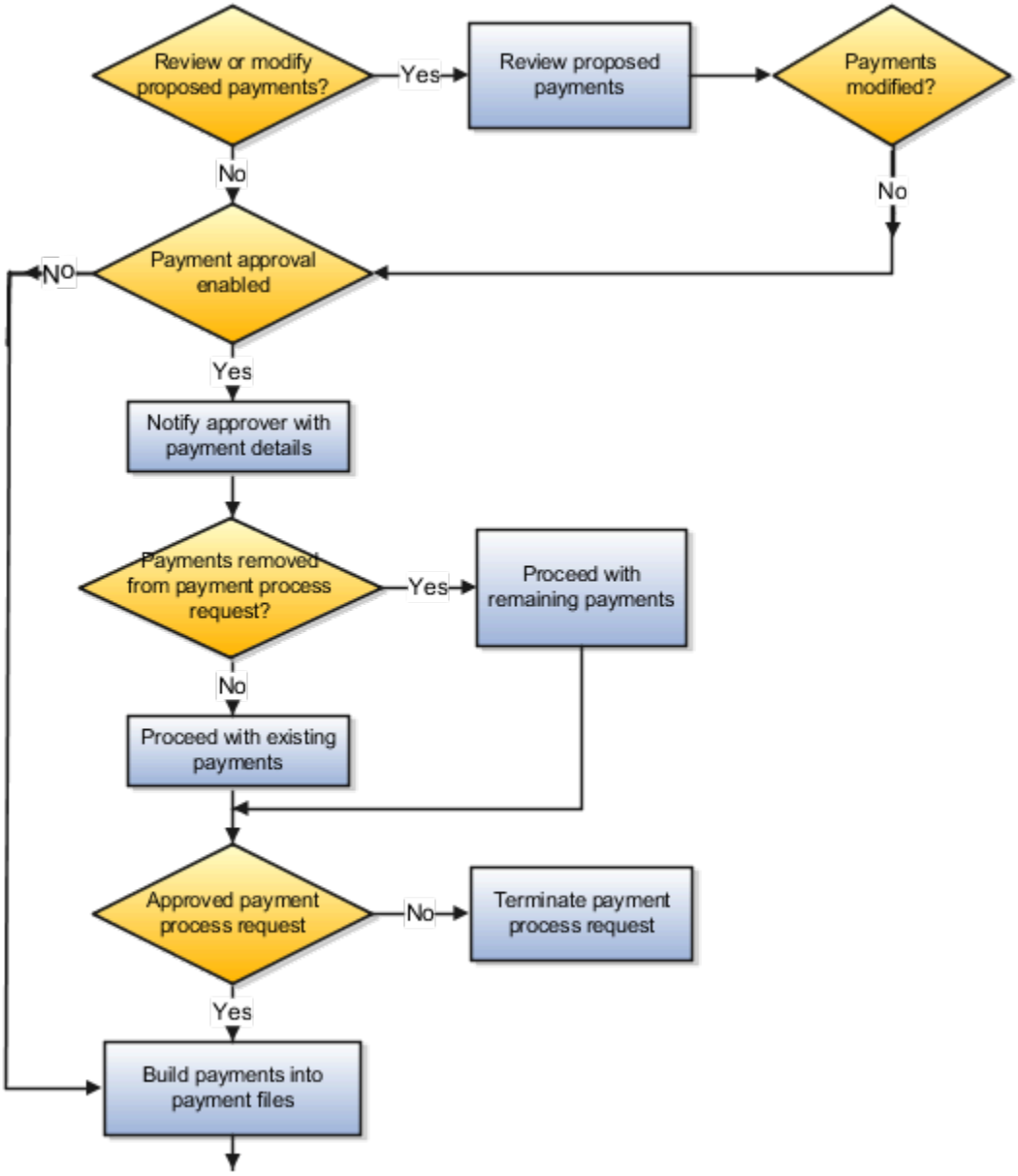
- **Payment File Format** choice list: You specify the payment file format to use for the printed payment file.
- **Processing Type** choice list: Printed.
- **Default Payment Document** choice list
- **Send to File** radio button: Produces a formatted output file, which is printed outside of Oracle Fusion Applications.
- **Send to Printer** radio button
- **Automatically Print After Formatting** check box
- **Default Printer** choice list

How Disbursements Are Processed

The following figure illustrates the flow of the disbursement process.



The following figure illustrates the flow of the payment approval process within the disbursement process.



The following table describes the action steps performed by the disbursement process, which starts in Payables and ends in Payments.

Action	Description
Create documents	Source product creates documents payable, such as invoices.
Select documents	Source product selects documents. Selected documents are grouped into a payment process request.
Submit payment process request	Payment process request is submitted to Payments for processing.

Action	Description
Assign bank account and payment process profile	Disbursement bank accounts, which are your company's bank accounts, and payment process profiles are assigned to documents payable within the payment process request. Payments automatically assigns these values when possible. When not possible, the application asks you to supply the values on the Assign Payment Process Attributes page.
Validate documents	Payments executes any document level validations set up on the payment method or format. Documents payable that fail validation can be automatically removed and returned to the source product. Valid documents payable continue in the disbursement process, or the payment process request can be stopped for resolution, depending on options set during the submission of the payment process request.
Create and validate payments	Payments groups like documents payable into payments, according to rules set up in the payment process profile. It then executes any payment level validations set up on the payment method or format. Payments that fail validation can be automatically removed and the documents payable returned to the source product. Valid payments continue in the disbursement process, or the payment process request can be stopped for resolution, depending on options set during the submission of the payment process request.
Review and modify payment process request	When the payment process request is submitted, it can be set to stop for review as soon as all payments pass validation. During the review, you can optionally remove payments from the payment process request or documents payable from payments. If you make any changes during the review, validations are executed again.
Approve or reject payment process request	When payment approval is enabled, the payment process stops at the Review Proposed Payments stage, and approvers can optionally remove payments directly from a payment process request and then approve it. The approval process generates and routes payment approval notifications to approvers. Approvers can approve or reject payment process requests directly from e-mails or from the Review Proposed Payments page.
Create payment file	Payments processes payments within each payment process request and groups them according to their disbursement bank accounts, payment process profiles, and other grouping rules to create payment files.
Validate payment file	Payments executes any payment file level validations set up on the format. Payment files that fail validation can be corrected by removing payments or the validation can be overridden.
Create extract and format	An extract, or XML file, is created that contains the data relevant to the payment file. Oracle Analytics Publisher applies a format template to the data in the extract. The result is a formatted file that contains data specified by the format.
Transmit payment file	If the payment process profile for a formatted payment file specifies electronic processing, the payment file is transmitted to the payment system. The payment system is a bank or other financial institution that processes the file and moves funds from the disbursement bank account to the payee bank account.
Print payment documents	If the payment process profile for a formatted payment file specifies printed processing, the payment file is printed onto payment documents, such as checks. If any checks print incorrectly, they can be reprinted. After checks print successfully, you can record the print status, which allows Payables to account for the payments.
Perform post-processing	After creating payments, you can optionally use reports as follows:

Action	Description
	• Separate Remittance Advice reports can be sent to suppliers, which lists the invoices you paid. • Positive Pay reports can be sent to banks to prevent fraud since unauthorized payments are not listed on the Positive Pay report. • Payment file registers can be created for internal use. They display details of payments that are included in a payment file. You can retain this report for your records.

Configuring Disbursement Acknowledgment Processing

You can enable acknowledgment processing by configuring extra payment system settings.

To support acknowledgment processing in ISO20022 implementation, Oracle Payments includes the predefined payment system, **ISO20022 Payment System**. This payment system includes these extra settings that you must configure.

Setting	Description
Disbursement Acknowledgment Automatic Retrieval Time Interval Minutes	Time in minutes after which the automatic acknowledgment file retrieval begins. This setting dictates when the L0 acknowledgment is automatically triggered.
Disbursement Acknowledgment Automatic Voiding Option	Yes/No to indicate whether rejected payments are automatically voided.
Disbursement Acknowledgment Format	File format used for transforming the acknowledgment file. 2 acknowledgment file formats are predefined: • ISO Disbursement Acknowledgment Format • JP Morgan Disbursement Acknowledgment Format
Disbursement Acknowledgment Transmission Configuration	Indicates the transmission configuration used to connect to bank server to retrieve the acknowledgment file. Transmission configuration includes details about the remote server, and the directory where the acknowledgment file is available for retrieval. Deploying organization's bank provides the required details for the transmission configuration. Supported protocols for transmission configuration are: • SFTP • HTTPS • UCM
Disbursement Acknowledgment Voiding Invoice Action	Indicates the action taken on an invoice after a rejected payment is voided. Available options are: • None - Take no action on the invoice • Cancel Invoice • Place hold on invoice
Email Disbursement Acknowledgment Details	Yes/No to indicate whether an email notification with acknowledgment details is sent after acknowledgment processing.
Payment File Register Format	Indicates the format for Payment File Register generated after acknowledgment processing is completed. Available options are: • Payment File Register Format • Payment File Register Format with document detail

How a Separate Remittance Advice Report Is Processed

The Separate Remittance Advice report is a predefined disbursement report sent to suppliers, which lists the invoices your company paid. You can manually run the report from the Payments Tasks pane by clicking the Send Separate Remittance Advice link.

You can also run the report automatically after selecting specific options on the Reporting tab of the Payment Process Profile page. The automatic process is called internally on payment completion. Any required parameter values are already available in Oracle Fusion Payments. Payments uses Oracle Analytics Publisher templates to format and deliver the report.

This table shows the report details.

Report Name	Process Name	Description	Output
Disbursement Separate Remittance Advice Formats	Send Separate Remittance Advice	Creates notices that can be faxed, emailed, or printed and mailed to suppliers. Lists the invoices paid electronically or by printed payment.	Document

Here's how you manually run the Separate Remittance Advice report:

1. Go to Navigator > Payables > **Payments**.
2. In the Tasks panel tab, select **Send Separate Remittance Advice**.

Note: Before you can automatically generate a Separate Remittance Advice report, you must set up a payment process profile.

Perform these steps to set up a payment process profile:

1. In the Setup and Maintenance work area, go to the **Manage Payment Process Profiles** task:
    - Offering: Financials
    - Functional Area: Payments
    - Task: Manage Payment Process Profiles
2. Click the **Create** icon.
3. Go to the Reporting tab and then select a format in the Separate Remittance Advice section.
4. Select the condition as **All Payments** and select the **Automatically submit when payments are confirmed** check box.

Settings That Affect Submit Separate Remittance Advice

These settings on the Reporting tab of the payment process profile affect the Separate Remittance Advice report:

- Report format
- Whether the report must be automatically generated on payment completion
- Whether multiple copies of the report are enabled for a payment file

- Conditions under which the report is generated
- Delivery method of the report

How the Submit Separate Remittance Advice Report Is Processed

This table describes how the Separate Remittance Advice report is processed.

Action	Description
Application reads the separate remittance advice setup on the payment process profile.	You can specify whether automatic submission of a separate remittance advice is required when payments are confirmed. This can be done on the Reporting tab of the payment Create or Edit Payment Process Profile page.
Is it required to generate a Separate Remittance Advice report after payment confirmation?	If the payment process profile indicates that no Separate Remittance Advice report is required, then the process is complete. If a Separate Remittance Advice report is required, then the process continues.
Application checks whether a delivery method is selected on the payment process profile.	The Separate Remittance Advice section on the Reporting tab of payment process profile contains the delivery method of the Separate Remittance Advice report. The delivery method specifies how the report is to be delivered to the supplier. Delivery methods include email, print, and fax. Selecting **Printed** as the delivery method shows you the **Override payee delivery method preference** check box. If you select it, the Separate Remittance Advice report always prints, regardless of any delivery method you selected at the supplier.
Application reads the delivery address from the Payments table called iby_external_payees_al.	After the delivery method is determined, then the delivery address, whether email or fax, is read.
Application passes the extract XML message to Oracle Analytics Publisher.	The extract XML message is sent to Oracle Analytics Publisher to format the Separate Remittance Advice report.
Oracle Analytics Publisher applies the template to the XML message.	Payments tells Oracle Analytics Publisher which template to apply to the XML message.
Oracle Analytics Publisher formats, stores output, and delivers the Separate Remittance Advice report.	Oracle Analytics Publisher formats the Separate Remittance Advice report and stores the output. It then delivers the report to the supplier using the specified delivery method.
Application processes email delivery method if applicable.	Payments sends the Separate Remittance Advice report by email if these values are entered on the Manage Disbursement System Options page: • Separate Remittance Advice from Email • Separate Remittance Advice Subject

Related Topics

- Separate Remittance Advice Reports
- Payment Process Profiles

How a Positive Pay File Is Generated

A positive pay file is a predefined disbursement report generated for a printed or an electronic (or outsourced) check. Positive pay files can prevent check frauds by informing your payment system or bank of issued payment documents and their amounts.

The positive pay file prevents your payment system or bank from paying fraudulent checks, because unauthorized payments aren't listed on the positive pay report.

To support positive pay file generation, the ISO20022 Payment System has a dedicated payment system account with the following details.

Code	Name
POSITIVE_PAY_TRANSMIT_CONFIG	Positive Pay File Transmission Configuration

You can select it from a list of outbound transmission configurations. Here are the details of the Positive Pay file.

Report Name	Process Name	Description	Output
Disbursement Positive Pay File Formats	Create Positive Pay File	Creates a document that you send to your payment system or bank to inform it of payments made by check.	Document

There are 2 ways you can generate and send positive pay file: Manual and Automatic.

Manual Generation and Transmission

Here's how you manually generate the positive pay file.

1. Go to **Navigator** > **Payables** > **Payments**.
2. In the **Tasks** panel tab, click **Create Positive Pay File**.
3. Enter the parameters and click **Submit**.

Here's a list of parameters for submitting positive pay file request.

Parameter	Required or Optional
Payment Process Profile	Required
From Payment Date	Required
To Payment Date	Optional
Allow sending replacement copy	Required

Parameter	Required or Optional
Note: You can include payments in the report that were included in a previous positive pay file.	
Select Status **Note:** You must select one of the following for inclusion in the positive pay file: **Negotiable Payment Only**, **Voided Payments Only**, or **All Payments**.	Required
Transmit File	Optional. Choices are **Yes** or **No**. **Note:** You can select **Yes** to manually send the positive pay file only if the payment system account on the Payment System tab of the payment process profile includes values for these fields: • **Configuration Profile** • **Payment File Transmission Configuration** • **From Date** and **To Date**

Here are some more details about the manual process for creating positive pay files.

Action	Description
The Create Positive Pay File process runs when you click the **Create Positive Pay File** link from the Payments Tasks pane and select appropriate parameters.	The Create Positive Pay File process selects: • Payments that have a status of Completed. • The payment process profile you specify for the process, which has a positive pay format specified in the Positive Pay section on the Reporting tab. • The payment process profile you specify for the process, which has one, multiple, or no disbursement bank account specified on the Usage Rules tab.
The application calls the applicable Oracle Analytics Publisher format.	Payments calls Oracle Analytics Publisher, which takes Payments data and generates the positive pay file.
The application can send the positive pay file to your payment system or bank.	You can decide whether to manually send the positive pay file if the payment system account on the Payment System tab of the payment process profile includes values in these fields: • **Configuration Profile** • **Payment File Transmission Configuration** • **From Date** and **To Date**

Automatic Generation and Transmission

You can configure options on the payment process profile to automatically generate and send the positive pay file. Here's what you do.

1. Go to **Navigator** > **My Enterprise** > **Setup and Maintenance**.
2. In the Setup and Maintenance work area, go to the **Manage Payment Process Profiles** task.
    - Offering: Financials
    - Functional Area: Payments
    - Task: Manage Payment Process Profiles
3. Click the **Create** icon.
4. Go to the Reporting tab and select the **Automatically transmit file** checkbox.
5. After you're done updating the profile, save the changes.

Here are more details about this process.

Action	Description
Payments automatically runs the Create Positive Pay File if you select the **Automatically transmit file** checkbox on the Reporting tab of the Payment Process Profile page.	After you select the **Automatically transmit file** checkbox, the next time you submit a payment process request with the applicable payment process profile, the positive pay file is generated and automatically transmitted.
The application sends the positive pay file to your payment system or bank.	Payments send the positive pay file to your payment system or bank.

Related Topics

- Positive Pay Reports
- How You Confirm Electronic Payment Files

How You Confirm Electronic Payment Files

A confirmed electronic payment file is considered complete and done. Oracle Fusion Payments notifies source products when payments are confirmed, so they can perform necessary accounting. The point at which an electronic payment is considered confirmed depends on:

- Your company's business practices
- The notification that your payment system supports, such as acknowledgment and clearing

Electronic payment files can be confirmed by:

- Specifying an automatic payment file confirmation point
- Manually confirming payment files

Specifying an Automatic Payment File Confirmation Point

When you create a payment process profile during setup, you can specify the point at which an electronic payment file is automatically confirmed. The confirmation point can be one of the following:

- When the payment file is formatted
- When the payment file is transmitted to your payment system

Manually Confirming Payment Files

When you create a payment process profile during setup, you can also specify whether you want to enable manual confirmation of the payment file. You can choose to manually confirm payment files before they're automatically confirmed. You may need this option available for timing reasons.

The following table describes where and how you can manually confirm electronic payment files.

Page	Action
Manage Payment Files.	1. Select the applicable payment file row from the search results. 2. Select the applicable option from the Actions menu.
Payment File.	Select the applicable option from the Actions menu.

Note: After the payments in a payment file are confirmed, the source product is notified. Simultaneously, you can no longer terminate the payment file. Instead, if you have any issues with payments, you must void them.

Related Topics

- When do I manually confirm electronic payment files?
- Payment Process Profiles

Settings That Affect Printed Payment Files Statuses

The application processes printed payment files. Printed payment files are printed onto checks or promissory notes. As a printed payment file is processed, the payment file status changes, depending on the actions performed by the source product, Oracle Fusion Payments, and you.

The following settings in the header of the Create Payment Process Profile page affect printed payment file statuses:

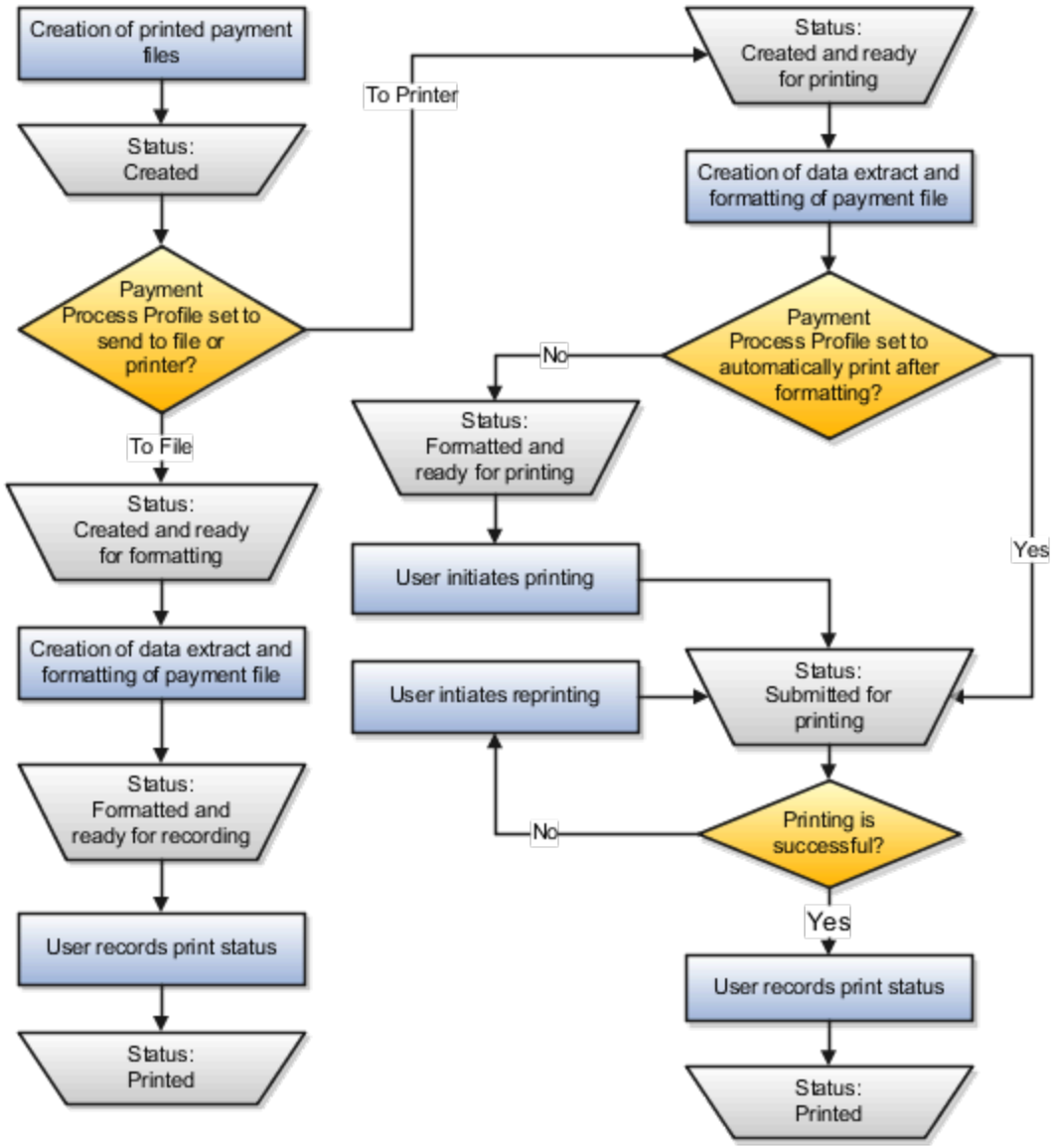
- **Processing Type** choice list: **Printed**.
- **Default Payment Document** choice list
- **Send to file** radio button: Produces a formatted output file, which is printed outside of Oracle Fusion Applications
- **Send to printer** radio button
- **Automatically Print After Formatting** check box
- **Default Printer** choice list

- **Payment File Format** choice list. You can specify the payment file format to use for the printed payment file.

Tip: If you don't want to print payment files immediately, you must manually submit the payment file for printing. Manual submission is done on the Print Payment Documents page.

How Printed Payment Files Statuses Are Impacted

The following figure illustrates the flow of statuses when printing payment files, which includes printing to a file as well as to a printer.



The following table describes the stages and statuses of printed payment files and the subsequent action taken by you or the application.

Printed Payment File Stage	Printed Payment File Status	Action You or the Application Takes
The payment file is created and validated, but fails validation.	Failed validation and pending action	You must take remedial action.
You review a payment file that failed validation and remove payments or override errors.	Retry payment file validation	Payments validates the payment file again.
The payment file passes validation.	Created	Payments starts the formatting process.
The payment file is terminated.	Terminated	Payments returns the documents payable to the source product.
The payment file failed formatting.	Failed formatting and pending action	You must take remedial action.
Payments was set up to allow printing outside the application rather than within it. The data extract was created and formatting is complete.	Formatted and ready for recording	The payment file is created, formatted, and ready to be recorded.
Payments was set up to allow printing outside the application rather than within it. Creation of the data extract and formatting are incomplete because another payment file has locked the payment document.	Created and ready for formatting	The payment file is created and ready to be formatted.
Creation of the data extract and formatting are incomplete for a printed payment file because another payment file has locked the payment document.	Created and ready for printing	The payment file is created and ready to print.
Creation of the data extract and formatting is complete for a printed payment file. Payments was set up to print immediately, but the print program has not yet submitted the file to Oracle Analytics Publisher. This status is very short-lived and is rarely seen.	Formatted	The payment file is created and formatted.
Creation of the data extract and formatting was completed for a printed payment file. Payments was set up for deferred printing.	Formatted and ready for printing	The payment file is created, formatted, and ready to print.
You initiated printing on the Print Payment Documents page or on the Reprint Payment Documents page.	Submitted for printing	The payment file is sent to the printer. You can reprint payments or record the print status.
The printer prints the payment file.	Printed	You record the final print status on the Record Print Status page.
You void a payment.	Terminated	If the payment was the last one in the file, the payment file is terminated.

Related Topics

- Settings That Affect Electronic Payment File Statuses

Settings That Affect Electronic Payment File Statuses

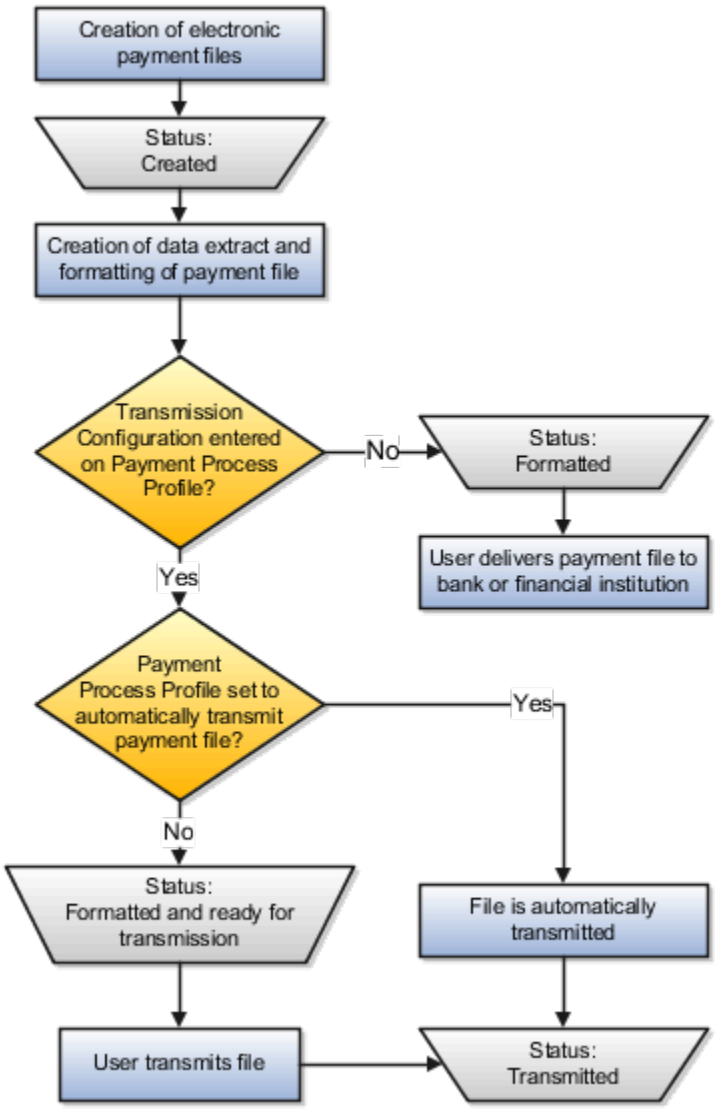
As an electronic payment file is processed, the payment file status changes depending on the setup and actions performed by the source product, Oracle Fusion Payments, and you. The payment file is then transmitted to a payment system or financial institution for final processing and disbursement.

The following settings in the header of the Create Payment Process Profile page affect electronic payment file statuses:

- **Processing Type** choice list: **Electronic**.
- **Payment Confirmation Point** choice list: Point at which a payment is confirmed. Payments can be automatically confirmed when the payment file is formatted or when the payment file is transmitted to the payment system.
- **Allow Manual Setting of Payment Confirmation** check box: You can manually confirm payments on the following pages:
    - Manage Payment Files
    - Payment File
    - Overview page in the Payments work area
- **Payment File Format** choice list: Format that Oracle Analytics Publisher uses to prepare the payment file for transmission.

How Electronic Payment File Statuses Are Impacted

The following figure illustrates the flow of statuses that are associated with the creation of electronic payment files.



The following table describes how actions performed by Payments or by you change the status of the electronic payment file.

Action Taken by Payments or By You	Status of the Electronic Payment File
1. The payment file was created and validated, but failed validation. 2. You must take remedial action.	Failed validation and pending action
1. You reviewed a payment file that failed validation. 2. You removed payments or overrode errors.	Retry payment file validation

Action Taken by Payments or By You	Status of the Electronic Payment File
3. This status prompts Payments to validate the payment file again.	
1. The payment file passed validation. 2. This status prompts Payments to start the formatting process.	Created
1. The payment file was terminated. 2. The documents payable were returned to the source product.	Terminated
1. The payment file failed formatting 2. You are prompted to take remedial action.	Failed formatting and pending action
1. The payment file was formatted. 2. No further action is needed.	Formatted
1. The payment file was formatted. 2. It's ready for transmission to the payment system or financial institution.	Formatted and ready for transmission
Payments successfully transmitted an electronic payment file to the payment system or financial institution.	Transmitted
Payments failed to transmit an electronic payment file to the payment system or financial institution.	Transmission failed
1. You ignored a transmission failure after confirming transmission outside Payments. 2. You overrode it on the Resolve Payment File Transmission Failure page. 3. The payment file was successfully transmitted to the payment system or financial institution.	Transmitted
1. You voided a payment. 2. No valid payments remain in the payment file, which causes the payment file to be automatically terminated.	Terminated

Related Topics

- Settings That Affect Printed Payment Files Statuses

Skipped and Spoiled Payment Documents

A skipped numbered payment document scenario is where the payment is printed onto a payment document with a different number than you intended. A spoiled numbered payment document is ruined and one that you don't intend to reprint.

The following payment document scenarios can occur:

- Skipped numbered payment document
- Spoiled numbered payment document
- Spoiled blank payment document

Skipped Numbered Payment Document

Numbered payment documents have the document or check number already printed on them.

If your printer skips a numbered payment document, mark the payment document as skipped on the Record Print Status page. The application renumbers subsequent payment documents and presents the results to you for review on the Record Print Status page.

You can take the following action with skipped numbered payment documents:

- Save them for a future single payment.
- Save them for a manual payment.
- Destroy the paper document and void it in Oracle Fusion Cash Management on the Edit Bank Account page.

Spoiled Numbered Payment Document

A spoiled payment document is ruined during printing and can't be used. Numbered payment documents have the document or check number already printed on them.

If you choose to reprint, perform both of the following steps:

1. Reprint the payment onto a new numbered payment document on the Reprint Payment Documents page.
2. Report the payment as issued on the Record Print Status page.

The application notes the spoiled numbered payment document, associates the new number with that payment, and reprints the new numbered payment document.

If you choose not to reprint, mark the numbered payment document as spoiled on the Record Print Status page and then destroy the paper document.

> **Tip:** Click the **Mark as Spoiled** button only if you are not going to reprint.

Spoiled Blank Payment Document

A spoiled payment document can't be used. Blank payment documents don't have the document or check number already printed on them.

The following table summarizes the actions that you and the application can take when your printer ruins a blank payment document:

Actions You Take	Actions the Application Takes
Void or destroy the spoiled blank payment document.	The application takes no action.
If you choose to reprint, perform both of the following steps: 1. Reprint onto a new blank payment document on the Reprint Payment Documents page. 2. Report the payment as issued on the Record Print Status page.	The application reprints onto a new blank payment document.
If you choose not to reprint, mark the blank payment document as spoiled on the Record Print Status page.	The application removes the payment from the payment file and releases the documents payable back to Oracle Fusion Payables for future payment.

Related Topics

- What happens to payment numbering if I reprint a range of numbered payment documents?
- What happens to payment numbering if I reprint the complete payment file of numbered payment documents?

Options for Resolving Payment File Transmission Failures

When a payment file transmission failure occurs, you can choose from the following options:

- Transmit the file again.
- Ignore the transmission failure.
- Stop the payment process.

Transmitting the File Again

Transmitting the file again assumes that any previous transmission failure was the result of a temporary issue or that setup was corrected after the original attempt to transmit. This action attempts to retransmit the payment file.

Ignoring the Transmission Failure

Ignore the transmission failure:

- When you must force the payment file status to **Transmitted** after successfully transmitting the file outside the application
- When you confirm with your bank that it was successfully received despite the failure status

When you instruct the application to ignore the failure, it updates the status of the payment file to **Transmitted**.

Stopping the Payment Process

When you decide to terminate the payment file, the application sets the status of the payment file to **Terminated**. Oracle Fusion Payments informs the source product of the terminated documents payable. For each payment in the payment file, Payments sets the status to **Canceled**. The source product unlocks the documents and resets their status so they are available for future selection.

Related Topics

- Why did the payment file transmission fail?

Options for Resolving Payment File Validation Errors

In payment processing, it's critical to ensure that payment files sent to payment systems and financial institutions are valid and correctly formatted.

Payment file validations are rules that check the validity of payment files. If a payment file fails validation, it is always stopped for review.

To resolve payment file validation errors, you can choose from the following actions:

- Override the validation error.
- Remove payments from the payment file.
- Change payment method setup or format setup.

Overriding the Validation Error

To resolve payment file validation errors, you can override certain errors and then provide the override justification. For example, suppose your company has a payment file validation that specifies that the total amount of a payment file cannot be more than 1 million USD. If a payment file is 2 million USD and must be processed, you can acknowledge the error, provide a justification, and override the error.

After you override the error, the payment process formats and then prints or transmits the payment file.

Removing Payments from the Payment File

If you remove a payment from the payment file that has a payment file or formatting validation error, the validation error is no longer applicable. For example, suppose your company has a payment file validation that specifies that the total amount of a payment file cannot be more than 1 million USD. The payment file is comprised of 12 payments. The error can be corrected by removing one or more payments from the payment file until the total amount of the payment file is 1 million USD or less.

Note: At the payment file level, you don't have the option of removing individual documents payable from a payment.

Changing the Payment Method Setup or Format Setup

You can do the following during setup:

- Payment method setup: assign predefined validations or create user-defined validations
- Payment formats setup: assign predefined validations

To resolve an unwanted payment file validation, you can modify or remove it from the applicable payment method or payment format.

Related Topics

- Payment Methods
- How You Set Up Formats

How Payment Document Number Generation of Electronic Payments Are Processed

You can generate paper document numbers for electronic payments. Paper document numbers can be sent to your payment system or bank so they can be printed onto your outsourced checks.

To achieve this, you assign paper document numbering values, which are check numbers, to electronic formats. The application then generates paper document numbers for electronic payments. Payments also generates a unique payment reference number that identifies each payment. Payment reference numbers are also transmitted to your payment system or bank.

The following table describes what is stamped on electronic payments, whether paper document numbering for electronic payments is enabled or disabled.

Paper Document Numbering for Electronic Payments is Enabled	Paper Document Numbering for Electronic Payments is Disabled
Values stamped on electronic payments: • Payment document numbering, which are passed to Oracle Fusion Payables. • Payment reference numbers	Values stamped on electronic payments: • Payment reference numbers, which are passed to Payables.

Settings That Affect Payment Document Number Generation of Electronic Payments

The following table lists the locations, navigation, and action that you can take that affect payment document numbering of electronic payments.

Location	Navigation	Action You Take
Create Payment Document page.	**Setup and Maintenance > Set Up Banks, Branches, and Accounts > Manage Bank Accounts task > Create Payment Document page**.	From the Format choice list, select an electronic payment file format.
Create Payment Process Profile page.	**Setup and Maintenance > Define Invoicing and Payments Configuration > Define Disbursements > Manage Payment Process Profiles task > Manage Payment Process**	1. From the Processing Type choice list, select **Electronic**. 2. From the Default Payment Document choice list, select a default payment document.

Location	Navigation	Action You Take
	Profiles page > Create Payment Process Profile page..	
Create Electronic Payment Files submission page.	Navigator > Payables > Payments link > Payments Tasks pane: Create Electronic Payment Files link > Create Electronic Payment Files submission page.	From the Payment Document choice list, select a payment document number. **Note:** If you don't select a payment document when selecting the parameters, then Payments refers to the default payment document that's selected in the payment process profile setup. If you haven't provided a default payment document in the payment process profile, Payments doesn't generate a payment document number. This scenario is applicable only if the **Create payment files automatically** check box is deselected when you submit the payment process request.
Submit Payment Process Request page.	Navigator > Payables > Payments link > Payments Tasks pane: Submit Payment Process Request link > Submit Payment Process Request page.	From the Payment Document choice list, select a payment document number. **Note:** If you don't select a payment document when you select parameters on the Submit Payment Process Request page, then Payments refers to the default payment document selected for the applicable payment process profile.

How Payment Document Numbers for Electronic Payments Are Generated

You can generate payment document numbers for electronic payments by taking one of the following actions:

- Select a payment document when you submit a payment process request.
- Select a payment document when you submit the Create Electronic Payment Files submission page

The following table describes the values displayed in the Payment Document choice list on submission pages when you select options from various choice lists. Selection of an option from the Payment Document choice list is optional.

Submission Page	If You Select an Option Only From...	Then the Payment Document Choice List Displays...
Create Electronic Payment File.	Disbursement Bank Account choice list.	All payment documents created for the selected internal bank account.
Create Electronic Payment File.	Payment Process Profile choice list.	All payment documents associated with the payment file format selected on the payment process profile.

Submission Page	If You Select an Option Only From...	Then the Payment Document Choice List Displays...
Create Electronic Payment File.	Disbursement Bank Account choice list and the Payment Process Profile choice list.	All payment documents created for the selected internal bank account and attached to the electronic payment file format selected on the payment process profile.
Submit Payment Process Request.	Disbursement Bank Account choice list.	All payment documents created for the selected internal bank account.
Submit Payment Process Request.	Disbursement Bank Account choice list and the Payment Process Profile choice list.	All payment documents created for the selected internal bank account and attached to the electronic payment file format selected on the payment process profile.

On occasion, a single payment process request results in multiple payment files. When this occurs, the following behavior applies:

1. The first payment file refers to the applicable payment document. Payment document numbering values are generated.
2. When the first payment file is completed, the status of other payment files are **Created - Ready for Formatting**.
3. After the first payment file is transmitted, the applicable payment document is released and you can assign it to another payment file.

> **Tip:** If you attempt to assign a payment document which is already in use by another electronic payment file, you will see an error message stating that you can't assign your payment document to the applicable payment file because it's already in use by another payment file.

How You Group ISO 20022 SEPA and CGI Credit Transfer Messages

A credit transfer message is a payment initiation message format that is sent by an initiating party to an forwarding agent or debtor agent. It's used to request the movement of funds from a debtor account to a creditor.

This message format, which is known as CustomerCreditTransferInitiationV05 (pain.001.001.05), was approved by the International Organization for Standardization (ISO). ISO 20022 is a global standard for the development of all financial messages.

Oracle Fusion Payments provides two versions of the credit transfer message format; one for SEPA and one for CGI. Single Euro Payment Area (SEPA) is a system that provides a standardized process for credit transfers and a cheaper way for individuals and firms to make transactions within European member countries or regions. Common Global Implementation (CGI) is an organization that provides a forum that promotes wider acceptance of ISO 20022 as the common XML standard used between corporate enterprises and banks.

The ISO 20022 credit transfer message format has a three-level XML message structure as described in the following table.

Level	Level Name	Level Content
1	Group header	Information shared by all individual transactions included in the message.
2	Payment information	Data that applies to the debit side of the payment transactions included in the credit transfer initiation.
3	Supplementary data	Additional information that can't be captured in the structured elements or any other specific block.

Mandatory Grouping Options

The Grouping tab on the Create and Edit Payment Process Profile page contains mandatory ISO 20022 grouping options for both SEPA and CGI versions of the credit transfer message format that tell Payments how to group transactions within a payment file.

The following table describes the mapping between Payments grouping options and the ISO 20022 elements in the SEPA and CGI versions of the credit transfer message format.

Mandatory Grouping Options on Grouping Tab on Create and Edit Payment Process Profile Page	Mapping to ISO 20022 Element
Payment date	Requested execution date
Disbursement bank account	• Debtor account • Debtor • Debtor agent

Optional Grouping Options

The Grouping tab on the Create and Edit Payment Process Profile page contains optional ISO 20022 grouping options for both SEPA and CGI versions of the credit transfer message format that tell Payments how to optionally group transactions within a payment file.

The following table describes the mapping between Payments grouping options and the ISO 20022 elements in the SEPA and CGI versions of the credit transfer message format.

Optional Grouping Options on Grouping tab on Create and Edit Payment Process Profile Page	Mapping to ISO 20022 Element
Settlement Priority	Instruction priority

Optional Grouping Options on Grouping tab on Create and Edit Payment Process Profile Page	Mapping to ISO 20022 Element
Service Level and Delivery Channel	Service level and local instrument
Ultimate Debtor	Ultimate debtor
Charge bearer	Charge bearer
Category purpose	Category purpose

Validations for ISO 20022 SEPA and CGI Credit Transfer Messages

Oracle Payments supports Single Euro Payments Area (SEPA) and Common Global Implementation (CGI) versions of ISO 20022 credit transfer messages.

Two predefined Analytics Publisher templates and two corresponding payment formats are available for the credit transfer messages. Payments attaches validations to verify that required data is present in the credit transfer messages formats.

This table describes the predefined validations that are attached to the ISO 20022 SEPA payment format by Payments.

Predefined Validations Attached to ISO 20022 SEPA Credit Transfer Message Format

Format Name	Validation	Description
ISO20022 Single Euro Payments Areas 2019 (pain.001.001.09)	SEPA Validation	Verifies the value entered in the Alias attribute in the payment method. If the value for the Alias attribute in the payment method is TRF, then the document is selected for SEPA payment.
	SEPA Validation	Verifies that the payment currency is always EUR. If the payment currency is EUR, then the document is selected for SEPA payment.
	SEPA Validation	Verifies that the disbursement bank branch country is within the EUROZONE. If the bank branch country is within the EUROZONE, then the payment process request proceeds to the next step.
	SEPA Validation	Verifies that the payee bank branch country is within the EUROZONE. If the bank branch country is within EUROZONE, then the payment process request proceeds to the next step.

Format Name	Validation	Description
	SEPA Validation	Verifies that the disbursement bank has a valid IBAN. If the IBAN is valid, the payment process request proceeds to the next step.
	SEPA Validation	Verifies that the payee bank has a valid IBAN. If the IBAN is valid, the payment process request proceeds to the next step.
	SEPA Validation	Verifies that the disbursement bank has a BIC. If the BIC exists, the payment process request proceeds to the next step.
	SEPA Validation	Verifies that the payee bank has a BIC. If the BIC exists, the payment process request proceeds to the next step.
	Service Level Validation	Verifies that the Payment Service Level is present in the payment file.
	Local Instrument Validation	Verifies that Delivery Channel value is present in the payment file.
	SEPA Initiating Party Validation	Verifies that Initiating Party Identification is present in the payment file.

This table describes the predefined validations attached to the ISO 20022 CGI payment format by Payments.

Predefined Validations Attached to ISO 20022 CGI Credit Transfer Message Format

Format Name	Validation	Description
ISO20022 Common Global Implementation 2019 (pain.001.001.09)	CGI Validation	Verifies the value entered in the Alias attribute in the Payment Method. If the value for the Alias attribute in the payment method is TRF, then the document is selected for SEPA payment.
	Service Level Validation	Verifies that the Payment Service Level is present in the payment file.
	Local Instrument Validation	Verifies that Delivery Channel value is present in the payment file.
	Creditor Agent Country Validation	Verifies that Payee Bank Branch Country is present in the payment file.
	Creditor Agent Country Validation	Verifies that Payer Bank Branch Country is present in the payment file.

Format Name	Validation	Description
	Initiating Party Validation	Verifies that Initiating Party Identification is present in the payment file.

Differences exist between the SEPA and CGI versions of the ISO 20022 credit transfer message formats. The following is a list of conditions that are specific to the ISO 20022 CGI payment file format:

- Payment currency can be any currency.
- No restriction on disbursement bank branch location.
- No restriction on payee bank branch location.
- Payee bank account number is required for all EFTs.
    - A user-defined validation achieves this condition.

Note: You can use an ISO 20022 CGI credit transfer payment format for ISO 20022 SEPA credit transfer payments. In this case, you must attach all SEPA credit transfer predefined validations to the CGI credit transfer payment file format.

Payments Mapping of ISO 20022 Credit Transfer Message Structure for SEPA and CGI

ISO 20022 is a global standard for the development of all financial messages that's proposed by the International Organization for Standardization (ISO).

This topic provides data-mapping information for SEPA and CGI versions of the ISO 20022 credit transfer message format as supported by Oracle Fusion Payments.

The ISO 20022 credit transfer message structure contains the following blocks of message elements:

- Group header message elements
- Payment information message elements
- Credit Transfer Transaction Information message elements

Group Header Message Elements

The following table lists the group header message elements and Payments data-mapping information for SEPA and CGI versions of the ISO credit transfer message.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
	Customer Credit Transfer Initiation	<CstmrCdtTrfInitn>	Tag	Tag
1.0	GroupHeader	<GrpHdr>	Tag	Tag

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
1.1	Message	<MsgId>	Maps to system-generated payment file ID, unique across the application. The ID is exposed to the user as the primary search key for the payment file	Maps to system-generated payment file ID, unique across the application. The ID is exposed to the user as the primary search key for the payment file
1.2	CreationDateTime	<CreDtTm>	Payment file creation date time	Payment file creation date time
1.4	Code	<Cd>	Additional Optional Service - Not supported	Bilaterally Determined (Optional element). Not supported
1.5	Proprietary	<Prtry>	Additional Optional Service - Not supported	Bilaterally Determined (Optional element). Not supported
1.6	NumberOfTransactions	<NbOfTxs>	Total number of credit transaction records within the payment file.	Total number of credit transaction records within the payment file.
1.7	ControlSum	<CtrlSum>	Sum of 'instructed Amount' in all credit transaction record. (Regardless of currency and without any conversions)	Sum of 'instructed Amount' in all credit transaction record. (Regardless of currency and without any conversions)
1.8	InitiatingParty	<InitgPty>	Tag	Tag
9.1.0	Name	<Nm>	Mapping precedence: ISO20022 Initiating Party Name entered in the Payment System Account Settings. Else Legal Entity Name	Mapping precedence: ISO20022 Initiating Party Name entered in the Payment System Account Settings. Else Legal Entity Name
9.1.1	PostalAddress	<PstlAdr>	Additional Optional Service - Not supported	Element not used - Not supported
9.1.12	Identification	<Id>	Tag	Tag
9.1.13	OganisationIdentification	<OrgId>	Tag Either BICOrBEI or Other is passed.	Tag Either BICOrBEI or Other is passed.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.14	BICOrBEI	<BICOrBEI>	Mapped to the ISO20022 Initiating Party BICorBEI entered in the Payment System Account Settings	Mapped to the ISO20022 Initiating Party BICorBEI entered in the Payment System Account Settings
9.1.15	Other	<Othr>	Tag	Tag
9.1.16	Identification	<Id>	Mapping Precedence: Pass, ISO20022 Initiating Party Other Identification entered if available. Else Pass, Legal Entity Registration Number of Disbursement Bank Account Legal Entity.	Mapping Precedence: Pass, ISO20022 Initiating Party Other Identification entered if available. Else Pass, Legal Entity Registration Number of Disbursement Bank Account Legal Entity.
9.1.17	SchemeName	<SchmeNm>	Tag AOS Element, Not Supported.	Tag Element not used - Not supported
9.1.21	PrivateIdentification	<PrvtId>	As we propose to map disbursement bank legal entity to initiating party, private identification-related elements.	Element not used - Not supported
1.9	ForwardingAgent	<FwdgAgt>	Additional Optional Service - Not supported	Element not used - Not supported

Payment Information Message Elements

The following table lists the payment information message elements and Payments data-mapping information for SEPA and CGI versions of the ISO credit transfer message.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.0	PaymentInformation	<PmtInf>		
2.1	PaymentInformationIdentifi	<PmtInfId>	Maps to system-generated payment group ID, unique across the application. The ID is exposed to the user	Maps to system-generated payment group ID, unique across the application. The ID is exposed to the user

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
			as the primary search key for the payment group; the ID is available for payment acknowledgments and bank statement matching	as the primary search key for the payment group; the ID is available for payment acknowledgments and bank statement matching
2.2	PaymentMethod	<PmtMtd>	Maps to 'Alias' field in Payment Method setup. It will be user's responsibility to enter the correct code that needs to be displayed in payment file.	Maps to 'Alias' field in Payment Method setup. It will be user's responsibility to enter the correct code that needs to be displayed in payment file.
2.3	BatchBooking	<BtchBookg>	Map to 'Batch booking' check box at Payment Process Profile	Map to 'Batch booking' check box at Payment Process Profile
2.4	NumberOfTransactions	<NbOfTxs>	Total number of credit transaction records within the payment information group.	Total number of credit transaction records within the payment information group.
2.5	ControlSum	<CtrlSum>	Sum of 'Instructed Amount' in all credit transaction record within the payment information group. (Regardless of currency and without any conversions)	Sum of 'instructed Amount' in all credit transaction record. (Regardless of currency and without any conversions)
2.6	PaymentTypeInformation	<PmtTpInf>	Tag All element components of Payment Type Information will be provided as optional grouping attributes at Payment Process Profile. If user selects to group a payment information record based on one or more additional attributes, then this information will be displayed as part of payment type information.	Tag All element components of Payment Type Information will be provided as optional grouping attributes at Payment Process Profile. If user selects to group a payment information record based on one or more additional attributes, then this information will be displayed as part of payment type information.
2.7	InstructionPriority	<InstrPrty>	Maps to settlement priority as part of management installments, values are HIGH or NORMAL	Maps to settlement priority as part of management installments, values are HIGH or NORMAL
2.8	ServiceLevel	<SvcLvl>	Tag	Tag
2.9	Code	<Cd>	We'll configure the value 'SEPA' into the source code.	We'll provide attribute at payee level with an option to override at PPP level.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
				This element should not be displayed if payment method is 'CHK'.
2.10	Proprietary	<Prtry>	Not supported	Not supported
2.11	LocalInstrument	<LclInstrm>	Tag	Tag
2.12	Code	<Cd>	This element is mapped to 'Delivery channel' with an override option at PPP level. Mapping Precedence: Override Value entered at PPP will take precedence over the value appearing on invoices.	This element is mapped to 'Delivery channel' with an override option at PPP level. Mapping Precedence: Override Value entered at PPP will take precedence over the value appearing on invoices.
2.13	Proprietary	<Prtry>	Not supported	Not supported
2.14	CategoryPurpose	<CtgyPurp>	Tag	Tag
2.15	Code	<Cd>	Maps to payment function. As supplier payments are integrated to AP, we'll have the code as 'SUPP.	Maps to payment function. As supplier payments are integrated to AP, we'll have the code as 'SUPP.
2.16	Proprietary	<Prtry>	Not supported	Not supported
2.17	RequestedExecutionDate	<ReqdExctnDt>	Payment date Tag structure: <ReqdExctnDt> <Dt>2022-07-20</Dt> </ReqdExctnDt>	Payment date
2.18	PoolingAdjustmentDate	<PoolgAdjstmntDt>	Not supported	Element not used - Not supported
2.19	Debtor	<Dbtr>	Tag Maps to Disbursement bank account owning Legal Entity	Tag Maps to Disbursement bank account owning Legal Entity

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.0	Name	<Nm>	Disbursement Bank Account Legal entity Name	Disbursement Bank Account Legal entity Name
9.1.1	PostalAddress	<PstlAdr>	Tag	Tag
9.1.5	StreetName	<StrtNm>	Additional Optional Service - Not supported	HZ_Locations Address line 1
9.1.6	BuildingNumber	<BldgNb>	Additional Optional Service - Not supported	Bilaterally Determined (Optional element). Not supported
9.1.7	PostCode	<PstCd>	Additional Optional Service - Not supported	HZ_Locations postal code
9.1.8	TownName	<TwnNm>	Additional Optional Service - Not supported	HZ_Locations city
9.1.9	CountrySubDivision	<CtrySubDvsn>	Additional Optional Service - Not supported	HZ_Locations county, state/province
9.1.10	Country	<Ctry>	HZ_Locations country.	HZ_Locations country.
9.1.11	AddressLine	<AdrLine>	HZ_Locations address1 ~ 4	Bilaterally Determined (Optional element). Not supported. In the initial release, we'll support only structured address format.
9.1.12	Identification	<Id>	Tag	Tag
9.1.13	OrganizationIdentification	<OrgId>	Tag	Tag
9.1.14	BICOrBEI	<BICOrBEI>	Maps to Debtor BICorBEI entered in the Payment System Account Setting.	Maps to Debtor BICorBEI entered in the Payment System Account Setting.
9.1.15	Other	<Othr>	Tag	Tag
9.1.16	Identification	<Id>	Maps to ISO20022 Debtor BICOrBEI entered in the Payment System Account Setting.	Maps to ISO20022 Debtor BICOrBEI entered in the Payment System Account Setting.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
			Else Legal Entity Registration number of the disbursement bank account legal entity is passed.	Else Legal Entity Registration number of the disbursement bank account legal entity is passed.
9.1.17	SchemeName	<SchmeNm>	Tag	Tag
9.1.18	Code	<Cd>	AOS Element - Not supported	Maps to ISO20022 Debtor ID Scheme Name
9.1.19	Proprietary	<Prtry>	Not supported	Not supported
9.1.20	Issuer	<Issr>	Not supported	Element not used - Not supported
9.1.21	PrivateIdentification	<PrvtId>	Not Supported.	Element not used - Not supported
2.20	DebtorAccount	<DbtrAcct>	Tag Maps to Disbursement bank account on payment	Tag Maps to Disbursement bank account on payment
1.1.0	Identification	<Id>	Tag	Tag
1.1.1	IBAN	<IBAN>	As per SEPA guidelines, only IBAN is allowed. So, this element is mapped to IBAN of disbursement bank account.	This element is mapped to IBAN of disbursement bank account.
1.1.2	Other	<Othr>	Tag	Tag
1.1.3	Identification	<Id>	Not supported	Bank account number is populated if IBAN isn't available.
1.1.8	Type	<Tp>	Tag	Tag
1.1.9	Code	<Cd>	Additional Optional Service - Not supported	Bank account type
1.1.10	Proprietary	<Prtry>	Additional Optional Service - Not supported	Not supported

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
1.1.11	Currency	<Ccy>	This element is mapped to disbursement bank account currency.	This element is mapped to disbursement bank account currency.
1.1.12	Name	<Nm>	Additional Optional Service - Not supported	Element not used - Not supported
2.21	DebtorAgent	<DbtrAgt>	Tag	Tag
6.1.0	FinancialInstitutionIdentifica	<FinInstnId>	Tag	Tag
6.1.1	BIC	<BICFI>	As per SEPA guidelines, only BIC is allowed. So this element is mapped to BIC of disbursement bank account.	BIC if available on the branch setup
6.1.2	ClearingSystemMemberIden	<ClrSysMmbId>	Tag	Tag
6.1.3	ClearingSystemIdentificatior	<ClrSysId>	Tag	Tag
6.1.4	Code	<Cd>	Not supported as per SEPA guidelines	Not supported
6.1.5	Proprietary	<Prtry>	Not supported	Not supported
6.1.6	MemberIdentification	<MmbId>	Not supported as per SEPA guidelines	Branch Number if BIC isn't available.
6.1.7	Name	<Nm>	Not supported as per SEPA guidelines	Element not used - Not supported
6.1.8	PostalAddress	<PstlAdr>		
6.1.17	Country	<Ctry>	Bank branch country.	Bank branch country.
6.1.25	BranchIdentification	<BrnchId>		
6.1.26	Identification	<Id>	Not supported as per SEPA guidelines	Mapped to Branch number of disbursement bank branch.
6.1.27	Name	<Nm>	Not supported as per SEPA guidelines	Element not used - Not supported

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.23	UltimateDebtor	<UltmtDbtr>	Legal entity on invoice If the invoices included in payment have different invoice legal entities, then no value will be passed for ultimate debtor.	Legal entity on invoice If there are multiple invoice legal entities, then no value will be passed for ultimate debtor.
9.1.0	Name	<Nm>	Invoice legal entity - Name If the invoices included in payment have different invoice legal entities, then no value will be passed for ultimate debtor name.	Invoice legal entity - Name If the invoices included in payment have different invoice legal entities, then no value will be passed for ultimate debtor name.
9.1.1	PostalAddress	<PstlAdr>	Tag The postal address for ultimate debtor isn't supported as its AOS element.	Tag Not Supported.
9.1.12	Identification	<Id>	Tag	Tag
9.1.13	OrganizationIdentification	<OrgId>	Tag	Tag
9.1.14	BICOrBEI	<BICOrBEI>	Not supported.	Not supported.
9.1.15	Other	<Othr>		
9.1.16	Identification	<Id>	In XLE, we've legal entity registration number. This registration number will be used for this element. If the invoices included in payment have different invoice legal entities, then no value will be passed for identification.	In XLE, we've legal entity registration number. This registration number will be used for this element. If the invoices included in payment have different invoice legal entities, then no value will be passed for identification.
9.1.17	SchemeName	<SchmeNm>	Not Supported	Not Supported
9.1.18	Code	<Cd>	Not supported	Not supported
9.1.19	Proprietary	<Prtry>	Not supported	Not supported

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.20	Issuer	<Issr>	Not supported	Element not used - Not supported
9.1.21	PrivateIdentification	<PrvtId>	Not Supported	Element not used - Not supported
2.24	ChargeBearer	<ChrgBr>	We'll configure the value 'SLEV' directly into the source code.	Bank Charge bearer field in manage installments. This element should not be displayed if the payment method is 'CHK'.
2.25	ChargesAccount	<ChrgsAcct>	Additional Optional Service - Not supported	Bilaterally Determined (Optional element). Not supported

Credit Transfer Transaction Information Message Elements

The following table lists the credit transfer transaction information message elements and Payments data-mapping information for SEPA and CGI versions of the ISO credit transfer message.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.27	CreditTransferTransactionInf	<CdtTrfTxInf>		
2.28	PaymentIdentification	<PmtId>	Tag	Tag
2.29	InstructionIdentification	<InstrId>	Map to Payment ID	Map to Payment ID
2.30	EndToEndIdentification	<EndToEndId>	Mapped to payment reference number.	Mapped to payment reference number.
2.31	PaymentTypeInformation	<PmtTpInf>	The payment type information is supported in payment information block.	The payment type information is supported in payment information block.
2.42	Amount	<Amt>	Tag	Tag
2.43	InstructedAmount	<InstdAmt Ccy="AAA">	Payment amount with the currency as 'EUR'.	Payment amount. This element is used for all invoices where the transaction currency and payment currency is same.
2.44	EquivalentAmount	<EqvtAmt>	Not supported.	

