

# **LABUAN SHIPYARD & ENGINEERING SDN BHD**

## **Oracle Financial Cloud**

### **User Manual**

#### Payables

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## 1 GETTING STARTED

This section provides start-up instructions for using the Oracle Cloud applications.

### 1.1 Sign-On to Cloud applications

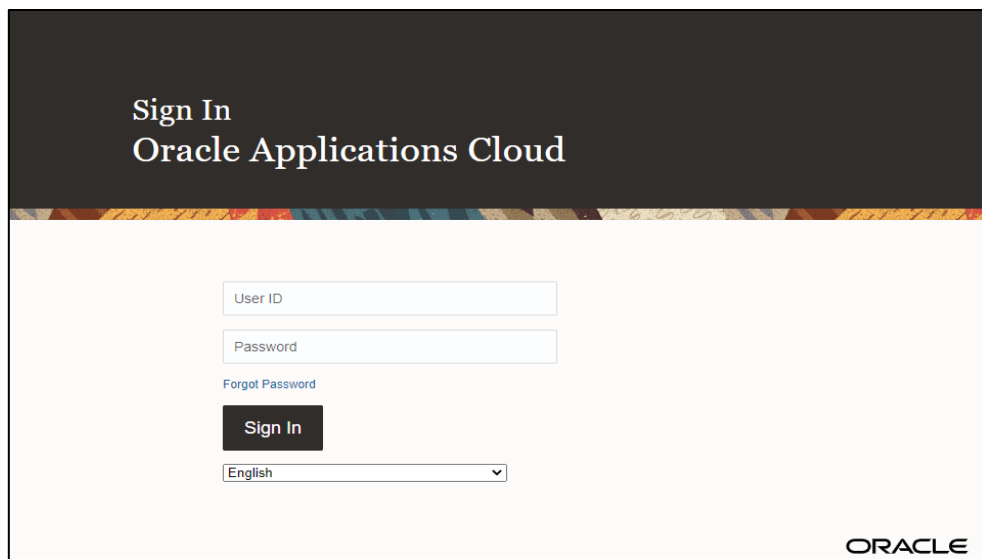
To log into the application:

1. Open internet browser window. Any browser can be used to access Cloud Application.
2. Enter the URL below:

No.	URL Type	URL Link
1.	UAT	<a href="https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com">https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com</a>
2.	PROD	<a href="https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com">https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com</a>

**Table 1: Direct Login URL 1**

3. The Sign In page appears. Enter your **User ID** and **Password**.



**Figure 1: Oracle Cloud Sign-In Page 1**

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

## 1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Financial Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note:

The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

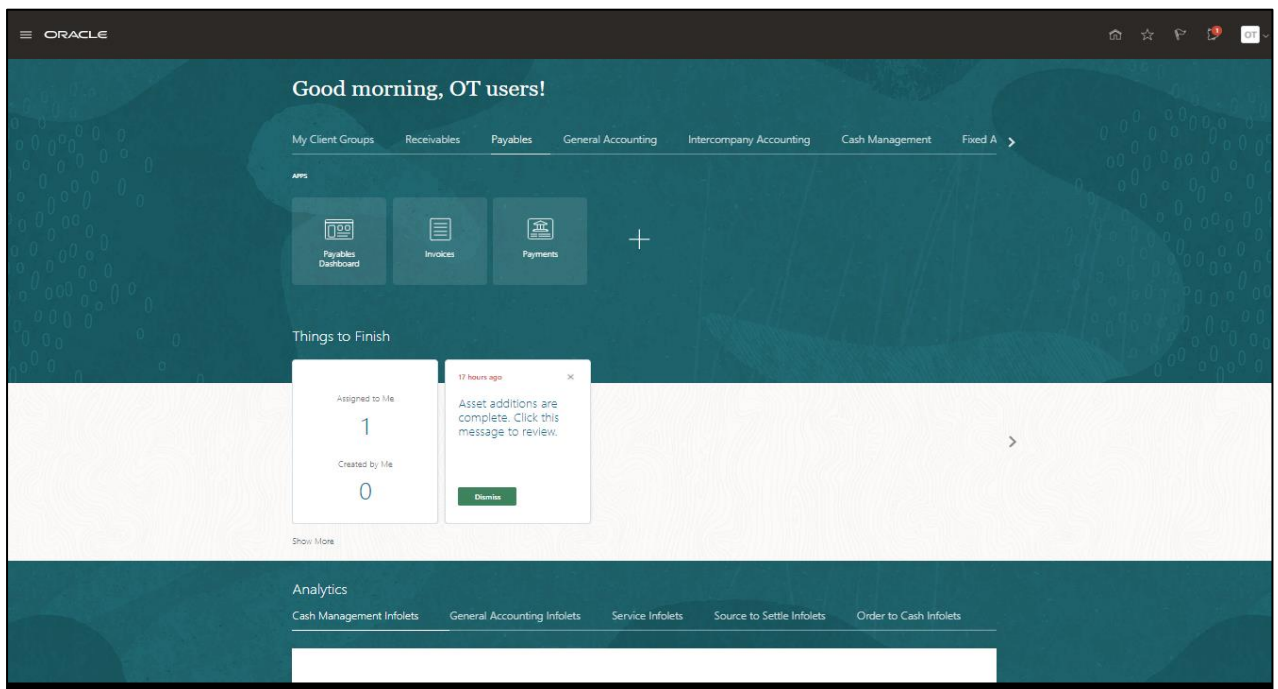


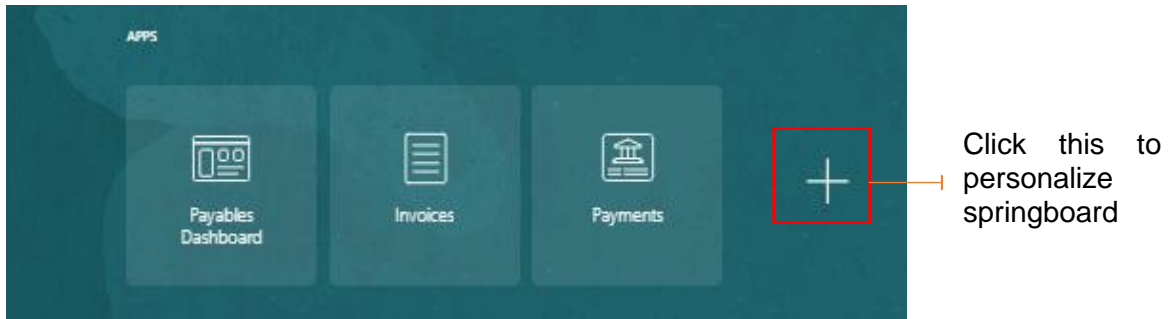
Figure 1: Personal Home Page



Figure 3: Navigation tools in the global area of the home page


Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

## 1. Apps Section



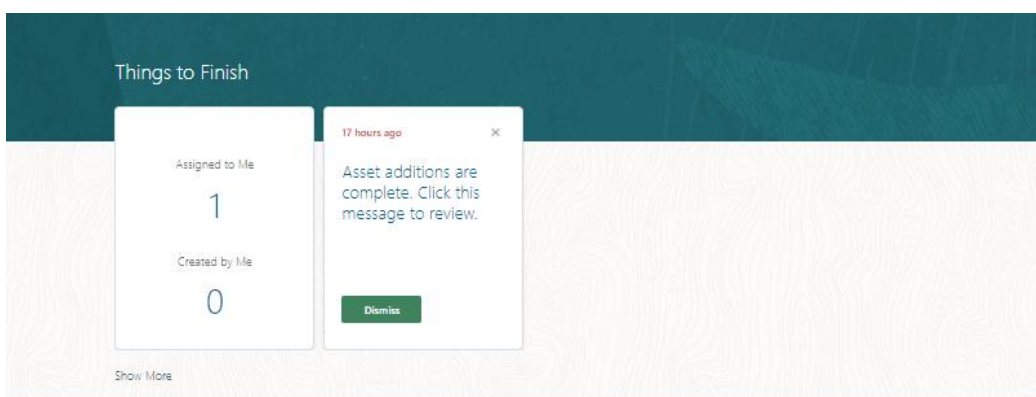
**Figure 4: Apps section**

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the apps icon but only accessible through the Navigator.

## 2. Things to Finish section



**Figure 5: Things to Finish section**

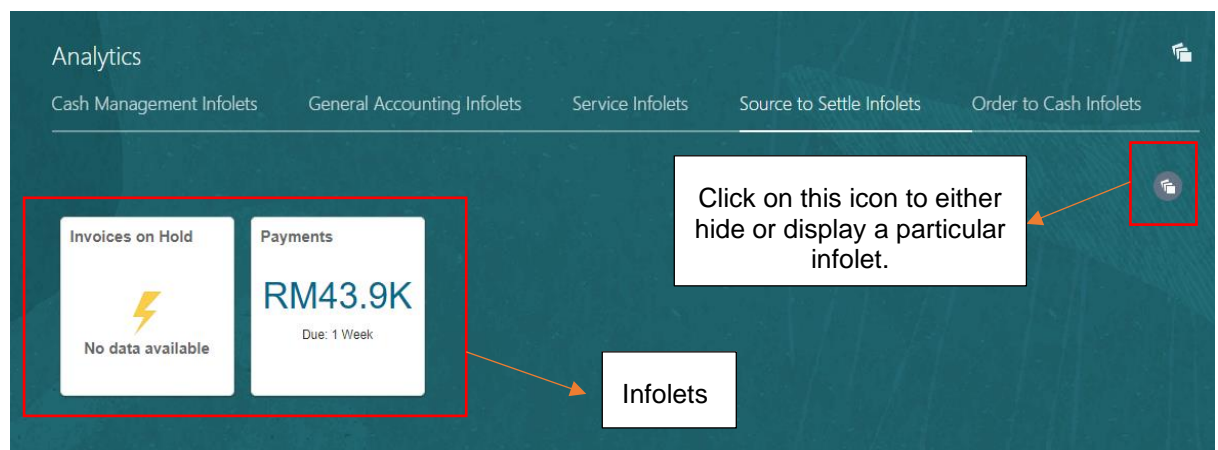
The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to

navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

### 3. Analytics section



**Figure 6: Analytics section**

As far as financials is concerned, there are currently 5 choices of analytics display. And they are cash management infolet, general accounting infolet, source to settle infolet, service infolet, and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

## 1.3 Creating Favorites and Setting Preferences

### Creating Favorites

Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.

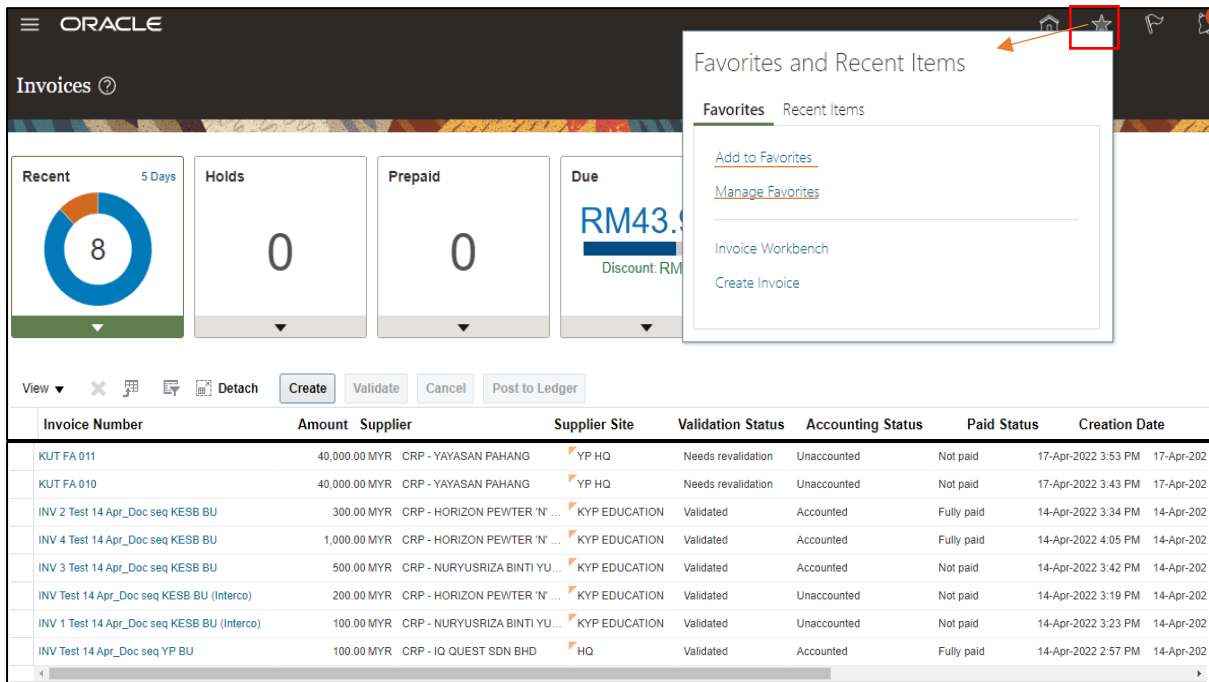


Figure 7: Creating and Managing Favorites

### Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist and etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

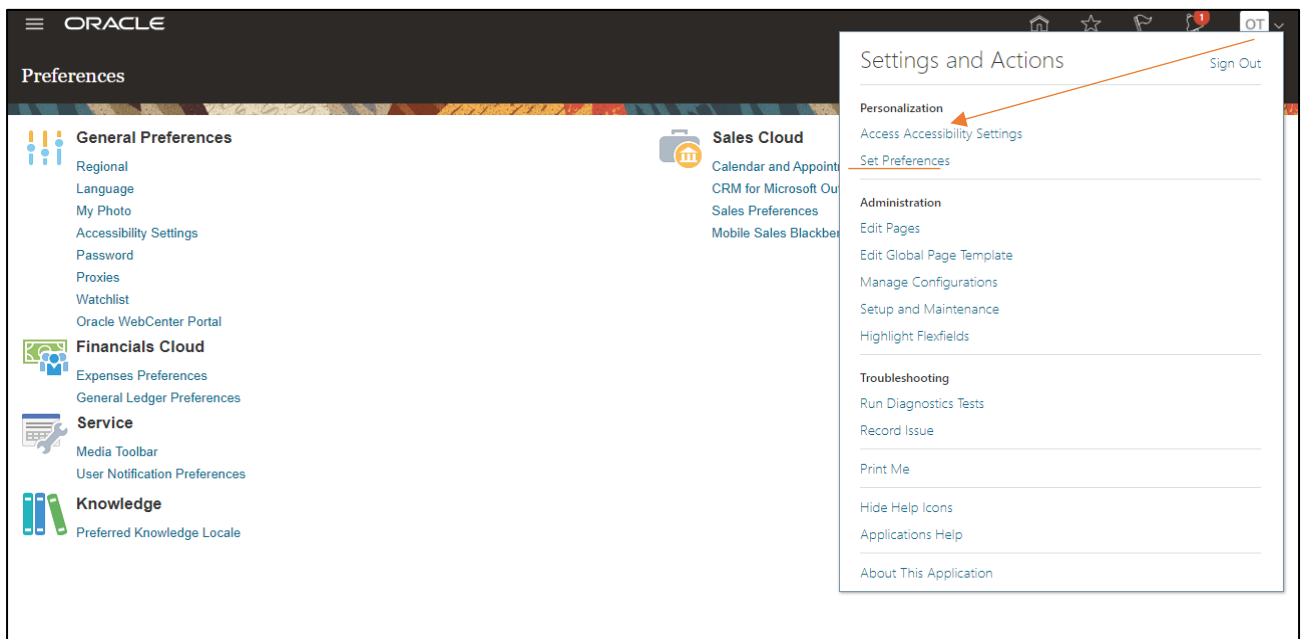


Figure 8: Setting Preferences

### 1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content area
- Actions toolbar
- Tasks panel tab
- Search panel tab
- Reports and Analytics panel tab

The screenshot shows the Oracle Invoices Work Area. At the top, there are navigation icons and a user profile 'OT'. Below is the 'Invoices' header. The main area is divided into several sections:

- Infotiles:** A row of four summary cards: 'Recent' (8 items, 5 Days), 'Holds' (0), 'Prepaid' (0), and 'Due' (RM43.9k, 7 Days, Discount: RMO).
- Task panel:** A vertical sidebar on the right with a list icon.
- Search panel:** A vertical sidebar on the right with a magnifying glass icon.
- Reports & Analytic:** A vertical sidebar on the right with a bar chart icon.
- Actions toolbar:** A horizontal bar below the infotiles with buttons: View, Detach, Create, Validate, Cancel, Post to Ledger.
- Content area:** A table listing invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, Business Unit, Source, and Description.