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.51	ChargeBearer	<ChrgBr>	This element is hard coded with the value as 'SLEV'.	Charge bearer' field in manage installments. This element should not be displayed if the payment method is 'CHK'.
2.52	ChequeInstruction	<ChqInstr>	Additional Optional Service - Not supported	Not supported.
2.58	DeliveryMethod	<DlvryMtd>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.70	UltimateDebtor	<UltmtDbtr>	Tag. This data element is populated in the payment information block.	Tag
2.71	Intermediary Agent1	<IntrmyAgt1>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.72	Intermediary Agent1Account	<IntrmyAgt1Acct>	Additional Optional Service. Not supported.	Element not used. Not supported.
2.73	Intermediary Agent2	<IntrmyAgt2>	Additional Optional Service. Not supported.	Element not used. Not supported.
2.77	CreditorAgent	<CdtrAgt>	Tag	Tag
6.1.0	FinancialInstitutionIdentifica	<FinInstnId>	Tag	Tag
6.1.1	BIC	<BICFI>	As per SEPA guidelines, only BIC is allowed. This element is mapped to BIC of payee bank account.	This element is mapped to BIC of payee bank account.
6.1.2	ClearingSystemMemberIden	<ClrSysMmbId>		
6.1.3	ClearingSystemIdentificatior	<ClrSysId>		
6.1.4	Code	<Cd>	Not supported.	Not supported.
6.1.5	Proprietary	<Prtry>	Not supported.	Not supported.
6.1.6	MemberIdentification	<MmbId>	Not supported.	Mapped to Payee Bank Branch number.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
6.1.7	Name	<Nm>	Not supported.	Mapped to Payee Bank Branch Name.
6.1.8	PostalAddress	<PstlAdr>	Not supported.	Not supported.
6.1.19	Other	<Othr>	Not supported.	Element not used. Not supported.
6.1.20	Identification	<Id>	Not supported.	Element not used. Not supported.
6.1.21	SchemeName	<SchmeNm>	Not supported.	Element not used. Not supported.
6.1.22	Code	<Cd>	Not supported.	Element not used. Not supported.
6.1.23	Proprietary	<Prtry>	Not supported.	Element not used. Not supported.
6.1.24	Issuer	<Issr>	Not supported.	Element not used. Not supported.
6.1.25	BranchIdentification	<BrnchId>		
6.1.26	Identification	<Id>	Not supported.	This element is mapped to BIC of payee bank account.
2.78	CreditorAgentAccount	<CdtrAgtAcct>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.79	Creditor	<Cdtr>	Tag	Tag
9.1.0	Name	<Nm>	Payee name	Payee name
9.1.1	PostalAddress	<PstlAdr>	Tag	Tag
9.1.2	AddressType	<AdrTp>	Not supported.	Element not used. Not supported.
9.1.3	Department	<Dept>	Not supported.	Optional element. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.4	SubDepartment	<SubDept>	Not supported.	Optional element. Not supported.
9.1.5	StreetName	<StrtNm>	Not supported.	HZ_Locations Address line 1
9.1.6	BuildingNumber	<BldgNb>	Not supported.	Optional element. Not supported.
9.1.7	PostCode	<PstCd>	Not supported.	HZ_Locations postal code
9.1.8	TownName	<TwnNm>	Not supported.	HZ_Locations city
9.1.9	CountrySubDivision	<CtrySubDvsn>	Not supported.	HZ_Locations county, state/province
9.1.10	Country	<Ctry>	HZ_Locations country.	HZ_Locations country
9.1.11	AddressLine	<AdrLine>	HZ_Locations address1 ~ 4 The number of address lines vary for each legislation address style.	Bilaterally Determined (Optional element) - Not supported. Only structured address format is supported.
9.1.12	Identification	<Id>	Tag	Tag
9.1.13	OrganizationIdentification	<OrgId>	Tag	Tag
9.1.14	BICOrBEI	<BICOrBEI>	Not supported.	Not supported.
9.1.15	Other	<Othr>		
9.1.16	Identification	<Id>	The Identification of Creditor is populated in the following order: 1. Supplier Tax registration number, else 2. Supplier Legal entity registration number, else 3. Supplier number, else 4. Party number	The Identification of Creditor is populated in the following order: 1. Supplier Tax registration number, else 2. Supplier Legal entity registration number, else 3. Supplier number, else 4. Party number
9.1.17	SchemeName	<SchmeNm>		

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.18	Code	<Cd>	Not supported.	Not supported.
9.1.19	Proprietary	<Prtry>	Not supported.	Not supported.
9.1.20	Issuer	<Issr>	Not supported.	Not supported.
9.1.21	PrivateIdentification	<PrvtId>	These elements are supported only in the case of expense payments to employees.	These elements are supported only in the case of expense payments to employees.
9.1.22	DateAndPlaceOfBirth	<DtAndPlcOfBirth>	Employee date and place of birth	Employee date and place of birth.
9.1.23	BirthDate	<BirthDt>	Employee date of birth - HRMS.	Employee date of birth - HRMS.
9.1.24	ProvinceOfBirth	<PrvcOfBirth>	Not supported.	Optional element. Not supported.
9.1.25	CityOfBirth	<CityOfBirth>	Not supported.	Optional element. Not supported.
9.1.26	CountryOfBirth	<CtryOfBirth>	Country of birth - HRMS.	Country of birth - HRMS.
9.1.27	Other	<Othr>		
9.1.28	Identification	<Id>	Mapped to national identifier of employee.	Mapped to national identifier of employee.
9.1.29	SchemeName	<SchmeNm>	Tag Not supported	Tag. Not supported.
9.1.30	Code	<Cd>	Not supported.	Not Supported.
9.1.31	Proprietary	<Prtry>	Not supported.	Optional element. Not supported.
9.1.32	Issuer	<Issr>	Not supported.	Optional element. Not supported.
9.1.33	CountryOfResidence	<CtryOfRes>	Additional Optional Service. Not supported.	Optional element. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.34	ContactDetails	<CtctDtls>	Tag. Not supported.	Tag. Not supported.
2.80	CreditorAccount	<CdtrAcct>	Tag	Tag
1.1.0	Identification	<Id>	Tag. Only IBAN is used.	Tag - Either IBAN or Other tag is populated
1.1.1	IBAN	<IBAN>	As per SEPA guidelines, only IBAN is allowed. This element is mapped to IBAN of payee bank account.	This element is mapped to IBAN of payee bank account.
1.1.2	Other	<Othr>		
1.1.3	Identification	<Id>	Not supported.	Bank account number of the Payee bank account.
1.1.4	SchemeName	<SchmeNm>		Bilaterally Determined (Optional element). Not supported.
1.1.5	Code	<Cd>	Not supported.	This element is hard coded with value as 'BBAN' based on ISO external code list.
1.1.6	Proprietary	<Prtry>	Not supported.	Bilaterally Determined (Optional element). Not supported.
1.1.7	Issuer	<Issr>	Not supported.	Bilaterally Determined (Optional element). Not supported.
1.1.8	Type	<Tp>		
1.1.9	Code	<Cd>	Additional Optional Service. Not supported.	Optional element. Not supported.
1.1.10	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Optional element. Not supported.
1.1.11	Currency	<Ccy>	Bank Account Currency.	Bank Account Currency.
1.1.12	Name	<Nm>	Payee Bank account name	Payee Bank account name
2.81	UltimateCreditor	<UltmtCdtr>	Tag	Tag

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.0	Name	<Nm>	Remit to supplier value if remit to supplier is different from the supplier.	Remit to supplier value if remit to supplier is different from the supplier.
9.1.1	PostalAddress	<PstlAdr>	Tag	Tag
9.1.2	AddressType	<AdrTp>	Element not used - Not supported	Element not used. Not supported.
9.1.3	Department	<Dept>	Optional element. Not supported.	Optional element. Not supported.
9.1.4	SubDepartment	<SubDept>	Optional element. Not supported.	Optional element. Not supported.
9.1.5	StreetName	<StrtNm>	Optional element. Not supported.	Optional element. Not supported.
9.1.6	BuildingNumber	<BldgNb>	Optional element. Not supported.	Optional element. Not supported.
9.1.7	PostCode	<PstCd>	Optional element. Not supported.	Optional element. Not supported.
9.1.8	TownName	<TwnNm>	Optional element. Not supported.	Optional element. Not supported.
9.1.9	CountrySubDivision	<CtrySubDvsn>	Optional element. Not supported.	Optional element. Not supported.
9.1.10	Country	<Ctry>	Optional element. Not supported.	Optional element. Not supported.
9.1.11	AddressLine	<AdrLine>	Optional element. Not supported.	Optional element. Not supported.
9.1.12	Identification	<Id>	Tag	Tag
9.1.13	OrganizationIdentification	<OrgId>	Tag	Tag
9.1.14	BICOrBEI	<BICOrBEI>	Not supported.	Not supported.
9.1.15	Other	<Othr>	Tag	Tag

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.16	Identification	<Id>	The Identification of remit to supplier is provided as follows: 1. Tax registration number, else 2. Legal entity registration number, else 3. Supplier number, else 4. Party number, else 5. First party reference	The Identification of remit to supplier is provided as follows: 1. Tax registration number, else 2. Legal entity registration number, else 3. Supplier number, else 4. Party number, else 5. First party reference
9.1.17	SchemeName	<SchmeNm>		
9.1.18	Code	<Cd>	Not supported.	Not supported.
9.1.19	Proprietary	<Prtry>	Not supported.	Not supported.
9.1.20	Issuer	<Issr>	Not supported.	Not supported.
9.1.21	PrivateIdentification	<PrvtId>	Not supported.	Not supported.
9.1.22	DateAndPlaceOfBirth	<DtAndPlcOfBirth>	Not supported.	Not supported.
9.1.23	BirthDate	<BirthDt>	Not supported.	Not supported.
9.1.24	ProvinceOfBirth	<PrvcOfBirth>	Not supported.	Not supported.
9.1.25	CityOfBirth	<CityOfBirth>	Not supported.	Not supported.
9.1.26	CountryOfBirth	<CtryOfBirth>	Not supported.	Not supported.
9.1.27	Other	<Othr>	Not supported.	Not supported.
9.1.28	Identification	<Id>	Not supported.	Not supported.
9.1.29	SchemeName	<SchmeNm>	Not supported.	Not supported.
9.1.30	Code	<Cd>	Not supported.	Not supported.
9.1.31	Proprietary	<Prtry>	Not supported.	Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.32	Issuer	<Issr>	Not supported.	Not supported.
9.1.33	CountryOfResidence	<CtryOfRes>	Not supported.	Not supported.
9.1.34	ContactDetails	<CtctDtls>	Not supported.	Not supported.
9.1.35	NamePrefix	<NmPrfx>	Not supported.	Not supported.
9.1.36	Name	<Nm>	Not supported.	Not supported.
9.1.37	PhoneNumber	<PhneNb>	Not supported.	Not supported.
9.1.38	MobileNumber	<MobNb>	Not supported.	Not supported.
9.1.39	FaxNumber	<FaxNb>	Not supported.	Not supported.
9.1.40	EmailAddress	<EmailAdr>	Not supported.	Not supported.
9.1.41	Other	<Othr>	Not supported.	Not supported.
2.82	InstructionForCreditorAgent	<InstrForCdtrAgt>	Tag Additional Optional Service. Not supported.	Tag
2.83	Code	<Cd>	Additional Optional Service. Not supported.	Mapped to bank instruction (2) in payment process profile. The value should be displayed only if the payment method element in payment information block or credit transaction record contains the value as 'TRF'.
2.84	InstructionInformation	<InstrInf>	Additional Optional Service. Not supported.	Mapped to bank instruction details in payment process profile. The value should be displayed only if a.. The payment method element in payment information block or credit transaction record contains the value as TRF b. 'Code element contains a value.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.85	InstructionForDebtorAgent	<InstrForDbtrAgt>	Additional Optional Service. Not supported.	Maps to bank instruction (1) in payment process profile. The value is displayed only if the payment method element in payment information block or credit transaction record contains the value as 'TRF'.
2.86	Purpose	<Purp>	Tag	Tag
2.87	Code	<Cd>	Maps to payment reason.	Maps to payment reason
2.88	Proprietary	<Prtry>	Not supported.	Not supported.
2.89	RegulatoryReporting	<RgltryRptg>	Tag Additional Optional Service. Not supported.	Tag Optional element. Not supported.
2.90	Tax	<Tax>	Additional Optional Service. Not supported.	Tag This tag is populated only if there is any withholding tax deducted.
13.1.0	Creditor	<Cdtr>	Additional Optional Service. Not supported.	Tax invoice supplier
13.1.1	TaxIdentification	<TaxId>	Additional Optional Service. Not supported.	Tax invoice supplier tax registration number
13.1.2	RegistrationIdentification	<RegnId>	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.3	TaxType	<TaxTp>	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.4	Debtor	<Dbtr>	Additional Optional Service. Not supported.	Disbursement bank legal entity
13.1.5	TaxIdentification	<TaxId>	Additional Optional Service. Not supported.	Legal entity tax registration number to be referred from XLE.
13.1.8	Authorization	<Authstn>	Additional Optional Service. Not supported	Optional element. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
13.1.32	Rate	<Rate>	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.33	TaxableBaseAmount	<TaxblBaseAmt Ccy="AAA">	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.34	TotalAmount	<TtlAmt Ccy="AAA">	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.35	Details	<Dtls>	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.36	Period	<Prd>	Additional Optional Service. Not supported.	Optional element. Not supported.
13.1.39	FromToDate	<FrToDt>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.91	RelatedRemittanceInformati	<RltdRmtInf>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.92	RemittanceIdentification	<RmtId>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.93	RemittanceLocationMethod	<RmtLctnMtd>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.94	RemittanceLocationElectroni	<RmtLctnElctrncAdr>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.95	RemittanceLocationPostalAc	<RmtLctnPstlAdr>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.96	Name	<Nm>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.97	Address	<Adr>	Additional Optional Service. Not supported.	Optional element. Not supported.
2.98	RemittanceInformation	<RmtInf>	Out of box solution contains mapping for both structured remittance information.	Out of box solution contains mapping for both structured remittance information.
2.99	Unstructured	<Ustrd>	Not supported.	Not Supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.100	Structured	<Strd>		Tag
2.101	ReferredDocumentInformati	<RfrdDocInf>	Additional Optional Service. Not supported.	Tag
2.102	Type	<Tp>	Additional Optional Service. Not supported.	Tag
2.103	CodeOrProprietary	<CdOrPrtry>	Additional Optional Service. Not supported.	Tag
2.104	Code	<Cd>	Additional Optional Service. Not supported.	Map to document type for the following cases: • Document Type ISO Document Type • STANDARD This is Commercial Invoice. For mapping 'CINV', a value is passed to the message. • CREDIT This is the CreditNote. For mapping 'CREN', a value is passed. • DEBIT This is the DebitNote. For mapping ' DEBN', a value is passed.
2.105	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.106	Issuer	<Issr>	Additional Optional Service. Not supported.	Supplier Name
2.107	Number	<Nb>	Additional Optional Service. Not supported.	Document Reference Number (Invoice number)
2.108	RelatedDate	<RltdDt>	Additional Optional Service. Not supported.	Document Date (Invoice Date)
2.109	ReferredDocumentAmount	<RfrdDocAmt>	Tag	Tag
2.110	DuePayableAmount	<DuePyblAmt Ccy="AAA">	Additional Optional Service - Not supported	Total Document Amount (Invoice Amount)

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
2.111	DiscountAppliedAmount	<DscntApldAmt Ccy="AAA">	Additional Optional Service - Not supported	Discount taken amount
2.112	CreditNoteAmount	<CdtNoteAmt Ccy="AAA">	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.113	TaxAmount	<TaxAmt Ccy="AAA">	Additional Optional Service. Not supported.	Total Document Tax amount
2.114	AdjustmentAmountAndReas	<AdjstmntAmtAndRsn>	Tag Additional Optional Service. Not supported.	TagBilaterally Determined (Optional element). Not supported.
2.115	Amount	<Amt Ccy="AAA">	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.116	CreditDebitIndicator	<CdtDbtInd>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.117	Reason	<Rsn>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.118	AdditionalInformation	<AddtlInf>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
2.119	RemittedAmount	<RmtdAmt Ccy="AAA">	Additional Optional Service. Not supported.	Payment Amount
2.120	CreditorReferenceInformatio	<CdtrRefInf>	Tag	Tag This tag is only passed only if the Unique Remittance Identifier is entered on invoice. Else only Referred Document information is passed.
2.121	Type	<Tp>	Tag	Tag
2.122	CodeOrProprietary	<CdOrPrtry>	Tag	Tag
2.123	Code	<Cd>	Based on 'Document Type3 code' and SEPA guidelines.	Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
			The hard coded value 'SCOR' is passed for this element.	
2.124	Proprietary	<Prtry>	Not supported.	Not supported.
2.125	Issuer	<Issr>	Invoice supplier name.	Invoice supplier name. This tag is only passed only if the Unique Remittance Identifier is entered on invoice. Else only Referred Document information is passed.
2.126	Reference	<Ref>	Unique Remittance Identifier (URI) is passed. If URI isn't available, then Invoice number should be displayed.	The Creditor Reference Code is passed only if the URI is entered on the payment installments. Otherwise only the reference document number details are passed.
2.127	Supplier	<Invcr>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
9.1.0	Name	<Nm>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
9.1.1	PostalAddress	<PstlAdr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.2	AddressType	<AdrTp>	Additional Optional Service - Not supported	Element not used. Not supported.
9.1.3	Department	<Dept>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.4	SubDepartment	<SubDept>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.5	StreetName	<StrtNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.6	BuildingNumber	<BldgNb>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.7	PostCode	<PstCd>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.8	TownName	<TwnNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.9	CountrySubDivision	<CtrySubDvsn>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.10	Country	<Ctry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.11	AddressLine	<AdrLine>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.12	Identification	<Id>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.13	OrganizationIdentification	<OrgId>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.14	BICOrBEI	<BICOrBEI>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.15	Other	<Othr>	Additional Optional Service - Not supported	Element not used. Not supported.
9.1.16	Identification	<Id>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.17	SchemeName	<SchmeNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.18	Code	<Cd>	Additional Optional Service - Not supported	Element not used. Not supported.
9.1.19	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.20	Issuer	<Issr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.21	PrivateIdentification	<PrvtId>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.22	DateAndPlaceOfBirth	<DtAndPlcOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.23	BirthDate	<BirthDt>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.24	ProvinceOfBirth	<PrvcOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported
9.1.25	CityOfBirth	<CityOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.26	CountryOfBirth	<CtryOfBirth>	Additional Optional Service Not supported.	Element not used. Not supported.
9.1.27	Other	<Othr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.28	Identification	<Id>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.29	SchemeName	<SchmeNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.30	Code	<Cd>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.31	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.32	Issuer	<Issr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.33	CountryOfResidence	<CtryOfRes>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.34	ContactDetails	<CtctDtls>	Additional Optional Service. Not supported.	Element not used. Not supported. .
9.1.35	NamePrefix	<NmPrfx>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.36	Name	<Nm>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.37	PhoneNumber	<PhneNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.38	MobileNumber	<MobNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.39	FaxNumber	<FaxNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.40	EmailAddress	<EmailAdr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.41	Other	<Othr>	Additional Optional Service. Not supported.	Element not used. Not supported.
2.128	Invoiced	<Invcee>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
9.1.0	Name	<Nm>	Additional Optional Service. Not supported.	Bilaterally Determined (Optional element). Not supported.
9.1.1	PostalAddress	<PstlAdr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.2	AddressType	<AdrTp>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.3	Department	<Dept>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.4	SubDepartment	<SubDept>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.5	StreetName	<StrtNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.6	BuildingNumber	<BldgNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.7	PostCode	<PstCd>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.8	TownName	<TwnNm>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.9	CountrySubDivision	<CtrySubDvsn>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.10	Country	<Ctry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.11	AddressLine	<AdrLine>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.12	Identification	<Id>	Additional Optional Service. Not supported.	Element not used - Not supported.
9.1.13	OrganizationIdentification	<OrgId>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.14	BICOrBEI	<BICOrBEI>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.15	Other	<Othr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.16	Identification	<Id>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.17	SchemeName	<SchmeNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.18	Code	<Cd>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.19	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.20	Issuer	<Issr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.21	PrivateIdentification	<PrvtId>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.22	DateAndPlaceOfBirth	<DtAndPlcOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.23	BirthDate	<BirthDt>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.24	ProvinceOfBirth	<PrvcOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.25	CityOfBirth	<CityOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.26	CountryOfBirth	<CtryOfBirth>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.27	Other	<Othr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.28	Identification	<Id>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.29	SchemeName	<SchmeNm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.30	Code	<Cd>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.31	Proprietary	<Prtry>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.32	Issuer	<Issr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.33	CountryOfResidence	<CtryOfRes>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.34	ContactDetails	<CtctDtls>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.35	NamePrefix	<NmPrfx>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.36	Name	<Nm>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.37	PhoneNumber	<PhneNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.38	MobileNumber	<MobNb>	Additional Optional Service. Not supported.	Element not used. Not supported.

ISO Element Number	Message Element	<XML Tag>	SEPA Implementation Mapping	CGI Implementation Mapping
9.1.39	FaxNumber	<FaxNb>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.40	EmailAddress	<EmailAdr>	Additional Optional Service. Not supported.	Element not used. Not supported.
9.1.41	Other	<Othr>	Additional Optional Service. Not supported.	Element not used. Not supported.
2.129	AdditionalRemittanceInform	<AddtlRmtInf>	Additional Optional Service. Not supported.	Optional element. Not supported.

How You Upgrade ISO 20022 Templates to 2019 Version

Use the updated ISO 20022 file templates for payments and direct debits file templates. The new templates meet the compliance requirements of 2019 version.

The updated templates include an XML header version number, an extra tag under the required execution date, and a change of the BIC tag to BICFI.

BIP templates are predefined with these names:

- ISO20022 Common Global Implementation 2019
- ISO20022 Single Euro Payments Areas 2019
- ISO20022 Direct Debit Common Global Implementation 2019
- Single Euro Payments Areas Core Direct Debit 2019.

To use these templates for creating payment and direct debit files:

1. Create a format for each template by selecting the required BIP template.
2. Create payment process profiles and funds capture process profiles with their respective formats.
3. Use the payment process profile and funds capture process profiles during the transactions to reflect the latest changes.

Fix Missing Templates in BI

If you can't see a 2019 ISO 20022 template, you might have changed this predefined report. Here's what you can do to restore the template.

1. Navigate to the custom folder at **Shared Folders** > **Custom** > **Financials** > **Payments**.
2. Select **Disbursement Payment File Formats** for payment files or **Funds Capture Authorization and Settlement Formats** for direct debit.
3. Click **More** > **Rename** to rename the report.

> **Note:** You can also delete the report. However, don't delete the report if you've custom templates as you might need to reupload them.

4. Return to predefined report folder to see the 2019 templates.

Related Topics

- Upgrade of ISO 20022 Payment and Direct Debit Templates to 2019 Version (Doc ID 2965781.1)

Disbursement Acknowledgment for ISO 20022 Payments

Retrieve and process disbursement acknowledgment files from banks for credit transfers in accordance with the ISO 20022 standards.

You can void the payments that were rejected by the bank and act on the associated invoices.

The bank generates up to 3 payment acknowledgment files during the clearing process.

- First Level (L0) Acknowledgment: This is generated by the bank within a few minutes of receiving the payment file. It only provides file level acknowledgment to confirm that the file schema or syntax is correct.
- Second Level (L1) Acknowledgment: This is generated by the bank within a few hours of receiving the payment file. It shows the status at both the file and payment levels.
- Third Level (L2) Acknowledgment: Generated in 2-3 days with a list of payment rejections during the clearing process. It's always generated at the payment level, and an acknowledgment file can include rejections from multiple payment files.

Before you can use the acknowledgment flow, you must complete the following setups at the payment system account level.

- Disbursement Acknowledgment Automatic Retrieval Time Interval Minutes
- Disbursement Acknowledgment Automatic Voiding Option
- Disbursement Acknowledgment Format
- Disbursement Acknowledgment Transmission Configuration
- Disbursement Acknowledgment Voiding Invoice Action
- Email Disbursement Acknowledgment Details
- Payment File Register Format

Acknowledgment Flow

The status of the payment file changes to **Completed and pending acknowledgment** when the payment file is processed. Once the acknowledgment file is processed, the status of payment file changes to **Acknowledged** or **Rejected**, depending on whether the bank accepts all, some, or none of the payments. At the same time, the payment status changes to Acknowledged or Rejected, depending on whether the bank accepts or rejects the payment.

If the bank rejects the payments, you can configure the application to take these actions:

- Automatically void the payments rejected by the bank.
- Automatically put a hold on or cancel the invoice when the payment is voided due to bank rejections.

> **Note:** If you select no action, the invoice has a status of unpaid.

After the processing of the acknowledgment file is completed, the Payment File Register report is automatically generated. It includes payment file and payment level acknowledgment details, and invoice actions.

You can retrieve and process acknowledgment files using any of the following methods:

- **Automatic**: The application automatically retrieves and processes acknowledgment based on the time internal set in the payment system account settings.
- **Payment file**: Open the payment file from the Manage Payment Files page, and click **Actions** > **Retrieve Acknowledgment**.
- **Manage Payment Files page**: On the Manage Payment Files page, select the payment file row and click **Actions** > **Retrieve Acknowledgment**.
- **Scheduled process**: On the Payments landing page, open the Tasks panel tab and click **Retrieve Disbursement Acknowledgment** to submit the process. You can optionally set the payment system, the payment system account, the payment process profile, and the payment file.

Here's a summary of statuses of the payment file and payment after each step of acknowledgment processing.

Acknowledgment	Payment file status	Payment Status (IBY_PAYMENTS_ALL)	Payment Status (AP_CHECKS_ALL)
L0 – File accepted	Acknowledged	Acknowledged	Negotiable
L0 – Rejected	Rejected	Rejected/Voided	Negotiable/Voided
L1 – All payments accepted	Acknowledged	Acknowledged	Negotiable
L1 – Some payments rejected	Acknowledged	Rejected/Voided, for the rejected payments	Negotiable/Voided
L2 – Some payments rejected	Acknowledged	Rejected/Voided, for the rejected payments	Negotiable/Voided

Forcing an Acknowledgment

If necessary, you can force acknowledge a payment file. This might be required when a bank doesn't support acknowledgments, or when there are issues with the bank's acknowledgment file. You can force acknowledge the payment file from the Payment File or from the Manage Payment Files page by selecting **Force Acknowledge** from the Actions menu. This acknowledges the payment file and sets the status to Acknowledged.

Manual Holds for Acknowledgment

Customers can manually apply or release these predefined holds.

Hold Code	Meaning	Description
ORA_AP_BANK_ACK_RJCT	Acknowledgment rejection	Payment rejections reported by bank in the acknowledgment file.
ORA_AP_BANK_ACK_RJCT_REL	Bank rejection remedied	Addressed rejection reason reported in the bank acknowledgment file.

Oracle Payments Disbursement Predefined Reports

Oracle Payments provides the following disbursement predefined reports:

- Disbursement Accompanying Letter Formats
- Disbursement Payment File Formats
- Disbursement Payment File Register Formats
- Disbursement Payment Process Request Status Report Formats
- Disbursement Positive Pay File Formats
- Disbursement Separate Remittance Advice Formats

All of the preceding reports are:

- Processes that result in a formatted file
- Formatted using a specific template
- Manually generated, if opted, using the Scheduled Processes page
- Automatically generated, if opted, using setup pages

Running Disbursement Reports Manually

To manually run Payments reports, perform the following steps from the Scheduled Processes page using the Navigator menu.

1. Click the **Schedule New Process** button.
2. Search on the Process Name.
3. Enter the applicable parameters.
4. Enter the applicable process options and schedule.
5. Click the **Submit** button.

Running Disbursement Reports Automatically

The following table lists disbursement reports with their corresponding processes that automatically run after you select specific options on the applicable page.

> **Note:** The applicable process is called internally. Any required parameter values are known by Payments without your intervention.

Name of Report and Process	Report Description	Options You Select for the Automatic Process	Output
Report: Disbursement Payment File Formats Process: Create Printed Payment Files or	Groups payments into payment files, and then validates, formats, and prints the payment documents (printed payment files) or transmits (electronic payment files) the payment to the payment system.	Location: Submit Payment Process Request page. Options to select: • **Create payment files immediately** check box.	Printed payment documents, such as checks or promissory notes. or Electronic payment files.

Name of Report and Process	Report Description	Options You Select for the Automatic Process	Output
Process: Create Electronic Payment Files		• Provide a default payment document and a payment process profile.	
Report: Disbursement Accompanying Letter Formats Process: Payment File Accompanying Letter	Creates an accompanying letter for a payment file that your company either prints and mails to the bank, along with the payment file on a disk or manually transmits to the bank, along with the payment file.	Location: Create Payment Process Profile page, Payment File tab. Option to select: Payment File Accompanying Letter format.	Document.
Report: Disbursement Positive Pay File Formats Process: Create Positive Pay File	Creates a document that your company transmits to its payment system or bank to inform it of payments made by check.	Location: Create Payment Process Profile page, Reporting tab, Positive Pay section. Option to select: **Automatically transmit file** check box.	Document.
Report: Disbursement Separate Remittance Advice Formats Process: Send Separate Remittance Advice	Creates notices that can be faxed, emailed, or printed and mailed to external payees that list the invoices your company has electronically paid to the external payee's bank account.	Location: Create Payment Process Profile page, Separate Remittance Advice section. Option to select: **Automatically submit when payments are confirmed** check box.	Document.
Report: Disbursement Payment File Register Formats Process: Payment File Register	Creates a report displaying the contents of a payment file, which your company keeps for its records.	Location: Create Payment Process Profile page, Reporting tab, Payment File Register section. Option to select: **Automatically submit when payments are complete** check box.	Document.
Report: Disbursement Payment Process Request Status Report Formats Process: Payment Process Request Status Report	Creates a report that displays the contents and status of a payment process request, which your company reviews online or prints.	Location: Manage Disbursement System Options page. Option to select: **Automatically submit at payment process request completion** check box.	Document.

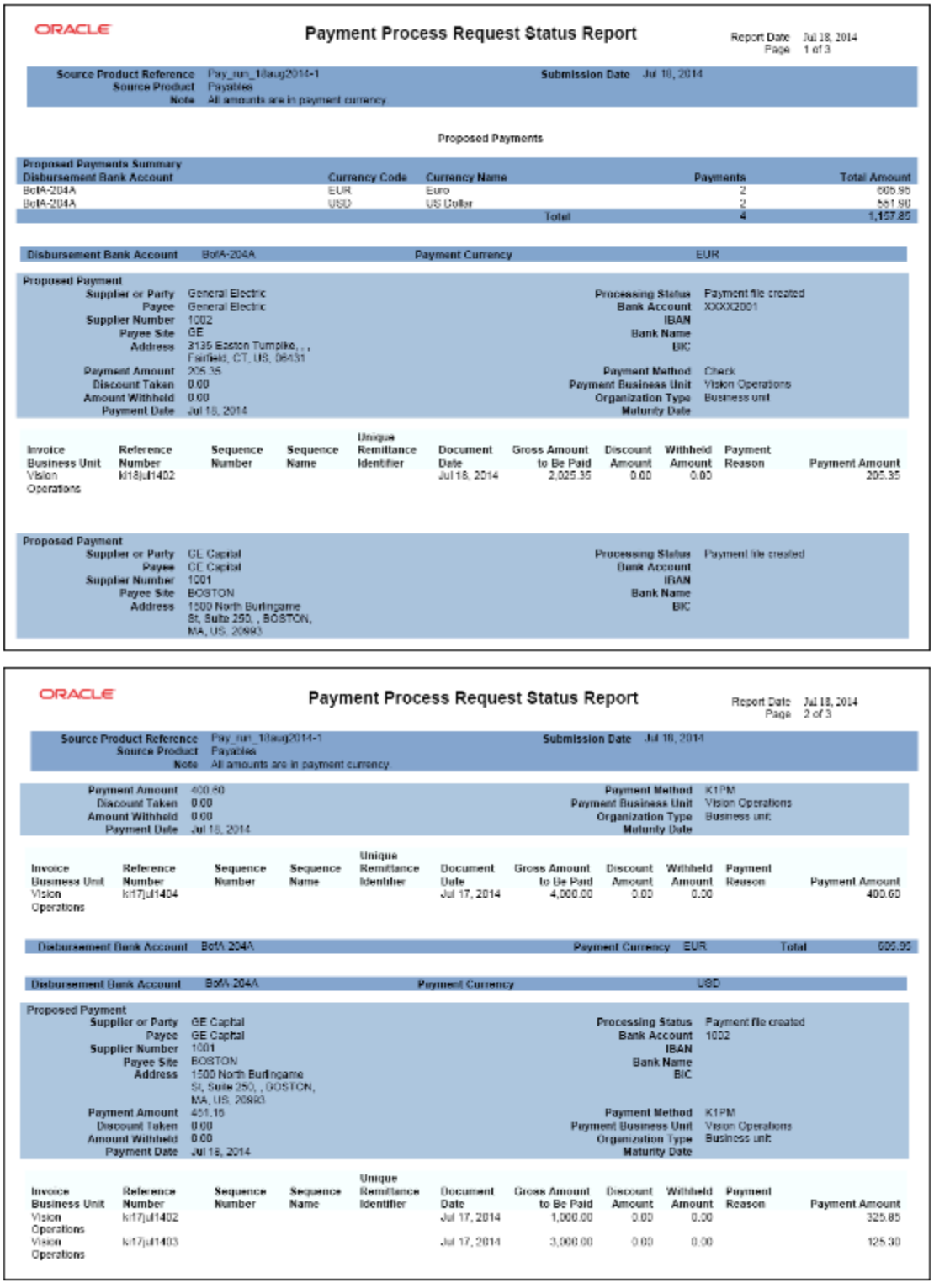
Payment Process Request Status Reports

This topic includes details about the Payment Process Request Status report.

Overview

The Payment Process Request Status report is a predefined disbursement report that displays the details of all the payments generated in a specific payment process request. You can use the report to verify the payments created in a payment process request.

The following figure is an example of a 3-page Payment Process Request Status report.



ORACLE

Payment Process Request Status Report

Report Date Jul 18, 2014
Page 1 of 3

Source Product Reference: Pay_run_18aug2014-1 — Submission Date: Jul 18, 2014
Source Product: Payables
Note: All amounts are in payment currency

Proposed Payments

Proposed Payments Summary

Disbursement Bank Account	Currency Code	Currency Name	Payments	Total Amount
BofA-204A	EUR	Euro	2	605.95
BofA-204A	USD	US Dollar	2	551.90
		Total	4	1,157.85

Disbursement Bank Account: BofA-204A — Payment Currency: EUR

Proposed Payment
Supplier or Party: General Electric
Payee: General Electric
Supplier Number: 1002
Payee Site: GE
Address: 3135 Easton Turnpike, , , Fairfield, CT, US, 06431
Payment Amount: 205.35
Discount Taken: 0.00
Amount Withheld: 0.00
Payment Date: Jul 18, 2014
Processing Status: Payment file created
Bank Account: XXXX2001
IBAN:
Bank Name:
BIC:
Payment Method: Check
Payment Business Unit: Vision Operations
Organization Type: Business unit
Maturity Date:

Invoice Business Unit	Reference Number	Sequence Number	Sequence Name	Unique Remittance Identifier	Document Date	Gross Amount to Be Paid	Discount Amount	Withheld Amount	Payment Reason	Payment Amount
Vision Operations	kit18jul1402				Jul 18, 2014	2,025.35	0.00	0.00		205.35

Proposed Payment
Supplier or Party: GE Capital
Payee: GE Capital
Supplier Number: 1001
Payee Site: BOSTON
Address: 1500 North Burlingame St, Suite 250, , BOSTON, MA, US, 20893
Processing Status: Payment file created
Bank Account:
IBAN:
Bank Name:
BIC:

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Payment Process Request Status Report

Report Date Jul 18, 2014
Page 2 of 3

Source Product Reference: Pay_run_18aug2014-1 — Submission Date: Jul 18, 2014
Source Product: Payables
Note: All amounts are in payment currency

Payment Amount: 400.60
Discount Taken: 0.00
Amount Withheld: 0.00
Payment Date: Jul 18, 2014
Payment Method: K1PM
Payment Business Unit: Vision Operations
Organization Type: Business unit
Maturity Date:

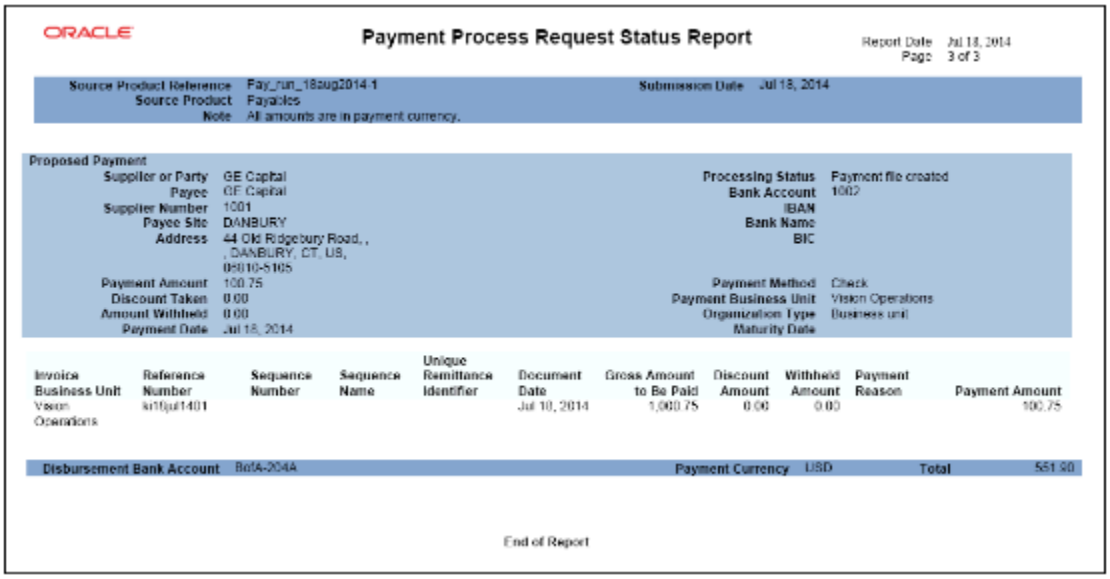
Invoice Business Unit	Reference Number	Sequence Number	Sequence Name	Unique Remittance Identifier	Document Date	Gross Amount to Be Paid	Discount Amount	Withheld Amount	Payment Reason	Payment Amount
Vision Operations	kit17jul1404				Jul 17, 2014	4,000.00	0.00	0.00		400.60

Disbursement Bank Account: BofA-204A — Payment Currency: EUR — Total: 605.95

Disbursement Bank Account: BofA-204A — Payment Currency: USD

Proposed Payment
Supplier or Party: GE Capital
Payee: GE Capital
Supplier Number: 1001
Payee Site: BOSTON
Address: 1500 North Burlingame St, Suite 250, , BOSTON, MA, US, 20893
Payment Amount: 451.15
Discount Taken: 0.00
Amount Withheld: 0.00
Payment Date: Jul 18, 2014
Processing Status: Payment file created
Bank Account: 1002
IBAN:
Bank Name:
BIC:
Payment Method: K1PM
Payment Business Unit: Vision Operations
Organization Type: Business unit
Maturity Date:

Invoice Business Unit	Reference Number	Sequence Number	Sequence Name	Unique Remittance Identifier	Document Date	Gross Amount to Be Paid	Discount Amount	Withheld Amount	Payment Reason	Payment Amount
Vision Operations	kit17jul1402				Jul 17, 2014	1,000.00	0.00	0.00		325.85
Vision Operations	kit17jul1403				Jul 17, 2014	3,000.00	0.00	0.00		125.30


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Payment Process Request Status Report

Report Date Jul 18, 2014
Page 3 of 3

Source Product Reference Pay_run_18aug2014 1
Source Product Payables
Note All amounts are in payment currency.
Submission Date Jul 18, 2014

Proposed Payment
Supplier or Party GE Capital
Payee GE Capital
Supplier Number 1001
Payee Site DANBURY
Address 44 Old Ridgebury Road, , , DANBURY, CT, US, 06810-5105
Payment Amount 100.75
Discount Taken 0.00
Amount Withheld 0.00
Payment Date Jul 18, 2014
Processing Status Payment file created
Bank Account 1002
IBAN
Bank Name
BIC
Payment Method Check
Payment Business Unit Vision Operations
Organization Type Business unit
Maturity Date

Invoice Business Unit	Reference Number	Sequence Number	Sequence Name	Unique Remittance Identifier	Document Date	Gross Amount to Be Paid	Discount Amount	Withheld Amount	Payment Reason	Payment Amount
Vision Operations	kr10jul1401				Jul 10, 2014	1,000.75	0.00	0.00		100.75

Disbursement Bank Account BofA-204A
Payment Currency USD
Total 551.00

End of Report

Key Insights

The following table lists the difference between the formal Payment Process Request Status report name and the process name that you must use to generate the report on the Scheduled Processes page.

Report Name	Process Name	Output
Disbursement Payment Process Request Status Report Formats.	Payment Process Request Status Report	PDF file.

Automatic Generation of the Payment Process Request Status Report

To automatically generate the Payment Process Request Status report, perform the following steps:

1. Navigate: **Navigator** > **My Enterprise** > **Setup and Maintenance** > Search: Tasks pane: **Manage Disbursement System Options** > **Go to Task** > Manage Disbursement System Options page.
2. On the Manage Disbursement System Options page, Payment Process Request Status Report section, perform these steps:
    a. From the Format choice list, select **Payment Process Request Status Report Format**.
    b. Select the **Automatically submit at payment process request completion** check box.

Manual Generation of the Payment Process Request Status Report

To manually generate the Payment Process Request Status report from within Oracle Fusion Payments, perform the following steps:

1. Navigate: **Navigator** > **Payables** > **Payments** link.
2. In the Payments Tasks pane, click the **Submit Payment Process Request** link to open the Submit Payment Process Request page.
3. Select the Payment and Processing Options tab.
4. In the Processing Options section, select the **Create payment files immediately** check box.
5. Navigate: **Navigator** > **Tools** > **Scheduled Processes** link. The Scheduled Processes page appears.

6. Click the **Schedule New Process** button. The **Schedule New Process** dialog box appears.
7. From the **Name** choice list, select **Payment Process Request Status Report**. If you don't see **Payment Process Request Status Report** in the choice list, click the **Search** link to display the **Search and Select: Name** dialog box.
8. If you don't see **Payment Process Request Status Report** in the choice list, enter the following in the **Name** field using headline capitals as shown here: **Payment Process Request Status Report**, and click **Search**.
9. Select the resulting row and click **OK**.
10. In the **Schedule New Process** dialog box, click **OK**. The **Process Details** dialog box appears.
11. Select the applicable parameters and click **Submit**. A confirmation message displays with a process ID.

    Tip: Write down or remember the process ID.

12. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**.
13. Click the **Refresh** icon until the result displays in the Search Results section.
14. Select the resulting row in the Search Results section to display additional details on the Scheduled Processes page.
15. In the Log and Output section, click the **1 more** link to display the **Attachments** dialog box. You can now see the <process ID> .PDF output file.

Report Parameters

The following table describes the process parameters.

Name	Description
Payment Process Request	The payment process request for which the Payment Process Request Status report is generated.
Format	Name of the applicable format, which is Payment Process Request Status Report Format.

Frequently Asked Questions

The following table lists frequently asked questions and provides answers about the Payment Process Request Status report.

FAQ	Answer
How do I find this report?	You can find the Payment Process Request Status report by selecting the **1 more** link in the Log and Output section in the Search Results section on the Scheduled Processes page.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The Payment Process Request Status report is used when you want to verify the payments created in a payment process request.
What can I do with this report?	You can: • Generate the Payment Process Request Status report. • Download the .PDF file and retain it for your records.

FAQ	Answer
What type of report is this?	Oracle Analytics Publisher

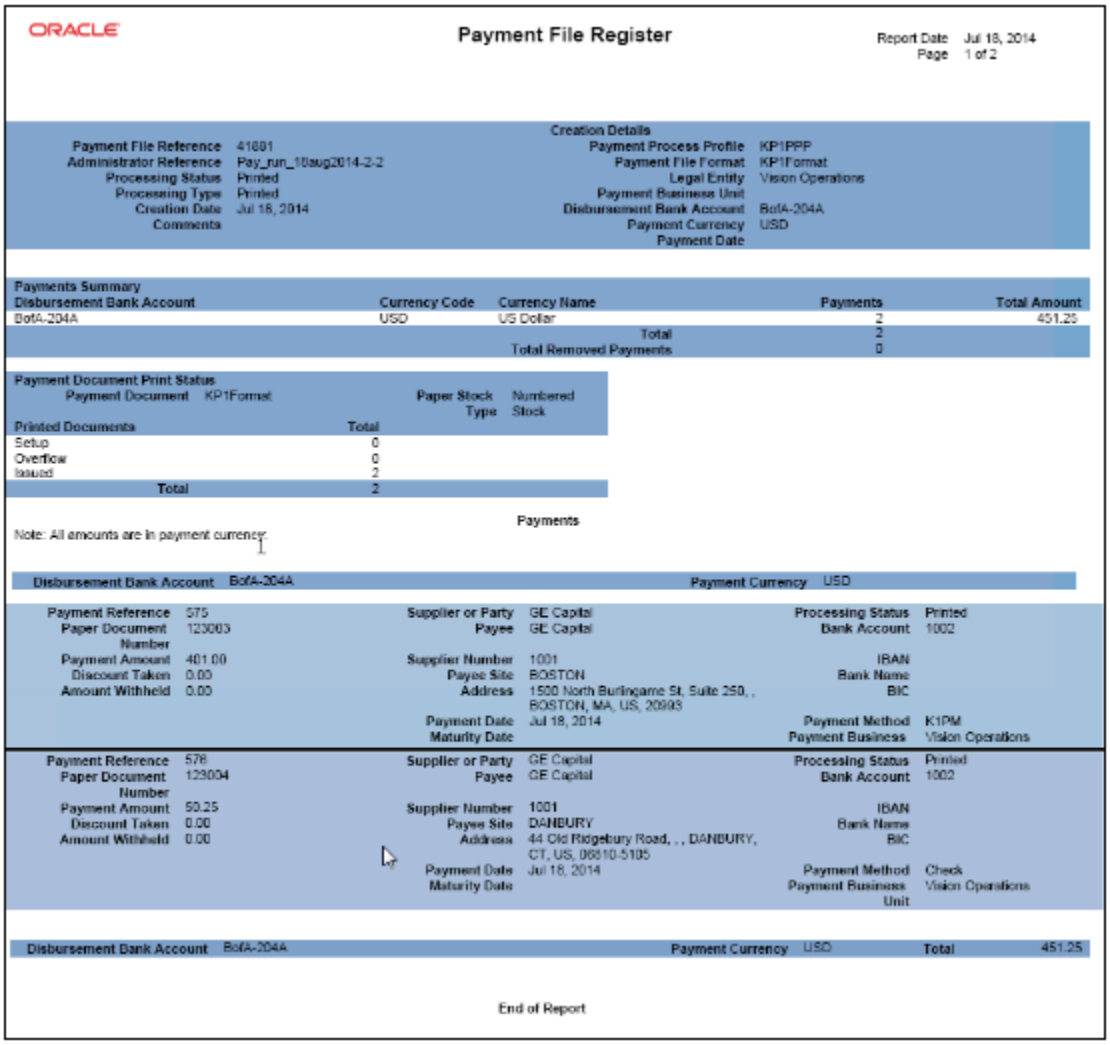
Payment File Register Reports

This topic includes details about the Payment File Register report.

Overview

The Payment File Register report is a predefined disbursement report that displays details of payments that are included in a payment file. You can retain this report for your records.

The following figure illustrates an example of the Payment File Register report.



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Payment File Register

Report Date Jul 18, 2014
Page 1 of 2

Payment File Reference	41881	Creation Details	
Administrator Reference	Pay_run_18aug2014-2-2	Payment Process Profile	KP1PPP
Processing Status	Printed	Payment File Format	KP1Format
Processing Type	Printed	Legal Entity	Vision Operations
Creation Date	Jul 18, 2014	Payment Business Unit	
Comments		Disbursement Bank Account	BofA-204A
		Payment Currency	USD
		Payment Date	

Payments Summary

Disbursement Bank Account	Currency Code	Currency Name	Payments	Total Amount
BofA-204A	USD	US Dollar	2	451.25
		Total	2	
		Total Removed Payments	0	

Payment Document Print Status

Payment Document KP1Format
Paper Stock Type Numbered Stock

Printed Documents	Total
Setup	0
Overflow	0
Issued	2
Total	2

Payments

Note: All amounts are in payment currency.

Disbursement Bank Account BofA-204A Payment Currency USD

Payment Reference	575	Supplier or Party	GE Capital	Processing Status	Printed
Paper Document Number	123003	Payee	GE Capital	Bank Account	1002
Payment Amount	401.00	Supplier Number	1001	IBAN	
Discount Taken	0.00	Payee Site	BOSTON	Bank Name	
Amount Withheld	0.00	Address	1500 North Burlingame St, Suite 250, , BOSTON, MA, US, 20993	BIC	
		Payment Date	Jul 18, 2014	Payment Method	K1PM
		Maturity Date		Payment Business	Vision Operations
Payment Reference	576	Supplier or Party	GE Capital	Processing Status	Printed
Paper Document Number	123004	Payee	GE Capital	Bank Account	1002
Payment Amount	50.25	Supplier Number	1001	IBAN	
Discount Taken	0.00	Payee Site	DANBURY	Bank Name	
Amount Withheld	0.00	Address	44 Old Ridgebury Road, , , DANBURY, CT, US, 06810-5105	BIC	
		Payment Date	Jul 18, 2014	Payment Method	Check
		Maturity Date		Payment Business Unit	Vision Operations

Disbursement Bank Account BofA-204A Payment Currency USD Total 451.25

End of Report

Key Insights

The following table lists the difference between the formal Payment File Register report name and the process name that you must use to manually generate the report on the Scheduled Processes page.

Report Name	Process Name	Output
Disbursement Payment File Register Formats	Payment File Register	.PDF file

Generation of the Payment File Register Report

To generate the Payment File Register report, perform the following steps:

1. Navigate: **Navigator** > **My Enterprise** > **Setup and Maintenance** > Search: Tasks pane: **Manage Payment Process Profiles** > **Go to Task** > **Manage Payment Process Profiles** page > **Create** button.
2. On the Create Payment Process Profile page, Reporting tab, select the **Automatically submit when payments are confirmed** check box.
3. Navigate: **Navigator** > **Tools** > **Scheduled Processes** link. The Scheduled Processes page appears.
4. Click the **Schedule New Process** button. The **Schedule New Process** dialog box appears.
5. From the **Name** choice list, select **Payment File Register**. If you don't see **Payment File Register** in the choice list, click the **Search** link to display the **Search and Select: Name** dialog box.
6. If you don't see **Payment File Register** in the choice list, enter the following in the **Name** field in headline capitals as shown here: **Payment File Register**, and click **Search**.
7. Select the resulting row and click **OK**.
8. In the **Schedule New Process** dialog box, click **OK**. The **Process Details** dialog box appears.
9. From the **Payment File** choice list, select the applicable payment file.
10. From the **Format** choice list, select **Payment File Register Format** and click **Submit**. A confirmation message displays with a process ID.