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit	Source	Description
15000	-3,500.00 MYR	Radifleet	RADIFLEET HQ	Not validated	Unaccounted	Not paid	09-Jul-2021 04:38 ...	09-Jul-2021 04:38 PM	Radicare_BU	Global intercompany	
RC_TEST 12	10,000.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Accounted	Not paid	12-Jul-2021 05:10 ...	12-Jul-2021 05:23 PM	Radicare_BU	Manual invoice entry	TEST
14000	3,500.00 MYR	Radifleet	RADIFLEET HQ	Validated	Accounted	Not paid	09-Jul-2021 04:01 ...	09-Jul-2021 04:33 PM	Radicare_BU	Global intercompany	
CRP 1001	10,000.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Accounted	Not paid	09-Jul-2021 03:48 ...	09-Jul-2021 03:51 PM	Radicare_BU	Manual invoice entry	
080721 - IKI TEST 1	500.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Unaccounted	Not paid	08-Jul-2021 10:44 AM	09-Jul-2021 09:55 AM	Radifleet_BU	Manual invoice entry	
TEST MNAR 106 CW	20.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Accounted	Not paid	08-Jul-2021 05:14 ...	08-Jul-2021 05:17 PM	Clinwaste_BU	Manual invoice entry	
TEST MNAR 105	20.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Accounted	Not paid	08-Jul-2021 05:11 PM	08-Jul-2021 05:14 PM	Radicare_BU	Manual invoice entry	
RC_FUSION_M100_TEST 7	1,000.00 MYR	MEDIA ONE HUNDRED BUSI...	HQ KEMAMAN	Validated	Accounted	Fully paid	08-Jul-2021 02:51 ...	08-Jul-2021 12:29 PM	Radicare_BU	Spreadsheet	TESTING

Figure 9: Invoice Work Area (Payables)

## **Infotiles**

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

## **Content Area**

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing the invoice, approving, or rejecting the transaction, and posting the invoice to the ledger.

## **Actions Toolbar**

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.

## **Tasks Panel Tab**

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

## **Search Panel Tab**

Search enables you to find a specific transaction using search criteria related to the work area.

For example, search on an invoice number or supplier in the Invoices work area to find a specific transaction.

## **Reports and Analytics Panel Tab**

The Reports and Analytics panel tab contains predefined reports as well as a folder for you to set up your own reports.

For example, use the predefined reports to perform a deeper analysis on invoices above a certain dollar amount without a PO. You can also access reports that you have copied and modified and stored in your own folder.

## 1.5 Scheduled process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

### Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

### Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

### Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

### Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

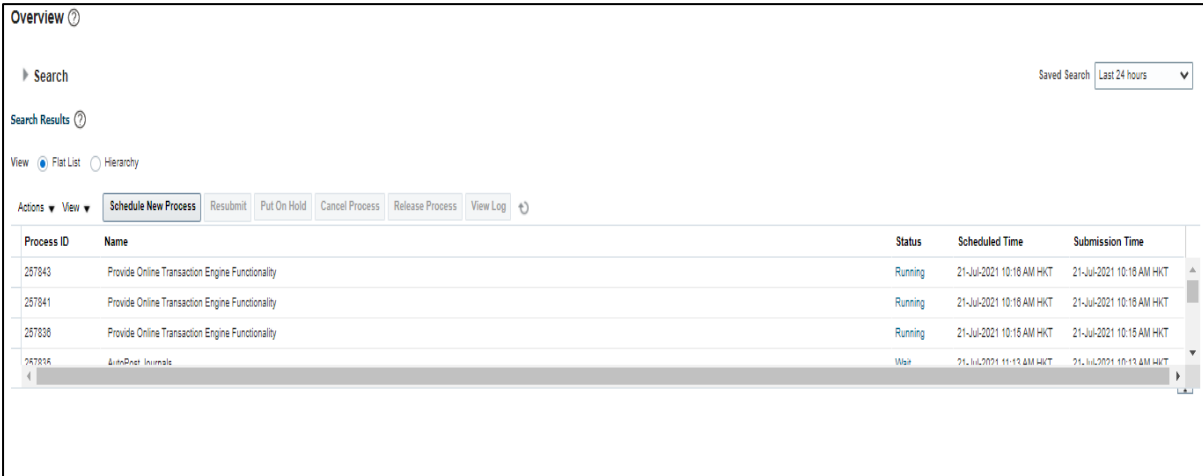
### Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

## To Submit Scheduled Processes

Click **Navigator > Tools > Scheduled Processes**.



Process ID	Name	Status	Scheduled Time	Submission Time
267843	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
267841	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
267836	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
267816	AutoPost Journals	Wait	21-Jul-2021 11:19 AM HKT	21-Jul-2021 10:19 AM HKT

**Figure 10: Scheduled Processes Overview Page**

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any. ‘

Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

### Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select **Use a Saved Schedule** to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

### Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the **Output** tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.

4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

**PDF:** Is the best option if you want to print the output.

**Excel:** Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

**Data:** Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

#### Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

#### Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

### To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select **Job Set** for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
  - a. Select a process on the Processes tab.
  - b. Enter parameters for that process, if any.
  - c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

### To Check Status

1. Click **Navigator > Tools > Scheduled Processes**.  
The Search Results table shows processes that match the default saved search, **Last 24 hours**.
  - The table might be blank if nothing was submitted.
  - If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.
2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
  - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
  - Check the **Start Time** column to see if the process has started running yet.
  - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
  - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only for if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

### To view output from scheduled process

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the Output Name column to view or download the output, which you can then print.

6. To view or export the output in a different format:
  - a. Click the **Republish** button.
  - b. Click the **Actions** icon.
  - c. Select **Export**, and then select a format.

## 2 SUPPLIER MAINTENANCE

### Supplier Landing Page/ Overview Page

The overview page provides the Supplier Administrator with the supplier information needed to carry out tasks ranging from routine maintenance, to event driven administrative responsibilities. In addition, the overview page contains reports that highlight supplier issues requiring attention and provides easy access to maintain and update supplier records. From the overview page, the Supplier Administrator can quickly get in touch with a contact for a supplier reported to require communication by accessing the Actions menu.

No.	Page	Navigation
1.	Suppliers	Procurement > Suppliers

**Table 2: Navigation**

**Figure 11: Supplier Landing Page**

The Suppliers Work Area Overview page contains the following reports:

**Suppliers Spend Authorization Request:** Identifies suppliers spend authorization request that are pending approval or rejected.

**Supplier Business Classifications:** Lists suppliers for whom one or more business classification certificates are about to expire or have expired. This report helps the Supplier Administrator keep supplier records that are in risk of losing their diversity status (which could impact the supplier relationship) current and accurate.

**Suppliers with Incomplete Setup:** List suppliers created in the past 30, 60 or 90 days with no active addresses, no contacts or tax identifiers. An active address is required to procure

from a supplier. The Supplier Administrator should act to complete required supplier setup for this list so that each supplier is transaction ready.

**Supplier Profile Change Request Pending Approval:** This report lists all contact change requests pending approval for both active and inactive suppliers. The report helps the Supplier Administrator identify the approval queue for contact change requests requiring review by the buying organization. This report is displayed only if Oracle Fusion Supplier Portal is implemented

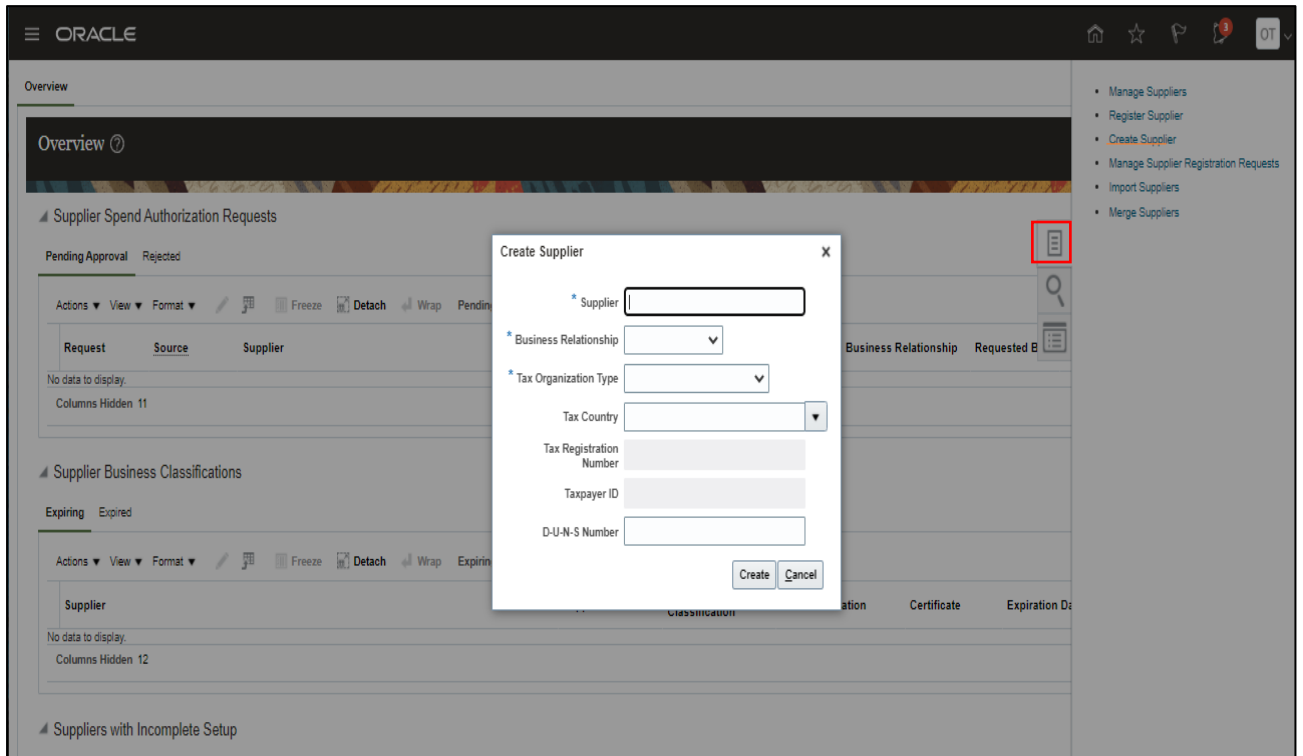
## 2.1 Supplier Creation and Update

### Creating Supplier

No.	Steps
1.	Navigate to <b>Procurement &gt; Supplier</b>
2.	Click the <b>Task Panel Tab &gt; Create Supplier</b> . If you do not see <b>Create Supplier</b> task, click <b>Manage Supplier</b> , and click <b>Create</b> .
3.	Enter <b>Supplier name</b> , <b>Business Relationship</b> (Prospective / Spend Authorize) and <b>Tax Organization Type</b>
4.	You can also provide tax country, tax registration number, taxpayer ID (not compulsory) or D-U-N-S number.
5.	Click <b>Create</b>

#### Notes:

- If there are any matching names, you may get this as a suggestion, that there is a possibility that you are trying to create a duplicate record.
- Supplier numbering will be auto populated by the system if creating supplier using this screen.  
\*\*Supplier number that can be entered by the user only will available when using the FBDI template.



**Figure 12: Creating Supplier**

Once Supplier record is created, you can **edit**, **manage**, or **update** the supplier record.

So, there are 4 tabs to that you can filled to complete supplier details for use in transaction, Profile, Addresses, Sites and Contacts Tab.

**Profile Tab**

**Figure 13: Supplier Profile Tab**

On the Profile tab, you can review the supplier details that you have provided earlier upon creating the supplier and fill more profile information regarding to the supplier.


On the lower section of this page, you can also fill more profile details for that supplier such as Organization, Business Classification, Product & Services, Transaction Tax, Income Tax and Payment Details.

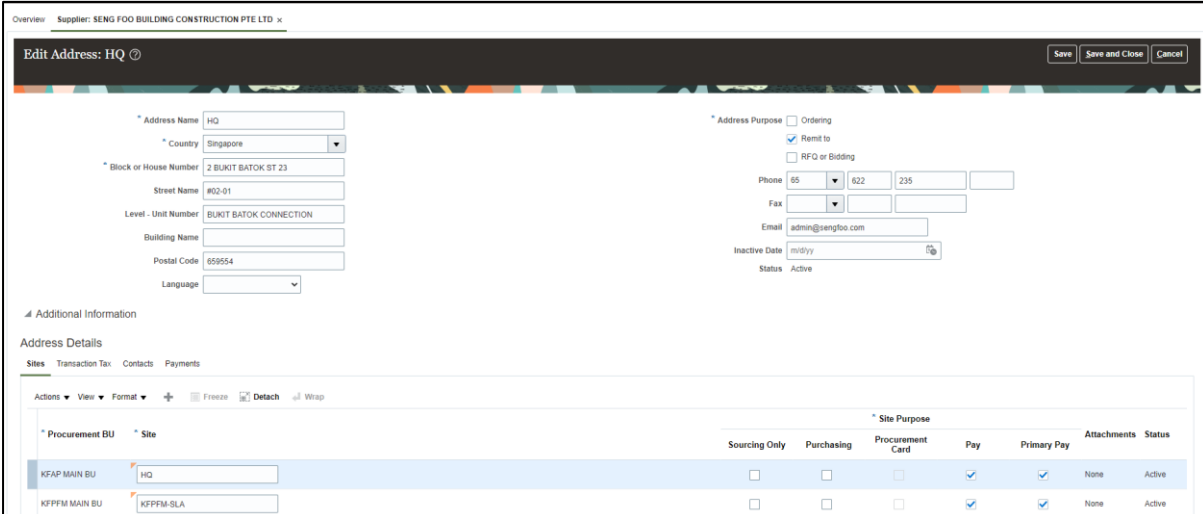
Required field to enter on this section is Payment Details.

Default	* Payment Method	* From Date	To Date
	Check	02-Oct-2008	dd-mmm-yyyy
✓	Electronic	02-Oct-2008	dd-mmm-yyyy
	Outsourced Check	02-Oct-2008	dd-mmm-yyyy
	Wire	02-Oct-2008	dd-mmm-yyyy

**Figure 14: Entering Payment Details**

**To enter Payment Details:**

1. From Profile Details Section under Supplier Profile Tab, Navigate to **Payment**
2. Click On **Payment Methods**, Choose the Default Method of Payment and Click on  to default.
3. Click On **Bank Accounts**, Enter Supplier Bank Account Details.
4. Once all information needed are filled click on **Save and Close**.