    > **Tip:** Write down or remember the process ID.

11. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**. The result displays in the Search Results section
12. Select the resulting row in the Search Results section to display additional details on the page.
13. In the Log and Output section, click the **1 more** link to display the **Attachments** dialog box. You can now see the <process ID> .PDF output file.

Report Parameters

The following table describes the process parameters of the Payment File Register report.

Name	Description
Payment File	Payment file for which you are generating the Payment File Register report.
Format	Name of the applicable payment format, which is Payment File Register Format.

Frequently Asked Questions

The following table lists frequently asked questions and provides answers about the Payment File Register report.

FAQ	Answer
How do I find this report?	You can find the Payment File Register report by selecting the **1 more** link in the Log and Output section in the Search Results section on the Scheduled Processes page.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The Payment File Register report is used when you want to retain a record of the payments in a payment file.
What can I do with this report?	You can: • Generate and schedule the Payment File Register report • Retain the Payment File Register report for your records
What type of report is this?	Oracle Analytics Publisher

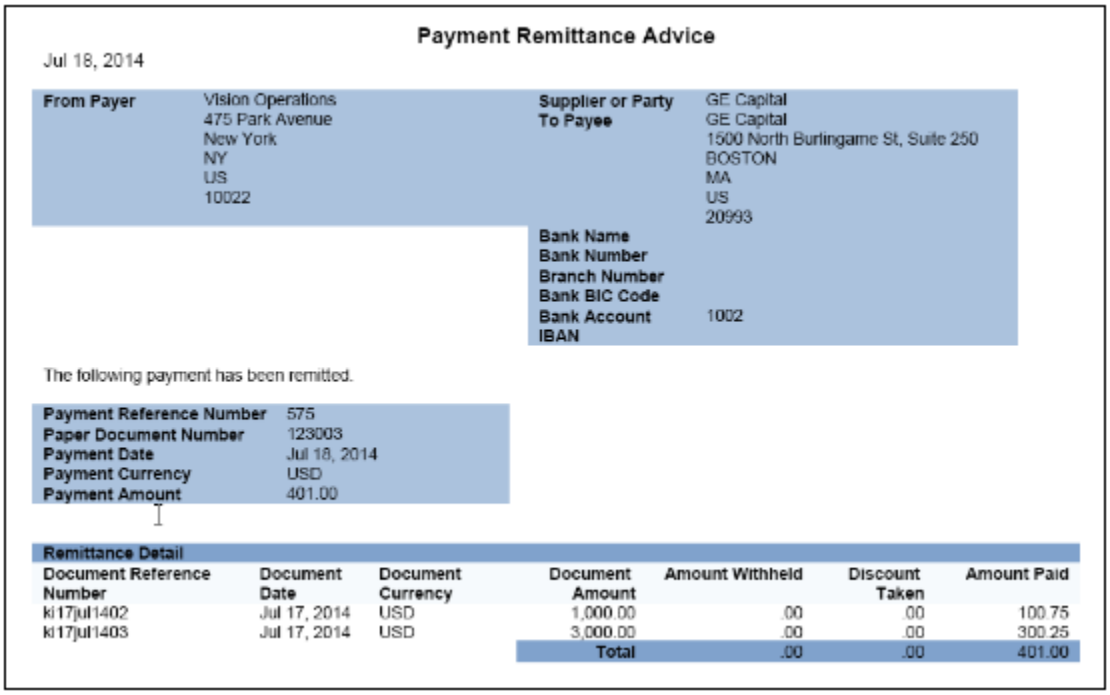
Separate Remittance Advice Reports

This topic includes details about the Separate Remittance Advice report.

Overview

The Separate Remittance Advice report is a predefined disbursement report that's faxed, emailed as a PDF attachment, or printed and mailed to a supplier, which lists the invoices you paid.

This image illustrates an example of the Separate Remittance Advice report.



Payment Remittance Advice

Jul 18, 2014

From Payer	Vision Operations 475 Park Avenue New York NY US 10022	**Supplier or Party To Payee**	GE Capital GE Capital 1500 North Burlingame St, Suite 250 BOSTON MA US 20993
		Bank Name	
		Bank Number	
		Branch Number	
		Bank BIC Code	
		Bank Account IBAN	1002

The following payment has been remitted.

Payment Reference Number	575
Paper Document Number	123003
Payment Date	Jul 18, 2014
Payment Currency	USD
Payment Amount	401.00

Remittance Detail

Document Reference Number	Document Date	Document Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
ki17jul1402	Jul 17, 2014	USD	1,000.00	.00	.00	100.75
ki17jul1403	Jul 17, 2014	USD	3,000.00	.00	.00	300.25
			Total	.00	.00	401.00

Key Insights

This table lists the distinction between the formal Separate Remittance Advice report name and the process name.

Report Name	Process Name	Output
Disbursement Separate Remittance Advice Formats	Send Separate Remittance Advice	Emailed as a PDF attachment or as HTML in the body of the email

Automatic Generation of the Separate Remittance Advice Report

To automatically generate the Separate Remittance Advice report, complete these steps:

1. In the Setup and Maintenance work area, select:
    - Offering: Financials
    - Functional Area: Payments
    - Task: Manage Payment Process Profiles
2. On the Manage Payment Process Profiles page, click the **Create** icon.
3. On the Create Payment Process Profile page, Reporting tab, Separate Remittance Advice section, from the Format choice list, select **Separate Remittance Advice Format**.
4. Select the **Automatically submit when payments are confirmed** check box.
5. Optionally, select a condition for which the Separate Remittance Advice report is generated.
6. Select how you want the Separate Remittance Advice report delivered to the supplier, whether by email, as a PDF attachment to an email, faxed, or printed and sent by the postal service.

Specification of Delivery Method on Supplier Site

To specify the delivery method of the Separate Remittance Advice report on a supplier site, complete these steps:

1. Navigate to: **Navigator** > **Procurement** > **Suppliers link** > **Manage Suppliers link** > **Search for applicable supplier** > **Supplier link** > **Sites tab** > **Site link** > **Edit Site page**.
2. Select the Payments tab.
3. Select the Payment Attributes tab.
4. Select the Separate Remittance Advice Delivery tab.
    a. From the Remittance Advice Delivery Method choice list, optionally select **Printed**, **Fax**, **Email**, or **Email with PDF as attachment**. The latter option lets you attach the Separate Remittance Advice report to an email as a PDF attachment.
    b. In the **Remittance Advice Delivery Email ID** field, you can enter single or multiple emails. If you enter multiple emails, separate them by a comma.

Generation of the Separate Remittance Advice Report

To manually generate the Separate Remittance Advice report, complete these steps:

1. In the Setup and Maintenance work area, select:
    - Offering: Financials
    - Functional Area: Payments
    - Task: Manage Payment Process Profiles
2. On the Manage Payment Process Profiles page, click the **Create** icon.
3. On the Create Payment Process Profile page, Reporting tab, Separate Remittance Advice section, from the **Format** choice list, select **Separate Remittance Advice Format**.
4. Optionally, select the **Allow multiple copies for payment file** check box to generate multiple copies of the Separate Remittance Advice report.
5. Optionally, select a condition for which the Separate Remittance Advice report is generated.
6. Select how you want the Separate Remittance Advice report delivered to the supplier, whether by email, as a PDF attachment to an email, faxed, or printed and sent by the postal service. A separate PDF output is available only when the delivery method is **Printed**.
7. Navigate to: **Navigator** > **Payables** > **Payments**.
8. In the Tasks pane, click the **Send Separate Remittance Advice** link. The parameters page for the Separate Remittance Advice report appears.
9. Select applicable parameters from the choice lists and click **Submit**. A confirmation message displays with a process ID.

    > **Note:** Write down or remember the process ID.

10. Navigate to: **Navigator** > **Tools** > **Scheduled Processes**.
11. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**. The result displays in the Search Results section.
12. Select the resulting row in the Search Results section to display other details on the page.
13. In the Log and Output section, click the **1 more** link to display the **Attachments** dialog box.

    > **Note:** If you selected Printed as the delivery method, you'll see the <process ID> PDF as a separate output file. No PDF output appears if you selected Fax, Email, or Email with PDF as attachment as the delivery method.

Report Parameters

The following table describes the process parameters.

Name	Description
Payment File	Payment file for which you're generating the Separate Remittance Advice report.
Format	Choice list that provides all formats defined as Separate Remittance Advice Format or as Separate Remittance Advice Report that you can use to generate the report.
Payment Reference From	Payment reference number generated by Payments, which identifies the starting payment within the payment file.
Payment Reference To	Payment reference number generated by Payments, which identifies the ending payment within the payment file.

Frequently Asked Questions

The following table lists frequently asked questions and provides answers about the Separate Remittance Advice report.

FAQ	Answer
How do I find this report?	You can find the Separate Remittance Advice report by selecting the **1 more** link in the Log and Output section in the Search Results section on the Scheduled Processes page. Output availability depends on the delivery method selected.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The Separate Remittance Advice report is used when you make payments to a supplier, whether by check or electronically.
What can I do with this report?	You can: • Generate the Separate Remittance Advice report. • Send the Separate Remittance Advice report to suppliers by email, postal service, or fax.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- How a Separate Remittance Advice Report Is Processed
- Payment Process Profiles

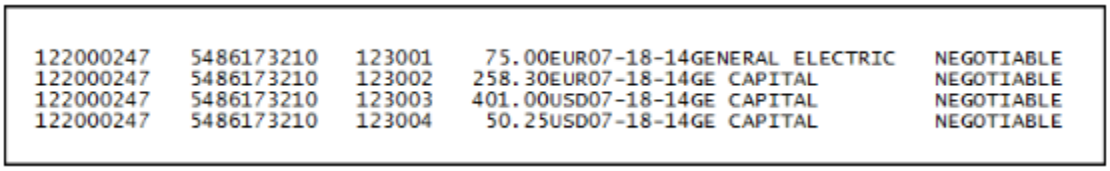
Positive Pay Reports

This topic includes details about the Positive Pay report.

Overview

The Positive Pay report is a predefined disbursement report that lists checks issued by your organization with their corresponding payee names, amounts, and currency. Since the report is included in the electronic transmission to your payment system or bank, it prevents the payment of fraudulent checks, since unauthorized payments aren't listed on the Positive Pay report.

The following figure is an example of a Positive Pay report.



Key Insights

The following table lists the difference between the formal Positive Pay report name and the process name.

Report Name	Process Name	Output
Disbursement Positive Pay File Formats	Create Positive Pay File	Document

Prerequisites for Positive Pay Report Generation

Before you can generate a Positive Pay report, you must complete these prerequisite steps:

1. Create a payment process profile.
    a. In the Setup and Maintenance work area, select:
        i. Offering: Financials
        ii. Functional Area: Payments
        iii. Task: Manage Payment Process Profiles
    b. On the Manage Payment Process Profiles page, click the **Create** icon.
        i. On the Create Payment Process Profile page, enter values on the Usage Rules tab.
        ii. On the Payment System tab, configure a payment system account by entering values in these fields:
            a. Payment System Account
            b. Configuration Profile
            c. Payment File Transmission Configuration
            d. From Date and To Date
2. Create a transmission configuration.
    a. In the Setup and Maintenance work area, select:
        i. Offering: Financials
        ii. Functional Area: Payments
        iii. Task: Manage Transmission Configurations

b. On the Manage Transmission Configurations page from the Select Protocol choice list, select a protocol and click **Create**.
c. On the Create Transmission Configurations page, enter any of these dynamic naming attributes in the **Value** field for the Sent File Name parameter:

    i. &REQUESTID

    Request ID refers to the process ID of the Create Positive Pay File process
    ii. &DATE

    Date is displayed in YYYYMMDD format.
    iii. &TIME

    Time is displayed in HHMMSS format.

    For example, if you specify dynamic naming for the transmitted file as &REQUESTID_&DATE_&TIME, then for a process ID of 123456 run on October 20, 2019 at 09:10:45, the file name of the transmitted file is 123456_20191020_091045.

    > **Note:** The dynamic naming attributes in the **Value** field for the Sent File Name parameter on the transmission configuration is honored only when you don't specify a file prefix or a file extension, or both on the payment process profile. If naming attributes are specified at both the payment process profile and the transmission configuration, the setup at the payment process profile always takes precedence.

d. On the Create Transmission Configuration page, you can use a static naming convention to name the transmitted positive pay files. Enter any of the following combinations in the Sent File Name parameter:

    i. A static naming attribute
    ii. One or more dynamic naming attributes
    iii. A combination of a static naming attribute and one or more dynamic naming attributes

    > **Note:** If no naming convention is specified, then the default file extension is REQUESTID.file extension.

Automatically Generate a Positive Pay Report

To automatically generate a positive pay report, complete this step:

1. On the Create Payment Process Profile page, Reporting tab, select the **Automatically transmit file** check box to automatically run the positive pay report as part of the payment process request submission process.

    > **Note:** Performing this step results in automatic generation of the Positive Pay report when you use this payment process profile in a payment process request. However, when you use the payment process profile to create a single payment, the Positive Pay report isn't generated automatically and you will need to manually generate it.

Manually Generate a Positive Pay Report

To manually generate a positive pay report, complete these steps:

1. Navigate: **Navigator > Payables > Payments**.
    a. In the Tasks pane, click the **Create Positive Pay File** link. The parameters page for the Positive Pay report appears.
    b. Select the applicable parameters from the choice lists and click **Submit**. A confirmation message displays with a process ID.

    > **Tip:** Write down or remember the process ID.

2. Navigate: **Navigator > Tools > Scheduled Processes** link.
    a. In the **Process ID** field on the Overview page, enter the process ID that you wrote down in Step 1b and click **Search**. The result displays in the Search Results section.
    b. Select the resulting row in the Search Results section to display additional details on the page.
    c. In the Log and Output section, click the **1 more** link to display the Attachments dialog box. You can now see the <process ID> .PDF output file.

Report Parameters

The following table describes the process parameters.

Name	Description
Payment Process Profile	Payment process profile used to process the payments.
From Payment Date	Starting date within a date range of payments.
To Payment Date	Ending date within a date range of payments.
Allow Sending Replacement Copy	The inclusion of payments in the Positive Pay report that were included in a previous report if, for example, the eText file was misplaced and your payment system or bank requests a duplicate copy of the Positive Pay report.
Select Status	Inclusion of one of the following in the Positive Pay report file: • Only negotiable payments • Only payments that have been voided • All payments
Transmit File	When set to **Yes**, transmits positive pay files that are generated using the Create Positive Pay File process. Ensure that the following setup is completed: • Specify a valid payment system account in the Payment System tab of the payment process profile. • Select a value from the Payment File Transmission Configuration choice list in the Payment System tab of the payment process profile.

Frequently Asked Questions

The following table lists frequently asked questions and provides answers about the Positive Pay report.

FAQ	Answer
How do I find this report?	You can find the Positive Pay report by selecting the **1 more** link in the Log and Output section in the Search Results section on the Scheduled Processes page.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The positive pay report is used when you print checks and you want to send a report of check numbers, dates, and amounts of all issued checks to your bank or payment system as a means to detect and prevent fraud. Checks that have their payment amounts altered or that are derived from stolen check stock are identified by the bank.
What can I do with this report?	You can: • Generate the Positive Pay report • Automatically generate and transmit the Positive Pay report to your payment system or bank during payment processing.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- How a Positive Pay File Is Generated

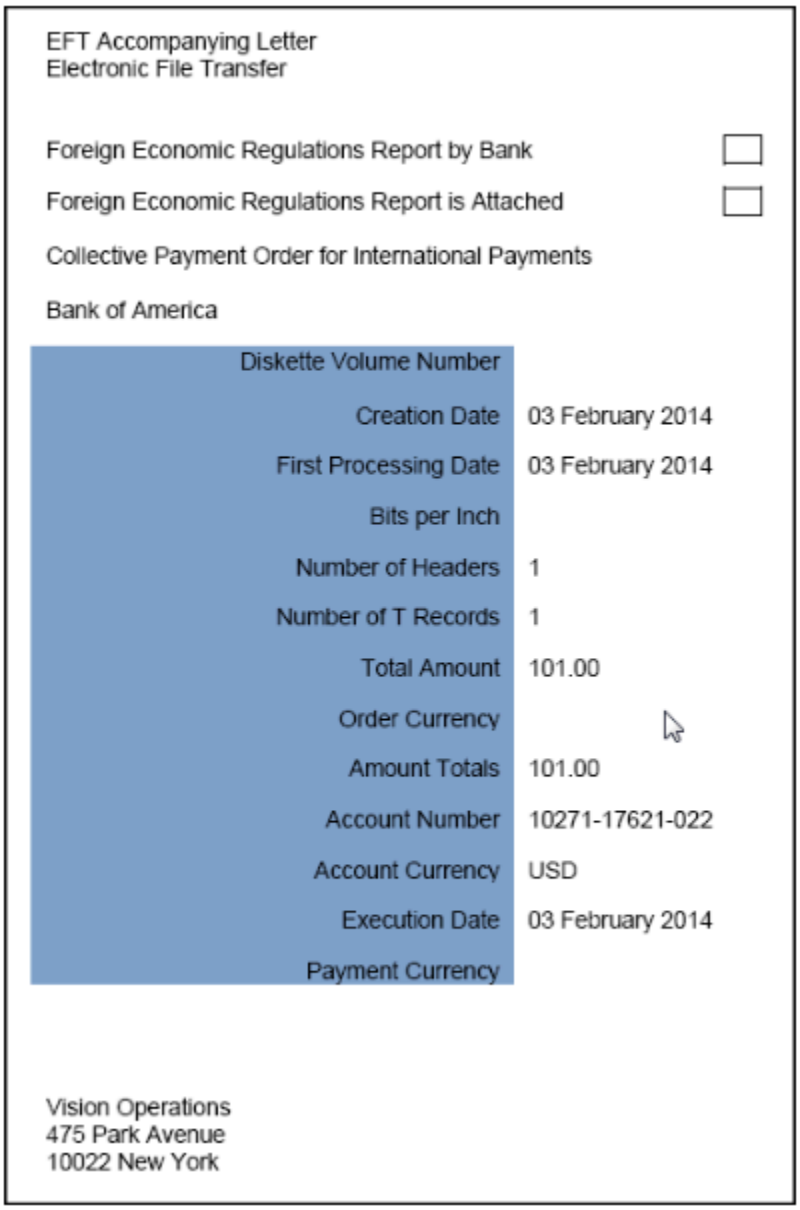
Disbursement Accompanying Letters

This topic includes details about the Disbursement Accompanying Letter.

Overview

The Disbursement Accompanying Letter is a predefined disbursement report that is sent to your payment system or bank. The report accompanies a payment file and summarizes its contents.

The following figure is an example of the Disbursement Accompanying Letter report.



EFT Accompanying Letter
Electronic File Transfer

Foreign Economic Regulations Report by Bank ☐

Foreign Economic Regulations Report is Attached ☐

Collective Payment Order for International Payments

Bank of America

Diskette Volume Number	
Creation Date	03 February 2014
First Processing Date	03 February 2014
Bits per Inch	
Number of Headers	1
Number of T Records	1
Total Amount	101.00
Order Currency	
Amount Totals	101.00
Account Number	10271-17621-022
Account Currency	USD
Execution Date	03 February 2014
Payment Currency	

Vision Operations
475 Park Avenue
10022 New York

Key Insights

The following table shows you the difference between the formal Disbursement Accompanying Letter report name and the process name.

Report Name	Process Name	Output
Disbursement Accompanying Letter Formats	Create Payment File Accompanying Letter	.PDF file

Generation of the Disbursement Accompanying Letter Report

To generate the Disbursement Accompanying Letter report from within Oracle Fusion Payments, perform the following steps:

1. Navigate: **Navigator** > **Payables** > **Payments** link.
2. In the Payments Tasks pane, click the **Payment File Accompanying Letter** link. The parameters page for the Create Payment File Accompanying Letter appears.
3. From the **Payment File** choice list, select a payment file and click **Submit**. A confirmation message displays with a process ID.

   > **Tip:** Write down or remember the process ID

4. Navigate: **Navigator** > **Tools** > **Scheduled Processes** link.
5. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**
6. Click the **Refresh** icon until the result displays in the Search Results section.
7. Select the resulting row in the Search Results section to display additional details on the Scheduled Processes page.
8. In the Log and Output section, click the **1 more** link to display the **Attachments** dialog box. You can now see the <process ID> .PDF output file.

Report Parameters

The following table describes the process parameter:

Name	Description
Payment File	Payment file for which you are creating the Disbursement Accompanying Letter

Frequently Asked Questions

The following table lists frequently asked questions about the Disbursement Accompanying Letter.

FAQ	Answer
How do I find this report?	You can find this report by selecting the **1 more** link in the Log and Output section in the Search Results section on the Scheduled Processes page.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The Disbursement Accompanying Letter is used when you want to: • Summarize the contents of the payment file. • Manually send the summary and the payment file to the payment system or bank.
What can I do with this report?	You can: • Generate and schedule the Disbursement Accompanying Letter

FAQ	Answer
	• Print and mail the Disbursement Accompanying Letter to the payment system or bank, along with the payment file on a disk.
What type of report is this?	Oracle Analytics Publisher

FAQs for Process Payment Files

What's a payment validation?

Payment validations are rules that ensure disbursements are correct before they are printed or transmitted to your bank or financial institution. Validations help find problems early in the payment process and decrease costs by preventing invalid data from reaching your bank.

During implementation, validations can be attached to payment methods, payment file formats, or both. Validations are handled differently at transaction time based on the object to which they are attached.

If the validation is attached to a payment method, it can be:

- Executed early in the process. Problems can be identified as early as invoice entry in Oracle Fusion Payables.
- Applied to a document payable, invoice installment, or a payment

Note: If the validation is attached to a payment method, it can't be applied to a payment file, because one payment file may span multiple payment methods.

If the validation is attached to a format, it can be:

- Optionally executed only on transactions in a specific country
- Optionally executed only on a specific combination of payment method and format
- Executed on a document payable (although the validation won't happen during invoice entry), payment, or payment file

The following table describes characteristics of predefined and user-defined validations.

Predefined Validations	User-Defined Validations
Predefined for you	• You define. • You configure.
Complex groupings of validations can be assigned to payment methods or formats	• You can specify one attribute at a time during implementation. • You can make them completely granular.

Related Topics

- Example of Setting Up User-Defined Validations for Payment Methods or for Payment Files
- Options for Validations

What happens if I terminate the payment process?

The application sets the status of the payment file to Terminated and informs the source product of the terminated documents payable. For each payment in the payment file, the application sets the status to Canceled.

The source product unlocks the documents payable and resets their status so they're available for future selection.

How can I unlock payment documents locked by another payment file?

Record the print status for Payment File 1 before attempting to print Payment File 2 onto payment documents. If Payment File 1 is printing onto payment documents, those payment documents are unavailable and considered locked.

What happens to payment numbering if I reprint a range of numbered payment documents?

The application marks the original payment documents as void and then assigns new payment document numbers to each payment.

Reprinting is really useful when you have payment documents that were damaged during initial printing. You can specify the range or ranges of spoiled documents and the payment document number from which to start the reprint. The application then renumbers and reprints the spoiled payments. You can also reprint a single document payable by entering the same number in both the **Document Number From** and the **Document Number To** fields.

Reprinting enables the payment of affected documents payable, despite the initial printing issues. An alternative method is to mark the payment documents as spoiled, which returns the unpaid documents payable to the source product.

Related Topics

- What happens to payment numbering if I reprint the complete payment file of numbered payment documents?

What happens to payment numbering if I reprint the complete payment file of numbered payment documents?

The application retains the original numbering when you reprint the entire file. This option is recommended only for cases where no printing was started.

If you reprint the entire payment file after successfully printing one or more numbered payment documents, the numbering on the documents will be incorrect.

> **CAUTION:** If the initial printing attempt results in one or more checks printing successfully, don't reprint the complete payment file. Instead, reprint the remaining numbered payment documents as a range of payments.

Related Topics

- What happens to payment numbering if I reprint a range of numbered payment documents?

Why did the payment file transmission fail?

Occasionally, a payment file transmission fails.

Transmission failures occur because:

- A payment file transmission from your company to the payment system wasn't tested or set up properly.
- A false transmission failure occurred. The transmission was actually successful.
- The transmission terminated prematurely.

Related Topics

- Options for Resolving Payment File Transmission Failures

What's a confirmed printed payment?

A payment document that's recorded as printed on the Record Print Status page.

When payments in a payment file are confirmed, the source product is notified and you can no longer terminate the payment file. Instead of terminating the payment file, you must void any printed payments with issues.

> **Tip:** The Terminate Payment Process action doesn't appear on any page where printed payments appear as confirmed.

When do I manually confirm electronic payment files?

When the timing of the confirmation point relies on an external event, such as a notification from the bank that the payment file was processed. You must manually confirm when all of these conditions apply:

- The payment process profile attached to the payment file is the Electronic processing type.
- The **Allow Manual Setting of Payment Completion** check box is selected.
- The status of the payment file is one of these:
    - **Formatted**
    - **Formatted and Ready for Transmission**
    - **Transmitted**
    - **Transmission Failed**

Related Topics

- How You Confirm Electronic Payment Files

3 Accounts Payable Balances

Review Reports

Oracle Fusion Payables Predefined Reports

Oracle Fusion Payables provides predefined reports that cover the following areas:

- Invoices
- Payments
- Payables to Ledger Reconciliation
- Period Close
- Prepayments
- Income Tax and Withholding
- Netting

You can schedule and run reports from the Scheduled Processes work area. Sometimes, you can access and open reports in the Reports and Analytics work area.

The following tables list the predefined reports.

Invoices

Name	Description
Import Payables Invoices Report	Report from the process that creates Payables invoices from invoice data in the open interface tables.
Payables Credit Memo Matching Report	Lists credit memos and debit memos for suppliers along with the invoices to which the credit memos and debit memos are matched.
Payables Invoice Aging Report	Lists unpaid invoices according to the specified aging periods.
Supplier Balance Aging Report	List the unpaid supplier invoices according to the specified aging periods.
Payables Invoice Audit by Voucher Number Listing	Lists invoices with assigned sequential voucher numbers.
Payables Invoice Audit Listing	Lists invoices for review and audit based on a specified amount for a given supplier and range of invoice creation dates.
Payables Invoice Register	Provides detailed information about invoices.

Name	Description
Payables Key Indicators Report	Generates reports with transaction activity and the current number of suppliers, invoices, payments, and matching holds.
Payables Matched and Modified Receipts Report	Identifies receipts that were modified after invoice matching.
Payables Matching Detail Report	Provides details of how an invoice, purchase order, or receipt was matched.
Payables Matching Hold Detail Report	Provides detailed payables and purchasing information for invoices with matching holds and matching hold releases.
Payables Negative Supplier Balance Report	Lists suppliers with negative balances along with the invoices and credit or debit memo transactions for the balance.

Payments

Name	Description
Payables Cash Requirement Report	Forecasts immediate cash needs for invoice payments.
Payables Payment Requests Import Report	List the payment requests for invoices that are imported or rejected with rejection reasons for payments.
Payables Discounts Taken and Lost Report	Identifies payments where a discount was taken and payments where a discount was available, but not taken.
Payables Payment Register	Provides detailed information about payments.
Payables Selected Installments Report	Lists all invoice installments selected in a payment process request to help determine how well the selection criteria is selecting the correct invoices to pay.
Payment Audit by Voucher Number Report	Lists payments with assigned sequential voucher numbers.
Update Matured Bills Payable Status	Report from the process that updates the status of matured bills payable from issued to negotiable.
Escheated Payments Listing Report	Lists the escheated payments along with the suppliers' details.

Payables to Ledger Reconciliation

Name	Description
Payables to Ledger Reconciliation Report	Lists the journals posted to the general ledger for open payables balances to facilitate the reconciliation of accounting and transactional data recorded in Payables and Oracle Fusion Subledger Accounting.

Name	Description

Period Close

Name	Description
Payables Open Items Revaluation Report	Lists changes in the value of open items, such as unpaid invoices and credit memos, due to conversion rate fluctuations.
Payables Period Close Exceptions Report	Lists exceptions that prevent the Payables accounting period from closing.
Payables Posted Invoice Register	Lists accounting lines for invoices that have been transferred to the general ledger.
Payables Posted Payment Register	Lists accounting lines for payments that have been transferred to the general ledger.
Payables Trial Balance Report	Lists and subtotals by supplier and liability account, all unpaid and partially paid invoices that Payables transferred to the general ledger.
Payables Unaccounted Transactions and Sweep Report	Lists invoices and payments that weren't accounted for a period or date range.

Prepayments

Name	Description
Prepayment Remittance Notice	Lists prepayments that were applied to supplier invoices.

Income Tax and Withholding

Name	Description
Payables Withholding Tax by Tax Authority Report	Lists withholding for tax codes assigned to a tax authority.
Payables Withholding Tax Letter	Creates a withholding tax letter to mail to a supplier on a periodic basis. The letter contains a list of withholding made for a supplier summarized either by tax type and tax rate, or by supplier site.
Payables Withholding Tax Report	Lists withholding for a supplier. The invoice view is used to review detailed withholding tax information by invoice. The supplier view is used to review the withholding information for a range of suppliers.
Update and Report Income Tax Details	Report from the process that updates or reports income tax type or income tax region fields on invoice distributions that are used for United States 1099 reporting.

Name	Description
US 1096 Report	Summarizes each United States1099 form type that's transmitted on paper, as required by the United States Internal Revenue Service. Generates the summary on a preformatted Internal Revenue Service form.
US 1099 Electronic Media Report	Generates summarized United States1099 information in electronic format, as required by the United States Internal Revenue Service.
US 1099 Forms - Comma Delimited Format	Reports the total United States 1099 miscellaneous tax type payments for 1099 suppliers in a comma delimited format.
US 1099 Invoice Exceptions Report	Lists paid invoice distributions with inaccurate or missing United States 1099 income tax information.
US 1099 Payments Report	Lists payments made to United States 1099 suppliers.
US 1099 Report	Reports the total United States 1099 miscellaneous payments for a particular 1099 supplier and generates 1099 forms for each tax reporting entity in an organization.
US 1099 Supplier Exceptions Report	Lists suppliers with inaccurate or incomplete United States 1099 income tax information.

Netting

Name	Description
Netting Settlement Letter	Prints a letter that detail Receivables and Payables transactions in a netting settlement.
Netting Reversal Letter	Prints a letter that detail Receivables and Payables transactions reversed in a netting settlement.
Netting Settlement Report	Lists the transactions netted for a specific netting settlement in the PDF format.
Netting Settlement Listing	Lists the transactions netted for a specific netting settlement in the spreadsheet format.

Related Topics

- Overview of Oracle Fusion Financials Reports and Analytics Work Area

Payables Subject Areas, Folders, and Attributes

To create real-time analyses for Oracle Fusion Payables, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of invoice installments, you begin by selecting the Payables Invoices - Installments Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on columns in the invoice installments tables.

Payables has the following subject areas:

- Payables Invoices - Installments Real Time
- Payables Invoices - Prepayment Applications Real Time
- Payables Invoices - Transactions Real Time
- Payables Invoices - Trial Balance Real Time
- Payables Invoices - Withholding Real Time
- Payables Payments - Disbursements Real Time
- Payables Payments - Payment History Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they're numeric values like available discount and unpaid amount. Dimension folders contain attribute and hierarchical columns like bank account number and due date.

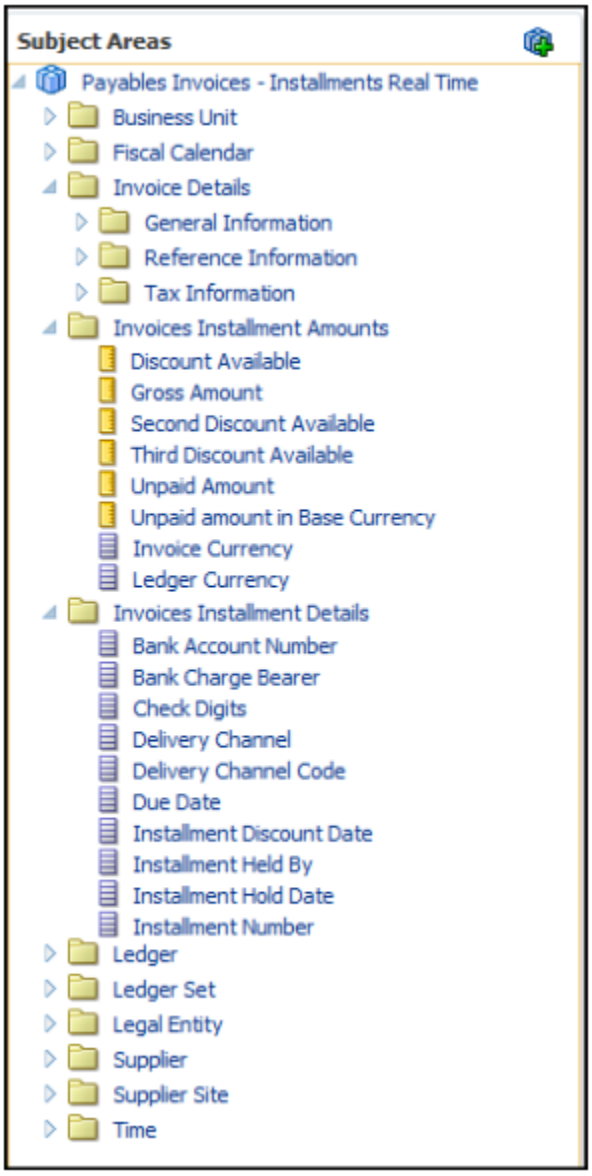
Some folders appear in more than one subject area, such as the Time folder. These folders are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Invoices Installment Details has installment information.
- Invoice Details has subfolders and details within the subfolders.

Attributes

Finally, each dimension folder contains attributes (columns), such as invoice date and invoice accounting date. This figure illustrates the structure of subject areas, folders, and facts.



The preceding figure shows the following components:

- Subject Area: Payables Invoices - Installments Real Time
- Dimension - Presentation Folder: Invoices Installments Details
- Dimension - Attributes: Bank Account Number, Bank Charge Bearer, Check Digits
- Fact - Presentation Folder: Invoices Installment Amounts
- Fact - Measures: Discount Available, Gross Amount, Second Discount Available, Third Discount Available, Unpaid Amount

Related Topics

- How Data Is Structured for Analytics

Submit Invoice Reports

Overview of Payables Negative Supplier Balance Report

This topic includes details about the Payables Negative Supplier Balance Report.

The Payables Negative Supplier Balance Report lists suppliers with negative balances, and the invoices and credit or debit memo transactions, for the balance.

The following figure is an example of the summary page from the report.

Supplier Name	Liability Account	Remaining Amount
GE Capital	01-000-2210-0000-000	-998.75
GE Capital Total		**-998.75**
Jamie Frost	03-000-2440-0000-000	-30.00
Jamie Frost Total		**-30.00**
Motion Industries, Inc.	01-000-2210-0000-000	-80.00
Motion Industries, Inc. Total		**-80.00**
Supplier3356	01-000-2210-0000-000	-3,866.39
Supplier3356 Total		**-3,866.39**
Grand Total		**-4,975.14**

The following figure is an example of the details page from the report.

Payables Negative Supplier Balance Report

Page 1

Negative Supplier Balance Details

Supplier Name	Liability Account	Invoice Number	Invoice Description	Invoice Date	Currency	Amount	Remaining Amount
GE Capital	01-000-2210-0000-000	kc24dec1302		12/23/2013	USD	-2,197.50	-2,197.50
		ki23apr1201		4/23/2012	USD	100.00	100.00
		ki24dec1301		12/23/2013	USD	1,098.75	1,098.75
GE Capital Total						-998.75	-998.75
Grand Total						-998.75	-998.75

Key Insights

The report helps identify the list of suppliers with negative balances.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Negative Supplier Balance Report.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Invoices**.
Who uses this report?	• Financial Manager

FAQ	Answer
	• Financial Specialist
When do I use this report?	Periodically to identify the list of suppliers with a negative closing balance.
What can I do with this report?	• Run this report for a business unit and liability account. • This report provides information to help you take the appropriate action. For example, the standard invoices for some suppliers might not have been entered, or advance payments were made, but the supplier didn't send the invoice for the expenses incurred.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

The summary section of the report uses the Payables Invoices - Trial Balance Real Time subject area. The detailed section of the report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Negative Supplier Balance Report

Payables Negative Supplier Balance Report

View negative supplier balances for a business unit.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify a business unit.

As-of Accounting Date

Enter an accounting date.

Include Write Offs

Select whether to show outstanding balances that are the result of write-off accounting.

Supplier

Specify one or more suppliers.

Liability Account

Specify one or more liability accounts.

Report Output

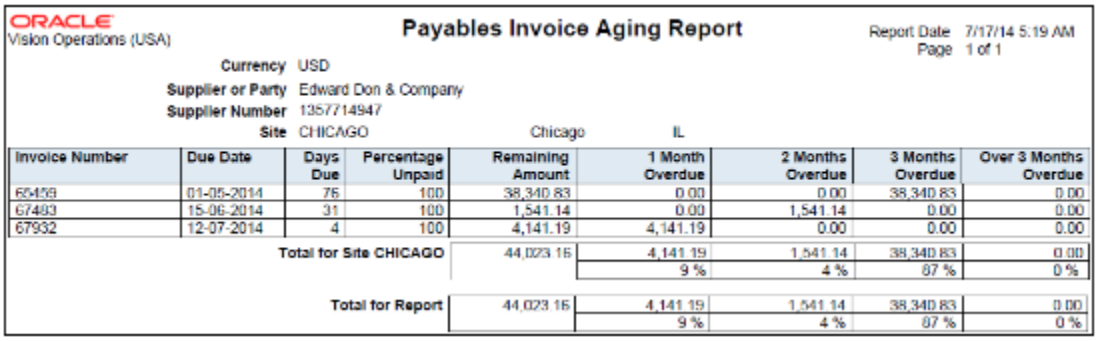
You can manage the section headers and columns on the report. For example, change the column sorting, or make a section header a column or parameter.

Overview of Payables Invoice Aging Report

This topic includes details about the Payables Invoice Aging Report.

The Payables Invoice Aging Report lists unpaid invoices according to specified aging periods.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Payables Invoice Aging Report

Report Date 7/17/14 5:19 AM
Page 1 of 1

Currency USD
Supplier or Party Edward Don & Company
Supplier Number 1357714947
Site CHICAGO Chicago IL

Invoice Number	Due Date	Days Due	Percentage Unpaid	Remaining Amount	1 Month Overdue	2 Months Overdue	3 Months Overdue	Over 3 Months Overdue
66459	01-05-2014	76	100	38,340.83	0.00	0.00	38,340.83	0.00
67483	15-06-2014	31	100	1,541.14	0.00	1,541.14	0.00	0.00
67932	12-07-2014	4	100	4,141.19	4,141.19	0.00	0.00	0.00
Total for Site CHICAGO				44,023.16	4,141.19	1,541.14	38,340.83	0.00
					9 %	4 %	87 %	0 %
Total for Report				44,023.16	4,141.19	1,541.14	38,340.83	0.00
					9 %	4 %	87 %	0 %

Key Insights

The report provides the break down of the accounts payable balance across aging buckets that you can configure. Before running this report, create aging periods on the Create Aging Periods page and run the Apply Missing Conversion Rates process to provide missing conversion rate information.

> **Note:** This report is populated with data only when run for the supplier with whom the customer has the primary liability as a buyer. Any secondary relationship between the supplier and other parties isn't covered by this report. So, the report has no data if run for any third-party names in the report parameters.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Invoice Aging Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Run the report to review the outstanding amounts due to a supplier, and for how long the invoice installments have been due.

FAQ	Answer
What can I do with this report?	You can run this report for a business unit, supplier, invoice type, and aging period. You also have various sorting options and can specify whether to include invoice and supplier site details. **Note:** This report doesn't show any data if it's run for third-party payments.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Invoice Aging Report

Payables Invoice Aging Report

Use the aging report to view unpaid invoices. The report provides information about invoices due within the four time periods defined on the Create Aging Periods page. If you use multiple currencies, the report converts the invoice amounts to the ledger currency.

You can run this report from the Manage Scheduled Processes page.

Before running this report, create invoice aging periods on the Create Aging Periods page and run the Apply Missing Conversion Rates process. If the report includes foreign currency invoices that are missing conversion rates, amounts won't appear on the report.

Note: This report is populated with data only when run for the supplier with whom the customer has the primary liability as a buyer. Any secondary relationship between the supplier and other parties isn't covered by this report. So, the report has no data if run for any third-party names in the report parameters.

Parameters

Business Unit

Specify the name of a business unit.

Sort Invoices By

- **Invoice type**
- **Trading partner**

Include Invoice Detail

- **Yes**: Lists invoice detail when showing invoice payments due to a supplier
- **No**: Summarizes the total invoice payments due to a supplier without listing each invoice

Include Supplier Site Detail

- **Yes**: Lists supplier site detail
- **No**: Lists the name of each supplier

Minimum Amount Due

Specify the minimum invoice amount that should appear on the report.

Maximum Amount Due

Specify the maximum invoice amount that should appear on the report.

Invoice Type

Select an invoice type, such as **Standard** or **Credit memo**, or leave blank to run the report for all invoice types.

Supplier or Party

Specify the name of a supplier or party.

Aging Period

Specify the name of an aging period that was defined on the Create Aging Periods page.

Related Topics

- Overview of Payables Invoice Aging Report

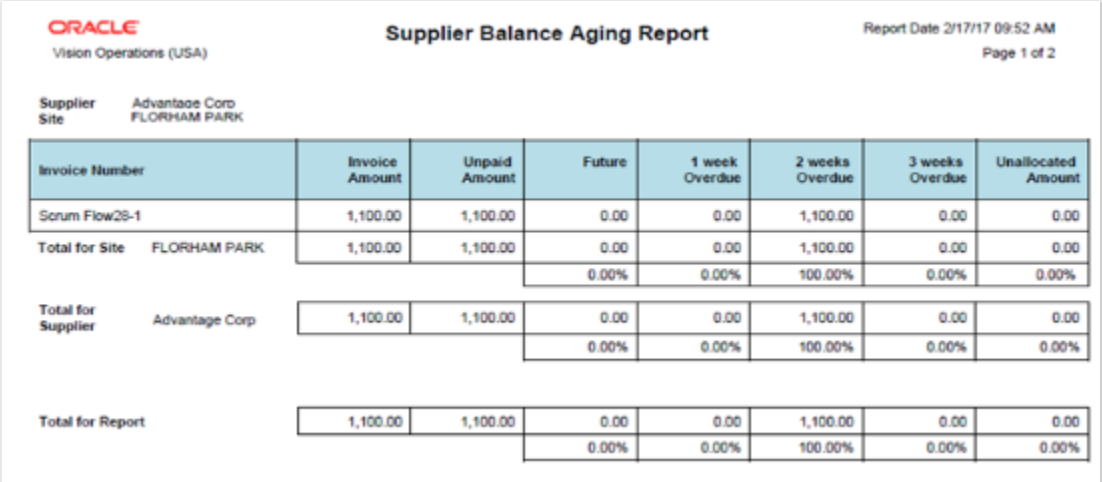
Overview of Supplier Balance Aging Report

This topic includes details about the Supplier Balance Aging Report.

The Supplier Balance Aging Report list the supplier invoices according to specified aging periods. The report provides the breakdown of the accounts payable balance across aging buckets that you configure in the aging periods. If you use multiple currencies, the report converts the invoice amounts to the ledger currency using the conversion rate provided on the invoice.

> **Note:** Before running this report, create the invoice aging periods on the Create Aging Periods page and run the Create Accounting process with the option to transfer the balances to General Ledger.

The following image is an example of the report:



ORACLE
Vision Operations (USA)

Supplier Balance Aging Report

Report Date 2/17/17 09:52 AM
Page 1 of 2

Supplier Site: Advantage Corp FLORHAM PARK

Invoice Number		Invoice Amount	Unpaid Amount	Future	1 week Overdue	2 weeks Overdue	3 weeks Overdue	Unallocated Amount
Scrum Flow28-1		1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	0.00
Total for Site	FLORHAM PARK	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	0.00
				0.00%	0.00%	100.00%	0.00%	0.00%
Total for Supplier	Advantage Corp	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	0.00
				0.00%	0.00%	100.00%	0.00%	0.00%
Total for Report		1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	0.00
				0.00%	0.00%	100.00%	0.00%	0.00%

Key Insights

This report allows user to generate the Supplier Balance Aging Report for any specific date. The aging report considers only those supplier invoices that are accounted and transferred to the General Ledger and as a result the balances in this report match up with the trial balance report.

- This report has a column Unallocated Amount. Invoice amounts are displayed in this column based on specific data scenarios listed in the following: The amount isn't within the range of the defined aging buckets for payment due.
- The outstanding amount for the invoice and the installment don't match. This can happen when one of the amounts is displayed as a positive amount and the other as a negative amount.
- The payment amount is greater than the invoice amount. This can happen when the invoice distributions have different accounting dates and the invoice or installment has been paid in between the accounting dates.

Note: You should review and take the necessary action to correct.

Frequently Asked Questions

The following table lists frequently asked questions about the Supplier Balance Aging Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Run the report to review the outstanding amounts due to a supplier, and for how long the invoice installments have been due.
What can I do with this report?	You can run this report for a business unit, supplier, invoice type, and aging period. You also have various sorting options and can specify whether to include invoice and supplier site details.

FAQ	Answer
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Supplier Balance Aging Report

Supplier Balance Aging Report

Use the aging report to view the supplier balances according to specified aging periods. The report provides the breakdown of the Payables supplier balance across aging buckets that you configure in the aging periods.

If you use multiple currencies, the report converts the invoice amounts to the ledger currency using the conversion rate provided on the invoice.

You can run this report from the Manage Scheduled Processes page.

Before running this report, create the invoice aging periods on the Create Aging Periods page and run the Create Accounting process with the option to transfer the balances to General Ledger.

Parameters

Ledger (Required)

Specify the name of the ledger.

Business Unit

Specify the business unit.

Include Invoice Detail

- Yes: Lists invoice detail when showing invoice payments due to a supplier
- No: Summarizes the total invoice payments due to a supplier without listing each invoice.

Include Supplier Site Detail

- Yes: Lists supplier site detail.
- No: List the name of the supplier.

Invoice Type

Select an invoice type, such as Standard or Credit Memo, or leave blank to run the report for all invoice types.

Party Name

Specify the name of a supplier or party.

Aging Period (Required)

Specify the name of an aging period that was defined on the Create Aging Periods page.

Balance As-of Date (Required)

Enter the balance effective date for the supplier invoice status that you want to analyze.

Account Range

Enter the supplier liability accounts that you want to be considered for the report.

Related Topics

- Overview of Supplier Balance Aging Report

Overview of Payables Key Indicators Report

This topic includes details about the Payables Key Indicators Report.

The Payables Key Indicators Report generates reports with transaction activity, and the current number of suppliers, invoices, payments, and matching holds.

The following figure is an example of the report.

ORACLE
Vision Operations (USA)

Payables Key Indicators Report

Report Date 7/18/14 3:53 AM
Page 1 of 3

Current Activity Key Indicators

	Number Current Period	Number Prior Period	Number Change (%)	All Periods	Ledger Amount Current Period	Ledger Amount Prior Period	Ledger Amount Change (%)	Ledger Amount All Periods
Invoices								
Invoices	1		Not applicable	17875	120.00	0.00	Not applicable	282,270,032,949.68
Matched	0		Not applicable	412	0.00	0.00	Not applicable	14,197,920.85
Lines	2		Not applicable	54488				
Distributions	2		Not applicable	34653				
Installments	1		Not applicable	17896				
Invoice Groups	1		Not applicable	15622				
Invoice Exceptions								
Invoice Line Variances	0		Not applicable	26	0.00	0.00	Not applicable	2,266,836.15
Invoice Distribution Variances	0		Not applicable	1211	0.00	0.00	Not applicable	177,575,643.82
Invoice Holds	0		Not applicable	47	0.00	0.00	Not applicable	128,876.09
Invoice Matching Holds	0		Not applicable	23	0.00	0.00	Not applicable	47,102.00
Total for Invoice Exceptions	0		Not applicable	1307	0.00	0.00	Not applicable	180,008,538.86

Key Insights

The report provides summary information for key indicators, such as the number of invoices and payments entered, and the modifications made for those transactions during a period.

Frequently Asked Questions

The following table list frequently asked questions about the Payables Key Indicators Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Periodically to get activity details for a period, such as the number of invoices created and percentage of invoices modified. You can also review exceptions for invoices, payments, and reconciliation.

FAQ	Answer
What can I do with this report?	• Run the report for a business unit and period. • Specify whether to include invoice details.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Key Indicators Report

Payables Key Indicators Report

Generate the Payables Key Indicators report to review payables transaction activity and the current number of invoices, payments, and matching holds.

The report is composed of the following sections:

- Current Activity: Compares payables activity for the period that 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.
- State of the Application: Provides a payables snapshot at the end of the specified key indicator period.
- Invoice Activity: Compares the invoice entry activity for each accounts payable user for the specified period and for the previous period.

You can run the report from the Manage Scheduled Processes page.

Before running this report, you must define a **General Purpose** calendar using the Manage Payables Calendars task.

Parameters

Business Unit

Specify the business unit.

Period Name

Select the name of the calendar period to report.

Include Invoice Details

Select whether to generate the key indicators for invoice activity.

Invoice Entered By

Select a user name to limit the key indicators for the Invoice Activity section to a specific user.

Related Topics

- What's a Payables calendar?

Workflow Rules Report

This topic includes details about the Workflow Rules Report.

Overview

You can now use the Workflow Rules Report to view and validate the workflow rules configured in Oracle Business Process Management (BPM) for the following financial workflows.

- Automatic or Manual Credit Request Processing
- Bank Account Transfer Approval
- Bankruptcy Request Approval
- Cash Advance Approval
- Credit Request Approval
- Credit Request Approval Postprocessing Action
- Delegation of Corporate Card Transactions for Inactive Employees
- Expense Report Approval
- Hold Resolution
- Incomplete Invoice Hold
- Intercompany Transaction Approval
- Intercompany Transaction Distribution Entry
- Invoice Account Coding
- Invoice Approval
- Journal Approval
- Manually Entered Credit Request Completion
- Payment Approval
- Spend Authorization Approval

You can view the report output in both spreadsheet and XML format.

Key Insights

You can use the report to validate the workflow rules configured in Oracle Business Process Management (BPM) to meet recommended best practices. Wherever the rules deviate from best practices, you can use the suggested recommendations to make the necessary corrections.

You can also use this report to obtain details of the stage, participant, rule status, rule conditions, and approval routing for each rule.

Report Parameters

Parameter	Description
Workflow	You can select the workflow for which you want to review the workflow rules.

Frequently Asked Questions

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Workflow Rules Administrator
When do I use this report?	Use this report to review existing workflow rules defined in BPM.
What type of a report is this?	Spreadsheet, XML

Approval Groups Report

This topic includes details about the Approval Groups Report.

Overview

You can now use the Approvals Group Report to view the approval groups defined in Oracle Business Process Management (BPM). You can view the report output in both spreadsheet and XML format.

Key Insights

You can obtain the details of the group name, the approvers, and the sequence in which the approvers appear in the approval group.

Report Parameters

There are no parameters that you need to select for this report.

Frequently Asked Questions

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Workflow Rules Administrator

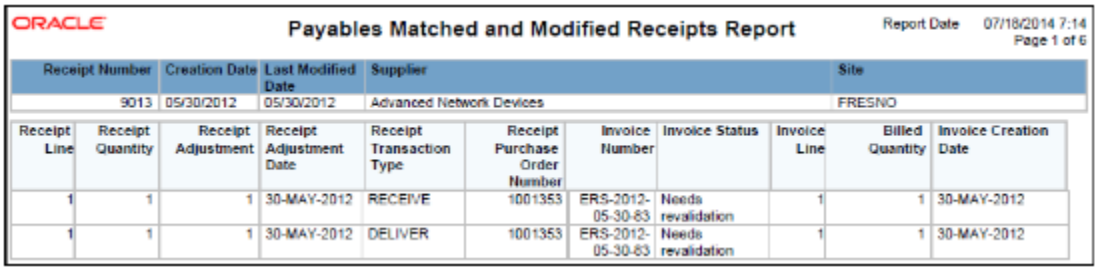
FAQ	Answer
When do I use this report?	Use this report to review approval groups defined in BPM.
What type of a report is this?	Spreadsheet, XML

Overview of Payables Matched and Modified Receipts Report

This topic includes details about the Payables Matched and Modified Receipts Report.

The Payables Matched and Modified Receipts Report identifies the receipts that were modified after invoice matching.

The following figure is an example of the report.



ORACLE

Payables Matched and Modified Receipts Report

Report Date 07/18/2014 7:14
Page 1 of 6

Receipt Number	Creation Date	Last Modified Date	Supplier	Site
9013	05/30/2012	05/30/2012	Advanced Network Devices	FRESNO

Receipt Line	Receipt Quantity	Receipt Adjustment	Receipt Adjustment Date	Receipt Transaction Type	Receipt Purchase Order Number	Invoice Number	Invoice Status	Invoice Line	Billed Quantity	Invoice Creation Date
1	1	1	30-MAY-2012	RECEIVE	1001353	ERS-2012-05-30-83	Needs revalidation	1	1	30-MAY-2012
1	1	1	30-MAY-2012	DELIVER	1001353	ERS-2012-05-30-83	Needs revalidation	1	1	30-MAY-2012

Key Insights

The report lists the receipts that were modified after an invoice was created. Information in this report helps you take further action, such as creating a debit memo if you returned some quantity of the receipt to the supplier.

Frequently Asked Questions

The following table list frequently asked questions about the Payables Matched and Modified Receipts Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically for details of receipt numbers that were modified after an invoice was created.
What can I do with this report?	Run the report for a business unit and receipt date range. You can also run the report for a supplier and supplier site.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Matched and Modified Receipts Report

Payables Matched and Modified Receipts Report

You can use the Payables Matched and Modified Receipts report to identify receipts that were changed after being matched to an invoice. A receipt might be changed for example, to correct the received quantity or record the return of a defective product.

The report displays receipts that were matched to an invoice, credit memo, or debit memo, and modified within the specified dates. If you match multiple invoices to a receipt before the modification date, the report lists all of the matched distributions. If you match one invoice to a receipt and:

- No distributions were matched after the receipt line was modified, then all matched distributions are listed.
- Any distributions were matched after the receipt line was modified, then none of the matched distributions are listed. The modified receipt quantities were seen when later matches were performed and tolerances were checked during the invoice validation process.

Note: If a receipt line has multiple transactions, the report shows multiple rows with the same modification date for that line.

You can run this report from the Scheduled Processes work area.

Parameters

Business Unit

Specify the business unit.

Supplier Name

Enter a supplier to limit the report to receipts for a particular supplier.