**Address Tab**


* Procurement BU	* Site	* Site Purpose					Attachments	Status
		Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay		
KFAP MAIN BU	HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	Active
KFFPM MAIN BU	KFFPM-SLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	Active

**Figure 15: Creating Address**

You can create Supplier Address in the Addresses tab, Tick on **Remit to** and **Ordering** on the Address Purpose since this address will be choose as a pay to site. You can also capture the phone number, fax number, email ID. And if this address is going to become inactive at any stage, you can provide an inactive date.

On the lower section of this page, you can also fill more profile details for that supplier Address such as Sites, Transaction Tax, Contacts and Payment.

Once all information needed are filled click on **Save and Close**.

## Sites Tab

Figure 16: Creating Site

On the Site Tab, you can assign business units (procurement BU) to a site from this tab. The business unit you attach is going to be the procurement business unit and treated as pay/primary pay site by enabling pay/ primary pay flag.

Then you can provide the contact information

Once all information needed are filled click on **Save and Close**.

## Contacts Tab

Figure 17: Creating Contact

On the contact tabs you can define the contacts. Contacts can also be defined either at the supplier profile level or at the site level. Contacts setup at the supplier profile level represents the supplier and all the sites. Sites-level contacts represent only that address. You can use the contacts to capture name, job title, email IDs.

Once done click on **Save and Close**.

## 2.2 Supplier import using File-based Data Import

Supplier Import processes are programs that you can use to import new supplier records from external systems and to update and delete existing supplier records by bulk. This function is mainly used for Supplier Data Migration.

These programs are used to import supplier information:

- Import Suppliers
- Import Supplier Addresses
- Import Supplier Sites (includes third-party payment relationships)
- Import Supplier Site Assignments
- Import Supplier Contacts (includes user accounts and contact addresses import)
- Import Supplier Business Classifications
- Import Supplier Products and Services Categories
- Import Supplier Attachments
- Purge Supplier Interface Records

The Supplier Import process is run by either the Supplier Administrator or the Supplier Manager.

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 the Oracle Cloud feature.

Obtain FBDI templates from the File-Based Data Import for Oracle Procurement Cloud guide from the links found in the File-Based Data Imports section.

The process for supplier import is as follows:

1. Data must first be inserted into the existing Open Interface Tables:

- POZ\_SUPPLIERS\_INT
- POZ\_SUP\_ADDRESSES\_INT
- POZ\_SUPPLIER\_SITES\_INT
- POZ\_SITE\_ASSIGNMENTS\_INT
- POZ\_SUP\_CONTACTS\_INT
- POZ\_SUP\_CONTACT\_ADDRESSES\_INT
- POZ\_SUP\_BUS\_CLASS\_INT
- POZ\_SUP\_PROD\_SERV\_INT
- POZ\_SUP\_ATTACHMENTS\_INT
- POZ\_SUP\_THIRDPARTY\_INT

Note: For more information about tables, see the Tables and Views for Oracle Procurement Cloud guide. To obtain the templates to use, see File-Based Data Import for Oracle Procurement Cloud. Use the instructions contained in the template to complete the template.

The fields used vary from one type of template to another, but all templates begin with these fields:

- Batch ID - Enter a value in the Batch ID field to group certain entries together. When you perform the upload, you can choose to process only the entries

with a certain batch ID value. This lets you maintain a single upload file and selectively choose subgroups of entries to be processed from it, without having to process the entire file.

For example, for a supplier address upload file, you might use a batch ID value for the state. When you process the upload file, you can choose to process only the records for the state of California.

- Import Action - Use Create to add a new entity, such as a new site assignment or a new address. Use Update to modify an existing entity.

2. Once the data is inserted, the following concurrent processes must be run to import the supplier profile data one by one in Oracle Fusion Suppliers:

- Import Suppliers
- Import Supplier Addresses
- Import Supplier Sites
- Import Supplier Site Assignments
- Import Supplier Contacts
- Import Supplier Business Classifications
- Import Supplier Products and Services Categories
- Import Supplier Attachments

These import processes are executed by the Enterprise Scheduler Service (ESS), which manages all concurrent processes. You can monitor the status of each process and provide access to output reports.

Supplier import processes contain the following parameters:

- **Import Options:** Options include All, New, and Rejected. Import Options are used to determine if the import process should attempt to import new, rejected, or all rows from the respective open interface tables.
- **Report Exceptions Only:** Values are Yes or No. Used to determine if the Import Process Reports prints success and rejected information, or just the rejected information.

3. When the processes are complete, a pdf report is generated detailing the status of the records that were imported. If a record couldn't be imported, then the status is set to Rejected. The reason for the rejection is provided.

Upload line level errors are applicable only to a line and don't affect the loader's capability to read and process the remainder of the lines in the upload file. Upload line errors can be caused by an invalid UOM for a line, or an incorrect data type specified for a line attribute. Line level errors are displayed in the line errors region or parsing errors region on the upload errors page. Line level errors can be exported to a spreadsheet for review.

Upload file-level errors are detected at the start of processing. The loader is halted and no file lines are processed. Upload file-level errors can be caused by invalid XML or cXML files, mandatory sections missing from a TXT file, or sections out of order in a TXT file. The upload errors page displays the file level error. The line or parsing errors region isn't displayed.

The error threshold parameter sets the maximum number of errors allowed on upload lines before termination of upload file processing. You can export the items table to perform an error analysis.

Note:

- The supplier import processes are used to create new entities, and to update or delete existing supplier profile data. Creation can be done only with attachments. Deletion can be done only with contact addresses, business classifications, and products and service categories.
- Supplier import supports supplier numbering of characters that aren't numeric to allow supplier records from legacy systems to retain their unique identifier.
- Update supports updating the functional key attributes. The columns ending with `_NEW` are specifically earmarked for updates. Use this only if the underlying functional key attributes must be updated. To update functional keys, the new value should be provided in the `_NEW` column.

Consider the following when using supplier import:

### **Import Suppliers**

Both Prospective and Spend Authorized suppliers can be imported. Sites and site assignments can't be imported for prospective suppliers.

The Business Relationship of the supplier can't be updated through import.

### **Import Supplier Sites and Third-Party Payment Relationships**

Supplier Sites are imported for a specific procurement BU, which is specified on the site import record. Additionally, an existing supplier address reference must be defined as part of the site import record.

After a site is created and associated with an address, the association can't be changed. For this reason, including a value for Address Name when updating an existing supplier site triggers an error. The Address Name field maps to `PARTY_SITE_NAME`, which is the field named in the error.

Use the Supplier Sites Import process to load third-party payment relationships from an external system. Before you import supplier site third-party payment relationship data, review the recommendations in the supplier site import template, Instructions and CSV Generation worksheet.

There are two separate worksheets available for importing supplier sites and third-party payment relationships on the supplier site import template.

### **Import Site Assignments**

Site assignments are created for client BUs that are serviced by the procurement BU to which the site belongs. Assigning the client BU to the site enables the client BU to use the site for ordering and invoicing.

## **Import Supplier Contacts, Contact Addresses, and User Accounts**

You can provide addresses associated with a contact for all sites using that address.

Note: Two separate worksheets are available for contacts and contact addresses on the import upload template for supplier contacts.

The import process checks for duplicate contacts. Provide distinguishing email addresses for imported supplier contacts with the same last name as existing supplier contacts.

Use the User Account Action column to specify the action to create or update a user account. Create a user account by using the default roles for the Supplier Portal work area, the Sourcing work area, or specifying individual roles. Update a user account by adding or removing specific roles or inactivating the user account. Use the Role 1 to Role 10 columns to specify specific roles based on the user account action.

Here are things you can do after you run the supplier contact import process:

If you need to find out the user accounts that are created or updated successfully, you can create a report for that. Go to the Reports and Analytics work area, use attributes in Supplier - Supplier Real Time subject area to report on user account details.

When a user account action is specified for any imported supplier contact, the Send Pending LDAP Requests process is launched automatically to complete the user account action. If the user accounts aren't created or updated successfully, you can manually run the process using these steps:

1. From the **Tools** work area, click **Scheduled Processes**.
2. Click **Schedule New Processes** and search for **Send Pending LDAP Requests**.
3. For **Parameters**, choose **User Type** as **Party** and **Batch Size** as **A**, and then click **Submit**.

## **Import Business Classifications**

New certifying agencies can be created and associated with relevant classifications through import. However, the Certifying Agency attribute option 'Other' isn't supported. Consider using the Create New Certifying Agency attribute as an alternative.

Note:

Legacy data including both inactive and active data can be loaded for all the supplier entities.

## **Import Supplier Attachments**

You can import attachments for supplier profiles, supplier sites and supplier business classifications for existing suppliers. Different types and categories of attachments can be imported.

For File type attachments, you must add the file to a .zip file and upload the .zip to the Procurement Suppliers UCM account: /prc/supplier/import. Multiple files can be added to the same .zip file and can be organized within folders as needed. The template is designed to accept the path along with the file name. This tells the application in which folder of the .zip file the file is located. The Recommendations for Loading Supplier Attachments Data section

in the Instructions and CSV Generation tab contains more information on importing attachments.

You can import attachments for:

- Supplier profile
- Supplier sites
- Supplier business classifications

### **Supplier Bank Account Import Data**

Use the Import Supplier Bank Accounts process to import supplier bank accounts and associated data into Oracle Payments. You can download a spreadsheet template to enter your supplier bank account data. The template contains an instruction sheet to guide you through the process of entering your data. The template also provides field-level bubble help.

Users can run the Import Supplier Bank Accounts process in the Scheduled Processes area.

Before you can import supplier bank accounts and associated data, you must create suppliers.

If the suppliers bank account is used for international payments, you must also create the following entities:

- Banks
- Bank Branches

To access the SupplierBankAccountImportTemplate.xlsx spreadsheet template, complete these steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click the **File-Based Data Imports** link.
3. Click the **Supplier Bank Account Import** link.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

1. Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
2. Don't change the order of the columns in the template.
3. You can hide or skip the columns you don't use, but don't delete them.

The Supplier Bank Account Import spreadsheet template contains an Instruction tab, plus additional tabs that represent the interface tables where the data is loaded.

Table 2 contains the names of the tabs in the Supplier Bank Account Import spreadsheet template and a description of their contents and Table 3 shows the Flow of data when you import supplier bank accounts into Payments.

Spreadsheet Tab	Description
Instructions and CSV Generation	<p>Contains instructions and information about:</p> <ul style="list-style-type: none"> <li>The format of the template</li> <li>The button that you click to generate the CSV file</li> </ul> <p>Additional information includes the following:</p> <ul style="list-style-type: none"> <li>Preparing and loading data</li> <li>Submitting the Import Supplier Bank Accounts process</li> <li>Correcting import errors</li> </ul>
IBY_TEMP_EXT_PAYEES	Enter information about the supplier payees.
IBY_TEMP_EXT_BANK_ACCTS	Enter information about the supplier bank accounts.
IBY_TEMP_PMT_INSTR_USES	Enter information about the supplier bank account assignments.

**Table 2: Tabs in the Supplier Bank Account Import spreadsheet template**

Sequence	Action	Result
1.	From the guide titled File-Based Data Import for Oracle Financials Cloud, download the spreadsheet template named <b>SupplierBankAccountImportTemplate.xlsm</b> . It is in the File-Based Data Imports chapter, Supplier Bank Account Import section.	The File-Based Data Import spreadsheet is downloaded.
2.	Enter data in the spreadsheet template.  Follow the instructions on the Instructions and CSV Generation tab under the section titled Preparing the Table Data.	Follow the instructions on the Instructions and CSV Generation tab under the section titled Preparing the Table Data.
3.	Click <b>Generate CSV File</b> .  Follow the instructions on the Instructions and CSV Generation tab under the section titled Loading the Data in the Instructions and CSV Generation tab.	A CSV file is generated that's compressed into a ZIP file.
4.	To upload the ZIP file:	The ZIP file is uploaded. Data is loaded into Payment

	<ol style="list-style-type: none"> <li>1. Navigate: <b>Tools &gt; File Import and Export</b>.</li> <li>2. In the File Import and Export page, click the "+" (Upload) icon. The Upload File dialog box appears.</li> <li>3. In the <b>File</b> field, browse for and select your ZIP file.</li> <li>4. From the Account choice list, select <b>fin/payables/import</b>.</li> <li>5. Click <b>Save and Close</b>.</li> </ol>	Interface Tables successfully or with errors.
5.	<p>To submit the Load Interface File for Import process:</p> <ol style="list-style-type: none"> <li>1. Navigate: <b>Tools &gt; Scheduled Processes</b>.</li> <li>2. Click <b>Schedule New Process</b>.</li> </ol> <p>The Schedule New Process dialog box appears.</p> <ol style="list-style-type: none"> <li>3. From the Name choice list, select <b>Load Interface File for Import</b>.</li> <li>4. Click <b>OK</b>. The Process Details dialog box appears.</li> <li>5. From the Import Process choice list, select <b>Import Supplier Bank Accounts</b>.</li> <li>6. From the Data File choice list, select your ZIP file. You can also upload a new file here, skipping the fourth process.</li> <li>7. Click <b>Submit</b>.</li> </ol>	Data is loaded into Payment Interface Tables.
6.	Follow the instructions on the Instructions and CSV Generation tab under the section titled Importing the Loaded Data	Load process purges Payment Interface Tables.
7.	<p>To submit the Import Supplier Bank Accounts Process:</p> <ol style="list-style-type: none"> <li>1. Navigate: Tools &gt; Scheduled Processes.</li> </ol> <p>The Scheduled Processes page appears.</p> <ol style="list-style-type: none"> <li>2. Click <b>Schedule New Process</b>.</li> </ol>	<p>The Import Supplier Bank Accounts process first validates the supplier bank accounts and associated data and then imports the data from the Payments interface tables into the following Payments tables:</p> <ul style="list-style-type: none"> <li>• <b>IBY_EXT_BANK_ACCOUNTS</b></li> </ul>

	<p>The Schedule New Process dialog box appears.</p> <ol style="list-style-type: none"> <li>3. From the Name choice list, select <b>Import Supplier Bank Accounts</b>.</li> <li>4. Click <b>OK</b>.</li> </ol> <p>The Process Details dialog box appears.</p> <ol style="list-style-type: none"> <li>5. From the Feeder Batch Identifier choice list, select the batch identifier that you indicated in the File-Based Data Import spreadsheet.</li> <li>6. Click <b>Submit</b>.</li> </ol>	<ul style="list-style-type: none"> <li>• IBY_EXTERNAL_PAY EES_ALL</li> <li>• IBY_PMT_INSTR_US ES_ALL</li> </ul> <p>After you submit the Import Supplier Bank Accounts process, the following data appears in Payments:</p> <ul style="list-style-type: none"> <li>• Supplier bank accounts</li> <li>• Payment preferences: <ul style="list-style-type: none"> <li>○ payment delivery</li> <li>○ payment specifications</li> <li>○ separate remittance advice delivery method</li> </ul> </li> <li>• Relationship of supplier with supplier bank account</li> </ul> <p>The log output of the Import Supplier Bank Accounts process reports the number of successful and rejected records.</p>
<p>8.</p>	<p>To correct import errors:</p> <ol style="list-style-type: none"> <li>1. Identify the rejected records based on details provided in the log file.</li> <li>2. Create a new spreadsheet that contains only rejected records that are copied from the old spreadsheet.</li> <li>3. For the Import Batch Identifier column, enter a different Feeder Batch ID.</li> <li>4. Make necessary corrections to the data.</li> <li>5. Load the data using a new spreadsheet.</li> <li>6. Generate the CSV File, upload the ZIP file, and continue.</li> </ol>	<p>Failed records remain in the Payments interface table and aren't purged automatically.</p>

	7. Failed records remain in the Payments interface table and aren't purged automatically.	
9.	<p>Import supplier bank account data at one of the following levels if you have their associated identifiers:</p> <ul style="list-style-type: none"> <li>• Supplier level requires the Supplier Number.</li> <li>• Supplier site level requires the Supplier Site Code.</li> </ul>	<p>If only the Supplier Number is provided, the supplier's bank account is created at the supplier level.</p> <p>If the Supplier Number and the Supplier Site Code are provided, the supplier bank account is created at the supplier site level.</p>
10.	Set the Primary indicator in the SQL loader file for only one bank account per supplier per level.	<p>If the Primary indicator is set for multiple bank accounts, then Payments accepts only the first bank account with the indicator set to be the primary account at that level.</p> <p>If the Primary indicator isn't set for any bank account, Payments accepts the first bank account as the primary.</p>
11.	Manage intermediary account details and create factor accounts manually using the Manage Suppliers page.	<p>The Import Supplier Bank Accounts process doesn't allow you to import the following data:</p> <ol style="list-style-type: none"> <li>1. Intermediary accounts</li> <li>2. Factor accounts</li> </ol>

**Table 3: Flow of data when you import supplier bank accounts into Payments**

### **Supplier Tax Details Import**

You can import supplier's profile level tax registration country and the tax registration number using supplier import template. You can add these values while creating or updating suppliers. All the other supplier's tax registration related attributes can be imported using the Tax Implementation Workbook. For more information on the Tax Implementation Workbook, see the related topics below.