Supplier Site

Enter a supplier site to limit the report to invoices and receipts entered to a particular site.

Invoice Status

Select one of the following invoice statuses or leave the parameter blank:

- **Needs revalidation**
- **Never validated**
- **Paid**
- **Validated**

From Receipt Modification Date, To Receipt Modification Date

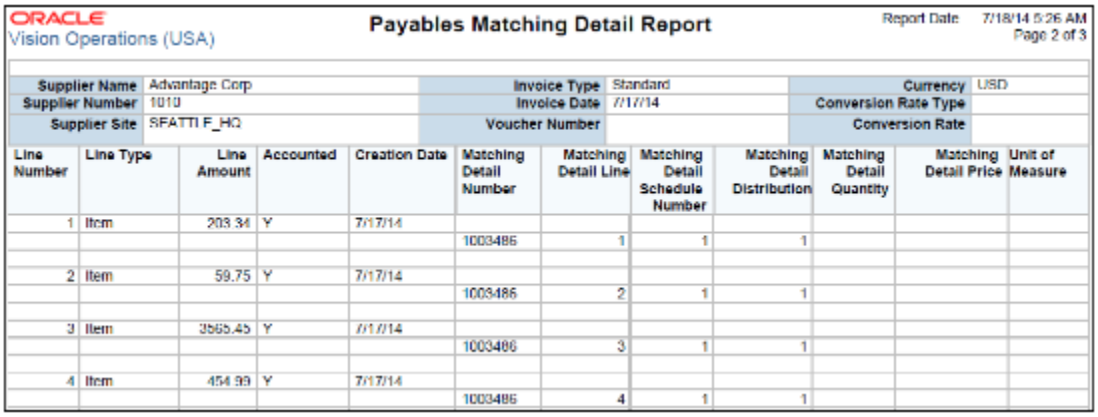
Enter one or both modification dates to limit the report to receipts that were modified during a particular date range.

Overview of Payables Matching Detail Report

This topic includes details about the Payables Matching Detail Report.

The Payables Matching Detail Report provides details of how an invoice, purchase order, or receipt, was matched.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Payables Matching Detail Report

Report Date 7/18/14 5:26 AM
Page 2 of 3

Supplier Name	Advantage Corp	Invoice Type	Standard	Currency	USD
Supplier Number	1010	Invoice Date	7/17/14	Conversion Rate Type	
Supplier Site	SEATTLE_HQ	Voucher Number		Conversion Rate	

Line Number	Line Type	Line Amount	Accounted	Creation Date	Matching Detail Number	Matching Detail Line	Matching Detail Schedule Number	Matching Detail Distribution	Matching Detail Quantity	Matching Detail Price	Unit of Measure
1	Item	203.34	Y	7/17/14							
					1003486	1	1	1			
2	Item	59.75	Y	7/17/14							
					1003486	2	1	1			
3	Item	3565.45	Y	7/17/14							
					1003486	3	1	1			
4	Item	454.99	Y	7/17/14							
					1003486	4	1	1			

Key Insights

The report provides details of transactions that were created against an invoice and its related documents, such as a purchase order or receipt. For example, you can get the list of all the invoices that were matched against a purchase order, or similarly the list of all the purchase orders against which an invoice was matched.

Frequently Asked Questions

The following table list frequently asked questions about the Payables Matching Detail Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	When you want to review details of how an invoice, or its related purchase orders or receipts, was created.
What can I do with this report?	• Resolve matching errors and holds that may be placed on an invoice. • Run this report for a specific transaction, and for all the transactions of a business unit.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Matching Detail Report

Payables Matching Detail Report

Use the Payables Matching Detail report to review details of how an invoice, purchase order, receipt, or consumption advice was matched. This report is helpful when an invoice is on hold and you're trying to determine why the hold was placed. Data entry errors can occur during matching, and the information in this report can help with your research.

You can run this report from the Scheduled Processes work area.

Parameters

Business Unit

Specify a business unit.

Invoice Number

Specify an invoice number.

Purchase Order Number

Specify a purchase order number. For this report, only **Standard** is a valid type of purchase order.

Receipt Number

Specify a receipt number that you want to see matching detail for. Don't include any unordered or internal receipts because they can't be matched to invoices.

Consumption Advice Number

Specify a consumption advice number.

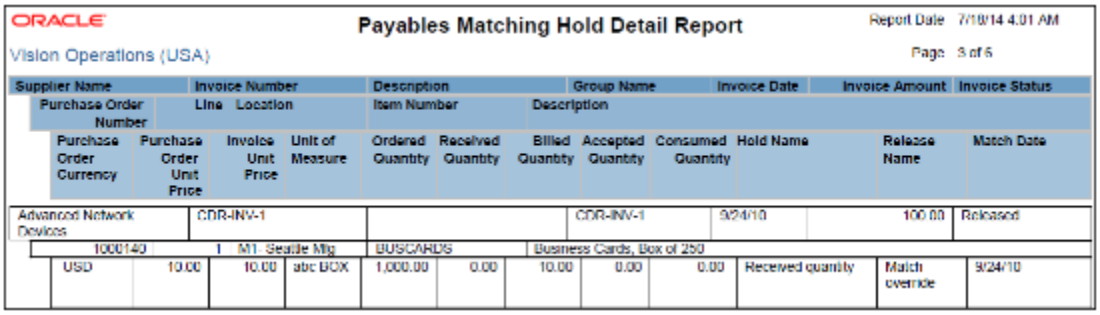
> **Note:** Business Unit is a mandatory parameter to run this report. However, you must also provide at least one additional parameter among these 3: Invoice Number, Purchase Order Number, and Receipt Number. If you don't provide it, the report has a blank output.

Overview of Payables Matching Hold Detail Report

This topic includes details about the Payables Matching Hold Detail Report.

The Payables Matching Hold Detail Report provides detailed payables and purchasing information for invoices with matching holds and matching hold releases.

The following figure is an example of the report.


ORACLE

Payables Matching Hold Detail Report

Report Date 7/10/14 4:01 AM

Vision Operations (USA)

Page 3 of 6

Supplier Name	Invoice Number	Description	Group Name	Invoice Date	Invoice Amount	Invoice Status
Purchase Order Number	Line	Location	Item Number	Description		
Purchase Order Currency	Purchase Order Unit Price	Invoice Unit Price	Unit of Measure	Ordered Quantity	Received Quantity	Billed Quantity	Accepted Quantity	Consumed Quantity	Hold Name	Release Name	Match Date
Advanced Network Devices	CDR-INV-1		CDR-INV-1	9/24/10	100.00	Released
1000140	1	M1, Seattle Mfg	BUSCARDS	Business Cards, Box of 250		
USD	10.00	10.00	abc BOX	1,000.00	0.00	10.00	0.00	0.00	Received quantity	Match override	9/24/10

Key Insights

The report lists the matching holds that were placed on an invoice, along with corresponding hold release details. The report helps identify the list of suppliers who often send invoices outside the tolerance percentage, resulting in matching holds. You can streamline your processes by contacting these suppliers and resolving the issues that cause the matching holds.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Matching Hold Detail Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Run the report when you want to review the reasons that matched invoices went on hold.
What can I do with this report?	Use the report to identify suppliers that frequently have invoices on matching hold. You can run this report for a supplier and for a data range.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Matching Hold Detail Report

Payables Matching Hold Detail Report

Review detailed payables and purchasing information for invoices with matching holds and for invoices released from matching holds. This report can help identify suppliers with frequent matching holds. You can also use this report to answer supplier questions on delayed payments.

You can run this report from the Scheduled Processes work area.

Tip: Run the report before submitting a payment process request to determine whether to manually release any holds before payment.

Note: To review invoices with account holds, run the Unaccounted Transactions and Sweep report.

Parameters

Business Unit

Specify a business unit.

Matching Hold Status

Select to report on holds or hold releases:

- **Hold**: Report invoices with matching holds.
- **Release**: Report invoices released from matching holds.

Leave the parameter blank to report on both matching holds and releases.

Note: If you select **Release** or leave this parameter blank, the report also includes matched invoices that are canceled.

Supplier Name

Specify the name of a supplier to limit the report to invoices for that supplier.

From Hold or Release Date, To Hold or Release Date

Specify a date range to report matching holds that were placed or released.

Report Type

Select a report type.

- **All validations**: Prints details of all types of holds placed and released.
- **Audit report**: Prints details of only system-placed holds.

Overview of Payables Invoice Audit Listing

This topic includes details about the Payables Invoice Audit Listing.

The Payables Invoice Audit Listing lists invoices based on a specified amount, for a given supplier and range of invoice creation dates.

The following figures provide an example of one page from the report.

Business Unit	Invoice Type	Begin Invoice Date	Minimum Invoice Amount
Vision Operations	Standard	07/01/2014	5000

Invoice Number	Invoice Date	Currency	Invoice Amount	Invoice Type
0910	9/7/2014	USD	6,000.00	Standard
0911	9/7/2014	USD	6,000.00	Standard
1006	7/9/2014	USD	9,600.00	Standard
1503	7/15/2014	USD	24,326.52	Standard
15484	7/11/2014	USD	3,000,000.00	Standard
45454	7/14/2014	USD	2,145,145.14	Standard
APDST_55I	7/15/2014	USD	8,860.99	Standard
AP_Delivery_Inv1	7/15/2014	USD	5,500.00	Standard
AP_INV_SP_1	7/9/2014	USD	55,054.31	Standard
AP_INV_SP_17	7/16/2014	USD	92,774.54	Standard
AP_INV_SP_1_Repeat	7/9/2014	USD	7,003.00	Standard
AP_INV_SP_3	7/9/2014	USD	42,420.17	Standard
AP_INV_SP_33	7/17/2014	USD	15,722,407.22	Standard
AP_INV_SP_4	7/9/2014	EUR	6,069,137.98	Standard
AP_INV_SP_43	7/17/2014	USD	20,511.60	Standard

Invoice Type	Invoice Description	Supplier	Supplier Number	Voucher Number
Standard		Advantage Corp	1010	
Standard		Advantage Corp	1010	
Standard		Advantage Corp	1010	
Standard		Advantage Corp	1010	
Standard		LiveLook Inc.	1404962030	
Standard		Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard	Tax: ZX_BUYSELL_TAX-01-BV9	Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard		Advanced Network Devices	1013	
Standard		Advantage Corp	1010	
Standard		Advanced Network Devices	1013	
Standard		Advantage Corp	1010	

Key Insights

The report helps identify invoices that may have been entered in the application more than once.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Invoice Audit Listing.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Invoices**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically to check that duplicate invoices weren't entered for the same supplier.

FAQ	Answer
What can I do with this report?	• Review for duplicate invoices. • Submit the report for invoices after a specific date, more than a specific amount, and for specific invoice types.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Invoice Audit Listing

Payables Invoice Audit Listing

You can run the Payables Invoice Audit Listing periodically to audit invoices for duplicates.

Run the report from the Reports and Analytics work area.

Parameters

Business Unit

Specify a business unit.

Invoice Type

Select a type of invoice or leave blank to print invoices with all types.

Begin Invoice Date

Specify an invoice date after which to report invoices.

Minimum Invoice Amount

Specify the minimum invoice amount to include on the report. The report lists invoices with an amount equal to or greater than the amount that you specify.

Report Output

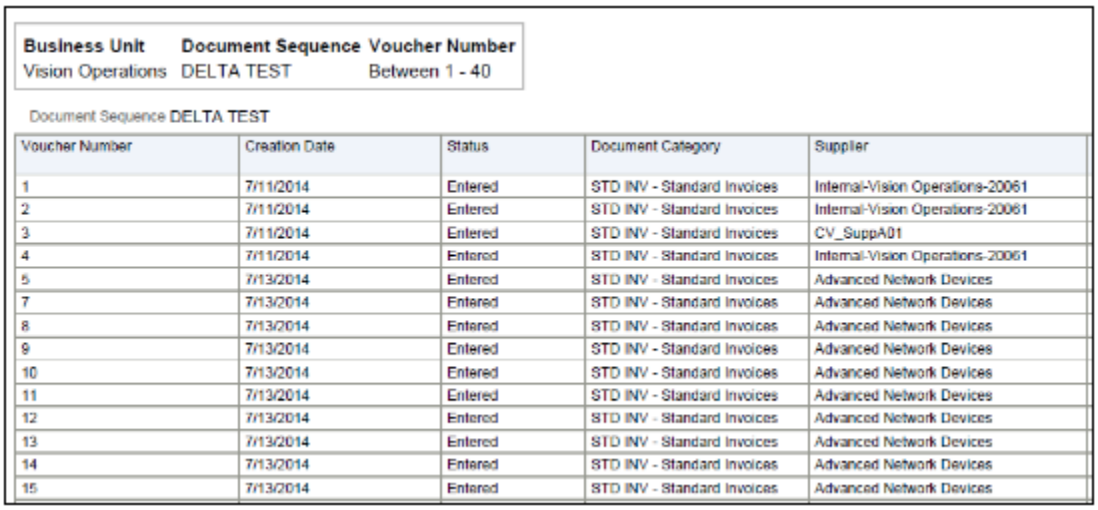
You can manage the section headers and columns on the report. For example, change the column sorting, or make a section header a column or parameter.

Overview of Payables Invoice Audit by Voucher Number Listing

This topic includes details about the Payables Invoice Audit by Voucher Number Listing.

The Payables Invoice Audit by Voucher Number Listing lists invoices with assigned sequential voucher numbers.

The following figures provide an example of one page from the report.



Business Unit	Document Sequence	Voucher Number
Vision Operations	DELTA TEST	Between 1 - 40

Document Sequence DELTA TEST

Voucher Number	Creation Date	Status	Document Category	Supplier
1	7/11/2014	Entered	STD INV - Standard Invoices	Internal-Vision Operations-20061
2	7/11/2014	Entered	STD INV - Standard Invoices	Internal-Vision Operations-20061
3	7/11/2014	Entered	STD INV - Standard Invoices	CV_SuppA01
4	7/11/2014	Entered	STD INV - Standard Invoices	Internal-Vision Operations-20061
5	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
7	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
8	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
9	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
10	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
11	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
12	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
13	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
14	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices
15	7/13/2014	Entered	STD INV - Standard Invoices	Advanced Network Devices

Supplier Number	Invoice Number	Invoice Currency	Invoice Amount	Paid Status
20061	121	USD	1,000.00	Not paid
20061	120	USD	1,000.00	Not paid
1011	INV_1003176	USD	2,000.00	Not paid
20061	122	USD	1,648.13	Not paid
1013	P1_053_Trx1	USD	1,000.00	Not paid
1013	X_msautoinv_0100_2848	USD	14,403.90	Not paid
1013	X_msautoinv_0200_2848	USD	13,064.56	Not paid
1013	X_msautoinv_0300_2848	USD	37,948.55	Not paid
1013	X_msautoinv_0400_2848	USD	14,403.90	Not paid
1013	X_msautoinv_0500_2848	USD	17,833.66	Not paid
1013	X_msautoinv_0600_2848	USD	10,426.00	Not paid
1013	X_msautoinv_0700_2848	USD	6,591.51	Not paid
1013	X_msautoinv_0800_2848	USD	33,226.75	Not paid
1013	X_msautoinv_0900_2848	USD	15,300.00	Not paid
1013	X_msautoinv_01000_2848	USD	8,133.47	Not paid

Key Insights

The report lists the invoices created for a document sequence and the missing voucher numbers for a particular sequence.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Invoice Audit by Voucher Number Listing.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Invoices**.
Who uses this report?	• Financial Manager

FAQ	Answer
	• Financial Specialist
When do I use this report?	Use the report to audit the invoices that were entered for a document sequence.
What can I do with this report?	You can run the report for a sequence with a specified range of voucher numbers.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Invoice Audit by Voucher Number Listing

Payables Invoice Audit by Voucher Number Listing

Review invoices with assigned sequential voucher numbers.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify a business unit.

Sequence

Select the name of a sequence.

Voucher Number

Specify a voucher number range.

Report Output

You can manage the section headers and columns on the report. For example, change the column sorting, or make a section header a column or parameter.

Related Topics

- Document Sequences

Overview of Payables Invoice Register

This topic includes details about the Payables Invoice Register.

The Payables Invoice Register provides detailed information about invoices.

The following figures are an example of one page of the report from the Reports and Analytics pane.

Invoice Currency	Invoice Group	Supplier	Invoice Number	Voucher Number	Invoice Date	Invoice Description
JPY	mk52	Modul	mk52_4		7/9/2014	
		Modul Total				
	mk52 Total					
JPY Total						
USD	ERS:101	GE Plastics	ERS 33493 94		10/9/2009	The receipt invoice ERS 33493 94 was created on 2009-10-09.
			ERS 33499 93		10/9/2009	The receipt invoice ERS 33499 93 was created on 2009-10-09.
			ERS 33510 5		10/13/2009	The receipt invoice ERS 33510 5 was created on 2009-10-13.
			ERS-33548-9		10/28/2009	The receipt invoice ERS-33548-9 was created on 2009-10-28.
			ERS 33578-18		4/6/2010	The receipt invoice ERS 33578-18 was created on 2010-04-06.
			ERS-33585-18		6/1/2010	The receipt invoice ERS-33585-18 was created on 2010-06-01.
			ERS-zRIA_manual_01-95		10/13/2009	The receipt invoice ERS-zRIA_manual_01-95 was created on 2009 10 13.
			ERS-0020-20		10/9/2009	The receipt invoice ERS-0020-20 was created on 2009-10-09.
		GE Plastics Total				
	ERS:101 Total					

Invoice Type	Payment Status	Original Amount	Line Number	Line Type	Line Amount	Line Description	Purchase Order Number
Standard	Not paid	4,800.00	1	Item	4,000.00		
		4,800.00	2	Tax	800.00	US-Tax - VAT	
		4,800.00			4,800.00		
		4,800.00			4,800.00		
		4,800.00			4,800.00		
Standard	Not paid	15,968.00	1	Item	15,968.00	zBIA_receipt_item_10	1000280
Standard	Not paid	6,100.00	1	Item	6,100.00	zBIA_receipt_item_03	1000216
Standard	Not paid	2,500.00	1	Item	2,500.00	zBIA_receipt_item_03	1000302
Standard	Not paid	240.00	1	Item	240.00	zBIA_receipt_item_02	1000417
Standard	Not paid	12,200.00	1	Item	12,200.00	zBIA_receipt_item_03	1000651
Standard	Not paid	10,000.00	1	Item	10,000.00	zBIA_Receipt_item_11	1000769
Standard	Not paid	19,990.00	1	Item	19,990.00	zBIA_receipt_item_01	1000299
Standard	Partially paid	26,370.00	1	Item	24,000.00	zBIA_Purchase Item_16	1000236
		93,368.00			90,998.00		
		93,368.00			90,998.00		

The following figure is an example of the report from the Scheduled Processes work area.

ORACLE
Vision Operations (USA)

Payables Invoice Register

Report Date 7/17/14 4:33 AM
Page 1 of 3

Currency USD
Invoice Group NA

Supplier Name Brighton Construction Inc.
Invoice Number 663326
Description

Invoice Type Standard
Invoice Date 2/16/14

Amount Remaining 7,452.25
Original Amount 7,452.25

Line Number 1
Line Type Item
Line Amount 7,350.00
Line Description

Distribution Number	Distribution Type	Account	Amount	Accounting Date	Income Tax Type	Accounted
1	Item	01-520-5320-0000-000	4,410.00	2/16/14		Processed
2	Item	01-560-5320-0000-000	2,940.00	2/16/14		Processed

Key Insights

Use this report to cross-check invoices entered in the application with the physical invoices that were used to enter those invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Invoice Register.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu, or from the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Invoices**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Daily to cross check invoice data entry in the application against the invoice on which the entry was made.
What can I do with this report?	Run the report for a specific invoice group, date range, accounting period. You can also specify an invoice status, such as validated or canceled.
What type of report is this?	Oracle Analytics Publisher and Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Invoice Register

Payables Invoice Register

You can use the Payables Invoice Register to review detailed information about invoices.

This report is available through Oracle Transactional Business Intelligence and Oracle Analytics Publisher. Run the Oracle Analytics Publisher report from the Scheduled Processes work area. Run the Oracle Transactional Business Intelligence report from the Reports and Analytics work area.

Parameters for both Oracle Transactional Business Intelligence and Oracle Analytics Publisher

Business Unit

Specify a business unit.

Supplier

Select the name of a supplier.

Entered By

Select a user name to limit the report to invoices entered by a particular person. Leave blank to include all invoices, regardless of who entered them.

Invoice Group

Specify the name of an invoice group.

Invoice Type

Select a type of invoice.

Canceled Invoices Only

Select whether to report only on canceled invoices.

Unvalidated Invoices Only

Select whether to report only invoices that haven't been validated.

Parameters for Oracle Transactional Business Intelligence Report Only

Supplier Type

Select a type of supplier.

Supplier Number

Select the number of a supplier.

Invoice Number

Enter a range of invoice numbers.

Entered Date

Enter a range of invoice entry dates.

Accounting Date

Enter a range of accounting dates.

Currency

Select a currency.

Original Amount

Enter a range of amounts.

Purchase Order

Enter a range of purchase order numbers.

Report View

Select a report view of **Exclude Distributions** or **Include Distributions**.

Parameters for Oracle Analytics Publisher Report Only

From Entered Date, To Entered Date

Specify an invoice entry date range.

Accounting Period

Select an accounting period.

Report Output

You can manage the section headers and columns on the Oracle Transactional Business Intelligence report. For example, change the column sorting, or make a section header a column or parameter.

Related Topics

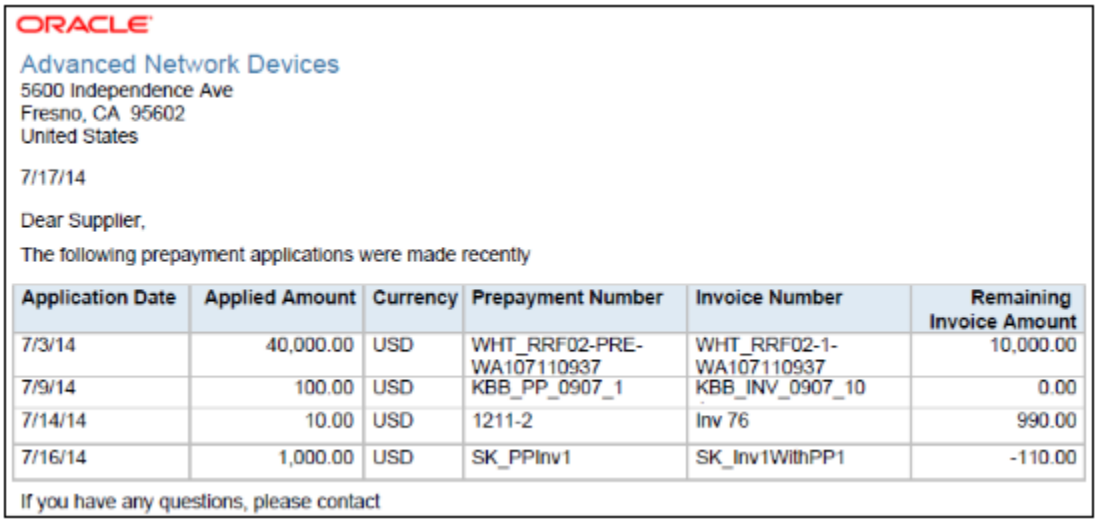
- Financial Reporting Solutions

Overview of Prepayment Remittance Notice

This topic includes details about the Prepayment Remittance Notice.

The Prepayment Remittance Notice lists prepayments that were applied to supplier invoices.

The following figure is an example of the report.



ORACLE

Advanced Network Devices
5600 Independence Ave
Fresno, CA 95602
United States

7/17/14

Dear Supplier,

The following prepayment applications were made recently

Application Date	Applied Amount	Currency	Prepayment Number	Invoice Number	Remaining Invoice Amount
7/3/14	40,000.00	USD	WHT_RRF02-PRE-WA107110937	WHT_RRF02-1-WA107110937	10,000.00
7/9/14	100.00	USD	KBB_PP_0907_1	KBB_INV_0907_10	0.00
7/14/14	10.00	USD	1211-2	Inv 76	990.00
7/16/14	1,000.00	USD	SK_PPInv1	SK_Inv1WithPP1	-110.00

If you have any questions, please contact

Key Insights

Identify the list of open prepayments per supplier and the amount remaining to be applied.

Frequently Asked Questions

The following table lists frequently asked questions about the Prepayment Remittance Notice.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically to get the list of prepayments that are already paid but for which there is no supplier invoice, or the prepayment hasn't been applied to any standard invoice yet.
What can I do with this report?	Send it to the supplier as a reminder to send you any outstanding invoices that may be due against the advance payments.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Prepayment Remittance Notice

Prepayment Remittance Notice

You can print a notice to inform your suppliers about prepayments that were applied to their invoices. As a result of prepayment application, a future payment may be reduced or not sent.

The notice includes the following information:

- Prepayment number
- Date the prepayment was applied
- Amount that was applied
- Number of the invoice that the prepayment was applied to
- Remaining invoice amount, which is zero if the applied amount was equal to the invoice amount

You can submit the notice from the Scheduled Processes work area.

Parameters

You should enter a value in one or more parameters to limit the number of notices that print. If you don't enter any parameters, a notice is printed for every prepayment.

Business Unit

Specify a business unit.

Supplier Name

Specify the name of a supplier.

Invoice Number

Specify an invoice number.

Prepayment Number

Specify a prepayment number.

From Date, To Date

Specify an inclusive invoice date range.

Sender Name

Enter the name of the person sending the notice.

Sender Title

Enter the title of the person sending the notice.

Sender Phone

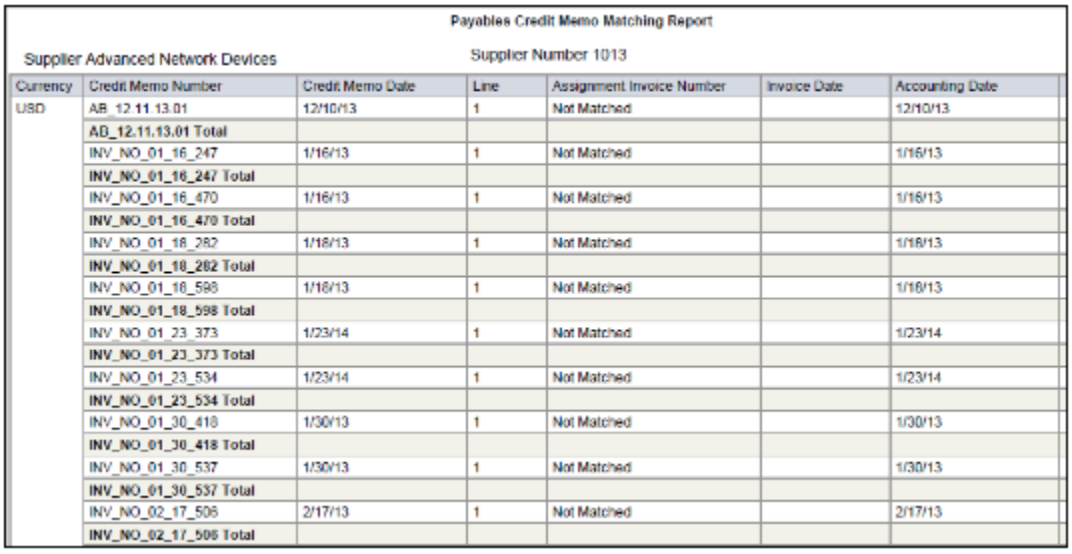
Enter the phone of the person sending the notice.

Overview of Payables Credit Memo Matching Report

This topic includes details about the Payables Credit Memo Matching Report.

The Payables Credit Memo Matching Report lists credit memos and debit memos for suppliers and the invoices to which the credit memos and debit memos are matched.

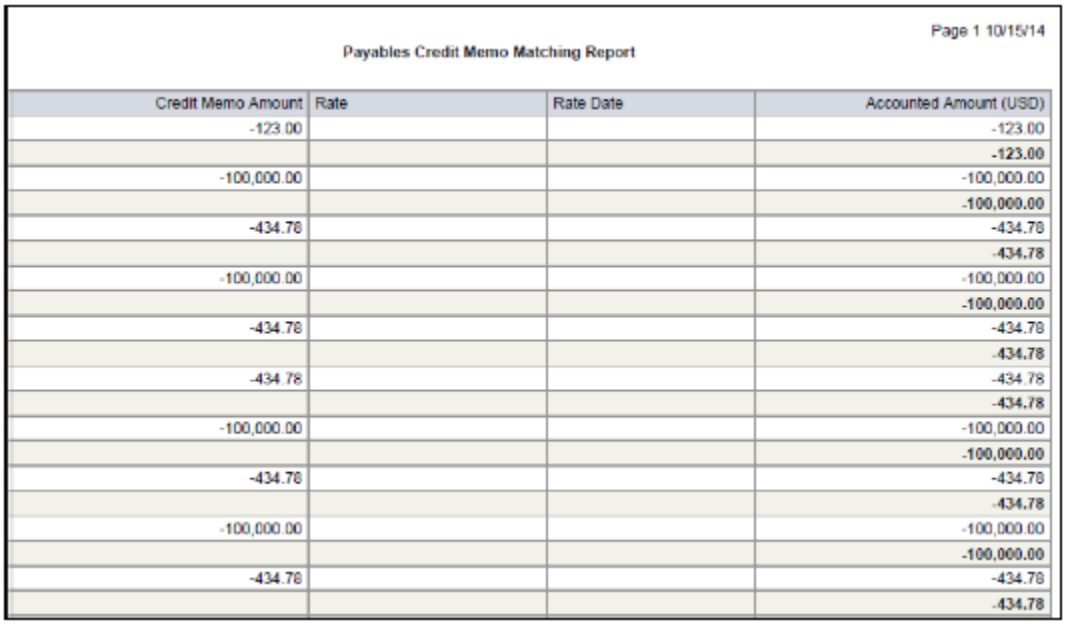
The following figures provide an example of one page from the report.



Payables Credit Memo Matching Report

Supplier Advanced Network Devices Supplier Number 1013

Currency	Credit Memo Number	Credit Memo Date	Line	Assignment Invoice Number	Invoice Date	Accounting Date
USD	AB_12.11.13.01	12/10/13	1	Not Matched		12/10/13
	AB_12.11.13.01 Total					
	INV_NO_01_16_247	1/16/13	1	Not Matched		1/16/13
	INV_NO_01_16_247 Total					
	INV_NO_01_16_470	1/16/13	1	Not Matched		1/16/13
	INV_NO_01_16_470 Total					
	INV_NO_01_18_282	1/18/13	1	Not Matched		1/18/13
	INV_NO_01_18_282 Total					
	INV_NO_01_18_598	1/18/13	1	Not Matched		1/18/13
	INV_NO_01_18_598 Total					
	INV_NO_01_23_373	1/23/14	1	Not Matched		1/23/14
	INV_NO_01_23_373 Total					
	INV_NO_01_23_534	1/23/14	1	Not Matched		1/23/14
	INV_NO_01_23_534 Total					
	INV_NO_01_30_418	1/30/13	1	Not Matched		1/30/13
	INV_NO_01_30_418 Total					
	INV_NO_01_30_537	1/30/13	1	Not Matched		1/30/13
	INV_NO_01_30_537 Total					
	INV_NO_02_17_506	2/17/13	1	Not Matched		2/17/13
	INV_NO_02_17_506 Total					



Payables Credit Memo Matching Report

Page 1 10/15/14

Credit Memo Amount	Rate	Rate Date	Accounted Amount (USD)
-123.00			-123.00
			-123.00
-100,000.00			-100,000.00
			-100,000.00
-434.78			-434.78
			-434.78
-100,000.00			-100,000.00
			-100,000.00
-434.78			-434.78
			-434.78
-434.78			-434.78
			-434.78
-100,000.00			-100,000.00
			-100,000.00
-434.78			-434.78
			-434.78
-100,000.00			-100,000.00
			-100,000.00
-434.78			-434.78
			-434.78

Key Insights

The report lists credit memo and debit memo details at the invoice distribution level, and amounts in both the entered and ledger currencies.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Credit Memo Matching Report.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane navigate to **Shared Folders** > **Financials** > **Payables** > **Invoices**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically to check the credit memos and debit memos that were created for a supplier or group of suppliers.
What can I do with this report?	Review credit memo and debit memo line information.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Credit Memo Matching Report

Payables Credit Memo Matching Report

Review the line information for credit and debit memo. This includes the line amount and the invoice used for matching the credit or debit memo.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the business unit.

Supplier Type

Select the type of supplier.

Supplier

Select one or more supplier names.

Supplier Number

Select one or more supplier numbers.

Currency

Select a currency.

Invoice Amount Between

Specify an inclusive invoice amount range.

Accounting Date Between

Specify an inclusive accounting date range.

Credit Memo Date Between

Specify an inclusive date range for credit memo.

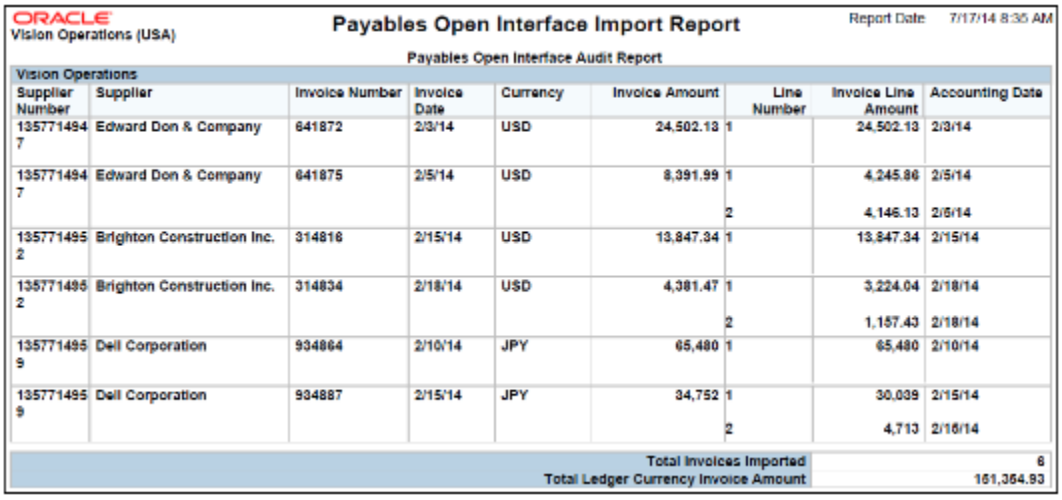
Import Payables Invoices Report

This topic includes details about the Import Payables Invoices Report.

Overview

The Import Payables Invoices Report provides information from the Import Payables Invoices process, which creates invoices from invoice data in the open interface tables.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Payables Open Interface Import Report

Report Date 7/17/14 8:35 AM

Payables Open Interface Audit Report

Vision Operations

Supplier Number	Supplier	Invoice Number	Invoice Date	Currency	Invoice Amount	Line Number	Invoice Line Amount	Accounting Date
135771494 7	Edward Don & Company	641872	2/3/14	USD	24,502.13	1	24,502.13	2/3/14
135771494 7	Edward Don & Company	641875	2/5/14	USD	8,391.99	1	4,245.86	2/5/14
						2	4,146.13	2/5/14
135771495 2	Brighton Construction Inc.	314818	2/15/14	USD	13,847.34	1	13,847.34	2/15/14
135771495 2	Brighton Construction Inc.	314834	2/18/14	USD	4,381.47	1	3,224.04	2/18/14
						2	1,157.43	2/18/14
135771495 9	Dell Corporation	934864	2/10/14	JPY	65,480	1	65,480	2/10/14
135771495 9	Dell Corporation	934887	2/15/14	JPY	34,752	1	30,039	2/15/14
						2	4,713	2/16/14
						Total Invoices Imported		6
						Total Ledger Currency Invoice Amount		151,364.93

Key Insights

The report provides the results of the import process with the list of invoices that imported successfully along with the reasons that invoices may have failed to import.

Frequently Asked Questions

The following table lists frequently asked questions about the Import Payables Invoices Report.

FAQ	Answer
How do I find this report?	The report is automatically generated by the Import Payables Invoices process, but you can also schedule and run it from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Specialist
When do I use this report?	When you run the Import Payables Invoices process and want to review the results of the process.
What can I do with this report?	Review the report for invoices that couldn't be imported.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- How Payables Standard Invoice Import Data Is Processed

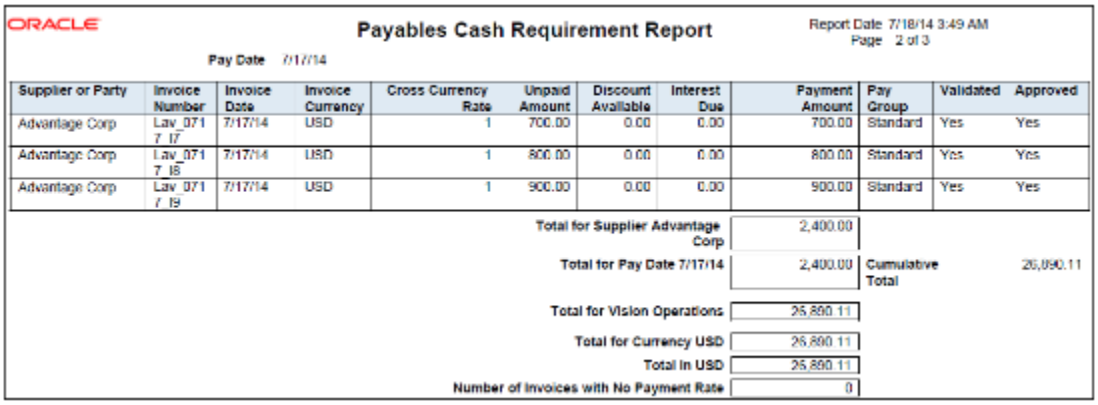
Submit Payments Reports

Overview of Payables Cash Requirement Report

This topic includes details about the Payables Cash Requirement Report.

The Payables Cash Requirement Report forecasts immediate cash needs for invoice payments.

The following figure is an example of the report.



ORACLE

Payables Cash Requirement Report

Report Date 7/18/14 3:49 AM
Page 2 of 3

Pay Date 7/17/14

Supplier or Party	Invoice Number	Invoice Date	Invoice Currency	Cross Currency Rate	Unpaid Amount	Discount Available	Interest Due	Payment Amount	Pay Group	Validated	Approved
Advantage Corp	Lav_071 7_17	7/17/14	USD	1	700.00	0.00	0.00	700.00	Standard	Yes	Yes
Advantage Corp	Lav_071 7_18	7/17/14	USD	1	800.00	0.00	0.00	800.00	Standard	Yes	Yes
Advantage Corp	Lav_071 7_19	7/17/14	USD	1	900.00	0.00	0.00	900.00	Standard	Yes	Yes

Total for Supplier Advantage Corp	2,400.00		
Total for Pay Date 7/17/14	2,400.00	Cumulative Total	26,890.11
Total for Vision Operations	26,890.11		
Total for Currency USD	26,890.11		
Total in USD	26,890.11		
Number of Invoices with No Payment Rate	0		

Key Insights

The report identifies the cash required for making a payment in a payment batch.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Cash Requirement Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Before every payment process request to determine cash requirements for that request.
What can I do with this report?	• Use the information to configure multiple payment process request templates. • Forecast cash requirements for a specific period, such as 30 days, by defining a payment process request template with the applicable parameters.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Cash Requirement Report

Payables Cash Requirement Report

Use this report to forecast immediate cash needs for invoice payments. You can run the Payables Cash Requirement report before submitting every payment process request to determine cash requirements for that request. You can also submit this report for the next two or three payment process requests to forecast future cash requirements.

The report produces output based on the definition of the payment process request template and the payment business units that you can access.

Run the report from the Reports and Analytics work area or from the following pages:

- Manage Scheduled Processes
- Manage Payment Process Requests
- Create or Edit Payment Process Request Template

Parameters

Payment Business Unit

Specify a payment business unit, which is a business unit with the Payables Payment business function that's responsible for processing payment transactions.

Template

Select the payment process request template to forecast cash requirements for.

Pay Through Date

Enter a date to determine which invoices to select for payment.

Payment Date

Enter a date to determine discounts and interest calculations.

> **Note:** The report might include invoices that you plan to pay with a bill payable, if the payment date is before the expected maturity date.

Summary Option

Select the level of invoice information to report.

- **No**: This lists unpaid or partially paid invoices for a currency, ordered by payment date and supplier name. The list starts with invoices with the earliest due or discount date.
- **Yes**: This lists the payment amount due, but doesn't provide individual invoice information.

Include Unvalidated Invoices

Select whether to include unvalidated invoices.

Note: When you include unvalidated invoices, the invoice amount might change before paying the invoice. For example, invoice validation hasn't completed certain tax calculations, or the invoice may be on hold for an amount-related issue.

Include Unapproved Invoices

Select whether to include unapproved invoices.

Included Selected Invoices

Select whether to include invoices selected by other payment process requests.

Tip: Consider excluding unvalidated, unapproved, and selected invoices because the processing of payment process request excludes these invoices.

Related Topics

- Pay Through Dates and Payment Dates in Payment Process Requests

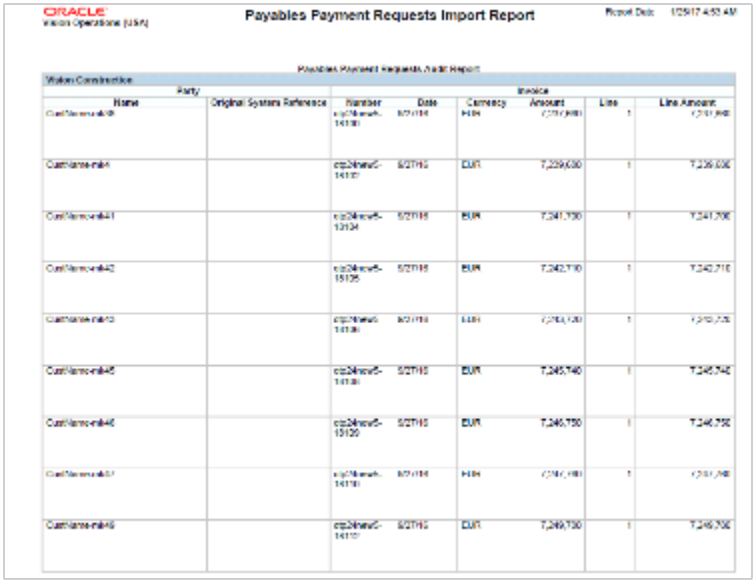
Overview of Payables Payment Requests Import Report

This topic includes details about the Payables Payment Requests Import Report.

Overview

Use this report to view the payment requests imported or rejected with rejection reasons. This report is automatically generated when you run the Import Payables Payment Request process. The report can be submitted in both summary and detail versions.

The following image is an example of the report:



Key Insights

The report is divided into the following sections:

Payables Payment Requests Audit Report

- List all imported payment request.

Payables Payment Request Rejections Report

- Party Rejections
- Address Rejections
- Bank Rejections
- Payment Requests Rejections

Frequently Asked Questions

The following table lists frequently asked questions about the Import Payables Payment Requests Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Run the report to review the request for payment.
What can I do with this report?	Review the payment request and rejections for payment.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Payment Requests Import Report

Payables Payment Requests Import Report

Use this report to view the payment requests imported or rejected with reasons. This report is automatically generated when you run the Import Payables Payment Requests process. The report can be viewed in either summary or detail.

Parameters

Request ID

Required field with no default.

Related Topics

- Overview of Payables Payment Requests Import Report

Overview of Payables Discounts Taken and Lost Report

This topic includes details about the Payables Discounts Taken and Lost Report.

The Payables Discounts Taken and Lost Report identifies payments where a discount was taken and payments where a discount was available, but not taken.

The following figures provide an example of one page of the report from the Reports and Analytics pane.

Invoice Currency JPY

Supplier	Supplier Number	Site	Invoice Amount	Discount Taken
Dell Corporation	1357714959	KANAGAWA	154,985.00	0.00
Dell Corporation Total			**154,985.00**	**0.00**
Modul	5087	CORPORATE	1,200.00	20.00
Modul Total			**1,200.00**	**20.00**
Grand Total			**156,185.00**	**20.00**

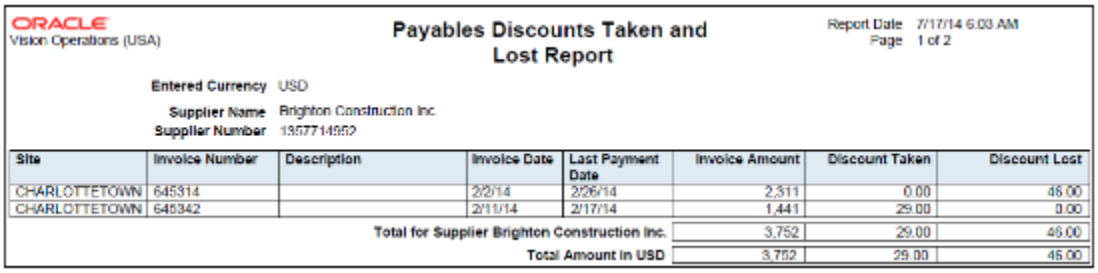
Invoice Currency USD

Supplier	Supplier Number	Site	Invoice Amount	Discount Taken
Advanced Network Devices	1013	FRESNO	18,134.96	183.75
		NEW YORK CHECK	7,480.00	222.90
Advanced Network Devices Total			**25,614.96**	**406.65**
Advantage Corp	1010	SEATTLE	9,120.00	182.40
Advantage Corp Total			**9,120.00**	**182.40**
Brighton Construction Inc.	1357714952	CHARLOTTETOWN	5,295.33	28.82
Brighton Construction Inc. Total			**5,295.33**	**28.82**

Discount Lost	Accounted Amount (USD)	Accounted Discount Taken (USD)	Accounted Discount Lost (USD)
3100.00	1,830.86	0.00	36.62
3100.00	**1,830.86**	**0.00**	**36.62**
-20.32	0.00	20.00	-20.32
-20.32	**0.00**	**20.00**	**-20.32**
3079.68	**1,830.86**	**20.00**	**16.30**

Discount Lost	Accounted Amount (USD)	Accounted Discount Taken (USD)	Accounted Discount Lost (USD)
0.00	18,134.96	183.75	0.00
0.00	7,480.00	222.90	0.00
0.00	**25,614.96**	**406.65**	**0.00**
0.00	9,120.00	182.40	0.00
0.00	**9,120.00**	**182.40**	**0.00**
77.08	5,295.33	28.82	77.08
77.08	**5,295.33**	**28.82**	**77.08**

The following figure is an example of the report from the Scheduled Processes work area.



ORACLE
Vision Operations (USA)

Payables Discounts Taken and Lost Report

Report Date 7/17/14 6:03 AM
Page 1 of 2

Entered Currency USD
Supplier Name Brighton Construction Inc.
Supplier Number 1357714552

Site	Invoice Number	Description	Invoice Date	Last Payment Date	Invoice Amount	Discount Taken	Discount Lost
CHARLOTTETOWN	645314		2/2/14	2/26/14	2,311	0.00	46.00
CHARLOTTETOWN	645342		2/11/14	2/17/14	1,441	29.00	0.00
				Total for Supplier Brighton Construction Inc.	3,752	29.00	46.00
				Total Amount in USD	3,752	29.00	46.00

Key Insights

View a summary of each payment line for a supplier site.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Invoice Register.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu, or from the Reports and Analytics pane, navigate to Shared Folders > Financials > Payables > Payments.
Who uses this report?	Financial Manager Financial Specialist
When do I use this report?	Periodically to check for available discounts and discounts that were lost.
What can I do with this report?	Use the information to identify invoices with lost discounts and decide whether you can benefit from taking these discounts.
What type of report is this?	Oracle Analytics Publisher and Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the following subject areas:

- Payables Invoices - Transactions Real Time
- Payables Payments - Disbursements Real Time

Related Topics

- Payables Discounts Taken and Lost Report

Payables Discounts Taken and Lost Report

Identify payments for which you could have taken a discount, but didn't. If you're losing discounts, you can change your payables and supplier setup and modify selection criteria for payment process requests to take all valid discounts.

This report is available through Oracle Transactional Business Intelligence and Oracle Analytics Publisher. Run the Oracle Analytics Publisher report from the Scheduled Processes work area. Run the Oracle Transactional Business Intelligence report from the Reports and Analytics work area.

Parameters Used in Both Oracle Transactional Business Intelligence and Oracle Analytics Publisher

Business Unit

Specify the business unit.

Supplier Type

Select the type of supplier.

Supplier

Select the name of the supplier.

Parameters in Oracle Transactional Business Intelligence Report Only

Payment Date Between

Specify an inclusive payment date range.

Accounting Date Between

Specify an inclusive accounting date range.

Payment Amount Between

Specify an inclusive payment amount range.

Supplier Number

Select the number of a supplier.

Currency

Select a currency.

View Selector

Select to view **Discount Taken and Lost by Invoice** or **Summarize Invoices by Site**.

Parameters in Oracle Analytics Publisher Report Only

From Payment Date, To Payment Date

Specify an inclusive payment date range.

Summarize Invoices by Supplier Site

- **Yes**: Summarizes each invoice payment line.
- **No**: Lists details of each invoice payment line.

Related Topics

- Financial Reporting Solutions

Overview of Payables Payment Register

This topic includes details about the Payables Payment Register.

The Payables Payment Register provides detailed information about payments.

The following figure is an example of one page of the report from the Reports and Analytics pane.

Bank Bank of America
Bank Account AP BofA - USD
Payment Currency USD
ink Branch New York
t Currency USD

Payment Document	Check Number	Supplier	Supplier Site	Supplier Address	Payment Amount
AP Standard Check Format 2	1020	Edward Don & Company	CHICAGO	2562 PAYSPHERE CIRCLE, Chicago, IL-60674, US	5257
	1021	Brighton Construction Inc.	CHARLOTTETOWN	14 MacAleer Drive, Suite 1, Charlottetown, -C1E 2A1, CA	7454
	1024	Brighton Construction Inc.	CHARLOTTETOWN	14 MacAleer Drive, Suite 1, Charlottetown, -C1E 2A1, CA	2311
AP Standard Check Format 2 Total					**15022**
IBY Prenum 5-1	2008	Brighton Construction Inc.	CHARLOTTETOWN	14 MacAleer Drive, Suite 1, Charlottetown, -C1E 2A1, CA	1412
IBY Prenum 5-1 Total					**1412**
None (Electronic Payment)	370	Advanced Network Devices	FRESNO	5600 Independence Ave, Fresno, CA-95602, US	7663
	399	Advanced Network Devices	FRESNO	5600 Independence Ave, Fresno, CA-95602, US	8272
None (Electronic Payment) Total					**15935**

Payment Amount	Payment Date	Payment Cleared Date	Payment Cleared Amount	Status	Document Sequence	Voucher Number
5257	2/16/2014			Negotiable		
7454	2/18/2014			Negotiable		
2311	2/26/2014			Negotiable		
15022						
1412	2/17/2014			Negotiable		
1412						
7663	3/27/2014			Negotiable		
8272	3/27/2014			Negotiable		
15935						

The following figure is an example of the report from the Scheduled Processes work area.

ORACLE
Vision Operations (USA)

Payables Payment Register

Report Date 7/17/14 5:01 AM
Page 1 of 2

Bank Bank of America
Bank Account Name AP BofA - USD
Payment Currency USD
Payment Document AP Standard Check Format 2
Branch New York
Bank Account Currency USD

Payment Number	Date	Payee	Payee Site	Amount	Cleared Date	Cleared Amount	Status
1020	2/16/14	Edward Don & Company	CHICAGO	5,256.93			Negotiable
Payee Address							
1021	2/18/14	Brighton Construction Inc.	CHARLOTTETOWN	7,454.32			Negotiable
Payee Address							
		Total for Payment AP Standard Check Format 2		12,711.25		0.00	
		Total for Payment Currency USD		12,711.25		0.00	

Key Insights

The report lists all of the payments made for a date range.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Payment Register.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu, or from the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Payments**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Daily to cross reference the created payment checks with the report.
What can I do with this report?	Run the report for a specific supplier, date range, bank account, and payment currency.
What type of report is this?	Oracle Analytics Publisher and Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Payments - Disbursements Real Time subject area.

Related Topics

- Payables Payment Register

Payables Payment Register

You can use the Payables Payment Register to review payments created for each bank account that you use.

Note: Voided checks aren't subtracted from report totals.

This report is available through Oracle Transactional Business Intelligence and Oracle Analytics Publisher. Run the Oracle Analytics Publisher report from the Scheduled Processes work area. Run the Oracle Transactional Business Intelligence report from the Reports and Analytics work area.

Parameters Used in Oracle Transactional Business Intelligence and Oracle Analytics Publisher Reports

Business Unit

Specify a business unit.

Payment Type

Select a type of payment.

Parameters in Oracle Transactional Business Intelligence Report Only

Payment Date Between

Specify an inclusive payment date range.

Supplier Type

Select a type of a supplier.

Supplier

Enter the name of a supplier.

Supplier Number

Select the number of a supplier.

Bank

Select the name of a bank.

Bank Branch

Select a bank branch.

Bank Account

Select a bank account.

Payment Currency

Select a payment currency.

Payment Amount Between

Specify an inclusive payment amount range.

Parameters in Oracle Analytics Publisher Report Only

Business Unit Context

Select the context for the payment amount. If you select **Invoice** and centralize payment processing using the service provider model, the report displays the payment amount for the specified invoice business unit.

From Date, To Date

Specify an inclusive payment date range.

Display Payee Address

Select to include the payee address.

Report Output

You can manage the section headers and columns on the Oracle Transactional Business Intelligence report. For example, change the column sorting, or make a section header a column or parameter.

Related Topics

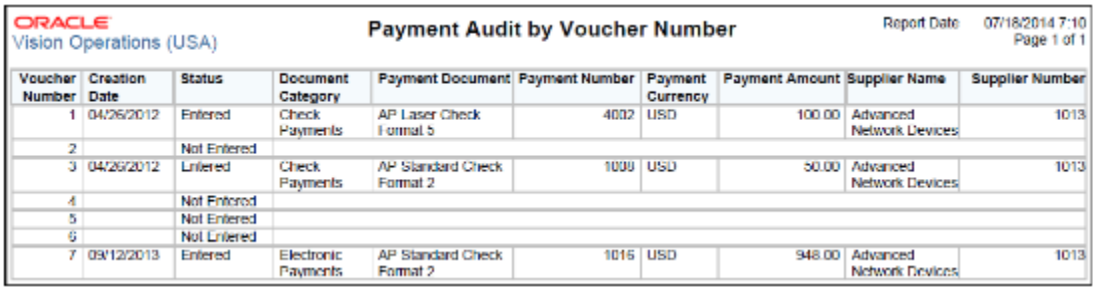
- Financial Reporting Solutions

Overview of Payment Audit by Voucher Number Report

This topic contains details of the Payment Audit by Voucher Number Report.