You can use the Tax Implementation Workbook to update the values of tax registration country and tax registration number also, but it's recommended to do it through the supplier import for these reasons:

- Using supplier import will validate the supplier for duplicate tax registration number and therefore prevent duplicate supplier creation.

- Using the supplier import will create a party tax profile for the supplier, which otherwise must be done using the Tax Implementation Workbook through a separate worksheet that's hidden by default.

If you haven't already done the Tax setup, you must first complete the configuration using the Tax Configuration Workbook. For more information on the Tax Configuration Workbook, see the related topics.

You will have to use the Tax Implementation Workbook to import supplier address level tax registration details. Supplier addresses are uniquely identified using the party site ID, which can be used when importing address tax registration information.

### **Import Regional Information**

You can import region specific information for suppliers and supplier sites.

1. To import supplier or supplier site regional information, in the GLOBAL\_ATTRIBUTE\_CATEGORY column provides the value for Regional Information lookup. In subsequent columns, for the GLOBAL\_ATTRIBUTE1 - 20, GLOBAL\_ATTRIBUTE\_DATE1-10, GLOBAL\_ATTRIBUTE\_TIMESTAMP1-10, and GLOBAL\_ATTRIBUTE\_NUMBER1-10, provide the values of attributes dependent on the regional information attribute.  
To successfully import the record, for lookup type attributes, you must provide the necessary codes and not the display values.
2. To get the necessary codes, in the **Setup and Maintenance work area**, go to the **Manage Descriptive Flexfields** task and search for the flexfield code JE\_POZ\_SUPPLIERS. Select to edit the DFF entity to get all the relevant details.  
For the regional information lookup, access the page Manage Contexts from the edit descriptive flexfield page for the descriptive flexfield entity JE\_POZ\_SUPPLIERS. For the dependent attribute codes, access the context sensitive segment for the respective context and find the value set that is used. From the value set, you can get the codes for these attribute lookup values.
3. Do the import.

Notes: You may also just import supplier to generate the supplier number manually then continue the supplier creation through the screen

### 3 INVOICE PROCESSING (DIRECT INVOICE)

#### Invoice Work Area/ Landing Page

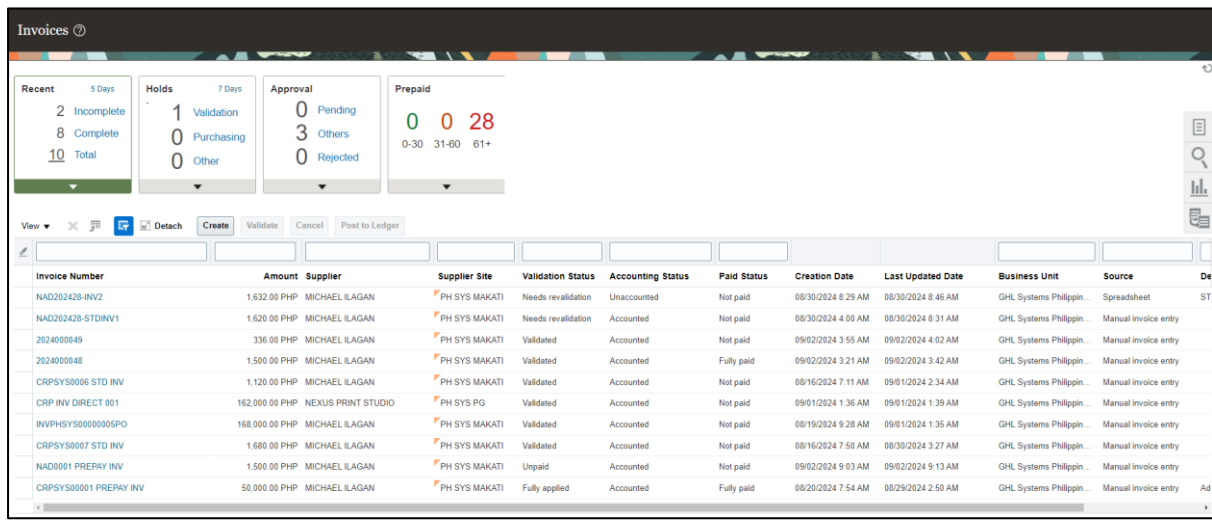


Figure 18: Invoice Work Area

#### Navigate to: Payables > Invoices

Use the Invoices Work Area to perform various task when processing invoices. You can focus on invoices that require your attention through the infolets displayed on the Invoices Work Area.

The following infolets are described:

- **Recent:** The number of invoices that have been updated and recently added. The red slice shows the portion of invoices that still need to be validated. Clicking on the number displays those invoices in the subsequent table. The blue slice indicates invoices that are validated or cancelled, which means they are complete.
- **Holds:** Displays the number of invoices put on hold and categorized by the type of holds that have been applied. 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 subsequent table.
- **Prepaid:** 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 is displayed in each aging bucket. Clicking on the number in the bucket displays the invoices in the subsequent table.
- **Due:** 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 manually enter supplier invoices by using the Invoices work area, which is basically used to enter any invoice directly into the Payables system. For example, you can use the Invoices work area to create an invoice that needs immediate action, such as payment. You can also match the invoice to purchase orders while entering these invoices from the Invoices work area.

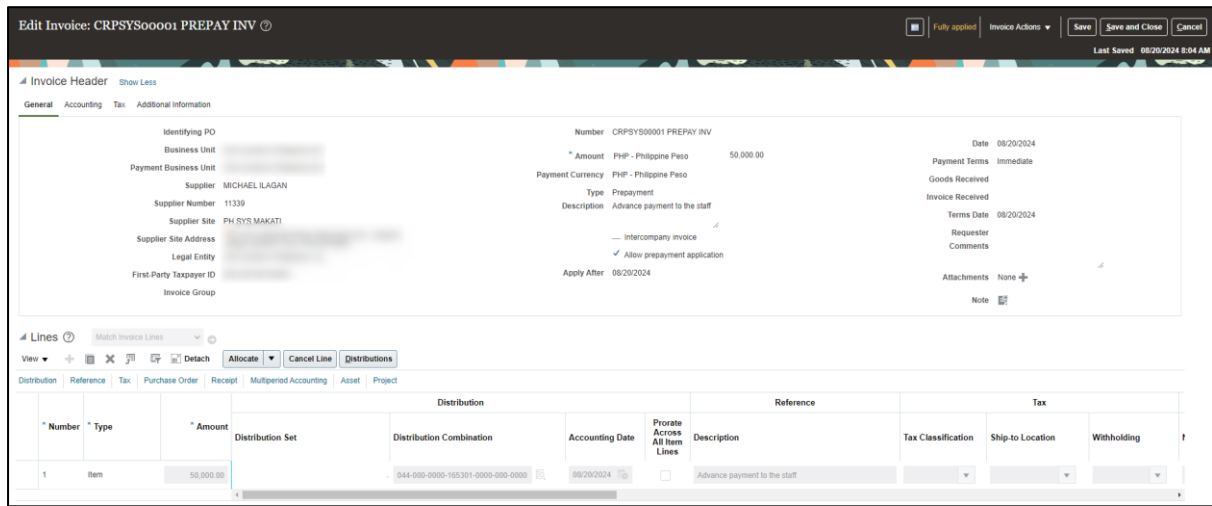
### 3.1 Prepayment Invoice Creation and Application

A prepayment is a type of invoice you enter to make an advance payment to a supplier.

You can later apply the prepayment to one or more invoices you receive from supplier to offset the amount paid to them.

#### Create Prepayment Invoice

1. Navigate to: **Payables > Invoices > Task > Create Invoices**  
Or **Payables > Invoices>Create (Actions Toolbar)**



**Figure 19: Creating Prepayment Invoice**

2. Enter the details below:

Fields	Description
Business unit	Choose the business unit for which you want to create the prepayment
Type	Select <b>Prepayment</b>
Supplier	Enter the supplier’s name to whom you want to make the advance payment. Supplier site and Legal Entity will be auto filled when supplier name is entered.
Allow Prepayment Application	Tick on the Allow Prepayment Application to allow the application with Standard Invoice in future.
Apply After	State the start date when does this prepayment will be available to applied with the Standard Invoice.
Date	Enter the date of the invoice. The date will always default to System Date

Invoice Number	Enter the Prepayment Number to represent this advance invoice.
Invoice Amount	Enter the amount that you are giving as advance payment.
Payment term	Immediate (default), Select other payment terms accordingly.
Terms date	Same as date of invoice. Revised the date if required

**Table 4: Fields for Creating Prepayment Invoice**

Then Go to the Line tab enter the below information.

Fields	Description
Amount	Enter the line amount.
Distribution combination	Auto filled. System retrieves the prepayment invoice distribution account automatically based on the account that you have either provided at the supplier level or from the common payable and procurement options. Field Prepayment.
Description	Item description. You may provide any details on the Invoice lines.
Tax Classification	If the supplier has been assigned with default Tax value, this field will have default tax value. Kindly to amend the field if the prepayment is not applicable for the Tax.

**Table 5: Fields for Line Tab in Creating Invoice**

3. Click **Save**
4. From **Invoice Action>Calculate Tax** to verify whether hurdle level and the line level amount matches or not. Only did this action if there is any Tax Classification define.
5. Then from **Invoice Action> Validate**, the system will change the status to unpaid.
6. Only the paid prepayment invoices will be eligible for application. To pay the invoice in Full You may proceed the payment in Payment work area or directly Pay in Full.
7. To proceed with Pay in Full function from **Invoice Action> Pay in Full**
8. A window will prompt to enter Payment Details. Mandatory field to Enter are **Bank Account** and **Payment Process Profile**. Click **Submit**

**Figure 20: Payment Window**

To apply prepayment on a standard invoice, start by creating a standard invoice or use the standard invoice that have already been created.

On the **Create Invoice** tab,

1. Enter the details below:

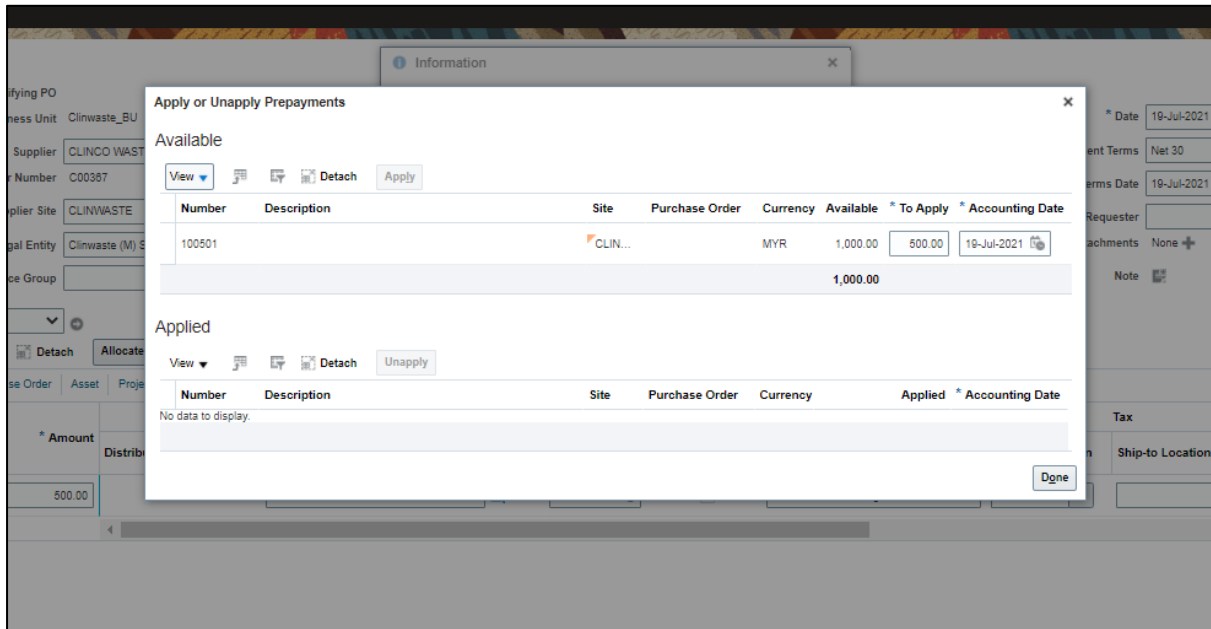
Fields	Description
Business unit	Same business unit use in Prepayment Invoice
Type	Select <b>Standard</b>
Supplier	Enter the same supplier from the Prepayment invoice
Date	Enter the date of the invoice. The date will always default to System Date
Invoice Number	Enter the supplier Invoice Number to represent this invoice.
Invoice Amount	Enter the amount that you are giving as advance payment.
Payment term	Immediate (default), Select other payment terms accordingly.
Terms date	Same as date of invoice. Revised the date if required

**Table 6: Fields for Creating Standard invoice For Prepayment Application**

Enter the information in the Line Tab as indicated in Table 5.

2. Click **Save**

3. From **Invoice Action>Calculate Tax**
4. Then from **Invoice Action> Validate**.  
You can also apply your prepayment invoice without validating the standard invoice.
5. From **Invoice Action>Apply or Unapply Prepayment**



**Figure 19: Application of Prepayment Window**

6. Select the row in **Available** section, Click on **Apply**.  
The selected row and amount will appear in **Applied Section**.
7. Click **Done**
8. To unapply the prepayment, go into the same page. Select the row in **Applied Section**
9. Click **Unapply**
10. Click **Done**.