The Payment Audit by Voucher Number Report lists payments by sequential voucher numbers.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Payment Audit by Voucher Number

Report Date 07/18/2014 7:10
Page 1 of 1

Voucher Number	Creation Date	Status	Document Category	Payment Document	Payment Number	Payment Currency	Payment Amount	Supplier Name	Supplier Number
1	04/26/2012	Entered	Check Payments	AP Laser Check Format 5	4002	USD	100.00	Advanced Network Devices	1013
2		Not Entered							
3	04/26/2012	Entered	Check Payments	AP Standard Check Format 2	1009	USD	50.00	Advanced Network Devices	1013
4		Not Entered							
5		Not Entered							
6		Not Entered							
7	09/12/2013	Entered	Electronic Payments	AP Standard Check Format 2	1015	USD	948.00	Advanced Network Devices	1013

Key Insights

The report helps identify the payments created for a document sequence and any missing voucher numbers for a particular sequence.

Frequently Asked Questions

The following table lists frequently asked questions about the Payment Audit by Voucher Number Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	When you want to audit the payments that were entered for a document sequence.
What can I do with this report?	Run the report for a sequential range of voucher numbers.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payment Audit by Voucher Number Report

Payment Audit by Voucher Number Report

Review payments with assigned sequential voucher numbers. You can also use this report to review assigned, available, and deleted voucher numbers for the sequence that you specify.

You can run this report from the Reports and Analytics work area or the Manage Scheduled Processes page.

Parameters

Business Unit

Specify a business unit.

Document Sequence Name

Specify the name of a sequence.

From Voucher Number, To Voucher Number

Specify an inclusive voucher number range.

Related Topics

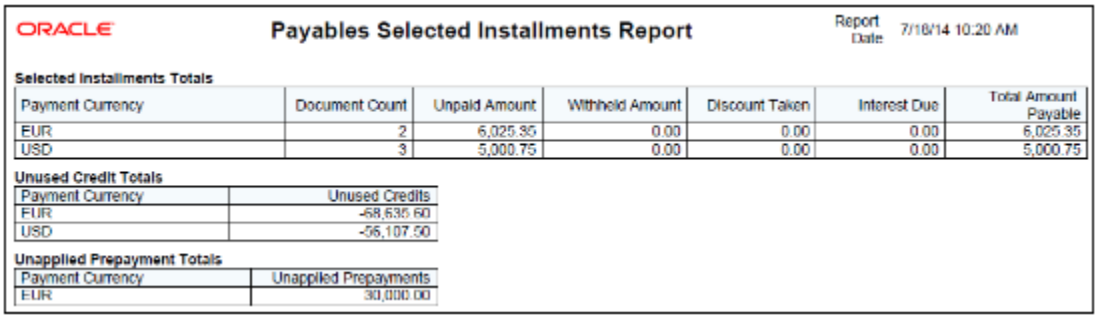
- Document Sequencing in Payables

Overview of Payables Selected Installments Report

This topic includes details about the Payables Selected Installments Report.

The Payables Selected Installments Report lists all the invoice installments that are selected in a payment process request.

The following figure is an example of the report.



ORACLE

Payables Selected Installments Report

Report Date 7/16/14 10:20 AM

Selected Installments Totals

Payment Currency	Document Count	Unpaid Amount	Withheld Amount	Discount Taken	Interest Due	Total Amount Payable
EUR	2	6,025.35	0.00	0.00	0.00	6,025.35
USD	3	5,000.75	0.00	0.00	0.00	5,000.75

Unused Credit Totals

Payment Currency	Unused Credits
EUR	-68,635.60
USD	-66,107.50

Unapplied Prepayment Totals

Payment Currency	Unapplied Prepayments
EUR	30,000.00

Key Insights

The report provides a total payment amount for each currency.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Selected Installments Report.

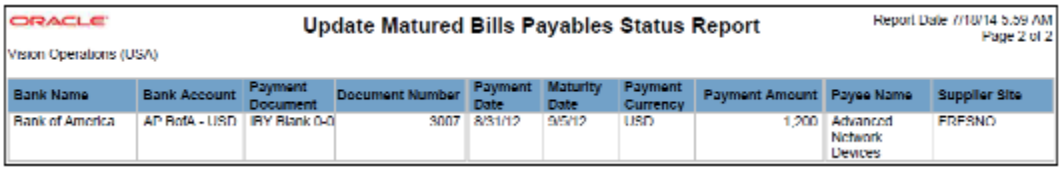
FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Whenever you submit a payment process request.
What can I do with this report?	Use the report to help determine how well the selection criteria is identifying the correct invoices to pay.
What type of report is this?	Oracle Analytics Publisher

Overview of Update Matured Bills Payable Status Report

This topic includes details about the Update Matured Bills Payable Status Report.

The Update Matured Bills Payable Status Report provides information about the Update Matured Bills Payable process, which updates the status of matured bills payables from issued to negotiable.

The following figure is an example of the report.



ORACLE

Update Matured Bills Payables Status Report

Report Date 7/18/14 5:59 AM
Page 2 of 2

Vision Operations (USA)

Bank Name	Bank Account	Payment Document	Document Number	Payment Date	Maturity Date	Payment Currency	Payment Amount	Payee Name	Supplier Site
Bank of America	AP BofA - USD	IBY Blank 0-0	3007	8/31/12	9/5/12	USD	1,200	Advanced Network Devices	FRESNO

Key Insights

The report lists the payments that were issued along with the maturity date of each payment. The maturity date is updated with every run. This lets you eliminate manual intervention for incrementing the date parameter before each run.

Frequently Asked Questions

The following table lists frequently asked questions about the Update Matured Bills Payable Status Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	You can run this report periodically for information on payments that haven't matured yet. Or, you can schedule this report to run regularly. The Auto Increment feature updates the maturity date on a scheduled frequency.
What can I do with this report?	You can run this report for a bank account or supplier to identify the list of payments that were issued and not negotiable.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- How Payment Statuses Change

Escheated Payments Listing Report

Use Escheated Payments Listing Report to review the payments that are planned to be escheated, or those that are already escheated.

Here's how you run this report.

1. Go to **Navigator** > **Tools** > **Scheduled Processes**.
2. Click **Schedule New Process**.
3. In the list of jobs, search and select Escheated Payments Listing Report, and click **OK**.
4. Select the parameters and submit the report.

Parameters

The Escheated Payments Listing Report supports these parameters.

Parameter	Action
Business Unit	Select a business unit.
Supplier	Select a supplier. This is an optional parameter.
From Payment Date, **To Payment Date**	Specify a date range from when the payment was issued to the date when the payment was escheated or initiated for escheatment.
Payment Status	Select the payment status from **Selected for Escheatment**, **Escheatment Initiated**, or **Escheated**. This parameter is optional.

Related Topics

- How Payments Are Escheated
- Configure Escheatment Options

Remittance of Payments to Escheatment Authority Listing Report

Use the Remittance of Payments to Escheatment Authority Listing Report to review the payments that are remitted to the escheatment authority.

Here's how you run this report.

1. Go to **Navigator** > **Tools** > **Scheduled Processes**.

   Click **Schedule New Process**.

   In the list of jobs, search and select Remittance of Payments to Escheatment Authority Listing Report and click **OK**.

   Select the parameters and submit the report.

Parameters

The Remittance of Payments to Escheatment Authority Listing Report supports these parameters.

Parameter	Action
Business Unit	Select a business unit.
Escheatment Authority	Select the escheatment authority applicable to the supplier to whom the original payment was made. This is an optional parameter.
From Payment Date, **To Payment Date**	Specify a date range from when the payment was issued to the date when the payment was escheated or initiated for escheatment.

Related Topics

- Transfer Escheated Funds to the Escheatment Authority
- Configure Escheatment Options

Submit Withholding Tax Reports

Overview of Payables Withholding Tax Report

This topic includes details about the Payables Withholding Tax Report.

The Payables Withholding Tax Report lists the taxes withheld for a supplier. The report has an invoice view and a supplier view. The invoice view is used to review detailed withholding tax information by invoice. The supplier view is used to review withholding information for a range of suppliers.

The following figures provide an example of one page from the report.

Supplier SB AR Supplier3
Supplier Site SB AR Site
Supplier Address 1002,12345,New York,New York,US
Currency USD

Invoice Number	Invoice Amount	Amount Exempt	Certificate Number	Tax Rate Code	Withholding Tax Rate
SB3	3,600.00			SB AmtRan2014	5
	3,600.00			SB10% Flat	10
SB4	4,000.00			SB AmtRan2014	5
	4,000.00			SB10% Flat	10
SB45		3,000.00			
	18,000.00			SB AmtRan2014	15
SB46		3,200.00			
	19,200.00			SB AmtRan2014	15
SB47		3,400.00			
	20,400.00			SB AmtRan2014	5
SBP23		0.00			
	10,000.00			SB AmtRan2014	15
SBP24		0.00			
	11,000.00			SB AmtRan2014	15
SBP25		0.00			
	12,000.00			SB AmtRan2014	15
SBP26		0.00			
	13,000.00			SB AmtRan2014	15

Amount subjected to Tax	Withholding Tax Amount	Payment Date	Tax Regime Name	Tax Name
2,160.00	108.00		WHT-Vision Operations-204	SB AmtRan2014
1,440.00	144.00		WHT-Vision Operations-204	SB10% Flat
2,500.00	125.00		WHT-Vision Operations-204	SB AmtRan2014
1,500.00	150.00		WHT-Vision Operations-204	SB10% Flat
			US-Tax	VAT
15,000.00	2,250.00		WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
16,000.00	2,400.00		WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
51,000.00	1,516.00		WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
10,000.00	1,500.00	1/6/2014	WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
11,000.00	1,650.00	1/6/2014	WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
12,000.00	1,800.00	1/6/2014	WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT
13,000.00	1,950.00	1/6/2014	WHT-Vision Operations-204	SB AmtRan2014
			US-Tax	VAT

Key Insights

The report lists the invoices that have withholding deductions.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Withholding Tax Report.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Income Tax and Withholding**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically to get details of the withheld taxes that were deducted an invoice.
What can I do with this report?	• The default grouping for the report is by invoice, but you can also group the report by supplier. • You can run the report for a supplier or supplier type, and a date range.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Withholding Tax Report

Payables Withholding Tax Report

Review detailed invoice withholding tax information for a supplier. Use the information in this report to satisfy management, supplier, and tax authority reporting requirements.

Note: This report lists withholding tax information only for invoices that have withheld amounts.

Run the report from the Reports and Analytics work area.

Parameters

Business Unit

Specify a business unit.

Currency

Select whether to review invoices in the entered currency or the ledger currency.

Invoice Date

Enter an invoice date range.

Invoice Group

Specify the name of an invoice group.

Invoice Type

Select the type of invoice.

Supplier

Select one or more suppliers.

Supplier Number

Select one or more supplier numbers.

Report View

Withholding Tax by Invoice Report

Select this view to review detailed invoice withholding tax information, including invoice number, amount subject to withholding, and withholding tax amounts. Use this view if the **Apply Withholding Tax** option is set to **At invoice validation** on the Manage Tax Reporting and Withholding Tax Options page.

Withholding Tax by Supplier Report

Select this view to review detailed withholding tax information, including invoice number, payment number, and withholding tax amounts, regardless of when withholding occurred.

Report Output

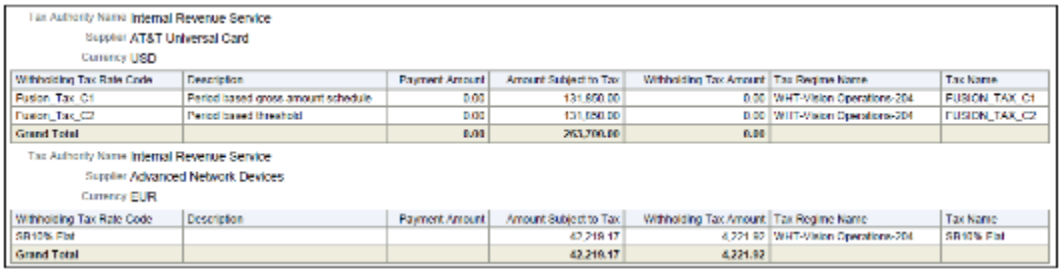
You can manage section headers and columns on the report. For example, you can change column sorting, or change a section header to a column or parameter.

Overview of Payables Withholding Tax by Tax Authority Report

This topic includes details about the Payables Withholding Tax by Tax Authority Report.

The Payables Withholding Tax by Tax Authority Report lists withholding taxes for tax codes assigned to a tax authority.

The following figure is an example of the report.

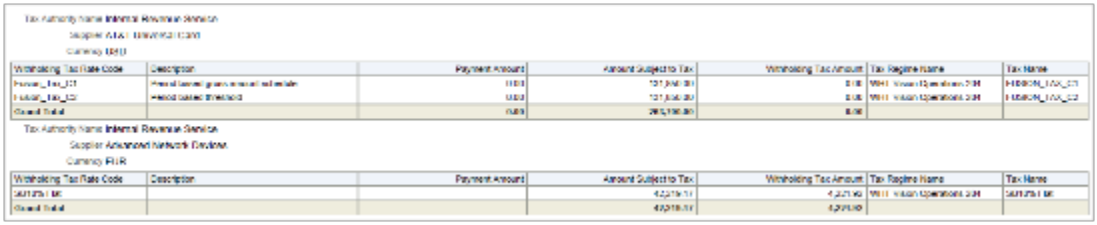


Tax Authority Name Internal Revenue Service
Supplier AT&T Universal Card
Currency USD

Withholding Tax Rate Code	Description	Payment Amount	Amount Subject to Tax	Withholding Tax Amount	Tax Regime Name	Tax Name
Fusion_Tax_C1	Period based gross amount schedule	0.00	131,650.00	0.00	WHT-Vision Operations-204	FUSION_TAX_C1
Fusion_Tax_C2	Period based threshold	0.00	131,650.00	0.00	WHT-Vision Operations-204	FUSION_TAX_C2
Grand Total		0.00	263,700.00	0.00		

Tax Authority Name Internal Revenue Service
Supplier Advanced Network Devices
Currency EUR

Withholding Tax Rate Code	Description	Payment Amount	Amount Subject to Tax	Withholding Tax Amount	Tax Regime Name	Tax Name
SR10% Flat			42,218.17	4,221.82	WHT-Vision Operations-204	SR10% Flat
Grand Total			42,218.17	4,221.82		



Key Insights

The report lists withholding tax information for withholding tax codes that have amounts withheld.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Withholding Tax by Tax Authority Report.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Income Tax and Withholding**.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Periodically, to identify withholding amounts for each withholding authority.
What can I do with this report?	• Review detailed withholding tax information for withholding tax codes assigned to a supplier with a type of Tax Authority. • Use the information to satisfy management, supplier, and tax authority reporting requirements.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Invoices - Transactions Real Time subject area.

Related Topics

- Payables Withholding Tax by Tax Authority Report

Payables Withholding Tax by Tax Authority Report

Review detailed withholding tax information for withholding tax codes assigned to a Tax Authority type supplier. Use the information in this report to satisfy management, supplier, and tax authority reporting requirements.

Note: This report lists withholding tax information only for withholding tax codes that have withheld amounts.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify a business unit.

Currency

Select whether to list invoices in the entered or ledger currency.

Invoice Date

Specify an invoice date range.

Invoice Group

Select an invoice group.

Invoice Type

Select a type of invoice.

Supplier

Select the name of a supplier.

Supplier Number

Select the number of a supplier.

Tax Authority Name

Select the name of a supplier with a type of **Tax Authority**.

Tax Authority Site

Select a site for the tax authority supplier.

Withholding Tax Name

Select a withholding tax code. Leave this parameter blank to review withholding tax information for all withholding tax codes assigned to the specified tax authority.

Report Output

You can manage section headers and columns on the report. For example, you can change column sorting, or change a section header to a column or parameter.

Related Topics

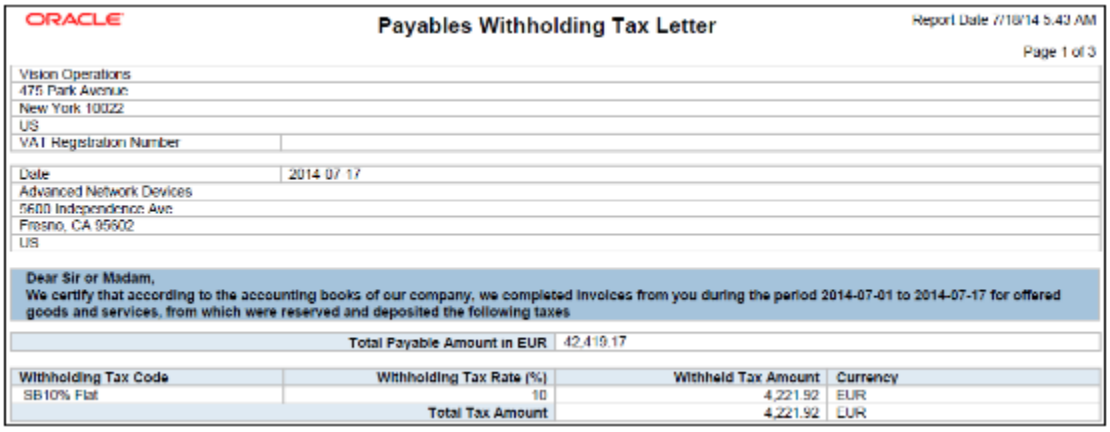
- Define Payables Setup for Withholding Tax

Overview of Payables Withholding Tax Letter

This topic includes details about the Payables Withholding Tax Letter.

The Payables Withholding Tax Letter is a letter that you can mail to a supplier periodically. The letter contains a list of withholding taxes made for the supplier summarized either by tax type and tax rate, or by supplier site

The following figure is an example of the report.



ORACLE

Payables Withholding Tax Letter

Report Date 7/18/14 5:43 AM

Page 1 of 3

Vision Operations
475 Park Avenue
New York 10022
US
VAT Registration Number

Date 2014 07 17
Advanced Network Devices
5600 Independence Ave
Fresno, CA 95602
US

Dear Sir or Madam,
We certify that according to the accounting books of our company, we completed invoices from you during the period 2014-07-01 to 2014-07-17 for offered goods and services, from which were reserved and deposited the following taxes

Total Payable Amount in EUR	42,419.17

Withholding Tax Code	Withholding Tax Rate (%)	Withheld Tax Amount	Currency
SB10% Flat	10	4,221.92	EUR
	Total Tax Amount	4,221.92	EUR

Key Insights

The letter provides details of the withholding amounts for various withholding codes that were deducted for a period.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Withholding Tax Letter.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Periodically to send suppliers details of withheld taxes that were deducted for a period.
What can I do with this report?	You can run this report for an individual supplier, all suppliers, or for a supplier type. You can also specify a date range for the withholding information.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Withholding Tax Letter

Payables Withholding Tax Letter

You can create a withholding tax letter with a list of withheld taxes to mail to your suppliers periodically.

You can run this report from the Scheduled Processes work area.

Before running the report, ensure withholding tax was calculated on all invoices subject to withholding for the period covered by the letter.

Parameters

Business Unit

Specify the business unit.

From Date, To Date

Specify the date range for which withholding tax was created.

From Supplier, To Supplier

Specify an inclusive supplier name range.

Supplier Type

Select the type of supplier.

Name of Sender

Enter the name of the person sending the letter.

Title of Sender

Enter the title of the person sending the letter.

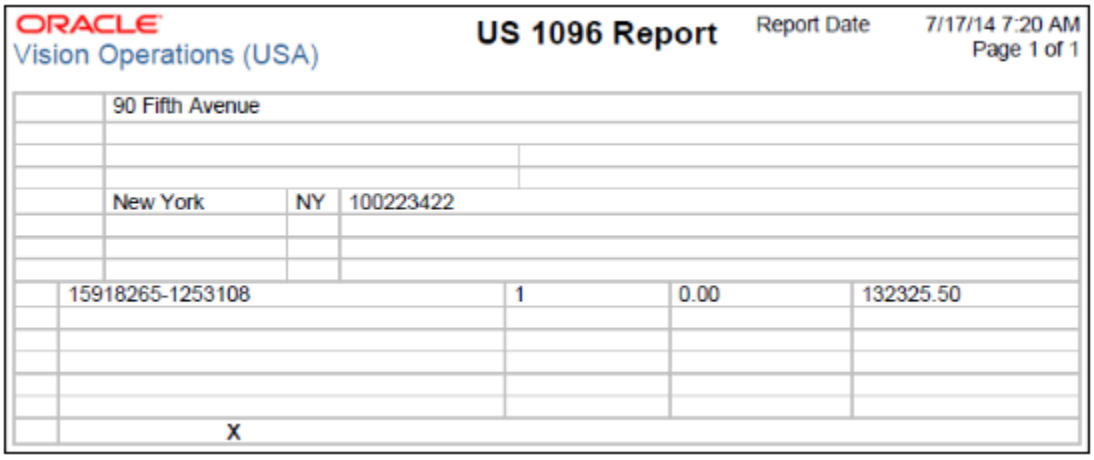
Submit US 1096 and 1099 Reports

Overview of US 1096 Report

This topic includes details about the United States (US) 1096 Report.

The US 1096 Report summarizes each US 1099 form type that's transmitted on paper, as required by the US Internal Revenue Service, and generates the summary on a preformatted Internal Revenue Service form.

The following figure is an example of the report.


ORACLE
Vision Operations (USA)

US 1096 Report

Report Date 7/17/14 7:20 AM
Page 1 of 1

	90 Fifth Avenue				
	New York	NY	100223422		
	15918265-1253108		1	0.00	132325.50
	X				

Key Insights

Before running this report, you must run the US 1099 Report.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1096 Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Annually for US 1099 reporting.
What can I do with this report?	Send the report to the Internal Revenue Service.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1096 Report

US 1096 Report

Generate a US 1096 form for each tax reporting entity on a preformatted Internal Revenue Service form. The form provides totals of the Forms 1099-MISC and 1099–NEC an employer submits for independent contractors and other nonemployees that the employer paid during the previous year.

You can run this report from the Scheduled Processes work area.

Before running this report, you must:

- Run the US 1099 Report.
- Insert and align the US 1096 forms in your printer.
- The US 1096 Report generates two reports providing the totals for Forms 1099-MISC and 1099-NEC. After the process is completed, click Republish. You can then select and print the Form 1096 for 1099-MISC and 1099-NEC returns separately.

Parameters

Business Unit

Specify a business unit.

Tax Reporting Entity

Specify the name of the reporting entity.

Payer Name Source

Select the source from which to obtain the payer name.

- **Address**: Address line 1 on the Create Location page in Oracle Fusion Global Human Resources.
- **Location**: Location name on the Create Location page.
- **Tax entity**: Entity name on the Create Reporting Entity page.

Report Output

The following table describes the information provided on the US 1096 Form.

Form Field	Description
Filer's name, street address, city or town, state or province, country, and postal code	Name and address of your tax reporting entity.
Employer identification number	Tax identification number of the tax reporting entity.
Total number of forms	Total number of 1099-MISC forms that you created for US 1099 suppliers.
Federal income tax withheld	Total federal income tax withheld for all US 1099 suppliers. The amount is the sum of all paid distributions for US 1099 suppliers with an income tax type of **MISC4**.
Total amount reported with this Form 1096	Total 1099-MISC payments.
1099-MISC	The type of form being filed. The application prints an **X** in the 1099-MISC box.

Related Topics

- How You Use US 1099 Reporting
- Reporting Entities

Overview of US 1099 Invoice Exceptions Report

This topic includes details about the United States (US) 1099 Invoice Exceptions Report.

The US 1099 Invoice Exceptions Report lists paid invoice distributions with inaccurate or missing US 1099 income tax information.

The following figure is an example of the report.

ORACLE
Vision Operations (USA)

US 1099 Invoice Exceptions Report

Report Date 7/16/14 4:14 PM
Page 2 of 5

Invoice Distribution Lines for 1099 Suppliers with No Income Tax Type

Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Amount	Line Number	Line Amount
Advanced Network Devices	1013	APTSRPI-AWT-037	01-Jan-14	2,500.00	1	-80.00
					1	-20.00
					2	-30.00
					2	-20.00
					3	-30.00
		AP_INV_SP_50	01-Aug-14	42,219.97	1	-12.00
					2	4,202.00
					3	-8.00
		AP_INV_SP_50_GBP	16-Jul-14	42,219.97	1	-12.00
					2	-4,202.00
					3	-8.00
		RK_AWT_ACCDATE	09-Aug-13	6,600.00	1	-96.00
					2	-144.00
		RK_AWT_ACCDATE_2	09-Jul-13	3,000.00	1	-120.00
					2	-180.00
		RK_AWT_CANCEL_MT	01-Jan-14	2,000.00	5	-80.00
					6	-120.00

Key Insights

Before running this report, account for the invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Invoice Exceptions Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Before submitting the US 1099 Report.
What can I do with this report?	Identify invoice distributions that are exceptions to the US 1099 reports.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1099 Invoice Exceptions Report

US 1099 Invoice Exceptions Report

Review paid invoice distributions with inaccurate or missing US 1099 income tax information.

Before you run US 1099 reports, you should run this report for each tax entity to identify any exception invoice distributions. You can use the Update and Report Income Tax Details process to fix incorrect or missing income tax types or income tax regions. If the US 1099 status on a supplier is incorrect, you can correct it in on the Manage Suppliers page.

You can run this report from the Scheduled Processes work area.

Before running this report you must account for the invoices.

Parameters

Business Unit

Specify a business unit.

Reporting Entity

Specify a reporting entity.

Balancing Segment Source

Specify the account that determines the balancing segment for the invoice.

- **Invoices**: Charge account on the invoice distribution.
- **Payments**: Bank cash account used for the invoice payment.

From Accounting Date, To Accounting Date

Specify an inclusive accounting date range.

Report Results

The 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 Missing Income Tax Type or with Invalid Income Tax Type: This section prints if combined filing is enabled.
- 1099 Suppliers with a Negative Income Tax Type Total: This section doesn't apply to withholding tax distributions with an income tax type of **MISC4**.
- 1099 Suppliers with Withholding Exceptions: This section shows suppliers with positive totals for income tax type **MISC4**.

Related Topics

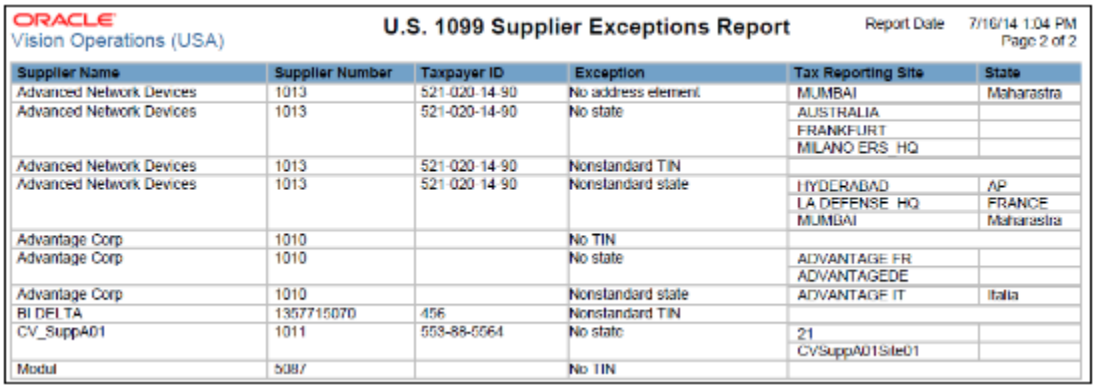
- How You Use US 1099 Reporting

Overview of US 1099 Supplier Exceptions Report

This topic includes details about the United States (US) 1099 Supplier Exceptions Report.

The US 1099 Supplier Exceptions Report lists suppliers with inaccurate or incomplete US 1099 income tax information.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

U.S. 1099 Supplier Exceptions Report

Report Date 7/16/14 1:04 PM
Page 2 of 2

Supplier Name	Supplier Number	Taxpayer ID	Exception	Tax Reporting Site	State
Advanced Network Devices	1013	521-020-14-90	No address element	MUMBAI	Maharastra
Advanced Network Devices	1013	521-020-14-90	No state	AUSTRALIA	
				FRANKFURT	
				MILANO ERS HQ	
Advanced Network Devices	1013	521-020-14-90	Nonstandard TIN		
Advanced Network Devices	1013	521-020-14-90	Nonstandard state	HYDERABAD	AP
				LA DEFENSE HQ	FRANCE
				MUMBAI	Maharastra
Advantage Corp	1010		No TIN		
Advantage Corp	1010		No state	ADVANTAGE FR	
				ADVANTAGEDE	
Advantage Corp	1010		Nonstandard state	ADVANTAGE IT	Italia
BI DELTA	1357715070	456	Nonstandard TIN		
CV_SuppA01	1011	553-88-6564	No state	21	
				CVSuppA01Site01	
Modul	5087		No TIN		

Key Insights

Before running this report, account for the invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Supplier Exceptions Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Before submitting the US 1099 Report.
What can I do with this report?	Review suppliers with inaccurate or incomplete US 1099 income tax information and correct them before generating the US 1099 forms.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1099 Supplier Exceptions Report

US 1099 Supplier Exceptions Report

Review suppliers with inaccurate or incomplete United States (US) 1099 income tax information. You can correct supplier exceptions on the Income Tax tab on the Manage Suppliers page.

Run the report from the Scheduled Processes work area.

Before running this report you must account for the invoices.

Parameters

Business Unit

Specify a business unit.

Tax Reporting Entity

Specify the name of a tax reporting entity.

From Accounting Date

You can limit the report to suppliers that received payments from the accounting date that you specify. This can be useful to ensure that your supplier information is accurate for a specific tax reporting year. If you don't enter a date, the report lists all suppliers with US 1099 exceptions, even if no payments were made to those suppliers.

Balancing Segment Source

Specify the account to use to determine the balancing segment associated with the invoice.

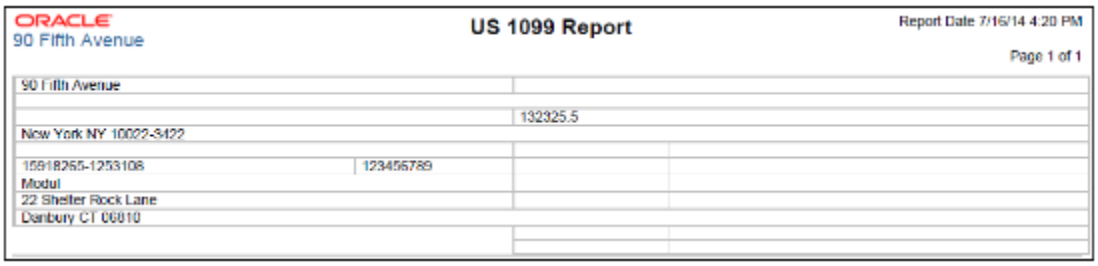
- **Invoices**: Charge account on the invoice distribution.
- **Payments**: Bank cash account used for the invoice payment.

Overview of US 1099 Report

This topic includes details about the United States (US) 1099 Report.

The US 1099 Report provides the total US 1099 miscellaneous payments (MISC) and nonemployee compensation (NEC) for a US 1099 supplier and generates US 1099-MISC and US 1099-NEC forms for each tax reporting entity in an organization.

The following figure is an example of the report.



Key Insights

The report includes payments for invoice distributions that have one of the following values in the **Income Tax Type** field in the 1099 form:

1099-MISC	1099-NEC
MISC types 1 through 18 (except for MISC9)	MISC7

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Annually for US 1099 reporting. **Note:** Your 1099 report only considers the payments for which the invoices are available in Payables.
What can I do with this report?	• Report on the total US 1099 miscellaneous payments and nonemployee compensation for US 1099 suppliers. • Generate US 1099-MISC and 1099-NEC forms on preformatted forms from the Internal Revenue Service for each tax reporting entity in the organization.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1099 Report

US 1099 Report

Report on the total 1099-MISC and 1099-NEC payments for a particular United States (US) 1099 supplier. Generate US 1099 forms on preformatted forms from the Internal Revenue Service for each tax reporting entity in your organization.

Tip: Voided checks aren't included in US 1099 payment totals, regardless of when the payment was voided.

In accordance with Internal Revenue Service rules, a 1099 form isn't generated unless you paid a supplier at least 600 USD for a calendar year. However, a US 1099 form is generated for a supplier if you do any of the following:

1099-MISC	1099-NEC
At least 10 USD payment in royalties to a US 1099 supplier (Box 2)	At least 600 USD payment for: • Nonemployee compensation (Box 1)
At least 600 USD payment for: • Rents (Box 1) • Other income (Box 3) • Medical and health care payments (Box 6) • Crop insurance proceeds (Box 9) • Fish purchased for resale (Box 11)	
Any amount paid for: • Fishing boat proceeds (Box 5) • Substitute payments in lieu of dividends or interest (Box 8) • Gross proceeds to an attorney (Box 10) • Section 409A deferrals (Box 12) • Nonqualified deferred compensation (Box 15)	Any amount paid for: • Excess golden parachute payments (Box 3)

Note: Golden parachute payments are no longer accepted through the FIRE application. Instead, these payments must be filed using the Information Returns Intake System (IRIS), or submitted on paper. If you need to correct the golden parachute payments that are already filed through FIRE, those corrections must be made on paper.

The report includes payments for invoice distributions that have one of the following values in the **Income Tax Type** field in the 1099 form:

1099-MISC	1099-NEC
MISC types 1 through 18 (except for MISC9)	MISC7

The report stops and reports an error if any of the following exceptions occur:

- Nonstandard tax identification number (TIN)
- Null Address Element
- Null Foreign Address
- Null State
- Null TIN

Note: The report stops and records negative miscellaneous totals in the log file.

You can run this report from the Manage Scheduled Processes page.

Before running the report:

- Account for the invoices.
- Submit the US 1099 Invoice Exceptions and the US 1099 Supplier Exceptions reports. Review the reports and make any necessary corrections.
- Insert and align the US 1099 forms in your printer.

Parameters

Business Unit

Specify a business unit.

From Accounting Date, To Accounting Date

Specify an inclusive accounting date range.

Tax Reporting Entity

Specify the name of a tax reporting entity.

Payer Phone

Enter the phone for the person in your organization who the payee should call for questions about the US 1099 form.

Supplier Name

Enter a supplier name or leave blank to report all suppliers.

Balancing Segment Source

Specify the account to use to identify the balancing segment associated with the invoice.

- **Invoices**. Uses the charge account on the invoice distribution.
- **Payments**. Uses the bank cash account from the invoice payment.

Federal Reporting Limit

The minimum amount to report US 1099 miscellaneous payments and nonemployee compensation to your suppliers.

Order By

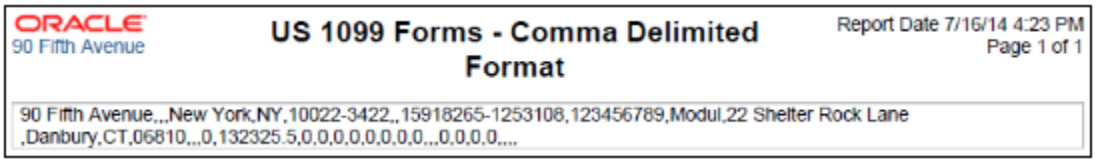
Select whether to order the report alphabetically by state code or by the reporting name of the supplier.

Overview of US 1099 Forms (Comma Delimited Format)

This topic includes details about the United States (US) 1099 Forms (Comma Delimited Format).

The US 1099 Forms (Comma Delimited Format) lists the total US 1099 miscellaneous tax type payments for US 1099 suppliers in a comma delimited format.

The following figure is an example of the report.


ORACLE
90 Fifth Avenue

US 1099 Forms - Comma Delimited Format

Report Date 7/16/14 4:23 PM
Page 1 of 1

90 Fifth Avenue,,,New York,NY,10022-3422,,15918265-1253108,123456789,Modul,22 Shelter Rock Lane
,Danbury,CT,06810,,,0,132325.5,0,0,0,0,0,0,0,0,,,0,0,0,0,,,,

Key Insights

Before running the report, account for the invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Forms (Comma Delimited Format).

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Annually for US 1099 reporting.
What can I do with this report?	Report on the total US 1099 miscellaneous payments for US 1099 suppliers.
What type of report is this?	Oracle Analytics Publisher

Related Topics

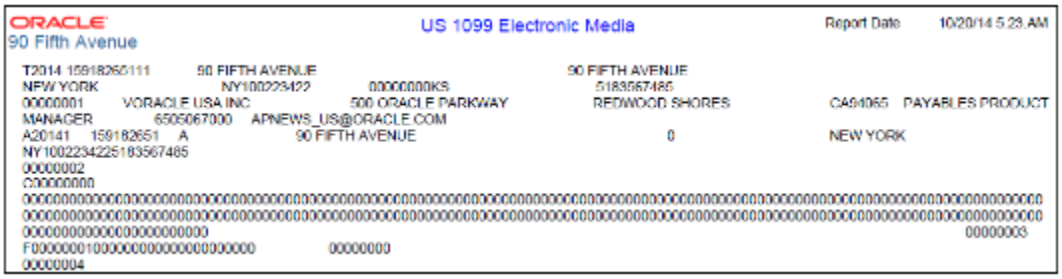
- US 1099 Report

Overview of US 1099 Electronic Media Report

This topic includes details about the United States (US) 1099 Electronic Media Report.

The US 1099 Electronic Media Report generates summarized US 1099 information in electronic format, as required by the United States Internal Revenue Service.

The following figure is an example of the report.



Key Insights

Before running the report, account for the invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Electronic Media Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Annually for US 1099 reporting.
What can I do with this report?	Send the output to the Internal Revenue Service.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1099 Electronic Media Report

US 1099 Electronic Media Report

Generate summarized US 1099 information in electronic format as required by the Internal Revenue Service (IRS). The IRS requires electronic filing if you submit 250 or more records for your US 1099 reporting.

You must report US 1099 information for each tax reporting entity that you define for your organization. The 250 record requirement is applicable to each tax reporting entity.

If you enable combined filing, the report produces K records for tax regions or states participating in the Combined Filing Program that have qualifying payments. The report also produces B records for suppliers with US 1099 payment amounts which equal or exceed the tax region's reporting limit in qualifying states.

Note: Refer to federal or state tax publications to obtain information regarding the US 1099 reporting requirements for each participating tax region. For example, you may have to enter or edit the reporting limits for each income tax region on the Manage Income Tax Regions page.

You can run this report from the Manage Scheduled Processes page.

Before running this report:

- Account for the invoices.
- Ensure the tax reporting entity has a nine-digit tax identification number. Assign the taxpayer ID to the tax entity on the Create Reporting Entity page.
- Submit and review the US 1099 Invoice Exceptions and US 1099 Supplier Exceptions reports. Make any necessary corrections.

Parameters

Business Unit

Specify a business unit.

From Accounting Date, To Accounting Date

Specify an inclusive accounting date range.

Tax Reporting Entity

Enter the name of a tax reporting entity.

Payer Name Source

Specify the source from which to obtain the payer name for the US 1099 payments.

- **Address**: Address line 1 for the address entered on the Create Location page in Oracle Fusion Global Human Resources.
- **Location**: Location name entered on the Create Location page.
- **Tax entity**: Entity name entered on the Create Reporting Entity page.

Control Name

Enter your Payer Name Control. You can obtain the four-character Payer Name Control from the mailing label on the 1099 package most payers on record receive each December. The Payer Name Control is typically the first four characters of your tax reporting entity name.

Control Code

Enter your five-digit Transmitter Control Code (TCC). You can file Form 4419 to receive a control code from the Internal Revenue Service.

Test Submission

Select **Yes** if you're submitting a test US 1099 Electronic Media Report to the IRS.

Media Type

- **Diskette**: Formats your US 1099 data so that you can record it on a diskette.
- **Electronic file**: Formats your US 1099 data so that you can transmit an electronic file to the IRS.

- **Magnetic tape**: Formats your US 1099 data so that you can record it on magnetic tape.

Last Year Filing

Select **Yes** if due to a merger, bankruptcy, and so on, this is the last year the tax reporting entity is filing.

Foreign Corporation

Select **Yes** if your organization is a foreign tax reporting entity as recognized by the IRS.

Balancing Segment Source

Specify the account to use to determine the balancing segment for the invoice.

- **Invoices**: Charge account on the invoice distribution.
- **Payments**: Bank cash account used for the invoice payment.

File Indicator

Select a file indicator to include in the report:

- **Correction**
- **Original**
- **Replacement**

Original File

If you're submitting a replacement file, select one of the following options:

- **Electronic**
- **Magnetic media**

Replacement Alphanumeric Character

Enter a value if the IRS Enterprise Computing Center returned your file due to processing problems and you're generating a replacement file. Enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip Form 9267 that was sent with your returned media.

You must enter a value if your File Indicator is **Replacement** and if the Original File and Media Type aren't both **Electronic**.

Contact Name

Enter the name of the contact to include in the report.

Contact Phone

Enter the phone of the contact to include in the report.

Contact E-Mail

Enter the complete e-mail of the person in your enterprise to contact regarding electronic or magnetic files sent to the IRS. The e-mail is included in the report.

Electronic File Name

If this is a replacement file, enter the file name provided by the IRS electronic Filing Information Return Electronically (FIRE) application, for example, 12345p01.DAT. If this is an original or correction file, leave this parameter blank.

Federal Reporting Limit

Specify the minimum US 1099 payment amount to report.

Report Results

If the report encounters a negative income tax type total, it stops and reports this in the log file.

If the report encounters any of the following exceptions, it stops and reports the error in the output.

Exception	Description
Nonstandard TIN	The tax identification number is more or less than nine digits in length.
No address element	The US 1099 supplier has a tax reporting site that doesn't have an address, city, or postal code.
No foreign address	The foreign supplier has a tax reporting site that doesn't have an address or country.
No state	The supplier doesn't have a state abbreviation for its tax reporting site.
No TIN	The supplier doesn't have a tax identification number.

Related Topics

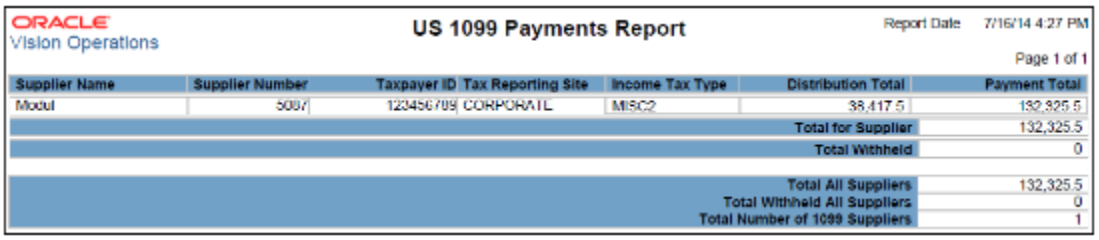
- How You Use US 1099 Reporting
- Reporting Entities

Overview of US 1099 Payments Report

This topic includes details about the United States (US) 1099 Payments Report.

The US 1099 Payments Report lists payments made to US 1099 reportable suppliers.

The following figure is an example of the report.



ORACLE
Vision Operations

US 1099 Payments Report

Report Date 7/16/14 4:27 PM

Page 1 of 1

Supplier Name	Supplier Number	Taxpayer ID	Tax Reporting Site	Income Tax Type	Distribution Total	Payment Total
Modul	5007	123456789	CORPORATE	MISC2	38,417.5	132,325.5
					Total for Supplier	132,325.5
					Total Withheld	0
					Total All Suppliers	132,325.5
					Total Withheld All Suppliers	0
					Total Number of 1099 Suppliers	1

Key Insights

Before running the report, account for the invoices.

Frequently Asked Questions

The following table lists frequently asked questions about the US 1099 Payments Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Annually for US 1099 reporting.
What can I do with this report?	Reconcile the report to the US 1099 forms or prepare additional reporting.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- US 1099 Payments Report

US 1099 Payments Report

Review payments made to United States (US) 1099 reportable suppliers. Use the US 1099 Payment report to reconcile to your US 1099 forms, or to prepare additional reporting. For example, you can get information for states that don't participate in the combined filing program.

Run the report from the Scheduled Processes work area.

> **Tip:** Before running the report, account for the invoices.

Business Unit

Specify a business unit.

Group By

Select a sorting method.

- **Income Tax Region**: Sorts by income tax type within each region and displays the total paid for all income tax regions.
- **Income Tax Type**: Sorts by income tax type and displays the total paid for all income tax types.
- **Supplier**: Sorts by supplier name when run in summary. Sorts by tax reporting name when run in detail. Since the US 1099 Forms display tax reporting names, this setting can be useful for reconciling US 1099 reporting.

Reporting Method

Select a reporting method.

- **Detail**: Displays the invoice details that comprise the totals.
- **Summary**: Displays the sum of the US 1099 payments.

From Accounting Date, To Accounting Date

Specify the inclusive accounting date range.

Supplier Name

Specify a supplier name if you selected to group by supplier. This can be useful if you have to provide supplier detail for the paid invoices on the US 1099 Form.

Income Tax Region

Specify a tax region or leave the parameter blank to submit the report for all income tax regions.

Tax Reporting Entity

Specify a tax reporting entity.

Balancing Segment Source

Select the account to use to determine the balancing segment for the invoice.

- **Invoices**: Uses the charge account on the invoice distribution.
- **Payments**: Uses the bank cash account from the invoice payment.

Federal Reportable Only

- **Yes**: Includes suppliers designated as federally reportable only.
- **No**: Doesn't restrict the report to only federally reportable suppliers.

Meeting Minimum Levels Only

- **Yes**: Includes US 1099 payment information only if payments meet federally reportable requirements and state requirements as defined on the Manage Tax Regions page.
- **No**: Includes all US 1099 payment information.

US 1099-G Report for Government Payments

Federal, state, or local governments in the United States can now generate Form 1099-G for certain payments like unemployment compensation, taxable grants, and agricultural subsidy payments.

Before you can use Payables to generate US 1099-G reports for a supplier, you must configure the supplier profile to enable the feature.

Enable Form 1099-G Reporting for Supplier

Here's how you can enable 1099-G reporting.

1. Navigate to **Procurement** > **Suppliers**, and search for the supplier for which you want to enable 1099-G reporting.

2. Edit the supplier profile and go to the Income Tax tab in the Profile Details section.
3. Select **Federal reportable** to classify the supplier as federal reportable.
4. In the **Federal Income Tax Type** list, select the default income tax type for the supplier. You can select one of the following:
    - **GOV1**: Unemployment compensation. This is reported in Box 1.
    - **GOV6**: Taxable grants. This is reported in Box 6
    - **GOV6A**: Energy grants. This is reported in Box 6.
    - **GOV7**: Agriculture payments. This is reported in Box 7.
5. Save the supplier profile.

Generate US 1099-G Report

To generate 1099-G reports:

1. Create invoices for the supplier. You can override the income tax type that was defaulted from the supplier profile. Account and pay the invoices.
2. Submit the process **US 1099-G Report** to generate the paper format for Form 1099-G. After the process is completed, click **Republish**. You can then select the output to be printed as one of the following:
    - Form 1099-G Copy A for IRS
    - Form 1099-G Copy B for the supplier
3. Submit the process **US 1096 Report for 1099-G** for generating Form 1096.
4. Submit the process **US 1099-G Electronic Media Report** for filing the returns electronically. After the process is completed, click **Republish**. Export to .rtf and copy the contents to a text file.

Related Topics

- US 1099 Report

How You Print Instructions for Suppliers for Forms 1099-MISC and 1099-NEC

You can help your suppliers in filing their income tax returns by sharing printed instructions on Copy B of Form 1099-MISC and Form 1099-NEC.

When you file Form 1099-MISC or Form 1099-NEC to the United States Internal Revenue Services (IRS), you must send a copy of the returns to the supplier. The supplier copy now includes the instructions to the recipient on the next page.

Submit the process **US 1099 Report** for generating Forms 1099-MISC and 1099-NEC. After the process is completed, click **Republish**. You can then select the print output from these options:

- Form 1099-MISC Copy A
- Form 1099-MISC Copy B
- Form 1099-NEC Copy A
- Form 1099-NEC Copy B

The Copy B of each form contains one page reporting the amounts paid in each box followed by one page with the instructions for the recipient.

Related Topics

- US 1099 Report

Submit a Single 1099 Return for a Tax Reporting Entity

You can consolidate 1099 returns across multiple business units and submit a single 1099 return for a tax reporting entity.

When you submit one of the following processes, you can opt to consolidate the payments made across all associated business units into one report:

- US 1099 Report
- US 1096 Report
- US 1099 Electronic Media Report
- US 1099 Forms (Comma Delimited Format)
- US 1099 Invoices Exceptions Report
- US 1099 Suppliers Exceptions Report
- US 1099 Payments Report
- Update and Report Income Tax Details

Here's how you consolidate the payments of multiple business units into a single return.

1. Navigate to **Tools** > **Scheduled Processes**.
2. Click **Schedule New Process** and then select the process name in the dialog box.
3. In the Process Details dialog box, provide the applicable values for the mandatory fields.
4. Select a value for the **Business Unit** field. If you want to generate a report for all the business units in the ledger, leave the field blank.
5. Submit the process.

> **Note:** If you have scheduled any of these processes to run on a recurring basis, you have to cancel the existing schedule and create a new one with the new parameters.

Related Topics

- Overview of US 1099 Forms (Comma Delimited Format)
- US 1099 Report
- US 1096 Report
- US 1099 Electronic Media Report

How Income Tax Detail Updates Are Processed

The Income Tax Type and Income Tax Region fields are required for all invoice distributions of United States (US) federally reported suppliers for 1099 reporting.

You can update or report on these fields by submitting the Update and Report Income Tax Details process on the Scheduled Processes page.

Submit the process to:

- Correct inaccurate or missing values in the **Income Tax Type** or **Income Tax Region** fields on invoice distributions for US 1099 suppliers.
- Correct invoice distributions for non-US 1099 suppliers that have income tax types assigned.
    - If a supplier isn't a US 1099 supplier, but has invoice distributions with income tax types, ensure that the supplier isn't federally reported. Also ensure that the **Federal Income Tax Type** field is blank on the Edit Supplier page. Then submit the process to correct the invoice distributions.
    - If a supplier isn't currently designated as a US 1099 supplier but should be, change the supplier to federally reported. In this case, the invoice distributions are accurate, so you don't have to submit the process. The US 1099 reports include invoices for the supplier.

Settings That Affect Income Tax Detail Updates

The following settings affect how the Update and Report Income Tax Details process updates income tax types and income tax regions on invoice distributions:

- Supplier setup
- Tax reporting options
- Process parameters

Note: If you enable the **Include withholding distributions in income tax reports** option, the Update US 1099 Withholding Tax Distributions process runs automatically. The process updates existing withholding tax distributions that are missing income tax types or income tax regions.

This table describes the parameters for the Update and Report Income Tax Details process.

Parameter	Description
Business Unit	Name of a business unit.
Supplier Name	Name of a supplier. Leave blank if the process is submitted for all US 1099 suppliers.
From Accounting Date, To Accounting Date	Inclusive accounting date range.
Income Tax Type Action	Action to perform on the **Income Tax Type** field of invoice distributions for the suppliers that you specify. • **No action** • **Report**: Prints the report. • **Update**: Updates the **Income Tax Type** field of invoice distributions with incorrect or missing income tax types to the default income tax type for the supplier. Prints the report.
Income Tax Region Action	Action to perform on the **Income Tax Region** field of invoice distributions for the suppliers that you specify.

Parameter	Description
	• **No action** • **Report**: Prints the report. • **Update**: Updates the **Income Tax Region** field for invoice distributions with incorrect or missing income tax regions depending on the **Update Income Tax Region To** parameter. Prints the report.
Update Income Tax Region To	Value to set for the **Income Tax Region** field for invoice distributions with incorrect or missing income tax regions.

How Income Tax Detail Updates Are Processed

If you run the process in report mode, the Update Income Tax Details report lists the number of invoice distributions that require correction. These invoice distributions are updated when you run the process in update mode. Update mode also lists the number of invoice distributions that the process updates.

The following table describes the sections of the Update Income Tax Details report.

Section	Description
Income Tax Type	Lists the supplier name and number of invoice distributions that don't have income tax types for US 1099 suppliers. Lists the invoice distributions that have income tax types for suppliers that aren't defined as US 1099 suppliers.
Income Tax Region	Lists the supplier name and number of invoice distributions with incorrect or missing income tax regions.

Note: For withholding tax distributions, the process updates only the **Income Tax Region** field value. It doesn't update the **Income Tax Type** field value.

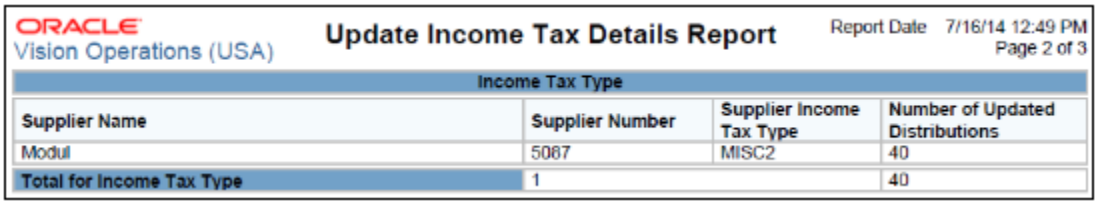
Update and Report Income Tax Details

This topic includes details about the Update and Report Income Tax Details report.

Overview

The report updates or reports on income tax type or income tax region fields on invoice distributions for United States (US) 1099 reporting.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Update Income Tax Details Report

Report Date 7/16/14 12:49 PM
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Income Tax Type			
Supplier Name	**Supplier Number**	**Supplier Income Tax Type**	**Number of Updated Distributions**
Modul	5067	MISC2	40
Total for Income Tax Type	1		40

Key Insights

The report updates existing invoice distributions with income tax type and income tax region information from the supplier setup.

Frequently Asked Questions

The following table lists frequently asked questions about the Update and Report Income Tax Details report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Periodically to update the income tax details on invoice distributions that are used for US 1099 reporting.
What can I do with this report?	You can run this report to update income tax details using the supplier setup for US 1099 reporting. Income tax details might not be available when an invoice is created so you can use this report to update the data.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- How Income Tax Detail Updates Are Processed

Close Payables Period

Considerations for Closing a Payables Period

You can close an Oracle Fusion Payables period after accounting entries are created for period transactions and you transferred the accounting entries to general ledger.

Consider performing the following closing activities:

- Complete and approve all transactions and payment files.
- Reconcile payments to bank statement activity.

- Transfer all approved invoices and payments to the general ledger.
- Submit the Unaccounted Transactions and Sweep process.
- Close the current Payables period.
- Reconcile Payables activity for the period.
- Open the next Payables period, run interface processes, and run reports.

Complete and Approve All Transactions and Payment Files

Ensure that all transactions are completed for the period you're closing.

- Run the Import Payables Invoice process to process all interface records. If the import process rejects any records, review the import corrections spreadsheet and resubmit the import.
- If invoice approval is enabled, approve all unapproved invoices. Depending on how your invoice options are set, validation or accounting may be required before you can approve the invoices.
- Resolve holds on invoices.
- Validate the invoices.
- Optionally submit a payment process request.
- Complete all payment files.
- Submit the Invoice and Payment Registers.
- Run the Update Matured Bills Payable Status process.
- Run the Apply Missing Conversion Rates process.

Reconcile Payments to Bank Statement Activity

Reconcile payments to bank statement activity for the period in Oracle Fusion Cash Management. Ensure that payments are cleared if you account for payments at clearing.

Transfer All Approved Invoices and Payments to the General Ledger

Transfer approved invoices and payments to the general ledger.

- To account and transfer any unaccounted transactions to General Ledger, run create accounting with the Transfer to General Ledger option set to **Yes**.
- Run the Post Journal Entries to General Ledger process to transfer to General Ledger transactions accounted in final mode, but that weren't transferred.
- Review the output generated by the Create Accounting and Post Journal Entries to General Ledger processes.

Submit the Unaccounted Transactions and Sweep Process

Run the Payables Unaccounted Transactions and Sweep process to transfer unaccounted transactions from one accounting period to another. If your accounting practices permit it, use this process to change the accounting date of the transactions to the next open period.

For example, you have invoices for which you can't resolve holds before the close. Your accounting practices allow you to change invoice distribution accounting dates. You can submit the process to change invoice distribution accounting dates to the first day of the next open period. You can then close the current period.

The Unaccounted Transactions and Sweep process doesn't roll forward accounted transactions, or accounted transactions with errors. To create successful accounting entries for accounted transactions with errors, correct any accounting errors and resubmit the Create Accounting Process. The process transfers unaccounted transactions to the

period you specify by updating the accounting dates to the first day of the new period. You can then close the current accounting period in Payables.

Close the Current Payables Period

Close the current Payables period and review the Payables Period Close Exceptions report.

Reconcile Payables Activity for the Period

Reconcile Payables activity using the following reports:

- Payables Trial Balance report
- Payables Posted Invoice Register
- Payables Posted Payment Register
- Payables to Ledger Reconciliation report
- Payables Open Items Revaluation report

Open the Next Payables Period, Run Interface Processes, and Run Reports

Open the next Payables period. Run Payables interface processes, including Create Mass Additions and Transfer Costs to Cost Management, to transfer information to other products.

Run the following transaction tax, withholding tax, and key indicators reports:

- Tax Reconciliation by Taxable Account
- Tax Audit Trial report
- Use Tax Liability report
- Financial Tax Register
- Payables Tax by Ledger Extract report
- Withholding Tax reports
- Withholding Tax by Tax Authority report
- Withholding Tax Letter
- Key Indicators report

Related Topics

- Considerations For Payables to Ledger Reconciliation Report
- Payables Trial Balance Report
- Payables Unaccounted Transactions and Sweep Report

Considerations for Setting Up for Payables to General Ledger Reconciliation

Periodically you reconcile the transactions in your accounts payable application, both before and after you post to the general ledger. The Payables to General Ledger Reconciliation preparation process and report help simplify reconciliation and reduce the amount of manual reconciling activity required.

The automated activities in the reconciliation process function according to your Oracle Fusion Financials setup. A review of some of these setups can help improve the overall reconciliation process.

Consider these points when setting up the Oracle Fusion Payables to general ledger reconciliation.

- Reconciling by Business Unit or Ledger
- Assigning the Financial Category
- Setting the Reconciliation Data Purge Frequency Profile Option
- Configuring User Security

Reconciling by Business Unit or Ledger

If you implicitly map primary balancing segment values to business units, you can reconcile based on business unit. Reconciling by business unit allows employees from different business units to balance their respective accounting activity.

If you don't implicitly map primary balancing segment values to business units, you must reconcile based on ledger. In this case, you must have access to all business units associated with the ledger to perform a thorough reconciliation. You must also reconcile by ledger if you centralize payment processing using the service provider model.

Assigning the Financial Category

You must assign the financial category of **Accounts Payable** to all your liability natural account values. You perform this task on the Manage Values page for the value set associated with the natural account segment of your chart of accounts.

> **Note:** To include bills payable, intercompany, and tax authority liability accounts on the reconciliation report, you can also assign them the **Accounts Payable** category.

After you assign the category, you can leave the **Account** parameter blank when you run the Prepare Payables to General Ledger Reconciliation process. The process includes all accounts that have a financial category of **Accounts Payable** in the ledger. Or you can enter specific natural account values to limit the report to reconciling only a subset of the payables accounts in the ledger.

> **Note:** You must assign the category to a natural account in your chart of accounts to see information about the Payables to Ledger Reconciliation report.

> **Note:** The **Business Unit** filter works with the Payables column and the **Account** filter works with the Accounting column of the Payables dashboard.

Setting the Reconciliation Data Purge Frequency Profile Option

Use the **Reconciliation Data Purge Frequency** profile option to specify the number of days to keep reconciliation data. You might want to keep the data for comparison purposes.

When you run the Prepare Payables to General Ledger Reconciliation process, the process refers to the value of the **Reconciliation Data Purge Frequency** profile option. Any reconciliation data requests older than the number of days specified in the profile option are purged from the tables.

For example, you set the profile to 30 days and submit the preparation process on January 1. If you submit the process again on January 29, the data isn't purged. However, the data is purged if you submit the process on February 1.

Configuring User Security

Typically General Ledger users are secured by data access sets. Data access sets use primary balancing segment values to secure access to ledgers, ledger sets, and portions of ledgers. Payables users are secured by business units.

For the Payables to Ledger Reconciliation report:

- General Ledger users can see general ledger data for the balancing segment values in their data access set. General Ledger users can also see the Payables or Oracle Fusion Subledger Accounting data for all business units linked to the ledger.
- Payables users can see the Payables and Subledger Accounting data for business units in their security definition. Payables users can also see general ledger data for all balancing segment values in the ledger.

The data roles for the General Ledger or Payables job roles can affect the reconciliation report. If data roles grant access to specific business units for General Ledger users or specific data access sets for Payables users, the report only includes:

- For General Ledger users, the Payables or Subledger Accounting data for those business units in the ledger to which the user has access.
- For Payables users, general ledger data for those balancing segment values included in the data access set to which the user has access.

If business units and balancing segment values are implicitly mapped, the report should work properly. Users can filter the report for the balancing segment values that are mapped to the business units to which they've access.

If business units and balancing segment values aren't intentionally or implicitly mapped, the Payables to Ledger Reconciliation report could display the following unintended results:

- For General Ledger users, the report includes general ledger data for all balancing segment values in the data access set. Payables and Subledger Accounting data is limited to the business units to which a user is granted access.
- For Payables users, one possible outcome is that the report doesn't include any general ledger data. Another outcome is that the report includes general ledger data that isn't properly mapped to the Payables or Subledger Accounting data for the business unit.

You can resolve this issue. Remove the access granted to specific business units for the General Ledger job roles, and the specific data access sets for the Payables job roles.

Prepare Payables to General Ledger Reconciliation

Run the Prepare Payables to General Ledger Reconciliation process to select data for the Summary section of the Payables to Ledger Reconciliation Report.

The process must run successfully for the most current summary information and before you can run the Payables to Ledger Reconciliation Report.

Prepare Payables to General Ledger Reconciliation Parameters

Request Name

Enter a descriptive name. Consider a name that indicates the accounting period, date, and time, especially if you're planning to run multiple processes.

Ledger

The ledgers available for selection are based on your assigned security.

Business Unit

Use this parameter to reconcile by a specific organization.

> **Note:**
> - You must explicitly map business units to balancing segment values. If not, you must reconcile by ledger.
> - Don't specify a business unit if you implemented centralized payment processing using the service provider model. The output from the process may be incomplete for the purposes of reconciliation.

Accounting Period

You can select either open or closed accounting periods.

Account

If you have multiple payables accounts, you can limit the process to specific accounts. The natural account segment values for the accounts must have a **Financial Category** of **Accounts Payable** to be included in the reconciliation report. If the **Financial Category** isn't assigned to any natural account values in the chart of accounts, the process fails.

Include Intercompany Transactions

You can include or exclude intercompany transactions. To reconcile only intercompany transactions, you can restrict the account range to include only intercompany accounts.

Include Bills Payable

If you select **Yes**, include the bills payable accounts in the **Account** parameter if they differ from the accounts payable accounts. You must select **Yes** if the bills payable liability account is the same as the regular liability account.

> **Note:** You may want to exclude bills payable if the bills payable account isn't a liability account.

Considerations For Payables to Ledger Reconciliation Report

Use the Payables to Ledger Reconciliation report to facilitate the reconciliation of payables data to the general ledger. The interactive reporting capability of the Payables to Ledger Reconciliation report provides both summarized and detailed reconciling data for review.

The summary shows payables and accounting beginning and ending balances, summarized activity for the period, and how the activity was accounted. You can drill down on any amount in the summary Difference column to see the Differences Detail report for that item. The Differences Detail report displays the real-time details that make up the summary balance and indicates potential causes for differences between actual and reconciling amounts.

This report can only be run for the Primary ledger and for non-adjustment periods.

To view the report, you must select a ledger and request name, which is the name from the Prepare Payables to General Ledger Reconciliation process.

> **Note:** For a more efficient reconciliation, don't allow general ledger sources other than Oracle Fusion Payables to post to Payables accounts.

Consider these points when using the Payables to Ledger Reconciliation report.

- Differences Between Transactional and Accounted Amounts
- Differences Between Summary and Detail Amounts
- Differences Between the Reconciliation Report and Other Payables Reports
- Differences Due to Rounding
- Variances Due to Transactions not Validated

Differences Between Transactional and Accounted Amounts

Ideally the payables transactional amounts and the accounted amounts on the report summary should be the same. The Payables Begin Balance accounting amount should agree with the Payables Trial Balance report for the last day of the previous period. The Payables End Balance accounting amount should agree with the Payables Trial Balance report for the last day of the period being reconciled.

Any differences that you find require further investigation and correction. Common reasons for differences between transactional amounts and accounted amounts include:

- Transactions that aren't accounted.
- Transactions with subledger accounts that fall outside the account range of the report.
- Transaction amounts that don't agree with the subledger journal line amounts.
- Journals posted to the subledger or general ledger that didn't come from Payables.
- Subledger journals that aren't transferred or posted to general ledger.

After finding and correcting discrepancies, you must rerun the Prepare Payables to General Ledger Reconciliation process and review the reconciliation report summary.

> **Note:** The report summary may contain variance amounts if the Payables Begin Balance plus the period activity differ from the Payables End Balance. This applies to both the Payables Amount and the Accounting Amount. If after reviewing the data the variance can't be explained, contact the help desk.

Differences Between Summary and Detail Amounts

The Non-Payables Begin Balance on the report summary is that portion of the general ledger liability account beginning balance that didn't originate from Payables transactions. You can drill down from the beginning balance amount to the general ledger journal lines. The accounting date for the journal lines falls within the current fiscal year, but prior to the period for the reconciliation report.

The source for these journal lines is typically not Payables. However, you may see manual subledger journal entries with the Payables source entered directly in the subledger, but not necessarily linked to a Payables transaction. Most of these entries represent adjustments.

Manual subledger journals created during the current reconciling period display on the report summary in the Other Accounting amount. These journals become part of the Non-Payables Begin Balance amount in subsequent periods.

Manual general ledger journals that may affect payables accounts and are created directly in the general ledger display in the Non-Payables Activity amount.

Summary amounts might not reflect totals on detail pages for one of the following reasons:

- Data was modified after the Prepare Payables to General Ledger Reconciliation process was run for a given accounting period. For example, transactions or accounting was created between the time the process was run and the moment you drill down from summary to detail.

Note: Discrepancies might still exist if accounting activities occur in the subledger or general ledger after the Prepare Payables to General Ledger Reconciliation process is run. Oracle recommends that you perform these accounting activities prior to closing the Payables period and running the preparation process.

Tip: To limit discrepancies between the summary and detail reports, set the Payables accounting period status to Closed or Permanently Closed.

- Security rules in your setup may restrict you from viewing data from certain business units or segment values. Oracle recommends that appropriate security be given to users for all business units and accounting flexfield segment values that each user is responsible for reconciling.
- If you're downloading a large amount of data and plan to perform a number of data manipulations, use the CSV format. If you're downloading data for reference purposes only, use the Excel format.

Differences Between the Reconciliation Report and Other Payables Reports

Data on the Payables to Ledger Reconciliation report might differ from the following Payables reports:

- Payables Aging Report, Payables Invoice Register, Payables Payment Register: You can't exclude intercompany transactions from the aging report or the registers. If you run the reconciliation report and exclude intercompany transactions, or show only intercompany transactions, then the reports display incompatible data.
- Payables Aging Report: The reconciliation report displays payables balances for the first and last date of a period. You can run the aging report for the current date only.

Differences Due to Rounding

Fully paid invoices could have rounding differences. The sum of the entered amounts for the invoice distributions and the sum of the entered amounts for the invoice payment might not match.

The total accounted amounts of the invoice and payment liabilities for a fully paid invoice always match. Rounding differences between the original invoice liability amount and the sum of the payment liabilities are automatically written off. The write-off occurs when the final payment, or prepayment application, is accounted.

However, because the payables amounts are taken from the invoice distributions and invoice payments, rounding differences can appear on the report summary. These differences are included in the Payment Variance amount in the Payables Amount column on the report summary.

Variances Due to Transactions not Validated

On the report summary, the Payables Begin Balance and Payables End Balance amounts include validated transactions only. Unvalidated transactions are included in the Payables Variance amount. For the Invoice Approval and Invoice

Account Coding in-application notifications, use the 'Edit Distributions' option in the Actions menu to edit the distributions.

Note: Unvalidated transactions are transactions that are incomplete or that have validation issues, such as invalid accounts or amount variances that must be corrected.

For example, if the current period has 200 USD of unvalidated invoice transactions, the report displays the following:

- Payables Begin Balance = 10,000 USD
- Invoices = 1,200 USD
- Payables Variance = 200 USD
- Payables End Balance = 11,000 USD

Note: The Invoices Detail report includes unvalidated transactions, so you can review the report to identify the unvalidated and unaccounted transactions.

Related Topics

- How can I report invoices for merged suppliers on the Payables to Ledger Reconciliation report?
- Considerations for Setting Up for Payables to General Ledger Reconciliation
- Why did the export download only some of the rows on the Payables to Ledger Reconciliation report drill-down page?
- Prepare Payables to General Ledger Reconciliation

Overview of Payables to Ledger Reconciliation Report

This topic includes details about the Payables to Ledger Reconciliation Report.

The Payables to Ledger Reconciliation Report lists the journals posted to the general ledger for open balances. The report facilitates the reconciliation of accounting and transactional data recorded in Payables and Oracle Fusion Subledger Accounting.

The following figure is an example of the report.

Payables to Ledger Reconciliation Summary

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance		518,449,708,406.77	
(Non-Payables Begin Balance)		800,001,839,160.70	
Payables Begin Balance	281,553,691,617.45	(281,552,130,673.93)	1,560,943.52
Invoices	79,919.42	(79,919.42)	0.00
Payments	(30,939.42)	30,939.42	0.00
Prepayments		0.00	0.00
Payables Variance	0.00	(0.00)	(0.00)
Payables End Balance	281,553,740,597.45	(281,552,179,653.93)	1,560,943.52
Non-Payables Begin Balance		800,001,839,160.70	
Non-Payables Journals		756,837.86	
Other Accounting		(24,926.42)	
(Not Transferred to General Ledger)		0.00	
(Not Posted in General Ledger)		332,000.00	
Accounting Variance		0.00	
Accounting End Balance		518,450,059,418.21	

Key Insights

The interactive reporting capability of the Payables to Ledger Reconciliation Report provides both summarized and detailed reconciling data for review. The Summary report lets you view payables and accounting beginning and ending balances, summarized activity for the period, and how the activity was accounted.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables to Ledger Reconciliation Report.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Payables to Ledger Reconciliation**.
What are the pre-requisites for running this report?	Run the Prepare Payables to General Ledger Reconciliation process from the Scheduled Processes work area. This generates the data that's used for the Payables to Ledger Reconciliation report.
Who uses this report?	Financial Manager
When do I use this report?	During the Payables period close process.
What can I do with this report?	You can reconcile payables data to the general ledger.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Subledger Accounting - Payables Summary Reconciliation Real Time subject area.

Related Topics

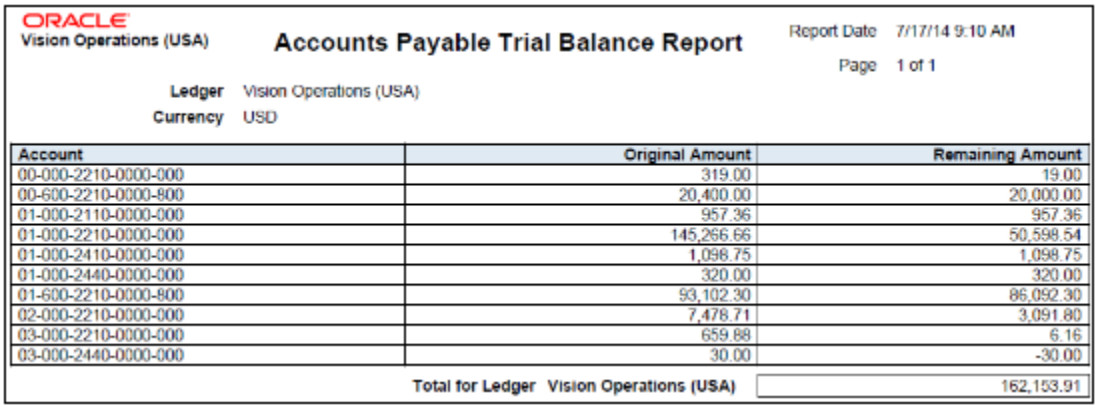
- Considerations for Setting Up for Payables to General Ledger Reconciliation
- Considerations For Payables to Ledger Reconciliation Report
- Prepare Payables to General Ledger Reconciliation

Overview of Payables Trial Balance Report

This topic includes details about the Payables Trial Balance Report.

The Payables Trial Balance Report lists and subtotals, by supplier and liability account, all unpaid and partially paid invoices that Oracle Fusion Payables transferred to the general ledger.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Accounts Payable Trial Balance Report

Report Date 7/17/14 9:10 AM
Page 1 of 1

Ledger Vision Operations (USA)
Currency USD

Account	Original Amount	Remaining Amount
00-000-2210-0000-000	319.00	19.00
00-600-2210-0000-800	20,400.00	20,000.00
01-000-2110-0000-000	957.36	957.36
01-000-2210-0000-000	145,266.66	50,598.54
01-000-2410-0000-000	1,098.75	1,098.75
01-000-2440-0000-000	320.00	320.00
01-600-2210-0000-800	93,102.30	86,092.30
02-000-2210-0000-000	7,478.71	3,091.80
03-000-2210-0000-000	659.88	6.16
03-000-2440-0000-000	30.00	-30.00
Total for Ledger Vision Operations (USA)		162,153.91

Key Insights

The report identifies the accounts payable balance at period end and provides the invoice details that comprise that balance.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Trial Balance Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	During the period close process.
What can I do with this report?	Cross check the accounts payable liability balance with the accounts payable liability balance in the general ledger.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Trial Balance Report

Payables Trial Balance Report

Use the trial balance to verify that total accounts payable liabilities in Oracle Fusion Payables equal those that were transferred to the general ledger.

Reconcile posted invoices and payments to ensure the net amount posted to the general ledger accurately reflects the change in the accounts payable balance.

To reconcile accounts payable activity:

- Add the posted invoices for the current period (total invoice amount from the Payables Posted Invoice Register).
- Subtract the posted payments for the current period (total cash plus discounts from the Payables Posted Payments Register) from the prior period trial balance.

This amount should equal the balance for the current period Payables Trial Balance report.

For example, you're closing the April accounting period and you posted the final invoice and payment batches to the general ledger. To reconcile accounts payable activity for April, perform the following calculation: March Payables Trial Balance + April Payables Posted Invoice Register - April Payables Posted Payment Register = April Payables Trial Balance.

> **Tip:** The Payables Trial Balance Report is based on information stored in Payables and Oracle Fusion Subledger Accounting. To reconcile with the balances stored in Oracle Fusion General Ledger, you must use the Payables to General Ledger Reconciliation Report.

You can run this report from the Scheduled Processes work area.

> **Note:** The Payables Trial Balance Report works only for ledgers that use accrual basis accounting.

Before running this report:

- When defining natural account values, assign the financial category of **Payables** to all accounts to include in the Payables Trial Balance. To report bills payable payments that were issued, but not yet negotiable, assign the financial category of **Payables** to the bills payable account as well.
- Account and post invoice and payment activity to the general ledger.

Parameters

Ledger

Specify the ledger. You can select a primary or secondary ledger, or a reporting currency ledger.

> **Note:** The original invoice amount is only provided when you run the report for the primary ledger. Base amounts for transactions are stored only in the currency of the primary ledger.

Business Unit

Specify the business unit or leave blank to include all business units.

Liability Account As-of Date

Specify the date for the liability account.

Party Name

Enter a party to limit the report to a single supplier or party.

Account From

Select the accounts.

Negative Balances Only

Select **Yes** to limit the report to suppliers with negative balances.

Include Bills Payable

Select whether to include bills payable invoices on the report.

Understanding the Report

The trial balance lists and subtotals, by supplier and liability account, all unpaid and partially paid invoices that were transferred to the general ledger. Credit liability amounts are reported as positive amounts because they represent outstanding balances. Debit liability amounts decrease the outstanding balance.

Account
Lists all accounts included in the specified range that:

- Have a financial category of **Payables**
- Have an open balance on the liability account date

Open Balance
Adds the credits to the liability account, such as invoices and refunds, and subtracts the debits, such as credit memos and payments. A positive number corresponds to an outstanding balance and a negative number represents an overpayment to the supplier.

You can select an open balance to drill down to the account detail.

Party
Lists the suppliers with open balances.

Open Balance
Adds the credits to the liability account, such as invoices and refunds, and subtracts the debits, such as credit memos and payments. A positive number corresponds to an outstanding balance and a negative number represents an overpayment to a supplier.

You can select an open balance to drill down to the party detail.

Transaction Type
Lists the type of transaction, such as Standard Invoice, Debit Memo, Credit Memo, Prepayment, Withholding Invoice, and Payment Request.

Payment Status
Lists the payment status, such as Unpaid, Partially Paid, and Canceled.

> **Note:** A canceled invoice is reported if the invoice was canceled after the specified liability account date, but still outstanding on that date.

Original Amount
If you submit the report for the primary ledger, lists the amount originally booked to the liability account when the invoice was entered. If you use automatic offsets, only the amount allocated to the referenced account combination displays on the report.

Remaining Amount
Nets credits and debits booked to the liability account for the invoice, with an accounting date before or on the liability account date.

Related Topics

- Payables Posted Invoice Register
- Payables Posted Payment Register

Overview of Payables Posted Invoice Register

This topic includes details about the Payables Posted Invoice Register.

The Payables Posted Invoice Register lists accounting lines for invoices that have been transferred to the general ledger.

The following figures are an example of one page from the report.

Account	Invoice Currency	Supplier	Invoice Number	Invoice Description
00-600-2210-0000-800	USD	CV_SuppA01	1002606	
00-600-2210-0000-800	**USD Total**			
00-600-2210-0000-800 Total				
01-000-2210-0000-000	CAD	IBY Foods	CE-I-2	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-1	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-10	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-2	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-3	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-4	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-5	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-6	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-7	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-8	
01-000-2210-0000-000	CAD	IBY Foods	CE-I-9	
01-000-2210-0000-000	**CAD Total**			

Invoice Date	Invoice Amount	Entered Debit	Entered Credit	Accounted Debit (USD)	Accounted Credit (USD)
1/5/2014	2,400.00		2,000.00		2,000.00
					2,000.00
					2,000.00
1/4/2014	12,600.00		12,600.00		12,763.73
1/4/2014	12,000.00		12,000.00		12,155.94
1/4/2014	21,000.00		21,000.00		21,272.89
1/4/2014	12,960.00		12,960.00		13,126.41
1/4/2014	13,200.00		13,200.00		13,371.53
1/4/2014	14,400.00		14,400.00		14,587.12
1/4/2014	15,000.00		15,000.00		15,194.92
1/4/2014	15,600.00		15,600.00		15,802.72
1/4/2014	16,320.00		16,320.00		16,532.07
1/4/2014	16,800.00		16,800.00		17,018.31
1/4/2014	16,720.00		16,720.00		16,963.26
					170,790.90

Key Insights

The reports lists the invoices that were accounted for a period and is used as a part of period close activities.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Posted Invoice Register.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Period Close**.

FAQ	Answer
Who uses this report?	Financial Manager
When do I use this report?	During the period close process.
What can I do with this report?	Use this report, along with the following reports, to reconcile balances between Oracle Fusion Payables and your general ledger: • Payables Posted Payment Register • Payables Trial Balance Report • Payables to Ledger Reconciliation Report
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the following subject areas:

- Payables Invoices - Transactions Real Time
- Payables Invoices - Prepayment Applications Real Time

Related Topics

- Payables Posted Invoice Register

Payables Posted Invoice Register

Use the Payables Posted Invoice Register to review accounting lines for invoices that were transferred to the general ledger. You can also use this report and the following reports to reconcile balances between Oracle Fusion Payables and the general ledger:

- Payables Posted Payment Register
- Payables Trial Balance Report
- Payables to General Ledger Reconciliation Report

To make the output easier to read, you can run each of these reports for a single liability account. For example, you're using automatic offsets and the liability for your invoices is allocated across multiple primary balancing segment values. You can use the **Account** parameter to limit your reports to a single balancing organization.

> **Note:** This report is valid only for an accrual basis ledger because it presents amounts that are charged to liability accounts.

You can run this report from the Reports and Analytics work area.

Before running the report you must:

- Transfer accounting entries to the general ledger.

- Enable the **Import Journal References** option for the Payables source on the Manage Journal Sources page.

Parameters

Ledger

Specify the name of a ledger.

Business Unit

Specify a business unit.

Account

Specify a liability account or leave blank to submit the report for all liability accounts.

Accounting Date

Specify an invoice accounting date range.

Entered Distribution Amount

Specify an entered invoice distribution amount range.

Include Zero Amount Lines

Select to include subledger journal entry lines with a zero amount.

Report View

Summary

Summarizes the report by account.

Detail

Includes invoice details and displays invoices charged to liability accounts.

Report Output

You can manage the section headers and columns on the report. For example, change the column sorting, or make a section header a column or parameter.

Overview of Payables Posted Payment Register

This topic includes details about the Payables Posted Payment Register.

The Payables Posted Payments Register lists accounting lines for payments that have been transferred to the general ledger.

The following figures provide an example of one page from the report.

Account	Payment Currency	Bank Account	Payment Document	Check Number
00-600-2210-0000-800	USD	BofA 204		351
00-600-2210-0000-800	USD	BofA-204		354
00-600-2210-0000-800	USD	BofA 204		387
00-600-2210-0000-800	USD	BofA-204		388
00-600-2210-0000-800	USD	**BofA-204 Total**		
00-600-2210-0000-800	**USD Total**			
00-600-2210-0000-800 Total				
01-000-2110-0000-000	USD	BofA 204A	BofA 204A Prenumbered Stock 3	4
01-000-2110-0000-000	USD	**BofA-204A Total**		
01-000-2110-0000-000	**USD Total**			
01-000-2110-0000-000 Total				

Payment Date	Supplier Name	Payment Amount	Accounted Debit(USD)	Accounted Credit(USD)
7/8/2014	CV_SuppA01	2,400.00	2,000.00	
7/8/2014	CV_SuppA01	2,400.00	2,000.00	
7/9/2014	CV_SuppA01	2,400.00	2,000.00	
7/9/2014	CV_SuppA01	2,400.00	2,000.00	
			8,000.00	
			8,000.00	
			8,000.00	
7/11/2014	BI DELTA	1,072.50	1,122.50	50.00
			1,122.50	**50.00**
			1,122.50	**50.00**
			1,122.50	**50.00**

Key Insights

The reports lists the payments that were accounted for a period and is used as a part of period close activities.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Posted Payment Register.

FAQ	Answer
How do I find this report?	From the Reports and Analytics pane, navigate to **Shared Folders** > **Financials** > **Payables** > **Period Close**.
Who uses this report?	Financial Manager
When do I use this report?	During the period close process.
What can I do with this report?	Use this report, along with the following reports, to reconcile balances between Oracle Fusion Payables and your general ledger: • Payables Posted Invoice Register • Payables Trial Balance Report • Payables to Ledger Reconciliation Report
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Payables Payments - Disbursement Real Time subject area.

Related Topics

- Payables Posted Payment Register

Payables Posted Payment Register

Use the Payables Posted Payment Register to review accounting lines for payments that were transferred to the general ledger. You can also use this report and the following reports to reconcile balances between Oracle Fusion Payables and the general ledger:

- Payables Posted Invoice Register
- Payables Trial Balance Report
- Payables to General Ledger Reconciliation Report

To make the output easier to read, you can run each of these reports for a single liability account. For example, you're using automatic offsets and the liability for your invoices is allocated across multiple primary balancing segment values. You can use the **Account** parameter to limit your reports to a single balancing organization.

> **Note:** This report is valid only for an accrual basis ledger because it presents amounts that are charged to liability accounts.

You can run this report from the Reports and Analytics work area.

Before running the report you must:

- Transfer accounting entries to the general ledger.
- Enable the **Import Journal References** option for the Payables source on the Manage Journal Sources page.

Parameters

Ledger

Specify the name of a ledger.

Business Unit

Specify a business unit.

Account

Select one or more liability accounts or leave blank to submit the report for all liability accounts.

Include Zero Amount Lines

Select to include subledger journal entry lines with a zero amount.

Accounting Date

Specify an accounting date range.

Payment Amount

Specify a payment amount range.

Bank Account

Select a bank account used for payments.

Report View

Summary

Lists totals for each account and excludes payment details.

Detail

Includes payment details and displays the payments that relieve the specified liability accounts.

Report Output

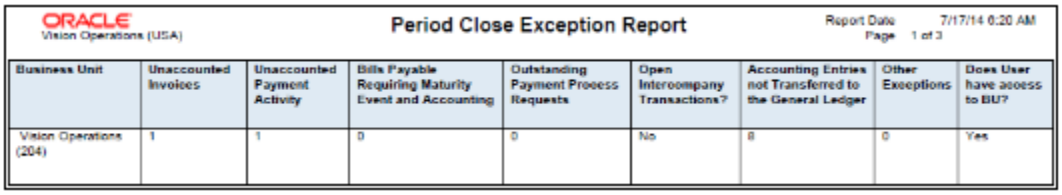
You can manage the section headers and columns on the report. For example, change the column sorting, or make a section header a column or parameter.

Overview of Payables Period Close Exceptions Report

This topic includes details about the Payables Period Close Exceptions Report.

The Payables Period Close Exceptions Report lists the exceptions that prevent the Payables accounting period from closing.

The following figure is an example of the report.



ORACLE
Vision Operations (USA)

Period Close Exception Report

Report Date 7/17/14 6:20 AM
Page 1 of 3

Business Unit	Unaccounted Invoices	Unaccounted Payment Activity	Bills Payable Requiring Maturity Event and Accounting	Outstanding Payment Process Requests	Open Intercompany Transactions?	Accounting Entries not Transferred to the General Ledger	Other Exceptions	Does User have access to BU?
Vision Operations (204)	1	1	0	0	No	8	0	Yes

Key Insights

The report provides details of the transactions that prevent the Payables period from closing.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Period Close Exceptions Report.

FAQ	Answer
How do I find this report?	The Payables Period Close process automatically generates this report. You can also run the report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	During the period close process.

FAQ	Answer
What can I do with this report?	You can run this report to identify the transactions that prevent the period from closing. You also have the option of sweeping the transactions to the next period. Accounts Payable Manager and Supervisor can cancel unsubmitted and incomplete supplier portal invoices when required.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Considerations for Closing a Payables Period
- Payables Period Close Exceptions Report

Payables Period Close Exceptions Report

Use this report to review the list of exceptions that are preventing you from closing an Oracle Fusion Payables accounting period.

The Payables Period Close process automatically generates this report. You can also run the report from the Scheduled Processes work area.

Parameters

Ledger

Specify a ledger.

From Accounting Date, To Accounting Date

Specify an inclusive accounting date range.

Period Name

Enter the name of a period.

Report Results

This table describes each section on the report.

Section	Description
Summary	Summarizes the exceptions for each business unit within the ledger, and indicates whether you have access to that business unit. Business unit access can affect your ability to close the period or resolve exceptions. The types of exceptions reported are: • Unaccounted invoices • Unaccounted payment activity

Section	Description
	• Bills payable requiring maturity event and accounting • Incomplete payment process requests • Open intercompany transactions • Unsubmitted supplier portal invoices • Incomplete supplier portal invoices • Other exceptions
Details	Provides details, such as supplier, invoice number, and accounting date, for each type of exception.
Corrective actions	Lists suggested actions to resolve each type of exception.

Related Topics

- Cancel Unsubmitted Invoices to Expedite Period Closure

Cancel Unsubmitted Invoices to Expedite Period Closure

Users with the Cancel Payables Invoice (AP_CANCEL_PAYABLES_INVOICE_PRIV) privilege can cancel unsubmitted supplier portal invoices. This helps improve supplier portal management without the need to contact supplier users.

A Payables supervisor can identify incomplete supplier portal invoices for cancellation by these methods:

- Query the invoices on the Manage Invoices page.
- Run the Period Close Exception Report, which lists details of each invoice.

You can use these reports to identify unsubmitted or incomplete invoices in supplier portal.

- Payables Period Close Exception Report
- Payables Unaccounted Transactions and Sweep Report

To cancel the unsubmitted or incomplete supplier portal invoices, you must have the Cancel Payables Invoice (AP_CANCEL_PAYABLES_INVOICE_PRIV) privilege.

Related Topics

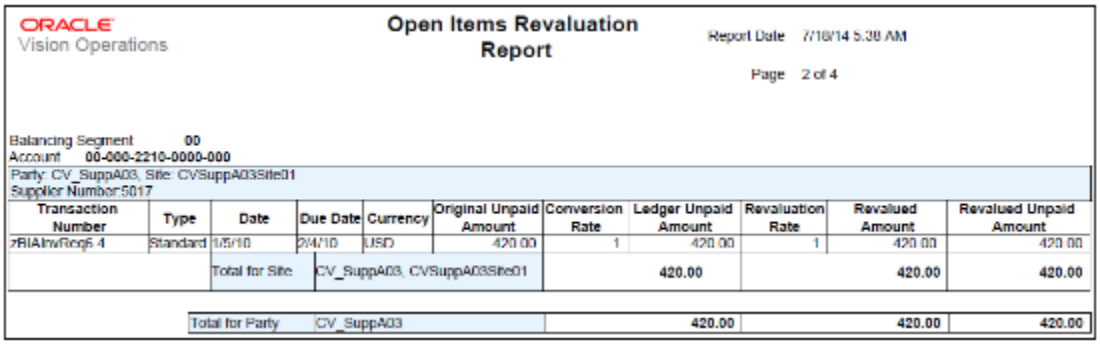
- Payables Period Close Exceptions Report
- Payables Unaccounted Transactions and Sweep Report

Overview of Payables Open Items Revaluation Report

This topic includes details about the Payables Open Items Revaluation Report.

The Payables Open Items Revaluation Report lists changes in the value of open items, such as unpaid invoices and credit memos, due to conversion rate fluctuations.

The following figure is an example of the report.



ORACLE
Vision Operations

Open Items Revaluation Report

Report Date 7/16/14 5:38 AM
Page 2 of 4

Balancing Segment 00
Account 00-000-2210-0000-000
Party: CV_SuppA03, Site: CVSuppA03Site01
Supplier Number:5017

Transaction Number	Type	Date	Due Date	Currency	Original Unpaid Amount	Conversion Rate	Ledger Unpaid Amount	Revaluation Rate	Revalued Amount	Revalued Unpaid Amount
zRIAInvReg6 4	Standard	1/5/10	2/4/10	USD	420.00	1	420.00	1	420.00	420.00
		Total for Site	CV_SuppA03, CVSuppA03Site01				420.00		420.00	420.00
		Total for Party	CV_SuppA03				420.00		420.00	420.00

Key Insights

The report identifies the list of open invoices that may have to be adjusted for currency conversion rate differences.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Open Items Revaluation Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Financial Manager
When do I use this report?	Before the period close.
What can I do with this report?	Use the report to revalue open item balances.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Open Items Revaluation Report

Payables Open Items Revaluation Report

Use the Payables Open Items Revaluation report to revalue open items, accounting for changes in the value of liabilities due to foreign currency rate changes.

Open items include invoices, prepayments, credit memos, and debit memos that are unpaid as of the last date of the revaluation period you specify.

The report determines the manual adjustment to your general ledger balance for the difference between the original and revalued balances. The report calculates the difference for each liability account with a total for each balancing

segment. You should reverse the general ledger entry at the beginning of the next period to synchronize payables and general ledger balances.

To provide a complete listing of your liabilities, the report also includes open items in the ledger currency. Those items use a revaluation rate of 1.

> **Note:** Payments are included if the last reporting date is after the payment accounting header date and the accounting date is outside of the reporting period.

You can run this report from the Scheduled Processes work area.

Before running the report, if you use a:

- Period rate, define rates on the Currency Rates Manager page.
- A daily rate, define daily rates for the rate type, whether the rate type is predefined or user-defined.

Parameters

Business Unit

Specify a business unit.

Revaluation Period

Select a period to revalue. The report includes open items with dates up to the last date of this period.

Rate Type

Select a type of revaluation rate.

- **Period**: Uses the rate at the end of the revaluation period.
- **Daily**: Uses the daily rate for the **Daily Rate Type** and **Daily Rate Date** parameters.

Daily Rate Type

If you select a **Rate Type** of **Daily**, then select the daily rate type.

Daily Rate Date

If you select a **Rate Type** of **Daily**, then select the daily rate date.

From Balancing Segment, To Balancing Segment

Enter a balancing segment range to include in the report.

Transferred to General Ledger Only

- **Yes**: Includes only the transactions that are transferred to the general ledger.
- **No**: Includes all transactions.

Cleared Only

- **Yes**: Includes only payments that are cleared when determining open balances.
- **No**: Includes all payments when determining open balances.

Understanding the Report

The report has sections for each unique combination of balancing segment and liability account. Within each section, the report lists the open items for each supplier.

This table describes the amounts on the report.

Amount	Description
Ledger Unpaid	The value of open items before revaluation, which you can reconcile with your general ledger balances.
Revalued	The value for each open item revalued using the revaluation rate. Some countries, such as the United States, require that you report this total.
Revalued Unpaid	The higher of the two item values both before and after revaluation. Some countries require this total, such as Germany, where the higher market value of open items has to be determined.

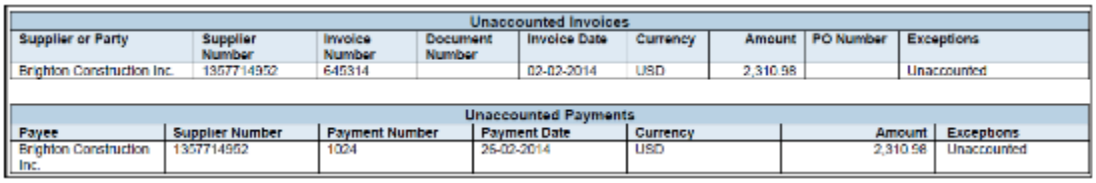
Overview of Payables Unaccounted Transactions and Sweep Report

This topic includes details about the Payables Unaccounted Transactions and Sweep Report.

The Payables Unaccounted Transactions and Sweep Report lists these transactions:

- Invoices and payments that weren't accounted for a period or date range.
- Incomplete supplier portal invoice not yet submitted by the supplier.

The following figure is an example of the report.



Unaccounted Invoices

Supplier or Party	Supplier Number	Invoice Number	Document Number	Invoice Date	Currency	Amount	PO Number	Exceptions
Brighton Construction Inc.	1307714952	646314		02-02-2014	USD	2,310.98		Unaccounted

Unaccounted Payments

Payee	Supplier Number	Payment Number	Payment Date	Currency	Amount	Exceptions
Brighton Construction Inc.	1307714952	1024	26-02-2014	USD	2,310.98	Unaccounted

Key Insights

The report provides the option of sweeping the unaccounted transactions to the next period.

Frequently Asked Questions

The following table lists frequently asked questions about the Payables Unaccounted Transactions and Sweep Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.

FAQ	Answer
Who uses this report?	Financial Manager
When do I use this report?	During the period close process.
What can I do with this report?	• Identify and review all unaccounted invoice and payment transactions. • Sweep unaccounted transactions to another period.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Payables Unaccounted Transactions and Sweep Report

Payables Unaccounted Transactions and Sweep Report

Identify and review all unaccounted invoice and payment transactions and the reasons why they can't be accounted. You can also specify to sweep unaccounted transactions to another period.

You can run this report from the Scheduled Processes work area.

Before running this report:

- Validate invoices to reduce the number of unvalidated invoices on the report.
- Create payables accounting entries. The report then shows only problem transactions that couldn't be accounted. You can correct the problems, and resubmit the create accounting process.
- If you use bills payables, submit the Update Matured Bills Payable Status process. The process updates the status of any bills payable with a maturity date on or before today's date.

Parameters

> **Note:** If you don't specify a value for the Period Name or Accounting Date parameters, the report lists all unaccounted entries, regardless of date.

Report Level

Select **Ledger** or **Business unit**.

Report Context

The values for this parameter are based on the Report Level parameter.

- If the Report Level is **Business unit**, select a business unit.
- If the Report Level is **Ledger**, select a ledger.

From Accounting Date, To Accounting Date

To run the report for a particular date range, enter both the first and last dates in the range.

Period

To run the report for a single period, enter the period name.

Sweep Now

Specify whether to sweep unaccounted transactions to another period.

- **Yes**: Sweeps unaccounted transactions.
- **No**: Only reports exceptions.

Sweep to Period

If the Sweep Now parameter is set to **Yes**, specify an open or future period. The accounting date for unaccounted transactions is updated to the first date of the period that you specify.

Report Results

All amounts are reported in the entered currency.

The report has the following sections:

- Unaccounted Invoices: Lists the supplier, supplier number, invoice number, invoice date, entered currency, invoice amount, purchase order number (if an invoice has matching-related holds), and the exception.

  Note: The report also lists incomplete supplier portal invoices that the supplier didn't submit yet.

- Unaccounted Payments: Lists the supplier, supplier number, payment number, payment date, payment currency, payment amount, and exception.

This table describes some invoice and payment exceptions.

Exception	Description
Distribution combination invalid	The distribution combination on the invoice isn't valid.
Distribution variance	The total of the invoice distributions doesn't equal the invoice amount.
Other hold names	The invoice has a hold that prevents accounting.
No rate	The payment doesn't have a conversion rate.
Not validated	The invoice or distribution line isn't validated.
Unaccounted	The invoice or distribution line is unaccounted.
Withholding tax	The invoice distribution has a withholding tax group and tax can't be withheld, so a withholding tax hold was applied to the invoice. Several conditions can cause this hold including the following: • The withholding tax group is inactive.

Exception	Description
	• A withholding tax code within the withholding tax group is inactive. • An account segment assigned to the withholding tax code is invalid. • A rate isn't defined for the withholding tax code. • A period isn't defined for the withholding tax code. • A tax rate for the withholding tax code is defined with an invalid date range.

Note: The report excludes invoices without distributions.

Related Topics

- How Invoices Are Validated
- Define Payables Setup for Withholding Tax
- Cancel Unsubmitted Invoices to Expedite Period Closure

Payables Exceptions Listing Report

Use this report to view the invoice exceptions grouped by the exception categories.

You can use this report to delegate specific exceptions to resources for reviewing and resolving them.

The report lists all exceptions of type Holds, Import Rejections, and Approval Rejections. They're assigned exception categories based on the action required to resolve them. So, you can use the categorization to quickly identify the type of action for resolving the exception.

You can generate this report with the Run Payables Exception Listing task on the Invoices landing page. You need these privileges to generate this report:

- Validate Payables Invoice
- Import Payables Invoice

Exception Categories

The Payables Exceptions Listing Report supports the following exception categories.

- Business Rule: Exceptions that are placed due to organization policies. For example, matching holds like billed quantity exceeding ordered quantity over the defined tolerance.
- Configuration: Exceptions that are placed due to inactive or missing setups.
- Tax Calculation: Exceptions that occurred during the tax calculation process.
- Transaction: Exceptions that are placed due to incorrect, incomplete or missing data on the transaction. For example, line variance hold placed on invoice when header amount doesn't match the total of invoice line amount, invalid supplier site used during importing an invoice, and so on.

Parameters

The exception listing request supports the following parameters.

- Exception Type: Type of exception like Holds, Approval Rejections, and Import Rejections
- Ledger
- Business Unit
- Source
- Supplier
- Exception Category
- Notify: User who should be notified with the report output

Report Results

You'll receive the report through in-app notification. While submitting the request to generate the report, you can opt to be notified by an email.

FAQs for Close Payables Period

Why did the export download only some of the rows on the Payables to Ledger Reconciliation report drill-down page?

The export downloads only the rows that display on the page.

Consider an example where you can drill down Invoices page to 1,000 rows, but the page displays only 25 rows at a time. In this scenario, the export to Excel downloads only 25 rows.

Oracle Transactional Business Intelligence has a setting that controls the number of rows that display on a page. For more information on manually configuring settings for data in views, see the Oracle Fusion Middleware System Administrator's Guide for Oracle Transactional Business Intelligence.

How can I report invoices for merged suppliers on the Payables to Ledger Reconciliation report?

Set the Third-Party Merge Accounting option to Replace third party on the Manage Subledger Accounting Options page. Otherwise, an accounting variance could appear on the Payables to Ledger Reconciliation report for journal lines that are attributed to merged suppliers.

4 Cash Management and Banking

Manage Banks, Bank Branches, and Bank Accounts

How Bank, Branch, and Account Components Work Together

Banks, branches, and accounts fit together on the premise of the Bank Account model.

The model enables you to define and keep track of all bank accounts in one place and explicitly grant account access to:

- multiple business units
- functions
- users

This eliminates the redundant duplicate bank account setup in different business units when these business units share the same bank account.

Banks

Creating a bank is the first step in the bank account creation. You can:

- Search for existing banks to view and update
- Create a new bank from an existing party

Consider the following:

- The option to create from an existing party is implicitly implemented by the matching option.
- The option is available only after the existing party has been found with the same bank.
- If you select the matching option, the page repopulates the information from the matched party.

Branches

Once you have created your bank, the next step is creating a branch or branches associated to the bank. The matching option is also available when creating branches. To create a new branch without using the matching option, manually enter the required information. You can also define other branch- related attributes in the same page.

If you don't use the matching option when an existing party is found, a branch with the same party name is created.

Accounts

The four areas associated with defining an account are:

- General information
- Control of the account
- Security and access to the account

- Business unit assignment

Once the bank and branch are created, proceed to the bank account setup by doing the following:

- Select the bank branch you want to associate to your bank account.
- Assign the owner of the bank account.

> **Note:** To create a bank account for Payables or Receivables, add the Business Unit Access first for the business units to use the bank account.

Consider the following:

- The Oracle Fusion Account Payables or Receivables accounts are identified by the business unit.
- The Oracle Fusion Payroll accounts are identified by the legal entity.
- The program, Inactivates Banks and Bank Branches enables you to inactivate all banks and bank branches that have no active internal and external bank accounts.
- Optionally, secure the access to bank account information based on the user's legal entity data access, by enabling the opt-in **Legal Entity-Based Data Access for Bank Account Setup**.
- Legal entity-based data access for bank account setup:
  - Improves security and increases control of bank account setup by limiting user access to bank account information.
  - Helps decentralized organizations that require users only to manage the bank account information for the organizations they are authorized for.

Related Topics

- Considerations When You Create Accounts
- Reconciliation Matching Rules
- Assign Data Access to Users

Bulk Maintenance of Banks and Bank Branches in Japan

Manage banks and bank branches automatically by comparing the bank master file shared by the Japanese Bankers Association (Zengin) with Oracle Cloud ERP data.

This eliminates manual maintenance of banks and bank branches in Oracle Cloud ERP after comparing the application data with the latest bank master files.

The Japanese Bankers Association (Zengin) provides monthly updates with the latest bank and branch information that needs to be updated monthly in Oracle Cloud ERP. Banks and branches can be added, updated, or ignored. Banks and branches that aren't present in the uploaded Zengin files aren't automatically prefixed with "Deleted"; you decide whether and when to end date them.

The Upload Banks, Branches, and Accounts process compares the uploaded Zengin CSV files with the existing bank and branch data and identifies differences. You can upload the files as supplied by Zengin without first consolidating them. The process supports native Shift-JIS encoding and filters out sub-branch rows where the sequence code isn't 1. Oracle Cloud ERP then inserts or updates the bank and branch data based on the differences found.

- Banks are identified with the bank code and branches are identified with the branch number.

- If the banks and branches are present in the Zengin files, but not available in Oracle Cloud ERP, then new banks and branches will be created.
- If banks and/or branches are present in both the Zengin files and Oracle Cloud ERP, then they will be ignored.
- If a bank or bank branch exists in Oracle Cloud ERP but isn't present in the uploaded Zengin files, the process doesn't automatically change or end date the record. You retain responsibility for reviewing differences and deciding which banks or branches to end date.
- Existing banks and bank branches that already have the "Deleted" prefix aren't automatically changed by this process.
- If the bank name/alternate bank name or branch name/alternate branch name associated with the bank code/branch number changes, then that data will be updated.
- Only branch rows with sequence code 1 are processed. Rows with a sequence code other than 1 represent sub-branches and are ignored during import.

To bulk upload banks and bank branches in Japan, follow these steps:

1. Go to **Tools** > **Scheduled Processes**.

2. Select **Schedule New Process**. The Schedule New Process dialog box appears.

3. From the Name choice list, select **Upload Banks, Branches, and Accounts**.

4. Select **OK**. The Process Details dialog box appears.

5. From the File Type list, select **Japan Zengin File**.

6. Upload the latest Zengin CSV files in their supplied format. You don't need to merge the files, convert them from Shift-JIS to UTF-8, or remove sub-branch rows before upload.

7. Select **Submit**. After submitting the process, you can review the results from the output ZenginResults.txt file. Review the process output and Zengin difference information, and use your governance process to determine whether any banks or branches should be end dated.

How You Upload Addresses for Existing Banks and Bank Branches

This example shows how to upload new addresses for existing banks or bank branches by using the Import Management page from Tools.

The following table summarizes key decisions for this scenario:

Decisions to Consider	In This Example
What setup data are you uploading?	Addresses for existing bank and branches
Is the data an update or new setup data?	Update to existing bank or branch data

Uploading an Address

1. On the Setup and Maintenance work area, navigate to the Manage Banks or the Manage Bank Branches page.
2. Select **Query By Example** from the **View** menu to sort and select the banks or bank branches to which you want to upload the addresses.
3. From the **View** menu, hover over **Columns** and select **BankPartyNumber** for Manage Banks or **BranchPartyNumber** for Manage Bank Branches. If the **BankPartyNumber** or the **BranchPartyNumber** column isn't visible, select **Manage Columns** from the menu and move the **BankPartyNumber** or the **BankPartyNumber** to the **Visible Columns** list on the Manage Columns dialog box.
4. Click the **Export to Excel** button to export the selected bank party number or branch party number to a CSV or Excel file.
5. Add the bank party number or branch party number to the CSV or spreadsheet you are trying to upload. Ensure that it has the required address information, such as Address 1, city, state, and country.
6. Save the spreadsheet as a CSV file.
   The following table represents a sample spreadsheet:

A	B	C	D	E
BankPartyNumber or BranchPartyNumber	Address 1	City	State	Country
50170	1 Main St.	San Francisco	CA	US
50172	2 Main St.	San Francisco	CA	US

7. Go to **Navigator** > **Tools** > **Import Management**.
8. On the Manage Imports page, click **Create Import Activity**.
9. On the Enter Import Options page, provide values for the fields in this table

Field	Description of the value
Name	Name of the import.
Object	Object that you're importing. If you can't find your object, then search for it by clicking the **Search** link. In the **Search and Select** dialog box, enter the object name in the **Object** text box and click the **Search** button. Select your object from the result list and click **OK**. You can also use the advanced search option by clicking the **Advanced** button. Here you can search based on various filter criteria such as object name, Attachment supported, creation date, and so on. If the object you're importing isn't listed, verify that you have the roles, and privileges required to import the object.

Field	Description of the value
Attachment Object	To import an attachment for an existing object record in the database select the Attachments object from the **Object** drop-down list. Next select the object from the **Attachment Object** drop-down list.
File Name	Browse and select a text file in CSV format. The first row of the source file is treated as the header row. Provide a file name within 40 characters. **Note:** If your source file has more than 50,000 records, then you must manually split the file into several smaller files with less than 50,000 records each. The file import page only permits 50,000 records for each import job. Alternatively, you can use the External Cloud Data Loader Client, which can accept files with more than 50,000 records.
Import Object Hierarchy	To import a hierarchy of objects, such as child and grandchild objects, click on the **Import Object Hierarchy** link after you upload the source file for the parent object. Next select the Enabled check box for the child object you want to import, and select the related source file.

10. Click **Advanced Options** > **Create Schedule**. Schedule the import to run immediately or at a future date. If you select a future date, then provide the date and time to start the import.
11. Click **Next**. The **Map Fields** page shows the first row of the data from your source file. By default, the application tries to automatically map each of the source file columns to the appropriate target object attribute. Ensure that you follow these mapping rules.
    - For the **BankPartyNumber** or the **BranchPartyNumber** attribute, select **OrganizationProfile** as the target object, and select **PartyNumber** as the target attribute.
    - For every **Address** attribute, select **Address** as the target object, and select the corresponding values (**Address1**, **City**, **State**, **Country**) as the target attribute.

    Note: The data in unmapped columns aren't imported.
12. Click **Next**. On the **Review and Submit** page, review the import activity configuration. If you had not run the prevalidation on the **Map Fields** page, then you get a notification message to run the validation process. You can view any unmapped columns of parent or child objects on this page.
13. Click **Validate Data** to check the data in your source file. Validation errors, if any, are displayed on the Mapping Validation page. If you get warnings about unmapped columns, then you can ignore these columns, and proceed to submit the import job. Validations are for informational purposes and applicable only for low-volume imports.
14. Click **Submit** to queue the import.
15. On the Setup and Maintenance work area, navigate to the Manage Banks or Manage Bank Branches pages. Verify that the bank or bank branch addresses are correctly imported.