When you apply your prepayment invoice, you will notice that a prepayment application line gets added to the Line section of your invoice. And the same is visible in the Distribution section

Also, whenever the prepayment invoices are applied to a standard invoice, the status of the standard invoice changes to needs revalidation. And you must validate this invoice again. Once the invoice has been validated, choose Save and Close to close the Invoice page.

### 3.2 Standard Invoices Creation (Direct Invoice)

#### Creating manual invoices/credit & debit memo

1. Navigate to: **Payables > Invoices > Task > Invoices > Create Invoices**
2. Enter the details below:

Fields	Description
Business unit	Choose the business unit for which you want to create the prepayment
Type	Select <b>Standard:</b> For invoices issued by a supplier to the buyer, representing the amount due for the products or services the supplier has provided to the buyer. Can be either matched to a purchase order or not matched. <b>Credit Memo:</b> For invoice raised by the supplier to the buyer. It reduces the supplier balance and reduces the liability. <b>Debit Memo:</b> Invoice raised by the customer to supplier. The functionality of Debit Memo is same as Credit Memo. Both are to reduce the liability. The purpose of Debit Memos is to record a credit for a supplier who does not send you a credit memo.
Supplier	Enter the supplier's name to whom you want to make the payment
Invoice Date	Enter the date of the payment
Invoice Number	Enter a unique number to represent this invoice.
Invoice Amount	Enter the amount that you are giving as payment. <b>Positive</b> amount for Standard Invoice. <b>Negative</b> amount for Credit Memo & Debit Memo.
Payment term	Select the chosen payment term from the dropdown list.
Terms date	Same as invoice date.

**Table 7: Fields for Creating invoice**

3. Manually enter below information:

Fields	Description
Amount	Enter the line amount.

Distribution Set	Enter the distribution set ( <i>predefined setup for expense entry</i> ) or
Distribution combination	Enter the distribution combination
Description	Item description
Tax Classification Code	Not required to fill
Withholding Tax Group	Enter the WHT code charged to the invoice line if there is a WHT involved on the supplier invoice.

**Table 8: Fields for Creating invoice, Line Tab**

4. Click **Save**.
5. Click on Invoice actions > Validate the invoice.
6. Click on Invoice actions > Approval > Initiate.

Notes: Only invoices from ISP will be route for approval to Finance user ID. Other than that, all invoices will be auto approved.

### 3.3 Standard Invoices Creation (Matching by PO)

1. Navigate to: **Payables > Invoices > Task > Invoices > Create Invoices**
2. Enter the details below:

Fields	Description
Identifying PO	Search and choose the PO number to be matched with invoice
Business unit	Info will be defaulted based on PO
Type	Type defaulted to Invoice
Supplier	Info will be defaulted based on PO
Invoice Date	Enter the date of the Invoice
Invoice Number	Enter a unique number to represent this invoice.
Invoice Amount	Enter the amount that you are giving as invoice amount inclusive SST.
Tax Classification Code	Not required to fill in.
Withholding Tax Group	Enter the WHT code charged to the invoice line if there is a WHT involved on the supplier invoice.
Payment term	Select the chosen payment term from the dropdown list.

Terms date	Same as invoice date.
------------	-----------------------

**Table 7: Fields for Creating invoice**

- Then Go to the Line tab you will have the option to matched invoiced line, match to receipt charge, correct matched invoices and correct unmatched invoice by providing PO number. Click on the Go icon ➔ .
- System will appear the available PO with GRN number which available for matching.
- If the PO have yet to received/created a GRN, system won't show any result for matching process.

- After matched, the Invoice line will be populated based on matched data from PO.

Fields	Description
Amount	Info will be defaulted based on PO Lines
Distribution combination	Info will be defaulted based on PO Lines
Description	Info will be defaulted based on PO Lines
Tax Classification	Not required to fill in.

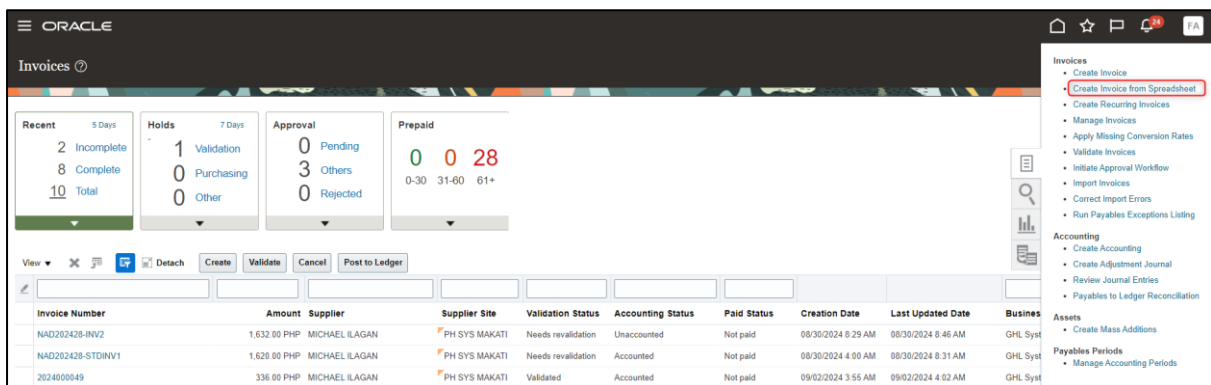
**Table 8: Fields for Creating invoice, Line Tab**

7. Click **Save**.
8. Click on Invoice actions > Validate the invoice.
9. Click on Invoice actions > Approval > Initiate.

### 3.4 Invoice Creation by Spreadsheet

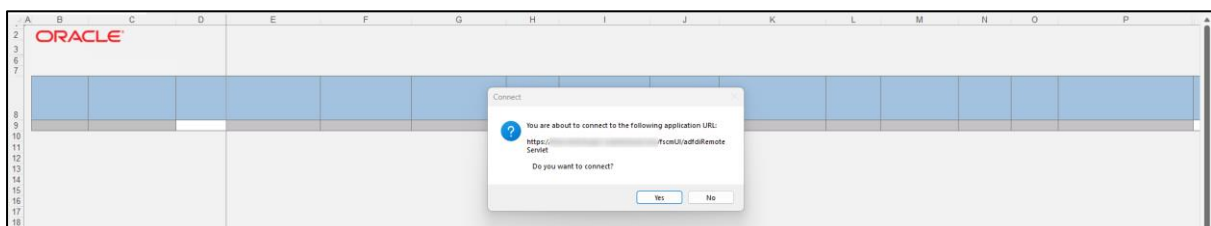
This process can be used to create invoices in bulk. The information is keyed in the Oracle spreadsheet and by running the import process, the data will be transferred to Oracle Payables for invoice creation in bulk.

1. Download Oracle Spreadsheet from the system.

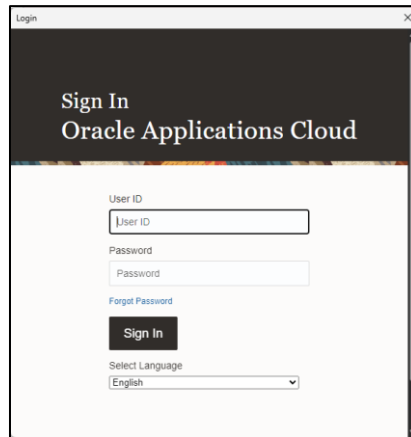


2. The excel spreadsheet will be downloaded into your device.
3. Kindly open the file and login by using your same access in Oracle.
4. The file is link to your System's ID. Therefore, you must maintain the spreadsheet separately between Test and Production instance.

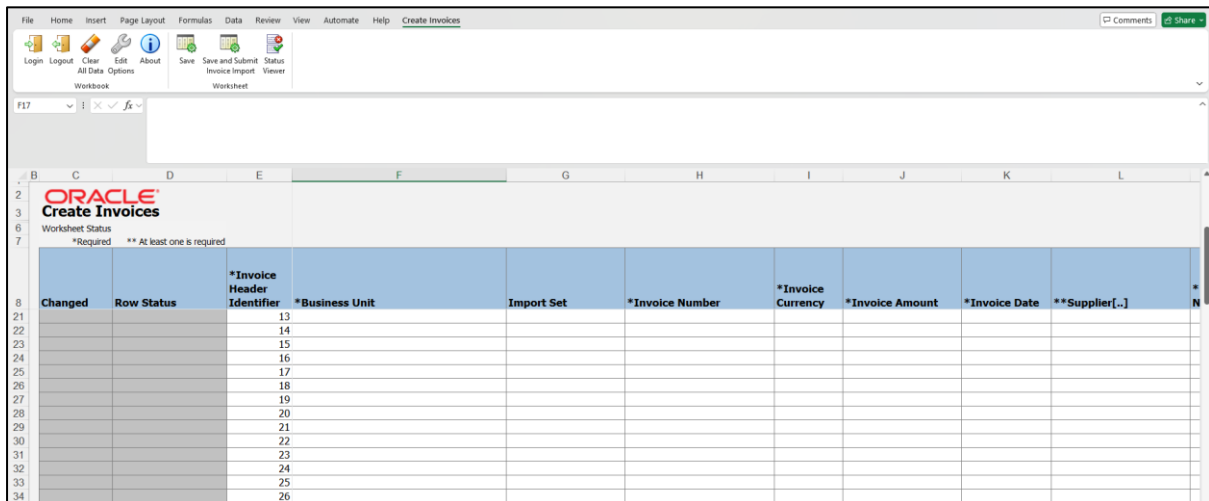
Notes: Your device must have ADFdi (Deskstop Integrator Installer) and link to your excel application. *Refer to User Manual (How to setup Spreadsheet using ADFDI).*



5. After open the Spreadsheet, click ok Yes button to login.



6. You should see the excel overview as below if your excel were connected to the System after login successfully.



7. Fill in the Information of your invoice accordingly. All field that exists in the System will be available in this Spreadsheet.

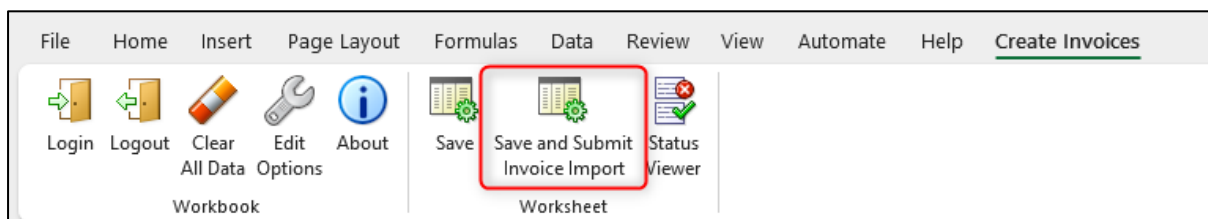
**Notes:** The \* mark is indicated that the field is mandatory and must not leave it as blank. [...] indicates that the field is connected to the System for data searching and query for selection instead of manual entry.

Fields	Description
Changed	This column is to indicate the changes applied on the specific row
Row Status	Column to highlight on the import status. (not for user to key in)
*Invoice Header Identifier	This is the Invoice ID in the spreadsheet to indicate unique ID for each of the invoice. Use the repeated Invoice Identifier for Invoice with multiple lines.
*Business Unit	Business Unit Name for the invoice to be created

Import Set	You may use this field to define your invoice set
*Invoice Number	Invoice number provided by the supplier
*Invoice Currency	Invoice currency to be entered in the System
*Invoice Amount	Total invoices amount inclusive VAT
*Invoice Date	Date of the invoice
**Supplier[.]	Supplier Name for the invoice
**Supplier Number	Supplier Number of the invoice
*Supplier Site[.]	Supplier site/address of the invoice
Payment Currency	Payment currency for the invoice (Invoice to be paid in which currency)
Invoice Type	Invoice Type to indicates whether this is Invoice/Credit Memo/Debit Memo
Description	Invoice header description
Payment Terms	Payment terms for the invoice (if this info is blank, system will pick up based on the payment terms default value from Supplier Profile or Invoice Option)
Terms Date	Terms Date
Accounting Date	Invoice Accounting date
Invoice Includes Prepayment	Use this field if the invoice were created to be applied with Prepayment invoice
Prepayment Number[.]	Use this field and enter the Prepayment number if the invoice were created to be applied with Prepayment invoice
Prepayment Line	Use this field and enter the Prepayment line if the invoice were created to be applied with Prepayment invoice
Prepayment Application Amount	Use this field and enter the Prepayment amount if the invoice were created to be applied with Prepayment invoice
Prepayment Accounting Date	Use this field and enter the Prepayment accounting date if the invoice were created to be applied with Prepayment invoice
Payment Method	Payment method for the invoice (if this info is blank, system will pick up based on default value from Supplier Profile or set is as Check) The value should be the Payment Method Code ( <i>refer Workbook Configuration</i> )
Conversion Rate Type	Use this field and enter the Conversion Rate Type if the invoice is in foreign currency
Conversion Date	Use this field and enter the Conversion Date if the invoice is in foreign currency

Conversion Rate	Use this field and enter the Conversion Rate if the invoice is in foreign currency
Line	Enter the Invoice Line number (e.g. 1, 2, 3,...)
*Type	Enter the Line Type as Item
*Amount	Enter the amount of the invoice line (amount should be exclusive VAT)
Description	Enter the Invoice Line Description.
Distribution Combination[.]	Enter the distribution code combination for the Invoice
Distribution Set[.]	Select the Distribution Set (if you maintain the distribution code combination by Distribution Set setup). Please blank the field Distribution Combination if you are using Distribution Set
Accounting Date	Enter the Invoice Line Accounting date
Tax Classification Code	Not required to fill
Withholding Tax Group	Enter the WHT code charged to the invoice line if there is a WHT involved on the supplier invoice.
Multiperiod Accounting Start Date	Enter the Multiperiod Accounting Start Date if your invoice is a deferred expense. The start date is to indicate when will the actual expense will be recognized.
Multiperiod Accounting End Date	Enter the Multiperiod Accounting End Date if your invoice is a deferred expense.
Track as Asset	Indicate as Yes if your invoice is an Asset Invoice.
Book	Enter the Book name for the Asset Invoice
Multiperiod Accounting Accrual Account[.]	Enter the Multiperiod Accounting Accrual Account for the deferred expense. ( <i>Prepayment Account</i> )
Key	This column is utilized by system as a flag for data import. (user must not change anything on this column)

8. After filled in the information in the spreadsheet. User may save the file then click on the Save and Submit Invoice Import to import the invoice in the System.



9. All rows that has been imported will have indicator flag as shown below:

**ORACLE**  
Create Invoices

Worksheet Status  
\*Required \*\* At least one is required

Changed	Row Status	*Invoice Header Identifier	*Business Unit	Import Set	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date	**Supplier[...]	*
	Row Inserted	1	GHL Systems Philippines BU		CRPSYSIM0011 STD INV	PHP	168,000.00	10/8/2024	MICHAEL ILAGAN	1
	Row Inserted	2	GHL Systems Philippines BU		CRPSYSIM0012 STD INV	PHP	168,100.00	10/8/2024	MICHAEL ILAGAN	1
	Row Inserted	2								
	Row Inserted	4	GHL Systems Philippines BU		CRPSYSIM0013 STD INV	PHP	168,000.00	20/8/2024	MICHAEL ILAGAN	1
	Row Inserted	4								
	Row Inserted	4								
	Row Inserted	7								
	Row Inserted	8								
	Row Inserted	9								

10. Meanwhile, the Scheduled Processes you may see there will be a program running for Import Payables.
11. The program should be ended successfully and generate the execution report Import Payables Invoices Report.

Search Results

View  Flat List  Hierarchy

Actions View

Name	Process ID	Status	Submission Time	Scheduled Time	Submitted By
Import Payables Invoices Report	2892851	Succeeded	08/20/2024 9:24 AM	08/20/2024 9:24 AM	FASHA_FARHANNI
Import Payables Invoices	2892850	Succeeded	08/20/2024 9:24 AM	08/20/2024 9:24 AM	FASHA_FARHANNI

12. The report will show you the summary details how many invoices were created successfully.

**ORACLE**

**Payables Open Interface Import Report** Report Date

Payables Open Interface Audit Report

GHL Systems Philippines BU								
Supplier Number	Supplier	Invoice Number	Invoice Date	Currency	Invoice Amount	Line Number	Invoice Line Amount	Accounting Date
11339	MICHAEL ILAGAN	CRPSYSIM0013 STD INV	8/20/24	PHP	168,000	1	150,000	8/20/24
						2	100	8/20/24
						3	3,000	8/20/24
						4	18,372	8/20/24
<b>Total Invoices Imported</b>							<b>1</b>	

End of Report

13. The report will also show the error or unsuccessful invoice with an error message.
14. The fixing can be done from the Spreadsheet and perform the Save and Submit Invoice Import again.

**ORACLE**

**Payables Open Interface Import Report** Report Date 8/20/24 9:24 AM

Payables Open Interface Rejections Report

GHL Systems Philippines BU								
Supplier Number	Supplier	Invoice Number	Invoice Date	Currency	Invoice Amount	Line Number	Reason	Description
11339	MICHAEL ILAGAN	CRPSYSIM0011 STD INV	8/10/24	PHP	168,000		Duplicate invoice number	Invoice number for this supplier or party already exists.
<b>Total Invoices Rejected</b>							<b>1</b>	

End of Report

15. The created invoice will appear in the System with source spreadsheet. The validation and approval process can then proceed directly from the system.

### 3.5 Manage Invoice (Additional Functions)

There are several ways to manage invoices.

#### From Invoice Landing Page

a.

1. Navigate to: **Task > Manage Invoices**
2. Enter at least one of the known values for indicated Field to search for the Invoice, eg. **Supplier/ Party Field** or **Invoice Number**
3. Click **Search**  
**Period Window** will prompt if **Supplier/ Party, Supplier Site or Supplier Name** is entered.
4. Choose the **Period** for the Supplier Invoices, from as short 3 days up to 180+ days period.

The list of invoices matches the search will be disclosed and you can manage invoices accordingly.

b.

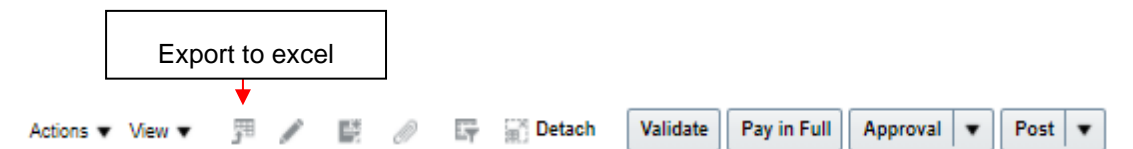
1. Navigate to: **Search> Enter Invoice Number** or **Supplier/ Party**-at least one is required
2. Click **Search**

c.

1. Click on **Recent Infolet**, the content area will show the list of recent infolet in 7days.
2. Click on the invoices that you would like to manage.
3. From here you can **Validate, Cancel** or **Post the Invoice to Ledger**.

#### Extract to excel function

You can extract the list of Invoices from **Recent** Invoices or the list from your **Search into** excel. From the Action Tab. Click on **Export to Excel** button.

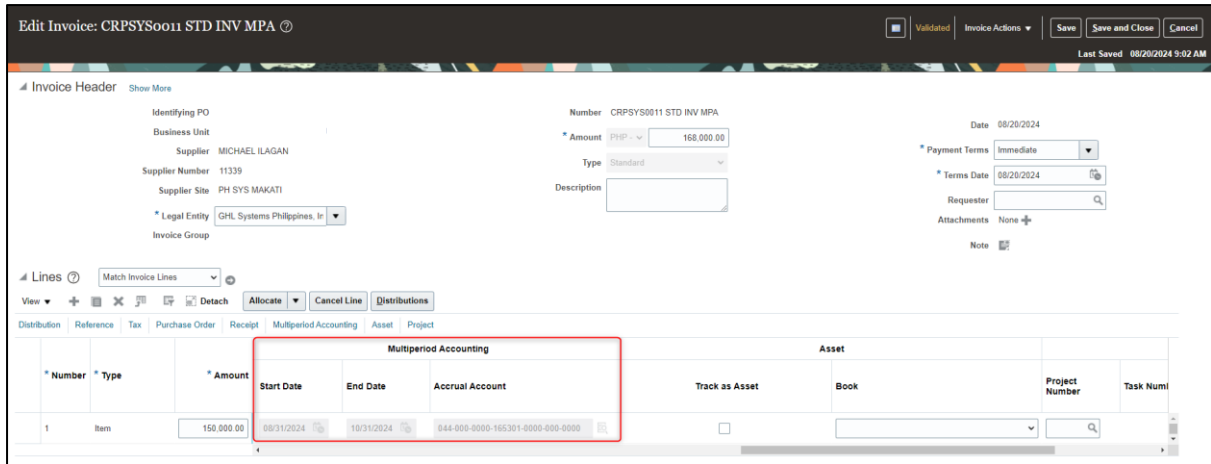


You can choose what column details to shown on the list and the same column will be export to your excel.

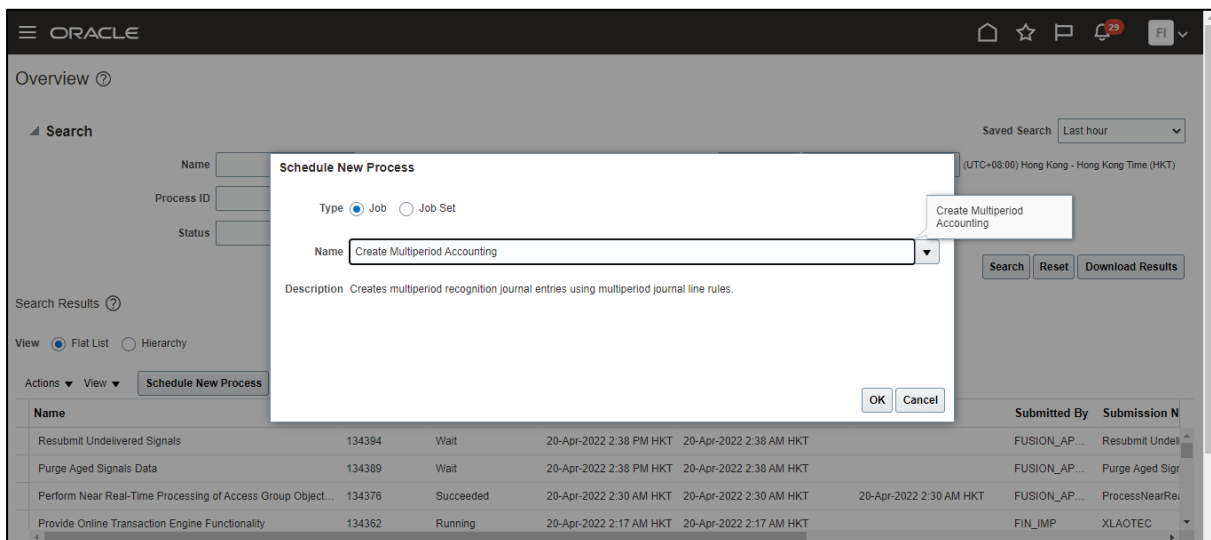
**Figure 22: Export to Excel Function**

### 3.6 Invoices with Multiperiod Accounting

1. Enter the necessary information to create the invoice. For detailed Explanation please follow “Standard Invoice” process on how to create the invoice.
2. Populate either Distribution set or Distribution combination to book the period share of expense in respective subject and other GL string. Then Click on Multiperiod accounting tab.
3. Fill in the start date, End date and Accrual account.



4. Click on Invoice actions > Validate the invoice.
5. Click on Invoice actions > Approval > Initiate.
6. Run ESS Job “Create Multiperiod Accounting”. Navigator > Tools > Schedule Process > Schedule New Process



**Process Details** ✕

i This process will be queued up for submission at position 1

Name Create Multiperiod Accounting

Description Creates multiperiod recognition journal entries...  Notify me when this process ends

Schedule As soon as possible Submission Notes

**Basic Options**

Parameters

\* Subledger Application

\* Ledger

\* Accounting Period

\* Accounting Mode

\* Transfer to General Ledger

\* Post in General Ledger

Journal Batch

\* Include User Transaction Identifiers

7. Click on “Accounted” under invoice summary section on the Invoice screen.

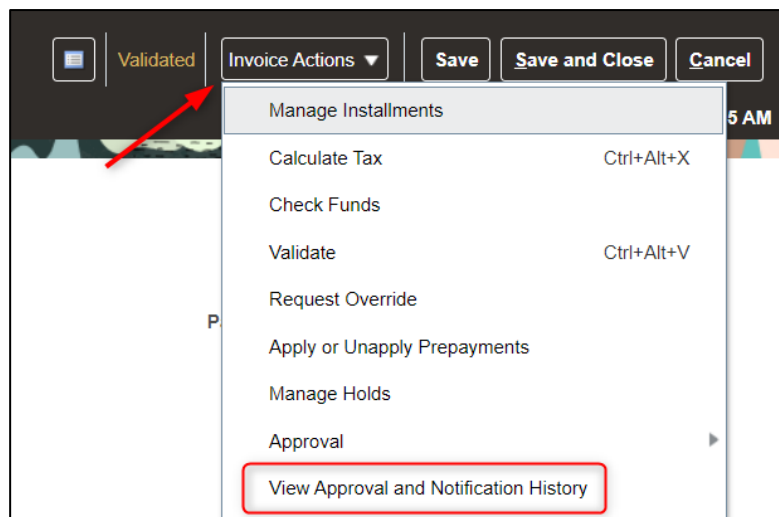
Detached Table							
View <input type="button" value="View T-Accounts"/> <input type="button" value="Detach"/> <input type="button" value="Override Account"/>							
Date	Event	Account	Class	Accounted (PHP)		Status	
				Debit	Credit		
08/31/2024	Invoice Validated	044-000-0000-721301-0000-000-0000	Item expense	50,000.00		Draft	
08/31/2024	Invoice Validated	044-000-0000-165301-0000-000-0000	Deferred item expense		50,000.00	Draft	
08/20/2024	Invoice Validated	044-000-0000-165301-0000-000-0000	Deferred item expense	150,000.00		Final	
Accounting Period Aug-24		Journal Batch Payables A 2892780000001 2892780 N		Line Description GHL SYSTEM RENTAL EXPENSES FOR MONTHLY CHARGES			
Journal Entry Aug-24 Purchase Invoices		GL Transfer Date 08/20/2024		Accounting Sequence Number			
				Accounting Sequence Name			
08/20/2024	Invoice Validated	044-000-0000-165103-0000-000-0000	Tax Recoverable	18,000.00		Final	
08/20/2024	Invoice Validated	044-000-0000-245101-0000-000-0000	Liability		150,000.00	Final	
08/20/2024	Invoice Validated	044-000-0000-245101-0000-000-0000	Liability		18,000.00	Final	

### 3.7 Invoices Approval Routing Process

1. Every Invoice in LSE will have a different workflow process and route to a different approval group.
2. In the current process each BU will have the invoice approval process including auto approve invoices.
3. Each of the approval setup is assigned to the Finance user ID
4. Every invoice requires approval, the key user must initiate the approval after Validate the invoice.

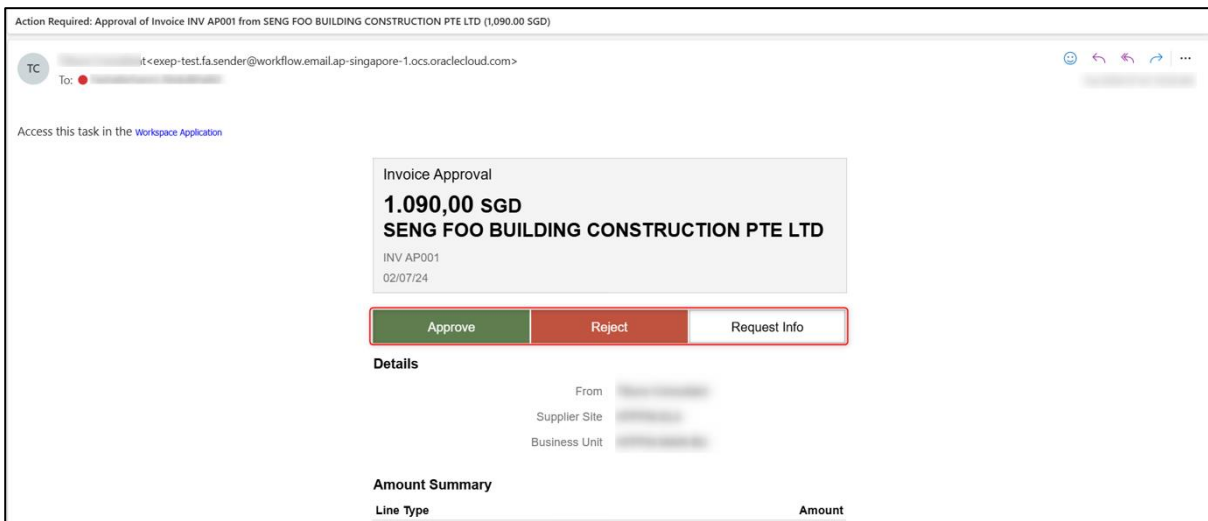
**Notes:** The invoice will not be available for any amendment after initiate the approval. They must withdraw the approval first before edit. The **Edit** button will be enabled after invoice has been withdrawn. After amendment, you must select Resubmit not Initiate. Initiate only for first time approval initiator.

5. As initiator, after you initiate or resubmit the approval, you may check the approval route at View Approval and Notification History.

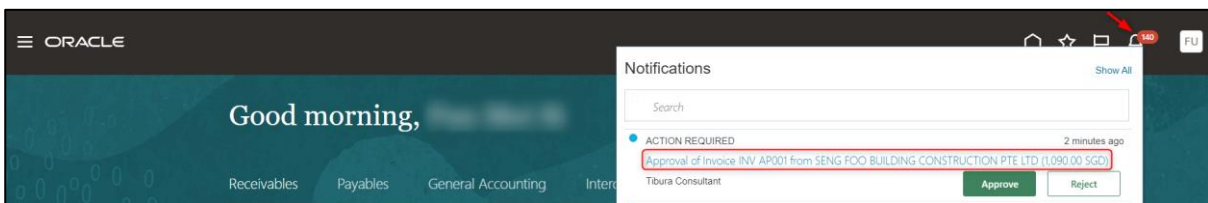


6. When the key user initiated the approval, system will submit an approval program and send a notification to the first approver by email and by system notification simultaneously.