Related Topics

- How Bank, Branch, and Account Components Work Together
- How do I import data?
- Overview of Cash Management Rapid Implementation
- Considerations When You Create Accounts

Manage Bank Statements

How You Process Electronic Bank Statements

The electronic bank statement process transfers bank statements and imports them into Oracle Fusion Cash Management.

The following statement file formats are supported:

- BAI2
- SWIFT MT940
- EDIFACT FINSTA
- ISO20022 CAMT052 V1 - camt.052.001.01
- ISO20022 CAMT053 V1 - camt.053.001.01
- ISO20022 CAMT053 V2 - camt.053.001.02
- ISO20022 CAMT053 V3 - camt.053.001.03

Note: The import process supports bank files with the following file extensions: *.txt, *.dat, *.csv, *.xml, and *.ack.

The electronic bank statement process consists of the following three phases:

1. **Retrieve phase**: Retrieves the electronic bank statement file or stream from external sources and stores it in the database. The external sources can be a file stored on a remote computer or a file stored on the local computer.
2. **Load phase**: Processes the retrieved electronic bank statement and populates the bank statement interface tables, also known as the staging area.
3. **Import phase**: Processes the loaded bank statement data from the staging area against functional validations before populating the data into the bank statements tables. The parsing rules are executed during this phase.

If the process fails with import errors, correct the reported errors. Rerun just the import phase from the Processing Warnings and Errors table of the Bank Statements and Reconciliation Overview page. However, if there are any errors during the load phase, purge the error data and resubmit the program.

The following prerequisites for Oracle Fusion Cash Management and Oracle Fusion Payments are required to process electronic bank statements.

Cash Management

Set up the following entities in Cash Management:

- Bank Account
- Balance Codes: The ISO 20022 balance codes for the opening and closing booked and available balances are provided and additional codes can be defined using the Balance Code lookup (CE_INTERNAL_BALANCE_CODES).
- Transaction Codes
- Parsing Rules: Parsing Rules setup is optional but relevant to Bank Statement Reconciliation.

Payments

Set up the following entities in Payments:

- **Code Map Group**: Uses code map groups for mapping the balance codes and transaction codes that are reported on the external data file to the ones that are defined internally in the application. Each code map group is assigned to a format. Two code map groups mapping the BAI and EDIFACT opening and closing booked balance codes to the internal balance codes are provided. You can create transaction code mapping (CE_TRX_CODE) to determine the flow indicator for configurable BAI2 transaction codes .SWIFT940 doesn't require a balance code mapping because it's position-based but you can create a code map group to map the transaction codes to the internally-defined transaction codes. The delivered code map groups provide only basic mappings. You can either modify or create code map groups according to your requirements.
- **Format**: Cash Management delivers a single format for each of the bank statement formats supported. You can add additional formats.

You can load and import bank statements in Oracle Fusion Cash Management by any of the following methods:

- Automatic Bank Statement File Import
- Manual Bank Statement File Import through Oracle Web Center

Automatic Bank Statement File Import

Use the payment transmission configuration feature to automate the bank statement file import process. The process uses the payments transmission feature to connect to bank and download the bank statement file for subsequent processing and loading into the application.

Perform the following steps to set up automatic bank statement file import:

1. Set up Payment System: Represents the financial institute or bank in Oracle Fusion Payments. For customers who access Oracle Fusion Applications through Oracle Public Cloud and other implementations, navigate to the Manage Payments System page from Setup and Maintenance to create a payment system.
2. Set up Transmission Configuration: Contains the connectivity details for the financial institute or bank. This connectivity information is provided by the bank. The following protocols are supported for connecting and retrieving a file from bank server:
    - Secure File Transfer Retrieval Protocol for Static File Names (SFTP_GET): The bank provides the SFTP server details including SFTP server host/ip, port, credential details. The SFTP_GET protocol currently supports both username/password and ssh key file based authentication.

- Http(s) GET Request: The bank provides the SSL enabled destination URL for connecting and retrieving the statement files. This URL can have authentication enabled. The HTTPS_GET protocol supports https connection but doesn't support the exchange of any dynamic tokens.

3. Schedule Process Electronic Bank Statement Request: The process performs the following tasks:
   - Connects to the bank and retrieves the banks statement file
   - Processes and loads the bank statement file into the application

Manual Bank Statement File Import through Oracle Web Center

Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, **fin/cashManagement/import**, is created on the Web Center for the users of Oracle Fusion Cash Management.

Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, fin/cashManagement/import, is created on the Web Center for the users of Oracle Fusion Cash Management.

Example

The following example describes how to manually load and import an electronic bank statement.

1. Obtain a bank statement file: bai2.txt, from the bank.
2. Compress the file into a .zip file called bai2.zip
3. Using the File Import and Export functionality, transfer the .zip file to the Web Center document repository and place it in the account: **fin/cashManagement/import**.

   > **Note:** For detailed information on the import and export process, see the hyperlink at the end of this topic for: **Files for Import and Export: Explained**.

4. Run the Load and Import Bank Statement process. This process has the following parameters:
   - **Format**: Select the bank statement file format. For example, BAI2 format.
   - **Data File**: Select the .zip file from the WebCenter document repository. For example, bai2.zip from fin$/cashManagement$/import$ account.
   - **Intraday**: Select this parameter if you're importing an intraday statement. Intraday statement type can either be **Cumulative** or **Incremental**.
   - **Submit Autoreconciliation**: Use this parameter to submit the Autoreconciliation process immediately after the Load and Import Bank Statement process completes successfully. This option isn't available if **Intraday** is selected.
5. Check for any processing errors from the Bank Statements and Reconciliation Overview page. If the file is successfully imported, you can review it from the Manage Bank Statements page.

Bank Statement Validation

Prior Day Bank Statements:

1. The Statement ID should be unique in a bank account within a calendar year.
2. Multiple statements are allowed within the date range.

Intraday Bank Statements:

1. The Statement ID should be unique in a bank account within a calendar year.
2. Only one statement is allowed per day.

Intraday Bank Statements: Cumulative

- The application deletes the existing intraday bank statement and imports the cumulative statement.

Intraday Bank Statements: Incremental

- The application checks if there is a manual intraday statement within the same date range. If yes, the incremental statement isn't imported and the process is completed with a status of :Import Error.
- The application checks if there is an imported intraday statement within the same date range. If found, the statement lines from the incremental intraday bank statement is appended to the existing intraday bank statement. If not found, a new intraday statement is created.

Related Topics

- Overview of Bank Statement Processing and Troubleshooting
- Overview of Parse Rule Sets
- How You Set Up Formats
- Overview of Files for Import and Export
- How You Map Configurable BAI2 Transaction Codes

Overview of Bank Statement Processing and Troubleshooting

The results of the Bank Statement Processing program are displayed in the Bank Statements and Reconciliation work area if a problem is encountered.

The **Processing Errors and Warnings** region displays the following statuses:

Status	Explanation
Load Error	This status is assigned at the file level. A file fails with load errors for the following two reasons: An error in fetching the data or an error parsing the data and populating the interface tables. Such errors typically arise when the data isn't compliant with its standard.
Import Error	This status is assigned at both statement level and file level. An import error at statement level indicates that the data was populated in the interface and loaded successfully but some functional validations have failed. Example: Duplicate bank statement or a transaction code not set up. An import error at file level implies that there exists at least one statement in that file that failed with an import error.
Import Warning	This status is assigned at the statement level. Statements with Import Warning imply that this statement has been imported without any errors, but the program encountered some functional validation failures which are harmless enough not to stop the import.

Depending on the status of the file or the statement and the associated issue you can use the Retry icon to restart the program from where it failed in its last run. The following table explains the different retry options available:

Status	Fields on the Retry Dialog	Action on Program Resubmission
Load Error	If the file failed during the fetch phase (no hyperlink on File ID), all the parameters that were specified during program submission are available in the dialog. The parameters can then be updated and program resubmitted again.	The program starts all over again from the fetch phase.
Load Error	If the file failed during the load phase (hyperlink on the File ID). Since the file is already fetched, the parameters associated with fetching the file aren't shown; rather only the Format parameter is shown. In case a wrong value for Format is specified in the earlier run, it can be corrected here and the program resubmitted again.	The program starts from the load phase. The program attempts to load the already fetched data file using the format specified.
Import Error	Import error at file level; no fields are available on retry dialog.	The program starts the import phase for all the statements that filed with import errors under that file.
Import Error	Import error at statement level. If a statement fails with Duplicate Bank Account error then the dialog shows the bank account field. The correct bank account can be selected and program resubmitted again.	The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.
Import Error	Import error at statement level, for all other import errors, no fields are available on retry dialog.	The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.

The following list of common issues and solutions can be used to troubleshoot the Bank Statement Processing program:

Issue	Solution
The program has been run and successfully completes but doesn't appear on the Manage Bank Statements page.	Check the Bank Statements and Reconciliation work area to verify if any processing errors have been reported for your bank statement.
The program has reported a load error for your file and you realize that the wrong file was processed and want to correct the error.	If the file was fetched (a hyperlink appears on the File ID field), you must purge the file to load the correct one. If the file wasn't fetched (no hyperlink on the File ID field), you can restart the program using the Retry option.
The program has reported a load error for your file and the file was fetched. You have figured out the problem in the data file and want to retry the program. Can you process the edited file?	No. If you reprocess a data file that has been fetched in the application, then you have to resubmit the program Once a file is fetched, subsequent retry on that file doesn't recall the data file from its original source.

Issue	Solution
You have processed a data file where some statements imported successfully, but some failed. The failures were because of an error from the bank. They have sent the corrected file, but the file contains the other statements data that was successfully imported. What is the impact if the file is processed again?	You can process the same file without any problem. The program has the capability to detect duplicate bank statements and it marks those statements as Import Error.
A transaction or balance code A in the data file appears as B after the import. Why?	Verify if there is a code mapping defined for A that maps it to B.
A new code map group has been defined but it doesn't seem to be working.	Make sure the new code map group is assigned to the Format in Oracle Fusion Payments.
The program reports an import error if a transaction code isn't defined, but doesn't report or give a warning if a balance code is missing for balances. What happens to the balance codes?	Such balances are imported by the program and they appear in the bank statements user interface. However, the balance description is empty because they a'ren't defined in the application.
After import, some balance records have an empty balance description.	Verify if the balance codes for the balance records are defined in the balance code lookup.
The program indicates that a transaction code isn't defined. Should a code map or a transaction code be defined?	If an existing internal code serves the same purpose as the new code, you can create a code map associating the new code with the existing code. If you use the existing transaction code, then you must define the transaction code.

Related Topics

- How You Process Electronic Bank Statements
- Overview of Parse Rule Sets
- How You Set Up Formats
- How You Set Up a Payment System
- Transmission Configurations

How Bank Statements Import Data is Processed

Use the Create Bank Statements in Spreadsheet template to create and import bank statements for any non-standard format into Oracle Fusion Cash Management.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Import Bank Statements.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- You can hide or skip the columns you don't use, but don't delete them.

Settings That Affect the Import Cash Management Bank Statements

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template. Changing the order of the columns will cause the load process to fail.
- You can hide or skip the columns you don't use, but don't delete them. Deleting columns will cause the load process to fail.
- Each interface table represents a separate Excel sheet.
- The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
- Each column header contains (should this be tool tip) bubble text about the expected data type and, in some cases, instruction text.
- You must enter data that conforms to what the control file can accept and process for the associated database column.
- The format for date fields must be entered as MM/DD/YYYY.
- Amount columns must not contain a thousand separators and must use a period (.) as the decimal separator.
- Columns that must be whole numbers have data validation to allow only whole numbers.
- Enter positive amounts and use the Debit orCredit indicator column to distinguish debit and credit amounts.
- Columns have been formatted, where applicable, to match the expected data type to eliminate data entry errors.
- For columns that require internal ID values, refer to the bubble text for additional guidance about finding these values.
- For the Balance Code field, the valid values are from the lookup codes defined in lookup type CE_INTERNAL_BALANCE_CODES You can access the lookup types from the Manage Cash Management Lookups page. Enter the Balance Code in the spreadsheet.

The following are the Balance Codes delivered by Cash Management:

Balance Code	Meaning
CLAV	Closing available
CLBD	Closing booked
OPAV	Opening available
OPBD	Opening booked

For the Transaction Type field, the valid values are from the lookup codes defined in lookup type CE_TRX_TYPE. You can access the lookup types from the Manage Cash Management Lookups page. Enter the transaction type meaning in the spreadsheet.

Transaction Type	Transaction Type Meaning
ACH	Automated clearing house
BKA	Bank adjustment
BKF	Fee
CHK	Check
EFT	Electronic funds transfer
INT	Interest
LBX	Lockbox
MSC	Miscellaneous
ZBA	Zero balance

For Transaction Code, enter valid codes defined in Manage Bank Statement Transaction Codes task. The following are examples of transaction codes:

Transaction Code	Description
100	Check-Payroll
115	Lockbox Deposit

Transaction Code	Description
475	Check paid
698	Miscellaneous Fee

How Import Cash Management Bank Statements is Processed

Once the bank statement information has been prepared, complete these steps in order:

Task	Action	Results
Generate the CSV file.	Click the Generate CSV File button.	A .zip file is created containing 6 CSV files. This creates a .zip file containing six CSV files.
Transfer the .zip file.	Navigate to Tools > File Import and Export.	Transfers the .zip file to the WebCenter document repository. Select "fin$/cashManagement$/import$" for the Account.
Load and import the data.	Run the program: Load Interface File for Import.	In the Process Details screen, for the Import Process, select Import Bank Statements from a Spreadsheet. For the Data File, select the name of the .ZIP file that was transferred into the (fin $/cashManagement$/import$) repository in the UCM. The data from the .ZIP file will be loaded to the following interface tables: CE_STATEMENT_HEADERS_INT, CE_STATEMENT_LINES_INT, CE_STMT_BALANCES_INT, CE_STMT_BAL_AVALBTY_INT, CE_STMT_LINES_AVALBTY_INT, CE_STMT_LINES_CHARGES_INT After the load is successfully completed, the Import process imports the data from the interface tables into the corresponding bank statement tables. You are able to review the imported statements from the Manage Bank Statements page, the entry type is spreadsheet, then proceed with either manual or autoreconciliation.
Review import errors.	Review ESS Job Log files, fix the errors in the spreadsheet and restart the process again.	If there are errors during import after a successful load, the entire import fails and no records will be imported into bank statement tables from the interface tables. You can review the import errors from the ESS job log files. You must purge the current load from the Bank Statement and Reconciliation dashboard, fix the errors in the spreadsheet, and restart the process again.

Related Topics

- Automatic Reconciliation
- Overview of Reconciliation Exceptions
- How You Manually Reconcile a Bank Statement
- How You Process Electronic Bank Statements
- Overview of Bank Statement Processing and Troubleshooting

FAQs for Manage Bank Statements

How can I exclude reversal journal entries from the bank statement reconciliation?

To use the feature Exclude Reversal Journal Entries from Bank Statement Reconciliation, enable the profile option CE_GL_RECON_ENABLED by setting it to yes.

Then proceed to the Opt In UI to enable the feature. This allows manual and automatic reconciliation of bank statement lines directly from the GL Journal Lines. This also excludes the reversals and the originating journal entries from the bank statement reconciliation process and from the Cash to General Ledger Reconciliation Report.

Manage External Transactions

Overview of External Cash Transactions

External cash transactions are transactions related to cash activity that haven't been recorded in the applications. The sources of external transactions are:

- Manual Entry
- Import
- Balancing Transactions: Transactions created during reconciliation to record amount differences between the statement line and application transaction can occur due to bank fees, conversion rates, or other charges.

  Note

  For the 1-1 reconciliation matching type of payments and receipts, the reconciliation differences amount can be automatically split into the exchange gain or loss and bank charges accounts defined at business unit access level for the bank account..

  For all the other reconciliation matching type scenarios (1-M, M-1, M-M), and transaction sources, such as payroll, external transactions or journals, the reconciliation differences account defined at bank account setup is used.
- Bank Statement: The bank statement transaction creation program creates transactions based on rule you define from unreconciled statement lines. This includes items such as bank charges, interest, or other miscellaneous items.

- Bank Account Transfer
- Ad Hoc Payment
- Reversal Reconciliation

For Foreign currency bank accounts, the accounting conversion rate type defined at the bank account setup is used to default the conversion rate type and conversion rate that's used for accounting.

Note: You can enable the Opt in feature Assign User Exchange Rate for Cash External Transactions to overwrite the conversion rate when you create the external transaction.

Related Topics

- How External Transactions Import Data is Processed

How External Transactions Import Data is Processed

Use the Cash Management External Transactions import process to create transactions from external applications and for high volume entries.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click the Cash Management External Transactions Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- You can hide or skip the columns you don't use, but don't delete them.

Settings That Affect Cash Management External Transactions

The External Transactions Import Template contains then instructions tab and one tab that represent the table where the data is loaded:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Import External Transactions process, and correcting import errors.
CE_EXTERNAL_TRANSACTIONS	Enter information about the external transaction that you're adding, such as bank account, amount, date, transaction type, reference, business unit, cash account, and offset account.

Recommended best practices for preparing data:

- Manually enter the external transactions directly into this template.
- Alternatively, extract data from external application into a temporary spreadsheet that contains the same columns and structure as this template. Then cut and paste the data from the temporary spreadsheet into the template.

How Cash Management External Transactions is Processed

Once the external data has been prepared, proceed with the following steps:

1. Click the Generate CSV File button to generate a ZIP file containing the CSV file.
2. Transfer the generated ZIP file to WebCenter document repository (UCM). Select fin$/cashManagement$/import$ account.
3. Submit the ESS job Load Interface File for Import process.
4. In the Process Details screen, for the Import Process, select Import External Transactions and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM.
5. The data from the ZIP file will be loaded to the interface table CE_EXTERNAL_TRANSACTIONS.

After the ESS Job Load Interface File for Import is completed successfully, the Import External Transactions ESS job will be automatically invoked.

If there are errors during import, the errors can be corrected and re-uploaded using the Correct Import Errors spreadsheet.

1. From the Bank Statement and Reconciliation page, click on Correct Import Errors.
2. This opens the Manage External Transactions spreadsheet.
3. The worksheet will be pre-populated with rows that failed import. Review and correct the errors in the spreadsheet. Once the errors are corrected, click the Upload and Import button.
4. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows are successfully imported.

Manage Reconciliation

Automatic Reconciliation

Automatic Reconciliation uses the reconciliation rule set assigned to the bank account to reconcile bank statement lines and system transactions. Use autoreconciliation to process a large volume of bank statements or to automate the reconciliation process.

Set up the following before performing automatic bank statement reconciliation:

Setup Prerequisites	Description
Banks, Branches, and Accounts	Define banks, branches and accounts to keep track of all bank accounts in one place.

Setup Prerequisites	Description
Parse Rule Sets	Use to parse inbound addenda and other fields into more granular constituent fields. A parse rule set is associated with a bank account and used as reference data for the parsing batch job or scheduled process.
Transaction Codes	Expand or modify existing delivered transaction codes or create transaction codes as required. Transaction codes must match your bank's transaction code.
Transaction Type Mapping	Based on the payment method, identify the transaction types for Payables and Receivables and provide a description.
Bank Statement Reconciliation Matching Rules	Use Reconciliation matching rules to determine how to match bank statement lines to system transactions.
Bank Statement Reconciliation Tolerance Rules	Use tolerance rules to specify date, amount and percentage tolerances that prevent or warn when reconciliation is a breach of a defined tolerance.
Bank Statement Automatic Reconciliation Matching Rule Set	Consists of one or more matching rules and tolerance rules. They must be prioritized or sequenced in the order in which they must be executed. Manage Bank Statement Reconciliation Rule Sets page
Transaction Creation Rules	Use to identify unreconciled or external bank statement lines, and create an account for a transaction. For example, bank fees and interest.
Define Subledger Accounting Rules	Configure predefined accounting rules for external entry transactions.

To start the autoreconciliation process you must:

- Create a matching rule set and assign it to the bank account you want to use for autoreconciliation.
- Submit the Autoreconciliation process in the Bank Statements and Reconciliation page.

Report Parameters

The following table describes required basic options parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
Statement ID	The specific bank statement identifier.
From Statement End Date	Starting date range of the activities for the account.
To Statement End Date	Ending date range of the activities for the account.

Name	Description
Number of Days	Indicates the number of days the reconciliation process should consider for retrieving the statement dates. Use this option when you don't want to enter the From and To Statement End Dates. You can use this parameter when submitting and scheduling the process.
Generate Cash Transactions	Option that submits the process Create Bank Statement Transactions after the Autoreconciliation process is completed. The process creates external cash transactions from unreconciled statement lines based on the Bank Statement Transactions Creation Rules associated with the bank account. This includes items such as bank charges, interest, or other miscellaneous items.
Legal Entity	The legal entity associated with the bank account. The default setting includes all legal entities, but you can specify one or use a wildcard.
Bank	The bank associated with the bank account. The default setting includes all banks, but you can specify one or use a wildcard.
Bank Branch	The bank branch associated with the bank account. The default setting includes all bank branches, but you can specify one or use a wildcard.
Bank Account Name	The specific bank account name or bank account name using a wildcard.
From System Transaction Date	Starting date used to select the unreconciled system transactions for reconciliation processing. The default setting includes all unreconciled system transactions, but you can specify a starting date to narrow down the selection of system transactions.
To System Transaction Date	Ending date used to select the unreconciled system transactions for reconciliation processing. The default setting includes all unreconciled system transactions, but you can specify an ending date to narrow down the selection of system transactions.

- Review the unreconciled and reconciled lines. You can either perform manual reconciliation or resubmit the autoreconciliation process from the Bank Statements and Reconciliation work area.
- Review reconciliation exceptions from the Review Exception page.
- Use the Mark Reviewed feature to prevent the accidental reversal of the reconciliation of a reconciled bank statement.

Related Topics

- Overview of Reconciliation Exceptions
- Overview of Tolerance Rules
- Overview of Bank Statement Transaction Creation Rules
- Overview of Reconciliation Rules Sets
- Reconciliation Matching Rules

Overview of Reconciling Rejected Payments

When rejected payments are reported in the bank statement by your bank, the automatic reconciliation processes these payments with the original bank statement lines.

The following steps are performed by the Automatic Reconciliation process:

1. The automatic reconciliation process first completes the reconciliation of the regular transactions using the reconciliation matching rule set.
2. The remaining unreconciled reversal statement lines are identified by the bank transaction code and the reversal indicator.
3. The process looks back at 6 months of data to retrieve the original bank statement line that matches the same amount and the reconciliation reference available on the rejected bank statement line.
4. The automatic reconciliation process unreconciles the original statement line and automatically reconciles the rejected statement line with the original statement line.

Note: You must navigate to the Opt-in page to enable this feature.

Overview of Reconciliation Exceptions

A reconciliation exception occurs when the autoreconciliation program can't find an application transaction to match with a particular bank statement line.

Exceptions are classified as the following:

- **Ambiguous**: This exception occurs when either there is more than one application transactions that could match to the line or the transaction could match to more than one statement line.
- **Date**: This exception occurs when a system transaction meets all the matching criteria except the date of the transaction is out of the tolerance range.
- **Amount**: This exception occurs when a system transaction meets all of the matching criteria except the amount of the transaction is outside the tolerance range

Automatic Reconciliation Exceptions

For each one to one automatic reconciliation rule, exceptions are looked for in the following order:

1. Ambiguous
2. Date
3. Amount

If an exception type is found for a given bank statement line the program stops looking for other types of exceptions using the same rule.

The exceptions are presented to you in the context of the bank statement line so the appropriate matching system transaction can be selected and reconciled.

If an application transaction is an exception to more than one bank statement line it can only be selected to reconcile with one of the statement lines.

Related Topics

- Overview of Reconciliation Rules Sets
- Overview of Tolerance Rules
- Reconciliation Matching Rules

How You Manually Reconcile a Bank Statement

Manual bank statement reconciliation involves selecting bank statement lines and system transactions to be reconciled together. During reconciliation if a system transaction hasn't been cleared the reconciliation process clears the transaction first, and then reconciles it.

Oracle Fusion Cash Management supports manual reconciliation for all matching scenarios; one to one, one to many, many to one, and many to many. You are allowed to reconcile across bank statements from the same bank account.

Note: The maximum number of system transactions for processing in the page is 10,000.

Banks sometimes make mistakes by depositing or withdrawing incorrect amounts to bank accounts. These bank errors show up on bank statements, along with the corrections and adjustments to those errors. Banks resolve errors using two methods: reversal and adjustment.

Reconciling Corrections and Adjustments to Bank Errors

Correcting bank errors using the reversal and adjustment method are described in the following example:

A check was generated for $100.00, but the bank recorded this payment as $10.00 by mistake. On your bank statement, you see an entry of a $10.00 payment.

Using the reversal method, the bank reverses the whole error transaction amount so that the error entry and the reversal entry net out to zero. Then, the bank makes another transaction entry for the correct transaction amount. In this example, a reversal entry of a $10.00 receipt is created to offset the original error entry. An additional correction entry is created as a $100.00 payment. With the reversal method, the error and reversal statement lines as well as the added correction entry line should all be reconciled to the check transaction.

Using the adjustment method, the bank simply creates an additional transaction entry to make up for the difference between the original transaction amount and the error entry. In this example, the bank generates an additional adjustment entry of a $90.00 payment. The adjusted amount of $90.00 is the difference between the original error amount of the $10.00 payment and the correct amount of the $100.00 payment. With the adjustment method, the error line and adjustment line should be reconciled to the check transaction.

Related Topics

- Overview of External Cash Transactions
- Automatic Reconciliation
- Overview of Tolerance Rules

How Bank Statement Reconciliation Data is Imported

Use the FBDI template for the Cash Management Bank Statement Reconciliation Data Import process to import external bank statement reconciliation data into Oracle Fusion Cash Management.

You can download the spreadsheet template to prepare your bank statement reconciliation data. The template contains an instruction sheet to help guide you through the process. To access the template, complete the following steps:

1. Navigate to the File-Based Data Import (FBDI) for Financials guide.
2. In the Table of Contents, click Cash Management.
3. Click Cash Management Bank Statement Reconciliation Data Import.
4. In the File Links section, click the link to the control file.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- You can skip the columns you don't use, but don't delete them.

Settings That Affect the Bank Statement Reconciliation Data Import

The Bank Statement Reconciliation Data Import template contains the instructions tab and a tab that represents the table where the data is loaded:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Bank Statement Reconciliation Data Import process, and correcting import errors.
CE_EXTERNAL_RECON_INT	Enter information about the grouping of bank statement lines and system transactions for bank statement reconciliation, such as a value that identifies the grouping of records, or the bank account ID.

The following values are the source codes used to identify the sources of the reconciled items:

Source Code	Meaning
BS	Bank statement line
AP	Payables transaction
AR	Receivables transaction
PR	Payroll transaction
XT	Cash transaction

Source Code	Meaning
ORA_GL	General ledger transaction

The Source ID column is used to identify the reconciled bank statement line or the application transaction. The following table shows how the source IDs are mapped to the source codes:

Source Code	Source ID
XT	1001
AP	10022
AR	10033
BS	10044
ORA_GL	10055

How Bank Statement Reconciliation Data Import Is Processed

After you finish preparing the data in the spreadsheet, complete these steps:

1. Click the Generate CSV File button to generate a .zip file containing the CSV file.
2. Submit the ESS job Load Interface File for Import to load the CSV file.
3. The process automatically imports the reconciliation data from the .zip file into the interface table CE_EXTERNAL_RECON_INT and automatically reconciles the grouped transactions.
4. Review the automatic reconciliation output to review the successfully reconciled groups and the exceptions.

Related Topics

- How Mass Reconciliation of Bank Statement Lines and System Transactions Is Processed

How Mass Reconciliation of Bank Statement Lines and System Transactions Is Processed

You can perform mass reconciliation by selecting a large volume of system transactions (mainly journal lines) and bank statement lines, group, and reconcile them using a spreadsheet. Use the FBDI template for Bank Statement Reconciliation Data Import for this purpose.

To perform mass reconciliation, you must do the following:

- Export the unreconciled transactions into a spreadsheet.
- Import the reconciliation data into Oracle Cash Management.

Prepare the Spreadsheet for Reconciliation Data Import

To generate a spreadsheet with unreconciled transactions, perform these steps:

1. Go to **Navigator** > **Cash Management** > **Bank Statements and Reconciliation**.
2. In the Tasks panel tab, select **Manual Reconciliation**.
3. On the Manual Reconciliation page, select the required bank account and date ranges to export.

   > **Note:** If you don't select the dates, the application automatically selects the statement lines and system transactions of the last 180 days for export.

4. Click **Export** to generate the Transactions Available for Reconciliation Report.
5. Click **Done** to return to Bank Statements and Reconciliation page.
6. Review the report from the Process Monitor section.
7. Click **View Output** to open the report.
8. Once the report opens in a spreadsheet, use the filtering and sorting options to group transactions.
9. Add the reconciliation groups for the statement lines and system transactions.

   > **Note:** The tolerance rule setup on the bank account is evaluated to reconcile the grouped transactions.

Import the Reconciliation Data into Oracle Cash Management

Once you have the reconciliation details added to the statement lines, you can upload it using the Load Interface File for Import utility. Here are the steps you must follow:

1. Navigate to the File-Based Data Import (FBDI) for Financials guide.
2. From the table of contents, go to **Cash Management** > **Cash Management Bank Statement Reconciliation Data Import**.
3. Download the XLSM template from the File Links section.
4. Copy the reconciliation information from the Transactions Available for Reconciliation Report and add it to the template.
5. On the Instructions and CSV Generation spreadsheet, click **Generate CSV File**.
6. Load the CSV file through the ESS job Load Interface File for Import. Select the import process as **Autoreconcile Bank Statements**.
7. Once the upload completes, review the Automatic Reconciliation process output file. It displays the specific groups reconciled and the exceptions.
8. Review the reconciled groups on the Manual Reconciliation page.

Related Topics

- How Bank Statement Reconciliation Data is Imported

Cash Positioning and Forecasting

Overview of Cash Positioning and Forecasting

Watch video

The Oracle Cash Management Cash Positioning and Forecasting provide solutions to accurately report cash balances and position. This enables managers to make cash flows decisions such as investing and borrowing in a timely manner. It also effectively reports cash forecast information from different sources to help manage the cash requirements of the organization.

You have the flexibility to create detailed cash position and forecast reports by using SMART View and financial reports to meet reporting requirements. Use the setups in Oracle Functional Setup Manager to specify the requirements.

Sources and Scheduled Processes

You have visibility to a variety of sources available in the Essbase, such as invoices, receipts, and payment. Scheduled processes are designed to streamline the extraction and import of cash flow data from multiple applications such as:

- Oracle Accounts Payable (AP)
- Oracle Accounts Receivables (AR)
- Oracle Payroll
- Oracle Cash Management External Cash Transactions
- Cash Management Bank Statements

The following ESS programs are used to create your cash position:

- Cash Position Data Extraction: This program streamlines the extraction of data from all relevant sources. The Extraction Duration defined in the Specify Cash Positioning and Forecasting Options is used to get historical data. Submitting the program locks the following setup pages for Cash Positioning and Forecasting::
    - Specify Cash Positioning and Forecasting Options
    - Manage Cash Positioning and Forecasting Transaction Grouping

  All future system transactions will be stored in the cube.
- Cash Position Data Transfer: This program automatically runs after a successful extraction takes place. It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications. The following results in successful extraction:
    - It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications.
    - Converts amounts in all four currencies stored in the cubes:

    a. Transaction
    b. Ledger
    c. Bank Account
    d. Reporting
- Cash Position Data Deletion: Use this program to delete the cube prior to making changes to configure the dimensions or reporting options. The following occurs:
    - Deletes data from the interface tables.
    - Deletes the Cash Positioning cubes.
    - Unlocks the Specify Cash Positioning and Forecasting Options and the Manage Cash Positioning and Forecasting Transaction Grouping setup pages for Cash Positioning and Forecast:

Troubleshooting Conversion Rates

Warning Status:

1. Review the failed transactions reported in the ValidationErrors.txt log file.
2. Enter or correct the conversion rates for the failed transactions.
3. Resubmit the Cash Position Extraction Job process.
4. Review the status for the Cash Position Data Extraction and the Cash Position Data Transfer processes.
5. Review log files for any further warnings or errors.

Bank Statements

- If conversion rate isn't defined for a specific bank statement date or booking date, the application searches going back up to 1 year to find the closest conversion rate to use.
- For converting the bank account amount to the ledger amount, the application uses the Accounting Conversion Rate Type (GL_CUR_EXCHANGE_RATE_TYPE) defined in the bank account setup for the corresponding bank account.
- For converting the bank account amount to the reporting amount, the application uses the default conversion type defined at Currency Rates Manager.

System Transactions

- If the conversion rate isn't defined for a specific transaction date, the application searches going back, up to 1 year to find the closest conversion rate.
- For converting the transaction amount to the bank account amount the applications uses the Bank Conversion Rate Type (BANK_EXCHANGE_RATE_TYPE) from the bank account that corresponds to the transaction used.
- For converting the transaction amount to the ledger amount, the application uses the conversion rate defined for the transaction.
- For converting the transaction amount to the reporting amount, the application uses the default conversion type defined in the Currency Rates Manager.

Note: If the rate can't be found, the default conversion type defined in the Currency Rates Manager is used.

Cash Positioning and Forecasting Solution Components

The following is used to create your cash position and forecast:

- Essbase cube: This component stores the actual transaction data sources such as AP payments, AR receipts, and Payroll payments. This multidimensional database application stores the actual application data; bank statements and transactions. The following dimensions are delivered by Cash Management: Bank, Legal Entity, Currency, Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, AP Overdue Invoices, AP Payments, AR Invoices, AR Overdue Invoices, AR Receipts, Payroll, and External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.
- SMART View and Excel: Is used to view the generated cash positioning and forecasting reports. You can drill down to view the transaction details by selecting the data cell from SMART View. The drill through is available from specified individual data cells. Cash Management delivers predefined drill through reports, but you have the ability to create your own.

  Note: To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

- Interface tables: Are created to allow the extraction of data from the various sources before transferring them to the Essbase cube.
- ADF User Interface: The Bank Statement page enable view both intraday and prior-day bank statements.
- ESS Job: The program is created to support loading of data from different sources to the Essbase cube. Sources such as the bank statement and transactions from AP payments, AR receipts, and Payroll payments. The existing Bank statement loader and import program supports loading and importing prior and intraday bank statements.

Setups in Functional Setup Manager

Specify Cash Positioning and Forecasting Options

You define the extraction duration of the transaction data in Essbase. You can also define reporting options such as:

- the currency for cash balances.
- the balance code to use from the bank statement in cash balances.

Manage Cash Positioning and Forecasting Transaction Grouping Setup

You create transaction grouping (transaction cube dimensions). You can create configurable dimensions to the transaction cube, in addition to the core dimensions delivered by Cash Management.

- The configurable dimensions are available in Smart View for you to build configurable reports.
- Dimensions available out of the box include Bank, Legal Entity, Currency, Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, Payroll, AP Payments, AR Invoices, AR Receipts, External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.
- Design your configurable cube dimensions to meet the different reporting requirements for your organization.

Related Topics

- Cash Positioning
- Considerations for Cash Forecasting
- How You Set Up Cash Positioning and Forecasting

Cash Positioning

Watch video

Cash positioning is the planning tool to view your daily cash position. Project your cash needs and evaluate your company liquidity position. The daily cash positions are based on actual cash flows from data sources such as bank statements and external transactions.

You can generate a daily cash position based on the following dimensions:

- Currency Type: Reporting, Accounting, Transaction currency, and Ledger currency
- Currency
- Flow Indicator

- Reconciliation Status
- Bank Name and Bank Account Name
- Legal Entity
- Region and Legal Entity
- Application
- Source
- Type: Balance and Transaction
- Time

ESSBASE and SMART View

The Essbase cube is used for generating the cash position such as the following:

- Bank statements
- Transaction data from external transactions

You can view or manipulate the data from the Essbase cube in Excel using SMART View. The cash positions generated in SMART View enable you to analyze the data easily and quickly. You can expand on the inflow and outflow summarized amounts and drill down to view the details of the source transaction.

> **Note:** To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

Balance Types

Banks can report different types of balances on the bank statements. You have the option to select which type of balances you want to use in SMART View as the opening balance in the cash position. Examples of the Balance Types are:

- Opening ledger balance
- Opening available balance
- Opening 1 day and 2- day float
- Closing ledger balance
- Closing available balance
- Closing 1 day and 2- day float

Related Topics

- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting
- How You Set Up Cash Positioning and Forecasting

How Cash Position Import Data is Processed

Use the Cash Management Cash Position Data Import process to upload the cash positioning data from external systems into the Essbase Cash Position Cube.

The data imported into Cash Management are:

- Bank Statement Headers
- Bank Statement Lines
- System Transactions

You can download the spreadsheet template to prepare your cash position data. The template contains an instruction sheet to help guide you through the process. To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Cash Management Cash Position Data Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete the

Settings That Affect the Cash Position Data Import Process

The following table displays the name of the tabs and descriptions for the Cash Position Data Import template:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Cash Position Data Transfer process, and correcting import errors.
Bank Statement Headers	Enter information about the bank statement headers that you are adding, such as the source statement header ID, the source system, bank account name, and the legal entity name.
Bank Statement Lines	Enter information about the bank statement lines, such as the booking date, the transaction type, and amounts.
System Transactions	Enter information about the system transactions, such as AP payments, AR receipts, and external transactions.

Note: If a valid value cannot be provided for dimensional columns such as the bank name, bank account name, legal entity name, currency, and transaction type, provide the following default values namely: NO_BANK_VALUE, NO_BANK_ACCOUNT_VALUE, NO_LEGAL_ENTITY_VALUE, NO_CURR_VALUE, NO_TRANSACTION_TYPE_VALUE respectively.

How Cash Position Data Import Is Processed

After you finish preparing the data in the spreadsheet:

1. Click the Generate CSV File button, on Instructions and CSV Generation tab, to generate a ZIP file containing 3 CSV files.
2. Transfer the generated ZIP file to WebCenter document repository (UCM). Select fin$/cashManagement$/import$ account.
3. Submit the ESS job Load Interface File for Import process.
4. In the Process Details screen, for the Import Process, select Cash Position Data Transfer and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM. The data from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.
5. The data from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.

After the ESS Job Load Interface File for Import is completed successfully, the Cash Position Data Transfer ESS job will be automatically invoked. This process imports the data from the interface tables into the Cash Position Transaction Cube.

If there are errors during bank statements import, the errors can be corrected and re-uploaded to the cube using the Correct Bank Statement Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to task pane, and click on Correct Bank Statement Import Errors. This opens the Cash Position Bank Statements spreadsheet.
2. The worksheet is pre-populated with rows that failed import
3. Review and correct the errors in the spreadsheet.
4. Once the errors are corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have successfully been imported.

If there are errors during system transactions import, the errors can be corrected and re-loaded to the cube using the Correct Transaction Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to the task pane, and click on Correct Transaction Import Errors. This opens the Cash Position Transactions spreadsheet.
2. The worksheet is -populated with rows that failed import.
3. Review and correct the errors in the spreadsheet.
4. Once the errors have been corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have been successfully imported.

Considerations for Cash Forecasting

Prior to cash forecasting, cash positioning is usually performed on a daily basis by every cash management or treasury department. The goal of the cash position is to estimate with an acceptable degree of confidence the projected closing bank account balances.

In doing so, cash forecasting decisions such as investing and borrowing, can be made in a timely manner.

Considerations

Consider the following when determining your investing or borrowing situations:

- Cash Forecasting: Is the estimation of the cash position based on the following sources: Payables (Payables Invoices, Payables Payments), Receivables (Receivables Invoices, Receivables Receipts), Payroll (Payroll payments), and External transactions.
- The Cash Forecast reports are now displaying Payables and Receivables invoices that are due and overdue, including unpaid or partially paid invoices. It ensures the right level of liquidity is represented and you're including all aspects of your cash outflows.
- The overdue invoice amounts are displayed in the current date columns. By drilling down to the transaction, you can find the detail information such as invoice date and due date.
- Prior Day Bank Statement: Statement or statements sent by the bank indicating previous day banking activity, cash transactions such as deposits or withdrawals, and account balances.

Related Topics

- Overview of Cash Positioning and Forecasting
- Cash Positioning
- How You Set Up Cash Positioning and Forecasting

Overview of the Cash Management Dashboard

Oracle Fusion Cash Management provides a dashboard for you to easily review and drill down to activity in the application. The following is an overview of the five available infotiles on the dashboard:

1. Cash Balance: Displays the overall cash balance of the company across all its bank accounts.
2. Unreconciled: Compares the total month-to-date unreconciled statement line amount against the system transaction amount.
3. At Risk: Presents the overall deficit amount for the bank accounts with balances less than their target balances, and the number of bank accounts less than the target. You can click the Expanded View to view the balance and deficit for each bank account.
4. 5 Day Forecast: Displays a bar graph representing the forecast of the overall cash balances for the next 5 days.
5. Missing Statements: Indicates the number of bank accounts with missing bank statements.

Related Topics

- Overview of Cash Positioning and Forecasting
- How You Manually Reconcile a Bank Statement
- Cash Positioning
- Considerations for Cash Forecasting
- How You Process Electronic Bank Statements

Notional and Physical Cash Pools

Cash Pooling is a cash management technique used by organizations to optimize funds by consolidating bank balances across multiple bank accounts. It's usually performed on a daily basis. Cash pooling allows companies to combine their bank balances in various accounts into one account.

This allows the maintenance of notional and physical cash pools using REST services. For more information on REST services, refer to the REST API for Oracle Financials Cloud guide.

Notional Cash Pools

Notional pooling does not involve any fund movement. The closing balance for a day is calculated as a sum of the individual balances of the bank accounts included in the pool.

- A Notional Cash Pool has a single concentration account (master) linked to multiple sub accounts.
- The closing balance for a day is calculated as a sum of the individual balances of the bank accounts included in the pool.

Physical Cash Pools

This is a cash leveling technique and involves adjusting the bank balances for all subaccounts either to zero (Zero Balance Accounting) or a predefined target (Target Balancing). The consolidated excess or shortage of funds is managed through a single concentration account. This is achieved by conducting a series of internal transfers between the subaccounts and the master concentration accounts. This can also be achieved through a series of sweeps generated by the banks.

- In physical cash pools, funds from the subaccounts are physically moved to a concentration account.
- Physical cash pools involve adjusting all subaccount balances either to zero or a predefined target balance.
- The leveling is usually classified as:
    a. Zero Balancing
    b. Target Balancing

Nested Cash Pools

Nested Cash Pools are where they can be a member of another cash pool. You can define nested cash pools to review the reporting of the cash pool balances and cash positioning by providing further reporting level consolidation.

For example, there are 2 cash pools: Cash Pool1 and Cash Pool2. You can add Cash Pool1 as Member of Cash Pool2. In this case, if you review the cash balances for Cash Pool2, they show the balances of the concentration account, sub accounts, and the consolidated balance of Cash Pool1. The same applies to cash position reporting. You can set up to 3 levels of nesting in the cash pools.

You need the following information to create a Cash Pool:

- Active Bank Accounts with user access.
- Cash pool type (physical or notional).
- Concentration type (one account or two account).
- Sweep settlement requirement (true or false).
- Balancing type (zero or target balancing).
- Target balances for the cash pool member bank accounts (Setup and Maintenance > Manage Bank Accounts).
- Create the cash pools using REST services.
- Submit the Cash Position Data Deletion process to create the cash pool dimension in the Essbase cube.

Concentration Account Types in Physical Cash Pools

In case of a Physical Cash Pools, it's possible to create One Account or Two Account Concentration Type cash pools. In Two account concentration type, there are two concentration accounts.

1. Funding a concentration account: The deficit in the subsidiary account is funded from this funding concentration account.
2. Investment concentration account: The surplus funds in the subsidiary accounts are transferred to the investment concentration account.

Sweep Settlement Required Indicator in Cash Pool

The sweep settlement required indicator for a physical cash pool specifies whether the deficit or excess in subsidiary accounts is handled through self-initiated sweeps (cash leveling proposals) or bank initiated sweeps. Depending on this option, the application either generates a cash leveling proposal (when the option is Y) or the Bank Statement Transaction Creation process allows generating sweep transactions for the sweeps generated by bank.

Reviewing Cash Positioning and Cash Balances by Cash Pool

A new dimension for the Cash Pool is added in the cash positioning cube. If the cash pools are set up, you can review the cash positioning and cash balances for the cash pool.

Cash Leveling Proposal

When the cash positioning is viewed for a specific cash pool, the cash leveling feature allows initiating bank transfers between the concentration account and the subsidiary accounts. The proposal is shown based on the Target balance, Minimum and Maximum Payment setup in the Manage Bank Accounts, and the Actual Balance and the Variance.

- If the physical cash pools have one concentration account, and this account has excess funds, the cash leveling proposal will be to transfer funds from the concentration account to the subsidiary accounts.
- If the concentration account is in deficit and the subsidiary accounts are in surplus, the cash leveling proposal will be to transfer funds from the subsidiary accounts to the concentration account.
- If there are two concentration accounts, the investment concentration account will get excess funds from the subsidiary accounts, and the funding concentration account transfers funds to the subsidiary accounts in deficit.

- If the concentration account does not have a sufficient balance, no bank transfer will be initiated.

Sweep Transactions Generation

When the sweep settlement required indicator for the cash pool is set to no, the bank sweeps funds and reports them in the bank statements. The sweep transaction generation is handled using the Bank Statement Transaction Creation process. A new transaction type, Sweep is added to the bank statement transaction creation rules. This value is used to generate the sweep transaction and reconcile with the statement line with the external transaction generated for the bank initiated sweeps.

Related Topics

- Cash Positioning
- Considerations for Cash Forecasting
- How Cash Position Import Data is Processed

FAQs for Cash Positioning and Forecasting

Why can't I see the bank accounts for some transactions in the Cash Balances work area?

Cash balances, cash position and cash forecast reports retrieve data from the cash position cube. You must create the cash position cube by running the Cash Position Data Extraction program from the Scheduled Processes work area.

You can see the bank accounts that affect your cash position after you run the program.

Related Topics

- Cash Positioning
- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting

Why are system transactions available but the bank accounts aren't displayed on the Cash Balances work area or the Cash Position page?

To accurately predict a cash position, the application requires an official prior day closing balance. Create or import a prior day bank statement with a reported closing balance to see the bank accounts in the Cash Balances work area or the Cash Position page.

Related Topics

- Overview of Cash Positioning and Forecasting

How can I change the reporting currency for the Cash Management infotiles, Cash Balances work area, and 5 Day Forecast after creating the cash position cube?

If you haven't yet submitted the Cash Position Data Extraction process, you can change the reporting currency in the Specify Cash Positioning and Forecasting Options page.

To change the reporting currency after creating the cash position cube:

1. Submit the Cash Position Data Deletion process.
2. Change the reporting currency on the Specify Cash Positioning and Forecasting Options page. This field is editable after you delete the data in the cash position cube.
3. Click Save.
4. Submit the Cash Position Data Extraction process to extract data to the cube. The Cash Position Data Transfer process runs automatically when you submit the process.

Related Topics

- Overview of Cash Positioning and Forecasting
- Cash Positioning

Why does the Cash Position Data Extraction program show error messages for missing conversion rates in the log file?

The cash position cube stores cash position amounts in four currencies:

- Transaction
- Ledger
- Bank account
- Reporting

If the currencies are different, the Cash Position Data Extraction program tries to convert transactions into a compatible currency. If one of the currency rates is missing, the conversion fails and the transaction isn't transferred to the cube resulting in an error message. To avoid conversion failures, add the missing currency conversion rates and rerun the extraction program to transfer the transactions.

Related Topics

- Cash Positioning
- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting

Predictive Cash Forecasting

Overview of Predictive Cash Forecasting

Predictive Cash Forecasting enables companies to make better use of their cash with data-driven continuous cash forecasting.

Predictive Cash Forecasting is a Planning application type designed to help treasurers and cash managers perform short-term tactical (rolling ~10 days) or mid-term operational (~3-6 months /~12-26 weeks) cash forecasting. It allows for daily, weekly, or monthly rolling forecasts that can be generated for operational, financial, and investing cash flow line items. It is built using a direct cash flow method and enables decision-making and actions for cash optimization across multiple legal entities within the business. Additionally, it provides an overview of the organization's overall cash position at each level of the legal hierarchy.

By leveraging deep integration between ERP and the EPM Planning module, Predictive Cash Forecasting delivers:

- End-to-end integration: Seamlessly connects with Fusion Cloud ERP modules including Accounts Receivable, Accounts Payable, and Cash Management, ensuring forecasts are always grounded in the latest transactional data.
- Near real-time cash visibility: Provides a consolidated view of cash positions across multiple legal entities and hierarchical structures, directly sourced from ERP.
- Drill-down to ERP transactions: Enables users to move from forecast summaries to analytical views and underlying ERP transactions for detailed reconciliation and analysis.
- Automated, continuous forecasting: Uses ERP data streams to generate frequent updates, helping identify risks and opportunities earlier.
- Scenario planning with ERP context: Aligns stakeholders with data-backed scenarios and enables faster corrective actions within the ERP ecosystem.

Related Topics

- Administering Predictive Cash Forecasting
- Predictive Cash Forecasting Overview
- Implementation Checklist for Oracle Fusion Cloud ERP Administrators
- Working with Predictive Cash Forecasting

Manage Fund Transfers and Ad Hoc Payments

How Ad Hoc Payments Are Made

The Manage Ad Hoc Payments page is used to transfer ad hoc funds from an internal bank account to an external payee bank account. Ad hoc payments may require an approval process prior to processing the payment.

Processing the payment goes through formatting validation prior to transmission.

The following table lists the elements for making an ad hoc payment and the possible statues that may result with actions to take to correct issues.

Field Name	Required	Description
Payment Number	Yes, the payment reference is generated by the application.	The unique payment reference number.
Payment Number	Yes	The bank account initiating the payment.
Payee	Yes	Name of the payee.
Payee Account	Yes	The payee bank account receiving the payment.

Field Name	Required	Description
Payment Date	Yes	Date of payment, application date defaults.
Amount	Yes	Amount to pay.
Currency	Yes	Payment currency.
Status	Yes, if Approvals are enabled.	Status of the payment. Valid values are: • Pending Approval • Approved • Rejected • Validated • Invalid • Settlement in Process • Failed • Completed • Voided

The Payment Status can be either nonactionable or actionable. The following table lists the possible statuses:

Nonactionable Status	Description
Formatted	The payment has been formatted but transmission isn't needed.
Transmitted	The payment has been formatted and transmitted.
Terminated	The payment has been terminated by the user.

Actionable Status	Description
Pending action to address document validation errors.	Correction or missing data needed.
Pending action to address payment validation errors	Correction or missing data needed.
Failed validation and pending action	Correction or missing data needed.
Formatted and ready for transmission	Passed validation and ready to be transmitted.
Failed formatting and pending action	Correction or missing data needed.

Actionable Status	Description
Transmission failed	Correction or missing data needed.

Note: Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment page to let you resolve issues encountered during the payment process request.

Related Topics

- Options for Resolving Payment File Validation Errors
- Options for Resolving Payment File Transmission Failures

How You Transfer Funds Between Bank Accounts

Use the Manage Bank Account Transfers page to manage fund transfers between two internal bank accounts. The following list provides the elements for:

- Payment status
- Bank account information
- Payment status details

Manage Bank Account Transfers Table:

Display Name	Description
Transfer Number	Unique bank account transfer reference that's system generated.
From Account	The bank account that initiates the transfer.
To Account	The bank account receiving the transfer.
Transfer Date	Date of transfer.
Amount	Amount to transfer.
Currency	Currency of the amount transferred.
Status	Status of the bank account transfer. Valid values are: • Pending Approval • Approved • Rejected

Display Name	Description
	• Validated • Invalid • Settlement in Process • Failed • Completed • Voided • Canceled **Note:** After canceling the bank account transaction, the two external cash transactions generated (one for the provider bank account and one for the receiver bank account) are automatically voided.
Payment Status	See Payment Status in this topic.
Action	The Action icon is only enabled if the payment status is actionable.
Business Unit	The business unit name of the disbursement bank account, available when the Settle transaction through Payments option is selected.
Payment Profile	The name of the payment profile for the bank account transfer, available when the Settle transaction through Payments option is selected.
Payment Method	The payment method for the bank account transfer, available when the Settle transaction through Payments option is selected.
Payment File	The unique identifier of the payment file generated for the bank account transfer, available when the Settle transaction through Payments option is selected.

Payment Status

The status is a combination of the Payment Process Request and payment file. The payment status can be either nonactionable or actionable.

The following tables list the possible statuses:

Nonactionable Status	Description
Formatted	The payment has been formatted but transmission isn't needed.
Transmitted	The payment has been formatted and transmitted.
Terminated	The payment has been terminated by the user.

Actionable Status	Description
Pending action to address document validation errors	Correction or missing data needed.

Actionable Status	Description
Pending action to address payment validation errors	Correction or missing data needed.
Failed validation and pending action	Correction or missing data needed.
Formatted and ready for transmission	Passed validation and ready to be transmitted.
Failed formatting and pending action	Correction or missing data needed.
Transmission failed	Correction or missing data needed.

Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment to let you resolve issues encountered during the payment process request.

Related Topics

- Options for Resolving Payment File Transmission Failures
- Options for Resolving Payment File Validation Errors

Cancel Bank Account Transfers

You can cancel fund transfers between 2 internal bank accounts.

Before you start

Before the application cancels the bank account transfer, it verifies the following:

- Both associated external cash transactions are unreconciled.
- There's no action pending in the payment process.

If both conditions are successfully met, the bank transfer is canceled.

Here's what to do

1. Go to **Navigator** > **Cash Management** > **Cash Balances**.
2. In the **Tasks** panel tab, click **Manage Bank Account Transfers**.
3. Select the bank account transfer line item that you want to cancel.
4. From the **Actions** drop-down list, select **Cancel**.
5. Click **Yes** to continue.

Results:

The status of the bank transfer changes to Canceled.
When the bank account transfer is canceled, the external cash transactions associated to that bank transfer are automatically voided.

Additional Governance for Bank Account Transfers and Ad Hoc Payments

Additional governance for bank account transfers and ad hoc payments includes:

- Attachments
- Parallel Approval Workflows
- Initiating Bank Account Transfers in From Bank Account Currency
- Additional Attributes
  - Payment Attribute Support
  - Memo Field Support

Attachments

Enhance transaction transparency by securely associating supporting documents—such as invoices, receipts, contracts, and bank correspondence with each transaction. Centralizing these documents ensures better compliance, maintains a strong audit trail, and simplifies financial reviews.