Email Approval Notification:



System Approval Notification:



3.7.1 Invoices Approval by Email

A) Approve Invoices

1. After Approver received an email notification, they can approve by click on the Approve button from the email.



2. The expected behaviour is it trigger as sending an email like figure below:

To:  Bcc

Cc:

Approval of Invoice INV AP001 from SENG FOO BUILDING CONSTRUCTION PTE LTD (1,090.00 SGD) Draft saved at 10:49 AM

This is where you will enter comments or information to provide to the nex approver,  
-----Please type your comments above this line-----

Note: You can also add attachments to the task by attaching them to this email.  
-----Do not edit below this line-----  
Approve : [[NID]] : JxuqFXleh8R3LEayPnCbRx2U1jJNK9F9dSa5l62lunVRBLJUIXTo/4SqK0-jFZASsDBYbwmHxe4qi7ebsYPmZ8NSfkYGF5kBzxbw-eHWcty--PA90UTqR/vir6Do5fk : [[NID]]

- 3. You may add in any comments or more information in your email content and send the email.
- 4. System will route to the next approver including the comments.

**B) Request Info for the Invoices**

- 1. The approver may request for more information such as document attachment etc.
- 2. To do this the approver must click on the Request Info button.

Invoice Approval

**1.090,00 SGD**

**SENG FOO BUILDING CONSTRUCTION PTE LTD**

INV AP001

02/07/24

**Details**

- 3. The expected behaviour is it trigger as sending an email like figure below:

To:  Bcc

Cc:

Approval of Invoice INV AP001 from SENG FOO BUILDING CONSTRUCTION PTE LTD (1,090.00 SGD) Draft saved at 10:46 AM

This is where to fill in your question and comments for more information. System will send and route the notification to the Initiator.  
-----Please type your comments above this line-----

Note: Your request will be routed back to the creator Tibura Consultant. Once the creator submits the information, it will be routed back to you. You can also add attachments to the task by attaching them to this email.  
-----Do not edit below this line-----  
Request More Info : [[NID]] : Muoc3mLzu/B3pZKtPsLF18pB/DDA8NQ2P7wQ14jr5/YR29PKxfzPRBQ2g-K1x5y3Ulk/-IZeJtOp8cl9vPwn4H7vLLPaqSgPisEIlloKFABYCKY/hHF9uyZs30nKJK : [[NID]]

4. You may add in any comments or questions for more information in your email content and send the email.
5. System will route and notify the initiator by email and system notification including the comments.

### C) Reject Invoices

1. If the Approver click on the Reject button and send the email, system will send an email and system notification to the initiator regarding the invoice approval rejection.
2. At this stage, the initiator may amend the invoice accordingly and resubmit the approval.

## 3.7.2 Invoices Approval by Notification

### A) Approve Invoices

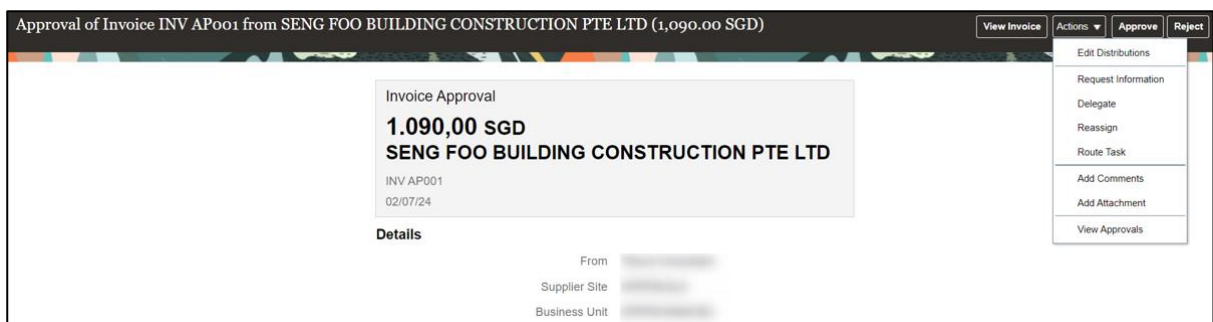
1. After Approver received a notification in the system, they can approve by directly click on the Approve button from the notification.



2. System will automatically route the notification to the next approver. If there is no further approver, the invoice will be approved, and system will notify the initiator that the invoice has been approved.

### B) More Action for the Invoices

1. The approver may also request for more information by clicking on the the Approval sentence.
2. System will prompt a new window as follows:



- At this stage, click on the Action button, the approver may see a few of functions that can be done on the invoice.

Action	Description
Edit Distribution	Use this button if the approver wants to edit the distribution. <i>It is advisable to let and inform the key user to edit the distribution since the amendment or updates is recorded on the invoice.</i>
Request Information	Use this button to send a questions or comments to the initiator.
Delegate	To delegate the approval action to other user ID
Reassign	To reassign the approval action to other user ID
Route Task	To route the approval action to other user ID (In LSE setup the delegate, reassign, route task will have the same impact)
Add Comments	To add comments in the Invoice Approval history
Add Attachment	To add attachment in the Invoice Approval History
View Approvals	To view the approval in full process.

- When the approver chooses action Request Information, they can route the question to which user (only one user) by assigning at the Name field.
- The comments or questions can fill in the Comment field.
- Next, the approver can also choose the return options as back to me or follow the approval flow when the respective user provides or answer the questions.
- The respective user will receive notification after the approver click on the Submit button.

The screenshot displays a web interface for invoice approval. At the top, the title is "Approval of Invoice INV AP001 from SENG FOO...". To the right of the title are buttons for "View Invoice", "Actions", "Approve", and "Reject". Below the title, the main content area shows "Invoice Approval" with a large amount of "1.090,00 SGD". A modal dialog titled "Request Information" is open in the foreground. This dialog contains a "Name" field with a dropdown arrow, a "Comment" text area, and "Return Options" with two radio buttons: "Back to me" (selected) and "Follow approval flow". "Submit" and "Cancel" buttons are located at the top right of the modal.

8. This additional action button is only applicable to perform in the system directly.
9. The email notification will be limited to (Approve, reject & Request Information) actions only.

### **C) Reject Invoices**

1. If the Approver click on the Reject button, system will send an email and system notification to the initiator regarding the invoice approval rejection.
2. At this stage, the initiator may amend the invoice accordingly and resubmit the approval.

## 4 ASSETS INVOICES

### 4.1 Mass Edition for Assets

Mass Additions lets you add assets and cost adjustments directly into Oracle Assets from invoice information in Payables. The Create Mass Additions for Oracle Assets process sends valid invoice line distributions and associated discounts from Payables to an interface table in Oracle Assets. Then you review them in Oracle Assets and determine whether to create assets from the lines.

#### Pre-requisites:

#### 1. Register your Accounts.

Account Type Must Be Asset

You must register the clearing accounts you want to use as Asset accounts in the Segment Values window. The create mass additions process selects Payables invoice line distributions charged to clearing accounts with the type of Asset.

#### 2. Define Valid Clearing Accounts in Oracle Assets

For each asset category in Oracle Assets for which you want to import invoice line distributions from Payables, define valid asset clearing and construction-in-process clearing accounts. These accounts must be of type Asset. The create mass additions process only imports lines charged to accounts that are already set up in your asset categories.

#### 3. Using Multiple Sets of Books

Payables must be tied to the same general ledger set of books as the corporate book for which you want to create mass additions in Oracle Assets. If you have multiple installations of Payables and multiple corporate books in Oracle Assets, ensure that you create mass additions for the correct Oracle Assets corporate book. You cannot create mass additions for tax books.

#### 4. Post the invoice to General Ledger

After you run create mass additions, the mass addition line appears with the asset category you specified for the item.

### 4.2 Asset Invoice Creation

#### Enter Invoices in Payables

When you enter a new invoice in Payables, if you want the invoice line to be imported to Oracle Assets, you must charge the distribution to a clearing account that is already assigned to an asset category. The line amount can be either positive or negative.

### **Invoice Description Field**

Any additional information you enter in the Description field in the Invoices Summary window in Payables appears in the Description field in the Mass Additions window in Oracle Assets.

### **Units**

If your invoice is matched with PO that have single or multiple lines, the Create Mass Additions process uses the number of units specified by the original purchase order for the mass addition line. Mass addition lines created from invoices entered directly into Payables without matching to a purchase order default to one unit only. You can update the number of units in the Mass Additions window. *Refer to Fixed Assets User Manual.*

After you approve and post the invoice in Payables, run the Create Mass Additions for Oracle Assets process to send valid invoice line distributions to Oracle Assets.

### **Handle Returns**

You can easily process and track returns using mass additions. For example, you receive an invoice, post it, and create an asset using mass additions. You then discover that the asset is defective, and you must return it.

First you reverse the invoice in Payables, charging the credit invoice line distribution to the same asset clearing account. Then you run mass additions to bring over the credit line. Add this line to the existing asset to bring the asset cost to zero. Now you can retire the asset. The asset does not affect your balance sheet, but its audit trail remains intact.

### **Conditions For Asset Invoice Line Distributions to be Imported.**

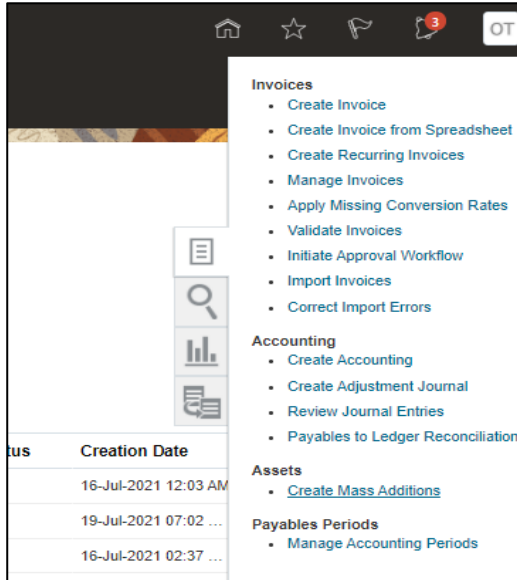
For the mass additions create process to import an invoice line distribution to Oracle Assets, these specific conditions must be met:

- The line is charged to an account set up as an Asset account.
- The account is set up for an existing asset category as either the asset clearing account or the CIP clearing account.
- The Track as Asset check box is checked. (It is automatically checked if the account is an Asset account)
- The invoice is approved.
- The invoice line distribution is posted to Oracle General Ledger from Payables
- The general ledger date on the invoice line distribution is on or before the date you specify for the create program.
- Your installation of Payables must be tied to the same general ledger set of books as the corporate book for which you want to create mass additions.

### 4.3 Create Mass Additions in Payables

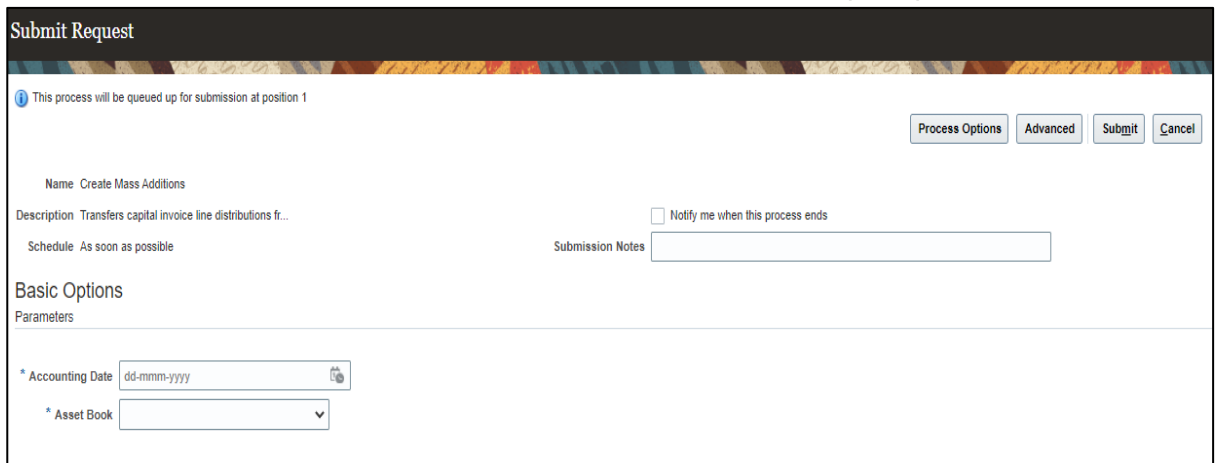
To Create Mass Additions for Oracle Assets Program in Payables

1. Navigate to: **Payables > Invoices>Task >Create Mass Additions**



**Figure 25: Create Mass Additions Navigation**

2. The Scheduled Processes Window for Create Mass Addition will prompt.



**Figure 26: Create Mass Addition Scheduled Process Window**

Enter the parameter below:

Fields	Description
Accounting date	You can enter a date in the current or a prior accounting period.
Asset Book	Chosen Oracle Assets corporate book for mass addition.

	<b>Attention:</b> Verify that you are creating mass additions for the correct corporate book in Oracle Assets, because you cannot undo the process and resend them to a different book.
--	---

**Table 14: Parameter to run Create Mass Addition Scheduled Process**

3. Click **Submit**

You can run Create Mass Additions for Oracle Assets as many times as you like during a period. Each time it sends potential asset invoice line distributions and any associated discount lines to Oracle Assets. Payables ensures that it does not bring over the same line twice.

After you create mass additions, review them in the Mass Additions window.

Mass Additions lets you add assets and cost adjustments directly into Oracle Assets from invoice information in Payables. The Create Mass Additions for Oracle Assets process sends valid invoice line distributions and associated discounts from Payables to an interface table in Oracle Assets. Then you review them in Oracle Assets and determine whether to create assets from the lines.

## 5 PAYMENT PROCESSING

### 5.1 Single Payment

Single payments are used to accommodate last-minute supplier requests by quickly creating off-cycle payments. You can create and print a payment to pay a supplier for one or more invoices. When you create a single payment, you can select an invoice regardless of the payment terms, payment method on the invoice instalments and due dates. The invoices that you are going to select for the purpose of releasing a single payment must have been validated and approved. The status of those invoices should not be cancelled, and those invoices should always be without holds.

There are some restrictions as far as the Single Payments are concerned.

1. You can select only invoices that have the same supplier site as the payment supplier site.
2. The system adjusts the list of values to ensure that you do not pay a pay-alone invoice when you pay multiple invoices. If you have selected an invoice for payment and then you select more invoices for payments, payables do not include pay-alone invoices on this list of values. If you select a pay-alone invoice for payment, you cannot select more invoices.
3. You can pay an invoice in any currency, provided multiple currency is enabled. If multiple currency is not enabled, then you must pay in the same currency which is the currency of your invoice.

There are two ways in which the single payments can be initiated. The first option is by navigating to the **payments work area**. And the second option is by using the **invoices work area**. So, when you are creating an invoice or when you are editing an invoice, when you click on the **Invoice Actions** dropdown, you get an option as **Pay in Full**. When you use the Pay In Full option, system allows you to initiate a single payment against that invoice.

For the first option where you are navigating through the payments work area and you are choosing the **Create Payments** task, you have the option to choose multiple invoices for the supplier that you have selected for initiating the payment.