Benefits include:

- Enhanced Compliance: Ensures that all necessary documentation is securely stored and easily retrievable for audits and regulatory reviews.
- Improved Transparency: Provides a clear record of supporting documents for each transaction, increasing visibility across teams and stakeholders.
- Stronger Governance: Strengthens internal controls by linking approvals and financial activities with verifiable documentation.
- Operational Efficiency: Reduces time spent searching for or validating documents, accelerating transaction processing and reconciliation.
- Better Risk Management: Minimizes errors and fraud by maintaining an auditable trail of all related financial documents.
- Simplified Reviews: Streamlines financial and management reviews by consolidating transaction data and supporting materials in one place.

Parallel Approval Workflows

Streamline the approval workflow for bank account transfers and ad hoc payments with support for parallel approvals and document attachments. This enhanced capability allows multiple approvers to review transactions simultaneously while ensuring all necessary documentation is included and accessible within the workflow. The solution eliminates reliance on external systems, reduces customizations, and centralizes financial transactions for greater efficiency, compliance, and control.

Benefits include:

- Reduced Processing Time: Approvals can run simultaneously, shortening overall turnaround time and enabling faster payment execution.
- Improved Operational Efficiency: Eliminates bottlenecks caused by sequential dependencies, resulting in smoother and more streamlined workflows.

- Enhanced Cash Flow Management: Faster approvals support timely fund movements and payments, improving liquidity planning and financial responsiveness.
- Better User and Stakeholder Experience: Approvers no longer wait for others to complete their review, improving satisfaction and minimizing delays.
- Scalability for High-Volume Transactions: Parallel approvals allow organizations to handle larger transaction volumes without compromising control or speed.

Considerations include:

- You can set up a parallel approval workflow that requires a group of approvers to review and approve the process. This configuration is managed through Oracle Business Process Manager (BPM).
- To set up parallel approvers in a BPM task, open the task configuration in the BPM Worklist and select the BankAcctTransferRequestForAction task.
- In the Assignees tab, add a new participant and choose Parallel as the assignment type. This allows you to define a group of approvers or use rule-based assignments, including optional voting percentage rules to determine the final approval outcome.

Initiating Bank Account Transfers in From Bank Account Currency

Initiate transfers in the original currency of the source bank account.

Benefits include:

- Allows transfers to be processed in the original currency of the source bank account, reducing the risk of conversion errors and simplifying reconciliation. This ensures more accurate cash management and minimizes potential financial discrepancies.

> **Note:** This feature is available with a controlled release. If you want to enable this feature, please log a service request.

Additional Attributes

Make use of additional governance for bank account transfer and ad hoc payment processes. Capture payment information during bank account transfers and ad hoc payments. Use the Memo field in the Manage Bank Account Transfers user interface to review the additional reasons related to the transaction. These enhancements improve transaction transparency, ensure data accuracy, and provide better documentation for compliance and audit purposes.

Benefits include:

- Support for capturing payment attributes in bank account transfers and ad hoc payments: The payment attributes like service level, delivery channel, payment reason can be added while creating Bank Account Transfers and Ad Hoc Payments. These attributes are used to process electronic payment files more accurately, improving straight-through processing, reducing downstream handling errors, and increasing transaction transparency.

> **Note:** The payment attributes on Bank Account Transfers and Ad Hoc Payments are optional. You can use these attributes if you are using the settlements of payments. The specific attributes vary with the payment format used on the transactions.

- Support Memo Field in Manage Bank Account Transfers: Offers users a way to document additional transfer details directly in the system, enhancing internal communication and providing richer context for each

transaction. This supports improved auditability and easier retrieval of transaction history during reviews or investigations.

FAQs for Fund Transfers and Ad Hoc Payments

When does the accounting for ad hoc payments take place?

Accounting for ad hoc payments occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

External transactions created for ad hoc payments have journal entries created by the process. Only one external transaction is created for the From Bank Account.

Any gain or loss calculation due to different currencies is handled by Subledger Accounting.

Related Topics

- Overview of External Cash Transactions
- How You Submit Accounting Process
- Intercompany Transaction Types

When does the accounting for bank transfers take place?

Accounting for bank transfers occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

The bank account transfer creates two external transactions.

1. An outflow (payables) external transaction is created for the From Bank Account.
2. An inflow (receivables) external transaction is created for the To Bank Account.

Bank account transfers can occur between an intercompany and intracompany.

External transactions should be reconciled in order to be accounted.

External transactions created for bank account transfers have journal entries created by the Create Accounting process. Any gain or loss calculation due to different currencies is handled by Oracle Fusion Subledger Accounting.

Related Topics

- How You Submit Accounting Process
- Intercompany Transaction Types

Bank Account Validation

Bank Account Validation by Country: Albania to Guatemala

This outlines the country specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country specific validations:

- Albania
- Algeria
- Andorra
- Argentina
- Australia
- Austria
- Azerbaijan
- Bahrain
- Belarus
- Belgium
- Bosnia and Herzegovina
- Brazil
- British Virgin Islands
- Bulgaria
- Canada
- Colombia
- Costa Rica
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Dominican Republic
- Egypt
- El Salvador
- Estonia
- Faroe Islands
- Finland
- France
- French Guiana
- Georgia

- Germany
- Gibraltar
- Greece
- Greenland
- Guadeloupe
- Guatemala

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. **Bank Code**
2. **Branch Number**
3. **Account Number**
4. **Check Digit**
5. **IBAN**

Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations aren't performed. The checks for unique banks, branches, accounts, and the requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

For countries where the validations aren't listed, the following default validations are applied.

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN.

Albania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Algeria

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 26 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Andorra

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Argentina

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 22 characters. • Spaces and hyphens are allowed.
Check Digit	• Optional
IBAN	• Optional

Australia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, the length should be either 2 or 3 numeric characters.
Branch Number	• Required • The combined length of the Branch Number and Bank Code should be 6 numeric characters. Hence, the valid length values (3,4,6) depend upon the Bank Code (3,2,0). • This field is labeled as **Bank State Branch**.
Account Number	• Required • Length should be between 5 to 10 characters. • If the account currency is Australian Dollar, account number should be numeric. For foreign currencies, alphanumeric values are allowed
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Austria

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • Length should be of 5 numeric characters.
Branch Number	• Optional • Length should be of 5 numeric characters.
Account Number	• Required • Length should be between 4 to 11 numeric characters.
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN

Field	Rule
	• Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Azerbaijan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Bahrain

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Belarus

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Belgium

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
	• Length should be of 12 numeric characters. • It should be in the format 999-9999999-99. • A check algorithm is applied on the Account Number.
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 16 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for **Account Number**

1. The entered check digit **CD1**, is the last two digits of the Account Number
2. The calculated check digit **CD2**, is derived by concatenating the first two sections of the Account Number and calculating the remainder on dividing this by 97. If the remainder is equal to **0**, then the calculated check digit's taken to be **97**.
3. If the entered check digit (CD1) and calculated check digit (CD2) are equal, then the Account Number is valid, else the check has failed.
4. Also, if the entered check digit (that's, the last section) is '00', then the Account Number is invalid because the calculated check digit can never be **00** as per the 3rd point.

   Example using account number 123-4567890-78
   - The entered check digit (CD1) is '78'. The concatenation of the first two sections gives '1234567890'
   - Divide the result by '97'. 1234567890 / 97 = 12727504
   - Derive the remainder. 1234567890 - (12727504 * 97) = 2 Therefore CD2 = 2
   - Here CD1 <> CD2, therefore the Account Number isn't valid.

     In this case, a valid Account Number would be '123456789-02'.

Bosnia and Herzegovina

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional

Field	Rule
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Brazil

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 3 numeric characters. • If the length is less than 3, then it's converted to a 3 digit number by prefixing it with as many leading zeroes as is necessary.
Branch Number	• Required • Length should be a maximum of 5 numeric characters.
Account Number	• Required
Check Digit	• Optional
Company Code	• Optional. • This is entered in the Account Creation form. • If entered, length should be a maximum of 15 numeric characters
Secondary Account Reference	• This field is labeled as **Company Code**.
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Field	Rule
	• The third and fourth characters are numbers.

British Virgin Islands

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Bulgaria

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**

Field	Rule
	• The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Canada

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • This field is labeled as **Routing Transit Number**.
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Colombia

For Colombia, there are no validations for Bank Code, Branch Number, Account Number, or Check Digit fields as illustrated in the following table:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
Tax Payer ID	• Optional • Length should be a maximum of 15 numeric characters 14 digits for Tax Payer ID plus the last digit for check digit. • it's unique within the country. • Cross Validations of Tax Payer ID in Customers, Suppliers, and Companies. If the Tax Payer ID is used by a Customer, Supplier, or a Company, then the Customer name, Supplier name, or the Company name should match with the Bank name. • A check digit's applied on the Tax Payer ID.
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Tax Payer ID

The first 15 digits are multiplied by the associated factor, as illustrated in the following table.

Digit	Factor
1st	71
2nd	67
3rd	59
4th	53
5th	47
6th	43
7th	41
8th	37
9th	29
10th	23

Digit	Factor
11th	19
12th	17
13th	13
14th	7
15th	3

1. These 15 products are added and the sum is divided by 11.
2. If the remainder is 1 or 0, then the Check Digit should be 1 or 0 respectively.
3. If the remainder isn't 1 or 0, then the remainder is subtracted by 11 and that should be the Check Digit.

Costa Rica

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Croatia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Cyprus

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Czech Republic

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Denmark

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Length should be a maximum of 10 numeric characters
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN.

Field	Rule
	• Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Dominican Republic

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Egypt

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

El Salvador

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Estonia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Faroe Islands

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Finland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • If entered, it should be 6 numeric characters.
Account Number	• Required • Length should be between 8 to 14 numeric characters. • A check algorithm is applied on the Account Number.
Check Digit	• Optional • If entered, it should be 1 numeric digit.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

If 1st digit of Account Number is:	Check Value Method
1	1
2	1
3	1
4	2
5	2
6	1
7	2
8	1
9	1

Method 1

The check is formed in the following two parts:

- The first part of the check is formed from the first 6 digits of the Account Number. To illustrate, if the account number is 123456789, then the first part of check would be created as 123456.
- The second part of check is formed as an eight digit value, comprising the 8th to 15th digits of the Account Number. If the length is less than 8, then it's converted to an 8 digit number by prefixing it with as many leading zeroes as is necessary. Using the same example, the second part of check would be created as 00000089. check is then formed by concatenating the two parts. So, in our example the check is formed as 12345600000089.

Method 2

The check is formed in the following three parts:

- The first part of the check is formed from the first 6 digits of the Account Number. To illustrate, if the account number is 123456789, then the first part of check would be created as 123456.
- The second part of check is formed as the 8th digit of the Account Number. Using the same example, the second part of check would be created as 8.
- The third part of check is formed as a seven digit value, comprising the 9th to 15th digits of the Account Number. If the length is less than 7, then it's converted to a 7 digit number by prefixing it with as many leading zeroes as is necessary. Using the same example, the second part of check would be created as 0000009. The check is then formed by concatenating the three parts. So, in our example the check is formed as 12345680000009.

A computed sum is then calculated based on the value of the check. Different calculations are performed depending on the first two digits of the formed check value.

If the first two digits of the check are '88', then:

- The Finnish government provides the following factor table. The 8th to 13th digits of the check number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Digit	Factor
8th	1
9th	3
10th	7
11th	1
12th	3
13th	7

Example using check number 88345600000089: Multiply the given digits with the given factor.

Digit	Value	Factor	Result
8th Digit	0	1	0
9th Digit	0	3	0
10th Digit	0	7	0
11th Digit	0	7	0
12th Digit	0	3	0
13th Digit	8	7	56
Total	N/A	N/A	56

So the computed sum for this example is 56.

The test fails unless either of the following applies:

- The 14th digit of the check should equal the value of 10 minus the last digit of the computed sum. For the check value is '88345600000089', the last digit of the computed sum is 6. So 10 - 6 = 4. So, the 14th digit of the check should equal 4. The test fails here as the 14th digit's 9.
- Both the 14th digit of the check and the last digit of the computed sum are 0. Using the same example, the test fails here as both values aren't 0.

If the first two digits of the check aren't '88', then the computed sum is calculated for each of the first 13 digits by adding the even numbered digits to the following calculated sum for each odd numbered digit :

- Multiply the digit by 2.
- Divide the result by 10.
- From the result add the integer to the remainder.

Example using account number 123456800000089:

Digit	Value	Multiply (a)	Divide (b)	Integer	Remainder	Result
1st	1	2	0.2	0	2	2
2nd	2	N/A	N/A	N/A	N/A	2
3rd	3	6	0.6	0	6	6
4th	4	N/A	N/A	N/A	N/A	4
5th	5	10	1	1	0	1

Digit	Value	Multiply (a)	Divide (b)	Integer	Remainder	Result
6th	6	N/A	N/A	N/A	N/A	6
7th	0	16	1.6	1	6	0
8th	0	N/A	N/A	N/A	N/A	0
9th	0	0	0	0	0	0
10th	0	N/A	N/A	N/A	N/A	0
11th	0	0	0	0	0	0
12th	0	N/A	N/A	N/A	N/A	0
13th	8	16	1.6	1	6	7
Total	N/A	N/A	N/A	N/A	N/A	28

The computed sum is then converted using the following process, before being used to see if the Account Number is valid:

1. Computed sum is added to 9.
2. The result is divided by 10.
3. The integer result is multiplied by 10.
4. The result is subtracted by the original computed sum.

So the computed sum '282 is converted to '2' as:

1. 28 + 9 = 37
2. 37/10 = 3.7. Integer result therefore = 3
3. 3 * 10 = 30
4. 30 - 28 = 2

This number is then compared to the 14th digit of the Account Number. If it matches, then the test is passed, otherwise it's failed.

In our example, the test fails as the 14th digit of the account number is 9. If the 14th digit had been 2, then the test would have been passed.

France

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 5 numeric characters. • If the length is less than 5, then it's converted to a 5 digit number by prefixing it with as many leading zeroes as is necessary.
Branch Number	• Required • Length should be a maximum of 5 numeric characters. • If the length is less than 5, then it's converted to a 5 digit number by prefixing it with as many leading zeroes as is necessary.
Account Number	• Required • Length should be a maximum of 11 numeric characters • Special characters and spaces aren't allowed
Check Digit	• Optional • If entered, length should be a maximum of 2 numeric characters. • A check algorithm is applied on the check digit.
Account Type	• This field is labeled as **Deposit Type**.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Check Digit

A check digit's calculated (CD1) from the Account Number, Bank Code, and Branch Number in the following manner. This is then used as the basis for the check digit validity test.

CDI

For the check algorithm, the digits of the Account Number entered as characters A to Z. are converted to numeric values, the French government provides the following conversion table:

Value	Conversion
A, J	1
B, K, S	2

Value	Conversion
C, L, T	3
D, M, U	4
E, N, V	5
F, O, W	6
G, P, X	7
H, Q, Y	8
I, R, Z	9

Example using account number A1234567890:

The letter A is converted by applying the table to 1, so the account number becomes 11234567890.

A value for CD1 is formed by joining together the bank fields in the following way:

- The Bank Code is concatenated with Branch Number concatenated to the converted Account Number. To illustrate with the Bank Code as 12345, the Branch Number as 67890 and the converted Account Number as 11234567890. Then CD1 is created as 123456789011234567890.
- To this concatenated value, 00 is added as a suffix and the resulting value is divided by 97. The remainder obtained as result of this division is then subtracted from 97. The result of this subtraction is the calculated check digit.
- In our example, suffixing 00 gives 1234567890112345678900. Dividing by 97 and deriving the remainder. Mod (1234567890112345678900, 97) = 86 Subtract from 97. 97 - 86 = 11
- If the user entered Check Digit's equal to this calculated value, then the validation is successful.

In the given example, as the user entered check digit'sn't 11, the check isn't valid.

French Guiana

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Georgia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Germany

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 8 numeric characters.
Branch Number	• Optional • If entered, then the length should be 8 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 10 numeric characters.
Check Digit	• Optional • If a value is entered for the check digit, then it must be a single digit and must match the last digit of the Account Number.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Gibraltar

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN.

Field	Rule
	• Length should be 23 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Greece

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be of 3 numeric characters.
Branch Number	• Optional • If entered, then the length should be of 4 numeric characters.
Account Number	• Required • Length should be between 8 to 16 alphanumeric characters.
Check Digit	• Optional • If a value is entered, then it must be one numeric character.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Greenland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional

Field	Rule
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Guadeloupe

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 34 characters. Leading and trailing spaces are ignored. There should be no spaces in the middle. . • The first 2 characters are letters. • The third and fourth characters are numbers.

Guatemala

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Related Topics

- Bank Account Validation by Country: Hungary to Norway
- Bank Account Validation by Country: Pakistan to the United States

Bank Account Validation by Country: Hungary to Norway

This outlines the country-specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country-specific validations:

- Hungary
- Iceland
- India
- Ireland
- Israel
- Iran
- Iraq
- Italy
- Ivory Coast
- Japan
- Jordan
- Kazakhstan

- Kosovo
- Kuwait
- Latvia
- Lebanon
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Moldova
- Monaco
- Montenegro
- Morocco
- Netherlands
- New Zealand
- Norway

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. **Bank Code**
2. **Branch Number**
3. **Account Number**
4. **Check Digit**
5. **IBAN**

Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations aren't performed. The checks for unique banks, branches, accounts, and the requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

Hungary

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Iceland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be of 4 numeric characters. • If the length is less than 4, then it's converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.
Branch Number	• Optional • If entered, then the length should be of 4 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 18 numeric characters. • If the length is less than 18, then it's converted to an 18 digit number by prefixing it with as many leading zeroes as is necessary. • A check algorithm is applied on the Account Number.
Check Digit	• Optional • If a value is entered for the check digit, then it must be a single digit and must match the seventeenth digit of the Account Number.

Field	Rule
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 26 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Account Number

1. Check algorithm is performed against the Account Number (from digit 9 to 16). Each of these digits is multiplied with the factors as given in the following table:

Digit	Factor
9th	3
10th	2
11th	7
12th	6
13th	5
14th	4
15th	3
16th	2

These products are added and the sum is divided by 11. The remainder obtained as a result of this division is subtracted from 11 to obtain the calculated check digit. If remainder is 0, then calculated check digit is taken as 0.

This calculated check digit should match the entered check digit (seventeenth digit of the Account Number), otherwise the Account Number isn't valid.

India

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • This field is labeled as the IFSC Code
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Ireland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be of 6 numeric characters.
Branch Number	• Optional • If entered, then the length should be of 6 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be 8 numeric characters.
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Field	Rule
	• The third and fourth characters are numbers.

Israel

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • If entered, the length should be a maximum 2 numeric characters
Branch Number	• Required • Length should be 3 numeric characters.
Account Number	• Required • Length should be a maximum of 13 numeric characters. • Spaces aren't allowed.
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 23 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Iran

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 26 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Iraq

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 23 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Italy

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 5 numeric characters.
Branch Number	• Required • Length should be a maximum of 5 numeric characters.

Field	Rule
Account Number	• Required • Length should be a maximum of 12 alphanumeric characters. • If the length is less than 12, then it's converted to a 12 digit number by prefixing it with as many leading zeroes as is necessary.
Check Digit	• Optional • If entered, length should be a single alphabetic character and a check algorithm is applied on the Check Digit.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Check Digit

The check digit is used to validate against the Bank Code, Branch Number, and Account Number. These are concatenated to obtain a 22 character string.

Each character is assigned a value depending upon whether the character is in an odd position or an even position in the string as given in the following table:

Even Position Values	Odd Position Values
A/0 = 0	A/0 = 1
B/1 = 1	B/1 = 0
C/2 = 2	C/2 = 5
D/3 = 3	D/3 = 7
E/4 = 4	E/4 = 9
F/5 = 5	F/5 = 13
G/6 = 6	G/6 = 15
H/7 = 7	H/7 = 17

Even Position Values	Odd Position Values
I/8 = 8	I/8 = 19
J/9 = 9	J/9 = 21
K = 10	K = 2
L = 11	L = 4
M = 12	M = 18
N = 13	N = 20
O = 14	O = 11
P = 15	P = 3
Q = 16	Q = 6
R = 17	R = 8
S = 18	S = 12
T = 19	T = 14
U = 20	U = 16
V = 21	V = 10
W = 22	W = 22
X = 23	X = 25
Y = 24	Y = 24
Z = 25	Z = 23

The first character is an odd position. The values assigned are added up and the sum is divided 26.

The remainder obtained as a result of this division is converted into an alphabet as given in the following table:

Transformation Algorithm

Calculation	Calculation	Calculation
0 = A	9 = J	18 = S
1 = B	10 = K	19 = T
2 = C	11 = L	20 = U
3 = D	12 = M	21 = V
4 = E	13 = N	22 = W
5 = F	14 = O	23 = X
6 = G	15 = P	24 = Y
7 = H	16 = Q	25 = Z
8 = I	17 = R	N/A

This value should be the same as the user entered check digit or else the Check Digit validation fails.

Ivory Coast

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Japan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be 4 numeric characters
Alternate Bank Name	• Optional
Branch Number	• Required • Length should be 3 numeric characters.
Alternate Branch Name	• Optional
Account Number	• Required
Account Type	• Required • This field is labeled as **Deposit Type**.
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Jordan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 30 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Kazakhstan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Kosovo

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional

Field	Rule
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Kuwait

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 22 characters. • Spaces and hyphens are allowed.
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 30 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Latvia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Lebanon

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Liechtenstein

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Lithuania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Field	Rule
	• The third and fourth characters are numbers.

Luxembourg

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 3 numeric characters.
Branch Number	• Optional • If entered, then the length should be 3 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 13 characters.
Check Digit	• Optional • If entered, then the length should be 2 numeric characters
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Malta

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 31 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Martinique

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Mauritania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Mauritius

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 30 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Mayotte

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Mexico

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be between 10 to 11 numeric characters. • Spaces and hyphens are allowed.
Check Digit	• Optional
IBAN	• Optional
Secondary Account Reference	• Optional

Field	Rule
	• If entered: o Should be of 18 digits o Should be numeric

Moldova

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Monaco

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Montenegro

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Morocco

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Netherlands

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Two types of account numbers are validated: • If the bank account number is numeric and consists of one of the following then bank account will be considered as Post or Giro Account. o length is 7 digits or less, or o prefixed with 000, or o prefixed with P or G There's no check digit validation for Post or Giro accounts. • For other account numbers, the length should be between 9 and 10 numeric characters. A check algorithm is applied on the Account Number.
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**

Field	Rule
	• The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Non-Post or Giro Account Number

1. If the length is less than 10, then it's converted to a 10 digit number by prefixing it with as many leading zeroes as is necessary.
2. The Netherlands government provides the following factor table for each of the 10 digits:

Digit	Factor
1st	10
2nd	9
3rd	8
4th	7
5th	6
6th	5
7th	4
8th	3
9th	2
10th	1

These are multiplied and the sum of the products is calculated 4.

If the result so obtained is perfectly divisible by 11 (that's, no remainder on division by 11), then the test is successful, otherwise the account number entered isn't valid.

New Zealand

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be 2 numeric characters.
Branch Number	• Required • Length should be 4 numeric characters. • This field is labeled **Bank State Branch**.
Account Number	• Required • Length should be a minimum of 7 and maximum of 8 numeric characters. • Account Suffix should be between 2 to 4 numeric characters.
Check Digit	• Optional
Description	• This field is labeled **Reference**.
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Norway

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be of 11 numeric characters. • A check algorithm is applied on the Account Number, if the 5th and 6th digits of the account number aren't 00. For example, for Account Number, **1234001234**, the check algorithm won't be applied but for Account Number 02056439653, the check algorithm will be applied as outlined in the Check Algorithm for Account Number, following this table.
Check Digit	• Optional

Field	Rule
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 15 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Account Number

1. The check digit is set as the last (that's, the 11th digit) of the Account Number. For example, if the account number is 02056439653, then the check digit is set to 3.

2. The Norwegian government provides the following factor table:

Digit	Factor
1st	5
2nd	4
3rd	3
4th	2
5th	7
6th	6
7th	5
8th	4
9th	3
10th	2

The first ten digits of the account number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

3. Example using account number 02056439653:

Multiply each digit with the given factor. The following table illustrates the factors that determine validation:

Digit	Value	Factor	Result
1st	0	5	0
2nd	2	4	8
3rd	0	3	0
4th	5	2	10
5th	6	7	42
6th	4	6	24
7th	3	5	15
8th	9	4	36
9th	6	3	18
10th	5	2	10
Total	N/A	N/A	163

So the computed sum for this example is 163.

4. The computed sum is then added to the check digit. In the example, 163 + 3 = 166.

5. Divide the result by 11. 166 / 11 = 15 6.

6. Derive the remainder. 166 - (11 * 15) = 1.

7. If the remainder is '0', then the validation is successful, otherwise the check fails.

8. In the given example, the check fails the Account Number as the remainder is 1. If the 11th digit of the Account Number was 2 (that's, the check digit would be 2), then the remainder would be 165 - (11 * 15) = 0 and the check on the Account Number would be successful.

Related Topics

- Bank Account Validation by Country: Albania to Guatemala
- Bank Account Validation by Country: Pakistan to the United States

Bank Account Validation by Country: Pakistan to the United States

This outlines the country specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country specific validations:

- Pakistan
- Palestine
- Poland
- Portugal
- Qatar
- Reunion
- Romania
- Saint Barthelemy
- Saint Lucia
- San Marino
- Saint Martin
- Saint Pierre and Miquelon
- Saudi Arabia
- Serbia
- Serbia and Montenegro
- Senegal
- Seychelles
- Singapore
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- The Former Yugoslav Republic of Macedonia
- Tunisia
- Turkey
- Ukraine
- United Arab Emirates
- United Kingdom
- United States

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. **Bank Code**
2. **Branch Number**
3. **Account Number**
4. **Check Digit**
5. **IBAN**

Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations aren't performed. The checks for unique banks, branches, accounts, and the requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

Pakistan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.. • The first 2 characters are letters.

Palestine

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Poland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, the length should be of 8 numeric characters.
Branch Number	• Optional • If entered, the length should be of 8 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match
Account Number	• Required • Length should be a maximum of 16 alphanumeric characters.
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Portugal

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be of 4 numeric characters.
Branch Number	• Required • Length should be of 4 numeric characters.
Account Number	• Required • Length should be a maximum of 11 numeric characters.
Check Digit	• Optional • Length should be of 2 numeric characters. • If entered, a check algorithm is applied on the Check Digit.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 25 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Check Digit

- A check digit's formed (CD1) from the Bank Code, Branch Number, and Account Number by concatenating the three numbers.
- For example, using Bank Code 1234, Branch Number 5678, and Account Number 12345678901. Then CD1 is set as 1234567812345678901.
- The Portuguese government provides the following factor table:

Digit	Factor
1st	73
2nd	17
3rd	89

Digit	Factor
4th	38
5th	62
6th	45
7th	53
8th	15
9th	50
10th	5
11th	49
12th	34
13th	81
14th	76
15th	27
16th	90
17th	9
18th	30
19th	3

The nineteen digits of the created check digit (CD1) are multiplied by the associated factor. The multiple sum is then calculated by summing the totals.

Example using the value for CD1:

Digit	Value	Factor	Result
1st	1	73	73
2nd	2	17	34

Digit	Value	Factor	Result
3rd	3	89	267
4th	4	38	152
5th	5	62	310
6th	6	45	270
7th	7	53	371
8th	8	15	120
9th	1	50	50
10th	2	5	10
11th	3	49	147
12th	4	34	136
13th	5	81	405
14th	6	76	456
15th	7	27	189
16th	8	90	720
17th	9	9	81
18th	0	30	0
19th	1	3	3
Total	N/A	N/A	3794

- Divide the result by 97. 3794 / 97 = 39
- Derive the remainder. 3794 - (39 * 97) = 11
- CD1 is then derived by subtracting the remainder from 97. 97 - 11 = 86. So for this example CD1 = 86

- If the calculated value for CD1 isn't the same as the user entered check digit, then the check digit fails the validation. In the given example, unless the user entered check digit's 86, the validation will fail.

Qatar

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Reunion

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN

Field	Rule
	• Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Romania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saint Barthelemy

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saint Lucia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 32 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

San Marino

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Saint Martin (French Section)

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saint Pierre and Miquelon

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saudi Arabia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be a maximum of 4 characters
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 25 characters.
Check Digit	• Optional
IBAN	• Optional, if entered the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Senegal

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Serbia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Serbia and Montenegro

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Seychelles

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 31 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.

Field	Rule
	• The first 2 characters are letters.

Singapore

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be 4 numeric characters.
Branch Number	• Required • Length should be 3 numeric characters.
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the rules following apply. • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Slovakia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required

Field	Rule
	• If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Slovenia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length can't be more than 19 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Spain

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 4 numeric characters.

Field	Rule
	• If the bank code is less than 4 digits, then it's converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.
Branch Number	• Required • Length should be a maximum of 4 numeric characters. • If the bank code is less than 4 digits, then it's converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.
Account Number	• Required • Length should be 10 numeric characters.
Check Digit	• Optional • If entered, length should be a maximum of 2 numeric characters. • A check algorithm is applied on the Check Digit.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Check Digit

Two check digits are calculated, CD1 from the Bank Code and Branch Number and CD2 from Account Number in the following manner; these are then used as the basis for the check digit validity test:

CD1

1. For the Bank Code, the Spanish government provides the following factor table:

Digit	Factor
1st	4
2nd	8
3rd	5
4th	10

The four digits of the Bank Code are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Example using Bank Code '1234':

Multiply each digit with the given factor.

Digit Value Factor Result	Digit Value Factor Result	Digit Value Factor Result	Digit Value Factor Result
1st	1	4	4
2nd	2	8	16
3rd	3	5	15
4th	4	10	40
Total	N/A	N/A	75

So the computed sum for this example is 75.

2. For the Branch Number, the Spanish government provides the following factor table:

Digit	Factor
1st	9
2nd	7
3rd	3
4th	6

The four digits of the Branch Number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Example using Branch Number '5678':

Multiply each digit with the given factor.

Digit	Value	Factor	Result
1st	5	9	45
2nd	6	7	42
3rd	7	3	21

Digit	Value	Factor	Result
4th	8	6	48
Total	N/A	N/A	156

So the computed sum for this example is 156.

3. The computed sums from both the Bank Code and Branch Number calculations are then summed up. According to the example, it's 75 + 156 = 231.

4. Divide the result by 11.

231 / 11 = 21

5. Derive the remainder

231 - (11 * 21) = 0.

6.CD1 is then derived by subtracting the remainder from 11. If difference is 11, then CD1 is 0 and if difference is 10, then CD1 is 1 11 - 0 = 11. So for this example, **CD1 = 11 = 0**.

CD2

1. For the Account Number, the Spanish government provides the following factor table:

Digit	Factor
1st	1
2nd	2
3rd	4
4th	8
5th	5
6th	10
7th	9
8th	7
9th	3
10th	6

The ten digits of the bank number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Example using account number '1234567890':

Multiply each digit with the given factor.

Digit	Value	Factor	Result
1st	1	1	1
2nd	2	2	4
3rd	3	4	12
4th	4	8	32
5th	5	5	25
6th	6	10	60
7th	7	9	63
8th	8	7	56
9th	9	3	27
10th	0	6	0
Total	N/A	N/A	280

So the computed sum for this example is 280.

2. Divide the result by 11

280 / 11 = 25

3. Derive the remainder.

280 - (11 * 25) = 5

4. CD2 is then derived by subtracting the remainder from 11. 11 - 5 = 6. So for this example **CD2 = 6**.

Check Digit Validity Test

The value in the user entered check digit field is compared to the calculated CD1 and CD2 using the following checks, if both of the checks are true, then the validation is unsuccessful.

Check	Description
1	CD1 is compared to the first digit of the entered check digit field.
2	CD2 is compared to the second digit of the entered check digit field.

Example of the test using the previously calculated CD1 and CD2:

Where CD1 = 0 and CD2 = 6 and suppose the user entered Check Digit Value is '05'. As CD2 does not match, the check digit's invalid.

Sweden

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be between 4 to 5 numeric characters.
Branch Number	• Optional • If entered, then the length should be between 4 to 5 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 16 numeric characters.
Check Digit	• Optional • Length should be a single numeric character.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Switzerland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be between 3 to 5 numeric characters.
Branch Number	• Optional • If entered, then the length should be between 3 to 9 numeric characters.
Account Number	• Required • Length should be a maximum of 17 numeric characters.
Check Digit	• Optional
Account Type	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

The Former Yugoslav Republic of Macedonia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN • Length should be 19 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.

Field	Rule
	• The first 2 characters are letters. • The third and fourth characters are numbers.

Tunisia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Turkey

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.
Check Digit	• Optional
IBAN	• Required

Field	Rule
	• If the IBAN isn't entered, a warning message is displayed, **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 26 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Ukraine

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

United Arab Emirates

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, the length should be a maximum of 4 characters.
Branch Number	• Optional
Account Number	• Required

Field	Rule
	• Length should be a maximum of 21 characters.
Check Digit	• Optional
IBAN	• Required • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 23 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

United Kingdom

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 6 numeric characters.
Branch Number	• Required • it's unique within the country. • Length should be a maximum of 6 numeric characters. • If the length is less than 6, then it's converted to a 6 digit number by prefixing it with as many leading zeroes as is necessary. • This field is labeled as **Sort Code**.
Account Number	• Required • Length should be between 7 to 8 characters. • If the length is 7 characters, it's converted to 8 characters, by adding a zero as the lead or first character.
Check Digit	• Optional
Secondary Account Reference	• Optional • If entered, length should be a maximum of 18 characters. • This field is labeled as **Building Society Roll Number**.
IBAN	• Required • If the IBAN isn't entered, a warning message is displayed, **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.** • The modulus-97 rule is used to calculate the validity of the IBAN. • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.

Field	Rule
	• The first 2 characters are letters. • The third and fourth characters are numbers.

United States

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional.
Branch Number	• This field is labeled as **Routing Transit Number**. • Length should be a maximum of 9 numeric characters. • If the length is less than 9, then it's converted to a 9 digit number by prefixing it with as many leading zeroes as is necessary. • Note that on padding the number to 9 digits, the first 8 digits can't be all zeroes. • For example, 001 and 000007 are invalid Routing Transit Numbers because on padding to 9 digits, they become - 000000001, 000000007, and thus having 8 leading zeroes. • A check algorithm is applied on the Routing Transit Number.
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Check Algorithm for Routing Transit Number

1. The ninth digit of the Number field is used to represent the Check Digit.
2. A calculated Check Digit's computed from the remaining 8 digits using Modulus 10 algorithm.
3. Multiply each digit in the Routing Transit Number by a weighting factor. The weighting factors for each digit areas given in the following table:

Digit	1st	2nd	3rd	4th	5th	6th	7th	8th
Factor	3	7	1	3	7	1	3	7

- The digits of the Routing Transit Number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.
- Subtract the sum from the next highest multiple of 10. The result is the calculated Check Digit. This should be the same as the 9th digit of the Branch Number or Routing Transit Number; otherwise the Branch Number or Routing Transit Number is invalid.

For Example:

Routing Number	**0**	**7**	**6**	**4**	**0**	**1**	**2**	**5**	**Total**
Multiply by	3	7	1	3	7	1	3	7	N/A
Sum	0	49	6	12	0	1	6	35	= **109**

So the Check Digit = 1 (110 minus 109).

In this example, the Routing Transit Number 076401251 passes validation.

Related Topics

- Bank Account Validation by Country: Albania to Guatemala
- Bank Account Validation by Country: Hungary to Norway

Submit Cash Management Reports

Oracle Fusion Cash Management Predefined Reports

Oracle Fusion Cash Management provides predefined reports that are used in the following areas:

- Bank Statements
- Cash Transit
- Reconciling to the General Ledger

Scheduled Processes Work Area

You can schedule and run reports from the **Scheduled Processes** work area in the **Tools** section of the Navigator.

Reports and Analytics Work Area

In some cases, reports are also:

- Accessed from the **Reports and Analytics** work area in the **Tools** section of the Navigator or from other work areas.
- Opened using links that launch the Oracle Business Intelligence Catalog.

The following tables list the predefined reports by type:

Bank Statement Reports:

Report Name	Description	Parameters (*Required)
Bank Statement Report	Displays the bank statements that are used to analyze balances and transaction details.	• *Bank Account • *From Statement End Date • *To Statement End Date
Bank Statement Analysis Report	Displays bank statements used to analyze balances and transaction details.	NA

Cash Transit Report

Report Name	Description	Parameters (*Required)
Cash in Transit Report	Lists all transactions for a specific bank account, that have been remitted to the bank but haven't been cleared. The report excludes all voided transactions and all reversed transactions with a reversal date on or prior to the As of Date.	• *Bank Account • Transaction Source • As-of Date

Cash to General Ledger Report

Report Name	Description	Parameters (*Required)
Cash to General Ledger Reconciliation Report	Displays bank statement transactions and general ledger accounting entries that haven't been reconciled and can cause discrepancies. The report is used to reconcile bank balances to general ledger cash balances.	• *Bank Account • *Accounting Period

To run predefined reports, navigate to the **Scheduled Processes** work area and follow these steps:

1. Click the Schedule New Process button.
2. Search the Process Name.
3. Enter the parameters.
4. Enter the applicable process options and schedule.
5. Click Submit.

Related Topics

- How Data Is Structured for Analytics
- How You Create and Edit Reports
- Reporting and Analytics: Overview of Analyses, Dashboards, Reports, and Infolets
- Overview of Oracle Fusion Financials Reports and Analytics Work Area

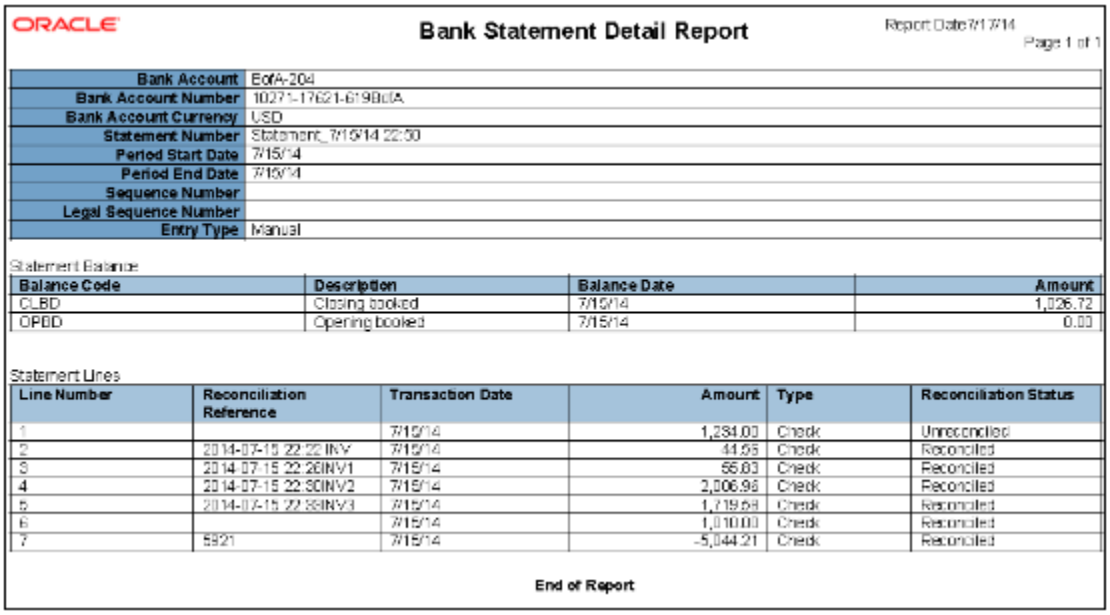
Bank Statement Reports

Cash Management Bank Statement Report

This topic includes details about the Cash Management Bank Statement Report.

Overview

The Cash Management Bank Statement Report displays bank account balances and transaction information for specific bank statements. The following figure is an example of the report:



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Bank Statement Detail Report

Report Date 7/17/14
Page 1 of 1

Bank Account	BofA-204
Bank Account Number	10271-17621-619BofA
Bank Account Currency	USD
Statement Number	Statement_7/15/14 22:30
Period Start Date	7/15/14
Period End Date	7/15/14
Sequence Number	
Legal Sequence Number	
Entry Type	Manual

Statement Balance

Balance Code	Description	Balance Date	Amount
CLBD	Closing booked	7/15/14	1,026.72
OPBD	Opening booked	7/15/14	0.00

Statement Lines

Line Number	Reconciliation Reference	Transaction Date	Amount	Type	Reconciliation Status
1		7/15/14	1,284.00	Check	Unreconciled
2	2014-07-15 22:22 INV	7/15/14	44.55	Check	Reconciled
3	2014-07-15 22:26INV1	7/15/14	56.83	Check	Reconciled
4	2014-07-15 22:30INV2	7/15/14	2,006.98	Check	Reconciled
5	2014-07-15 22:35INV3	7/15/14	1,719.58	Check	Reconciled
6		7/15/14	1,010.00	Check	Reconciled
7	5921	7/15/14	-5,044.21	Check	Reconciled

End of Report

Key Insights

The Cash Management Bank Statement Report is used for reviewing activity of a specific bank account.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
From Statement End Date	Starting date range of the activities for the account.
To Statement End Date	Ending date range of the activities for the account.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash Management Bank Statement Report.

FAQ	Answers
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Cash Manager • Financial Manager • Financial Specialist
When do I use this report?	Use this report to review the bank statement of a specific bank account over a selected period.
What can I do with this report?	You can use this report to review bank statements and their reconciliation status.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Cash to General Ledger Reconciliation Report
- Cash in Transit Report

Cash Transit Reports

Cash in Transit Report

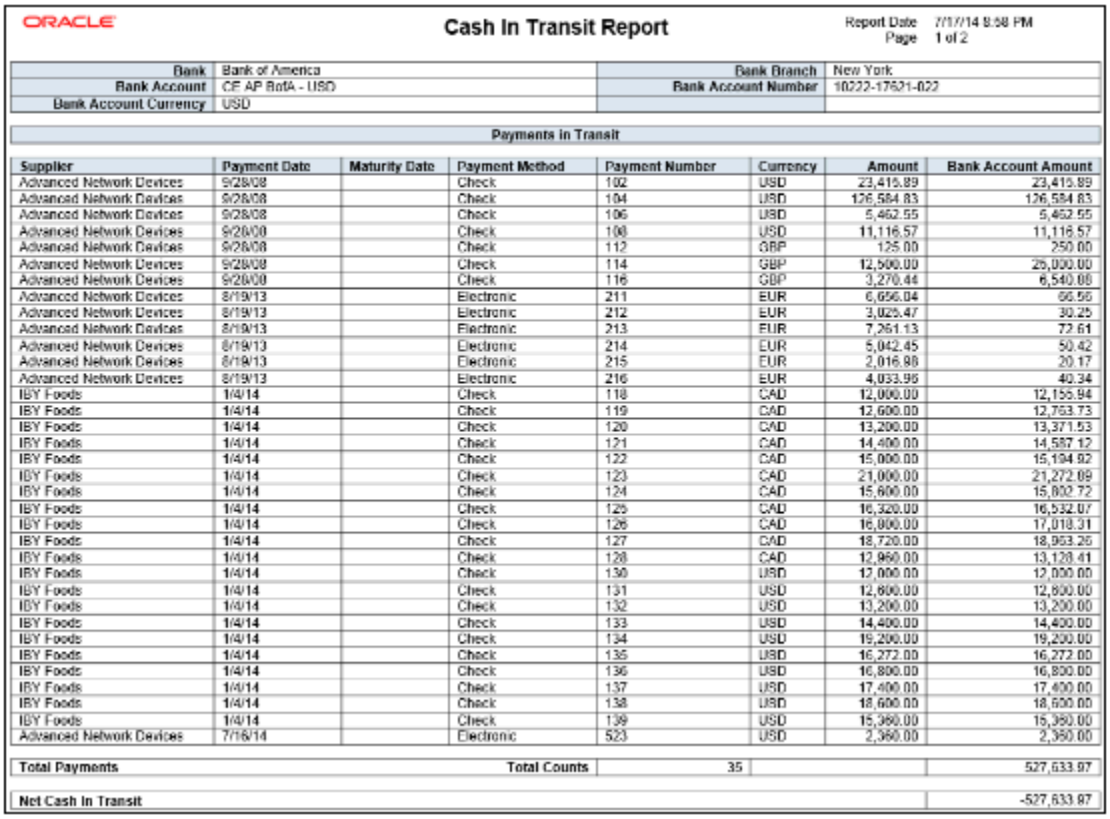
This topic includes details about the Cash in Transit Report.

Overview

The Cash in Transit Report lists, for a specific bank account, all transactions that have been remitted to the bank but haven't been cleared. The Cash in Transit report excludes the following:

- All voided transactions
- All reversed transactions with a reversal date on or prior to the As of Date

The following figure is an example of the cash in transit report:



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Cash In Transit Report

Report Date 7/17/14 8:58 PM
Page 1 of 2

Bank	Bank of America	Bank Branch	New York
Bank Account	CE AP BofA - USD	Bank Account Number	10222-17621-022
Bank Account Currency	USD		

Payments in Transit

Supplier	Payment Date	Maturity Date	Payment Method	Payment Number	Currency	Amount	Bank Account Amount
Advanced Network Devices	9/28/08		Check	102	USD	23,415.89	23,415.89
Advanced Network Devices	9/28/08		Check	104	USD	126,584.83	126,584.83
Advanced Network Devices	9/28/08		Check	106	USD	5,462.55	5,462.55
Advanced Network Devices	9/28/08		Check	108	USD	11,116.57	11,116.57
Advanced Network Devices	9/28/08		Check	112	GBP	125.00	250.00
Advanced Network Devices	9/28/08		Check	114	GBP	12,500.00	25,000.00
Advanced Network Devices	9/28/08		Check	116	GBP	3,270.44	6,540.88
Advanced Network Devices	8/19/13		Electronic	211	EUR	6,656.04	66.56
Advanced Network Devices	8/19/13		Electronic	212	EUR	3,025.47	30.25
Advanced Network Devices	8/19/13		Electronic	213	EUR	7,261.13	72.61
Advanced Network Devices	8/19/13		Electronic	214	EUR	5,042.45	50.42
Advanced Network Devices	8/19/13		Electronic	215	EUR	2,016.98	20.17
Advanced Network Devices	8/19/13		Electronic	216	EUR	4,033.96	40.34
IBY Foods	1/4/14		Check	118	CAD	12,000.00	12,155.94
IBY Foods	1/4/14		Check	119	CAD	12,600.00	12,763.73
IBY Foods	1/4/14		Check	120	CAD	13,200.00	13,371.53
IBY Foods	1/4/14		Check	121	CAD	14,400.00	14,587.12
IBY Foods	1/4/14		Check	122	CAD	15,000.00	15,194.92
IBY Foods	1/4/14		Check	123	CAD	21,000.00	21,272.09
IBY Foods	1/4/14		Check	124	CAD	15,600.00	15,802.72
IBY Foods	1/4/14		Check	125	CAD	16,320.00	16,532.07
IBY Foods	1/4/14		Check	126	CAD	16,800.00	17,018.31
IBY Foods	1/4/14		Check	127	CAD	18,720.00	18,963.26
IBY Foods	1/4/14		Check	128	CAD	12,960.00	13,128.41
IBY Foods	1/4/14		Check	130	USD	12,000.00	12,000.00
IBY Foods	1/4/14		Check	131	USD	12,800.00	12,800.00
IBY Foods	1/4/14		Check	132	USD	13,200.00	13,200.00
IBY Foods	1/4/14		Check	133	USD	14,400.00	14,400.00
IBY Foods	1/4/14		Check	134	USD	19,200.00	19,200.00
IBY Foods	1/4/14		Check	135	USD	16,272.00	16,272.00
IBY Foods	1/4/14		Check	136	USD	16,800.00	16,800.00
IBY Foods	1/4/14		Check	137	USD	17,400.00	17,400.00
IBY Foods	1/4/14		Check	138	USD	18,600.00	18,600.00
IBY Foods	1/4/14		Check	139	USD	15,360.00	15,360.00
Advanced Network Devices	7/16/14		Electronic	523	USD	2,360.00	2,360.00
Total Payments			**Total Counts**	35			527,633.97
Net Cash In Transit							-527,633.97

Key Insights

The Cash in Transit Report lists the transactions that are created but haven't been cleared as of a specific date.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
Transaction Source	The origin of the transaction, such as payables or receivables.
As of Date	The date when the transaction status is checked.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash in Transit Report.

FAQ	Answers
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.

FAQ	Answers
Who uses this report?	• Cash Manager • Financial Manager • Financial Specialist
When do I use this report?	Use this report to review the transactions of a specific bank account that have been remitted but haven't been cleared.
What can I do with this report?	Identify transactions that haven't been cleared as of a specific date.
What type of report is this?	Oracle Business Intelligence

Related Topics

- Cash Management Bank Statement Report
- Cash to General Ledger Reconciliation Report

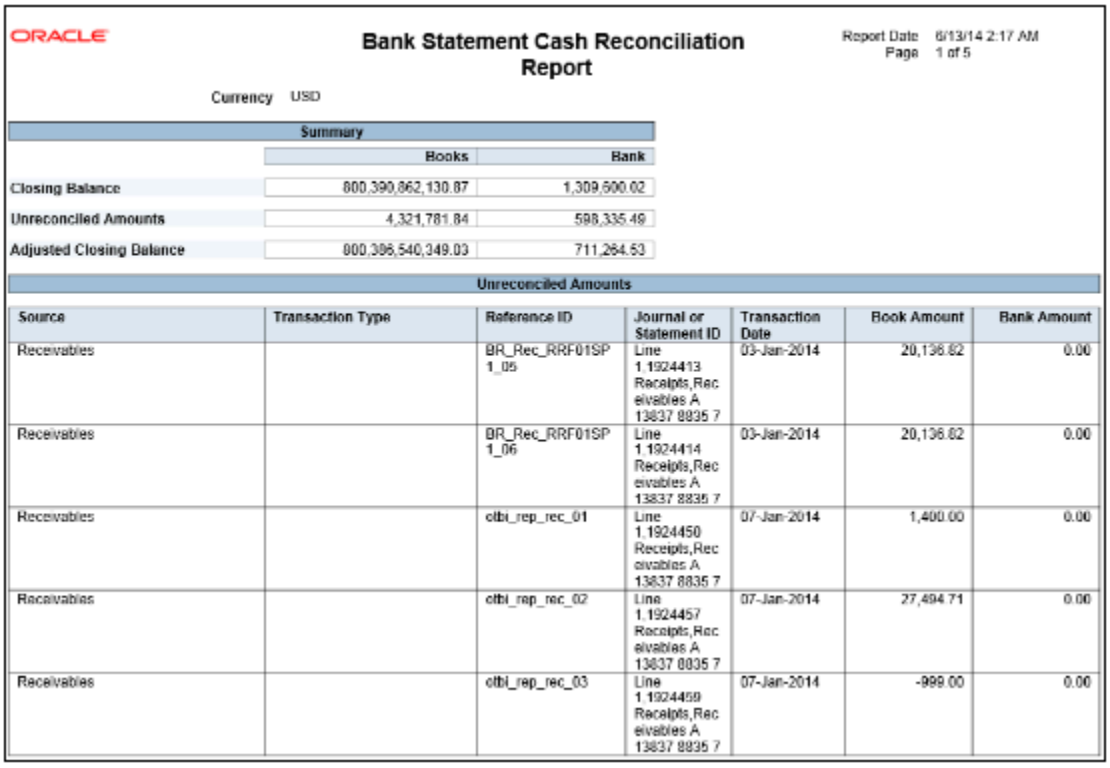
Cash to General Ledger Reports

Cash to General Ledger Reconciliation Report

This topic provides information about the Cash to General Ledger Reconciliation Report.

Overview

The Cash to General Ledger Reconciliation Report compares the GL cash account balance against the bank account balance. It displays the unreconciled GL cash account journal entries and unreconciled bank statement lines that help identify the discrepancies between the balances. This is done based on the specified range of periods.



ORACLE

Bank Statement Cash Reconciliation Report

Report Date 6/13/14 2:17 AM
Page 1 of 5

Currency USD

Summary

	Books	Bank
Closing Balance	800,390,862,130.87	1,309,600.02
Unreconciled Amounts	4,321,781.84	598,335.49
Adjusted Closing Balance	800,386,540,349.03	711,264.53

Unreconciled Amounts

Source	Transaction Type	Reference ID	Journal or Statement ID	Transaction Date	Book Amount	Bank Amount
Receivables		BR_Rec_RRF01SP 1_05	Line 1.1924413 Receipts,Rec eivables A 13837 8835 7	03-Jan-2014	20,136.82	0.00
Receivables		BR_Rec_RRF01SP 1_06	Line 1.1924414 Receipts,Rec eivables A 13837 8835 7	03-Jan-2014	20,136.82	0.00
Receivables		otbi_rep_rec_01	Line 1.1924450 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	1,400.00	0.00
Receivables		otbi_rep_rec_02	Line 1.1924457 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	27,494.71	0.00
Receivables		otbi_rep_rec_03	Line 1.1924459 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	-999.00	0.00

Key Insights

The Cash to General Ledger Reconciliation Report lists the subledger transactions that are accounted in GL but they are not reconciled in Cash Management.

Consider assigning a unique GL cash account for each bank account and using it to record all cash transactions to facilitate this book to bank reconciliation.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
From Accounting Period	The first fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.
To Accounting Period	The ending fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash to General Ledger Reconciliation Report.

FAQ	Answers
How do I find these reports?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses these reports?	• Cash Manager • Financial Manager • Financial Specialist
When do I use these reports?	Use this report to: • Review and identify the discrepancies in the bank account balances in Cash Management and the GL cash account balance.
What can I do with this report?	Reconcile bank balances to the general ledger cash account balances.
What type of reports are these?	Oracle Analytics Publisher

Cash Management Subject Areas, Folders, and Attributes

To create real-time analyses for Cash Management, you must be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of bank statement balance information, you begin by selecting a Cash Management - Bank Statement Balances Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the bank statement balance tables.

The following are the four cash management-specific subject areas:

1. Cash Management - Bank Statement Balances Real Time
2. Cash Management - Bank Statement Line Charges Real Time
3. Cash Management - Bank Statements Real Time
4. Cash Management - External Cash Transactions Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain measurable attributes, which are numeric values like balance code and credit, debit indicator. Fact folders are usually at the end of the list of folders, and are named after the subject area. Dimension folders contain attribute and hierarchical columns like entry type and legal sequence number.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example, Bank Statement Balance Detail has various attributes, and Bank Statement Detail has subfolders and attributes in the subfolders.

Attributes

Each dimension folder contains attributes or columns. For example, the folder Bank Statement Balance Detail contains the following attributes:

- Balance Code
- Balance Code Description
- Credit Debit Indicator
- Float Days
- Funds Date

Related Topics

- How Data Is Structured for Analytics