Business Unit	Number	Invoice Type	Due Date	Unpaid	Cross-Currency Rate Type	Cross-Currency Rate	Unpaid	Discount	Payment Amount	Interest	Total	Payment Reason	Payment Reason Comments
No invoices selected													
				0.00			0.00	0.00	0.00	0.00	0.00		

Figure 23: Creating Payment

**To create single payment**

1. Navigate to: **Payables > Payment > Task > Create Payment**
2. Enter the details below:

<b>Fields</b>	<b>Description</b>
Business unit	Choose the business unit for which you want to create payment from
Supplier / Party	Select the party for whom the payment must be initiated.
Payment Date	Enter the payment date
Type	<p>Select</p> <p><b>Quick:</b> single payment that is created without submitting a payment process request, and it is always going to be used for initiating the payment for a single supplier.</p> <p><b>Manual:</b> For payment that is created outside of Payables, and then recorded in Payables</p> <p><b>Refund:</b> Payment for a negative amount that closes an outstanding credit balance. To record a refunded transaction, you will record that refund transaction based on the check that you have received from your vendor.</p>
Disbursement Bank Account	Select Preferred Bank Account from where the money to be disbursed
Payment Method	Select Payment Method
Payment Process File	<p>Select Payment Process File</p> <p><b>LSE PPP – for Online Transfer, Cash, &amp; Wire</b></p> <p><b>LSE PPP Check – for Check payment</b></p>

**Table 9: Fields for Creating Single Payment**

3. Then from **Invoices to Pay** Tab
4. Click **Select and Add**
5. A window will prompt the user to search and select the invoice for the payment. Once selected, click "**OK**".
6. Once done Click **Save and Close**

## 5.2 Payment Batches via Payment Process Request

A standard payment process request typically contains multiple documents payable to be paid. These documents are processed in batch mode, where they are first built into payments, and then the payments are built into payment files for final disbursement, whether in the form of a check or by electronic processing. You can submit a payment process request using the submit payment process request task within the payments work area.

### To create Payment Process Request

1. Navigate to: **Payables > Payment > Task > Submit payment process requests.**

**Figure 24: Submitting payment request**

2. Provide a **Name** and You can also choose a **Template**. If you have already created a template, you can select a template, and the values you have provided at the time of creating the template will be auto filled in the respective attributes on both the **Selection Criteria tab** as well as on the **Payment and Processing Options tab**.
3. If no template is chosen, enter the attributes for Selection Criteria Tab and Payment and Processing Tab.

### Selection Criteria Tab

You can choose below Selection Criteria

Fields	Description
--------	-------------

Paid Through Date	Latest due date for an instalment
Pay From Date	Earliest due date for an instalment
From Payment Priority	Lowest payment priority assigned to an instalment.
To Payment Priority	Highest payment priority assigned to an instalment.
Date basis	Basis for the date that affects instalment 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 instalments for the invoice business units that the payment business unit services.  An invoice business unit, the selection process finds instalments 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.
Sources	The sources are used to separate one-time payments which were created as payment sources, such as insurance reference or student reports
Supplier Type	Supplier classification, such as tax authority or contractor.
Payment Method	Method of payment for an instalment.
Invoice Conversion Rate	Type of the rate that converts the invoice currency to the ledger currency
Supplier/Party	Supplier or party on an invoice.  If you want to include the invoices of a specific supplier or party, then you can choose a specific name of that party in this field.

Invoice Group	<p>A user-defined name assigned to one or more invoices.</p> <p>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.</p>
---------------	---

**Table 10: Fields for Selection Criteria Tab-Payment Process Request**

### **Payment and Processing Options tab**

You can choose below Payment Attributes

<b>Fields</b>	<b>Description</b>
Payment Date	Effective Date of The Payment
Disbursement Bank Account	Internal Bank Account That Is Used for The Payment
Payment Document	Either Printed or Electronic.
Payment Process Profile	<p>Select Payment Process File</p> <p><b>LSE PPP – for Online Transfer, Cash, &amp; Wire</b></p> <p><b>LSE PPP Check – for Check payment</b></p>
Payment Conversion Rate Type	If You're Processing a Payment In A Currency Other Than The Functional Currency, The Conversion Rate Type Is Used To Convert The Payment To The Functional Currency.
Settlement Priority Override Option	Override The Payment Process Profile Settlement Priority
Bank Charge Bearer Override	This Is the Party That Agrees To Assume The Liability For Bank Charges Assessed On A Transaction, Which Can Be Overridden By Another Party
Starting Voucher Number	If You Are Using Voucher Numbers, You Can Enter The Starting Number For The Payment
Cross-Currency Rate Type	This Is The Conversion Rate Type That Is Used To Convert The Invoice Currency To The Payment Currency. Use this for cross-currency payment

**Table 11: Fields for Payment and Processing Options tab-Payment Process Request**

For Processing Options, enable or disabled the flags based on your requirement.

Fields	Description
Apply credits up to zero amount payment	Applies credits and creates a zero-amount payment if the sum of the selected instalments is negative after the instalments are grouped for payment.  Note: If you set this option and bank charges apply, the payment process request rejects the instalments because they might reduce the payment amount less than zero.
Review instalments	Stops the payment process request after selecting the instalments. You can: <ul style="list-style-type: none"> <li>• Review instalments</li> <li>• Add or remove instalments</li> <li>• Edit payment and discount amounts</li> <li>• Specify user conversion rates</li> <li>• Calculate withholding and interest</li> </ul>
Review proposed payment	Stops the payment process request after grouping instalments 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. Notes: Make sure this is enabled to ensure your PPR is created successfully.

**Table 12: Processing Option for Payment Process Request**

#### Another Control on Processing Option

Fields	Description
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.

**Table 13: Validation Failure Handling Control for Payment Process Request**

4. Once you have provided the values in each one of these attributes, Click on **Submit**.
5. Job will be initiated to first select the instalments.
6. **Review** the instalment and **resubmit** the process if satisfied and System will build the payments.
7. **Review** the payments and you will proceed further with formatting, electronic transmission, or printing of the checks.

## 6 NETTING PROCESSING

### 6.1 Manage Netting Agreement

A netting agreement controls how a group of trading partners net Payables and Receivables transactions. You can create a netting agreement for each group of trading partners that agrees to net transactions. Netting agreements include the business rules that define the types of transactions that may be selected for netting, and which suppliers and customers can be netted.

Access the Netting Agreement user interface from either the Payments work area in Payables, or the Accounts Receivable work area in Receivables. Click on the 'Task List'. The 'Manage Netting Agreements' link is under the 'Customer and Supplier Balance Netting' section

Task name: Manage Netting Agreements

Navigation: **Navigator > Payments > Task List > Manage Netting Agreements**

The screenshot displays the 'Manage Netting Agreements' interface. It features two main tables: 'Payment Process Requests' and 'Payment Files Requiring Attention'. The 'Payment Files Requiring Attention' table has the following data:

Reference	Administrator Reference	Creation Date	Status
41056	SBPPR1	1/6/14	Formatted and ready
41186	CEE-S-8-1	7/31/14	Transmission failed
41185	CEE-S-3	7/31/14	Transmission failed

The right-hand sidebar contains a navigation menu. Under the 'Customer and Supplier Balance Netting' section, 'Manage Netting Agreements' is highlighted with a red box.

Navigation: **Navigator > Accounts Receivable > Task List > Manage Netting Agreements**

The screenshot displays the 'Manage Netting Agreements' interface in the Accounts Receivable work area. It features a 'Receipt Batches' table showing a count of 0. The right-hand sidebar contains a navigation menu. Under the 'Customer and Supplier Balance Netting' section, 'Manage Netting Agreements' is highlighted with a red box.

### Searching Agreements

In the search window, you can find agreements that you have already created. By default, the search will only select active agreements that have not been end dated, but you can change this in the 'Active Netting Agreement' field.

The search window contains the following fields:

- \*\* Agreement Name:
- \*\* Legal Entity:  ▼
- \*\* Trading Partner Reference:
- Active Netting Agreement:  ▼

## **Creating Netting Agreements**

When creating a new agreement, there are six main components that model the agreement, and each component will be described in turn.

1. Business Rules and Preferences
2. Pay Groups
3. Payables Invoice Types
4. Receivables Transaction Types
5. Trading Partners
6. Letters

Create Netting Agreements

Save Save and Close Save and Create Another Cancel

---

Netting Agreement Business Rules

\* Legal Entity

\* Agreement Name

Trading Partner Reference

\* Start Date

End Date

Netting Preferences

\* Netting Bank Account Name

\* Netting Order Rule

\* Netting Balance Rule

Netting Group

Allow early settlement discount

\* Netting Currency Rule

\* Currency

▶ Additional Information

Pay Groups
Payables Invoice Type
Receivables Transaction Type
Trading Partners
Letters

\* Pay Groups  All  Only Include  Only Exclude

## **Business Rules and Preferences**

The netting agreement business rules and preferences indicate the high-level details and preferences that apply to your agreement between yourself and a trading partner.

### **Business Rules Region**

- Select the 'Legal Entity' for the agreement. Netting is performed for the Legal Entity. If you have multiple business units assigned to a legal entity, they will all be assessed for netting.

**Notes:** the Netting manager can only net invoices that he/she has access to by virtue of their business unit security.

- Enter an 'Agreement Name'.
- Optionally enter a 'Trading Partner Reference' from your third party with whom the agreement is with.

- Enter a 'Start Date' for the agreement. This should reflect the contractual start date with the third party.
- Optionally enter an 'End Date' for the agreement. Settlements can only be created for agreements provided the date of the settlement is within the 'Start Date' and 'End Date' range. Therefore, if the agreement has come to an end between yourself and the third party, you must end date the agreement. This will prevent further netting settlements from taking place for the agreement and it can no longer be used for processing netting.

### Netting Preferences Region

The netting preferences dictate how you want to manage the transactions in an agreement.

- Select the 'Netting Bank Account Name'. Only active bank accounts that have the 'Netting account' checked will be available for selection. See the 'Netting Bank Account Setup' section in 'Feature Specific Setup'.
- Select the 'Netting Order Rule'. The rule indicates the priority in which transactions will be selected for netting. You still could find tune the ordering of netting transactions once a settlement has been selected in the ADFdi spreadsheet download.
  - Defaults to 'Due date from oldest to most recent'. Select this if you want to clear transactions that are past or near the due date first.
  - Ascending Amount. Select this if you want to clear many small transactions first.
  - Descending Amount. Select this if you want to clear the larger amount transactions first.
  - Transaction date from oldest to most recent.
- Select the 'Netting Balance Rule'. The rule determines the conditions when to net. If you want to restrict the netting to only take place when the balance of payables invoices is greater than the balance of receivables transactions, then choose:
  - 'Net when Payables is greater than Receivables'. Otherwise, select
  - 'Net Always'
- Optionally assign a 'Netting Group' to your agreement. See the 'Netting Group Setup' section in 'Feature Specific Setup' and 'Appendix – Netting Group setup Example'.
- Check the 'Allow early settlement discount' checkbox if you want to ensure that eligible discounts are applied to the amounts. See 'Appendix – Discounts working Example' for further details.
- Select the 'Netting Currency Rule'. If you want to settle for invoices and transactions for a particular currency (e.g. GBP), then you can set the netting currency rule to 'Use Single Currency'. You can then select the 'Currency'. If you have invoices in transactions for multiple currencies, you can select 'Net within each currency'. For example, if you have GBP and EUR invoices/transactions that you want to net, a settlement will be created for each currency (one for GBP and another for EUR). Both settlements can then be treated independently of one another. Ensure the Netting Bank Account has the Multicurrency checkbox checked. Netting will only net invoices of the same currency together i.e. GBP with GBP or EUR with EUR. It will not net GBP with EUR.

### Pay Groups

If you want to allow all payables invoices to be available for a settlement, regardless of which pay group is assigned to the invoice, then choose 'All'. This is the default option.

- Only Include Option:

If however, you have a scenario where you want to restrict the invoices for selection to only those that belong to one or more pay groups, then select 'Only Include' and add one or more 'Pay Groups' that you wish to assign to the agreement. The settlement process will then only select invoices that belong to the pay group(s) that are included on the agreement.

- Only Exclude Option:

If however, you have a scenario where you want to exclude invoices for selection to only those that belong to one or more pay groups, then select 'Only Exclude' and add one or more 'Pay Groups' that you wish to exclude from the agreement. The settlement process will then only select invoices that do not belong to the pay group(s) that are excluded on the agreement.

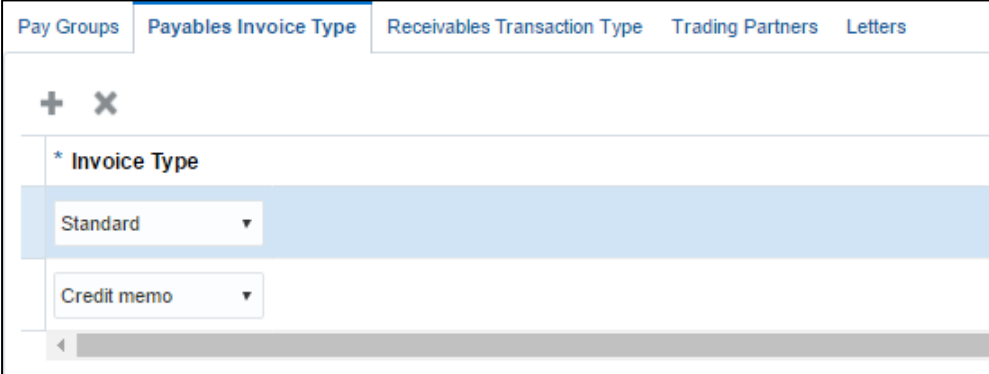
See the 'Pay Group Setup' section in 'Feature Specific Setup' on how to setup the pay groups prior to invoice processing.

The screenshot displays a software interface for configuring pay groups. At the top, there are three tabs: 'Pay Groups', 'Payables Invoice Type', and 'Receivables Transaction Type'. The 'Pay Groups' tab is active. Below the tabs, there is a section labeled '\* Pay Groups' with three radio button options: 'All', 'Only Include' (which is selected), and 'Only Exclude'. Below these options are two icons, a plus sign (+) and a minus sign (x). A 'Pay Group' dropdown menu is visible, showing 'Netting Invoices' as the selected option.

### Payables Invoice Types

Restrict the types of payables invoices that are eligible for netting by indicating which types of payables invoices to be considered. The three types of payables that you can assign to the agreement are:

- Standard (added by default)
- Credit Memo
- Debit Memo



Therefore, if you only want to set the standard invoices and credit memos, you can do so by just selecting those 2 options from the list of values. The settlement process will then not pull the 'Debit Memos' in payables. Payables Invoice types are seeded by Oracle and cannot be changed or added to.

### Receivables Transaction Types

Similar to the 'Pay Group' filtering, you can restrict the types of receivables transactions that are eligible for netting by indicating which 'Receivables Transaction Types' to include or exclude for netting.

If you want to allow all receivables transactions to be available for a settlement, regardless of which transaction type is assigned to the transaction, then choose 'All'. This is the default option.

- Only Include Option:

In the example above, the agreement is setup such that only 2 of the transaction types are included for netting to take place. If there are other receivables transactions that are not assigned to either of the 2 transaction types, they will not be selected. Receivables transaction types may be extended – see the 'Manage Transaction Type Setup' section in 'Feature Specific Setup'.

- Only Exclude Option:

If however, you have a scenario where you want to exclude transactions for selection to only those that belong to one or more transaction types, then select 'Only Exclude' and add one or more 'Transaction Types' that you wish to exclude from the agreement. The settlement process will then only select transactions that do not belong to the transaction types that are excluded on the agreement.

### Trading Partners

The 'Trading Partners' tab allows you define the suppliers and customers that you want to net transactions. In the example below the agreement is between 'MyBusiness PIC' and 'MyThirdParty'. 'MyThirdParty' is defined as:

- A supplier with 2 sites
- A customer with 1 site

The association on the agreement will result in payables invoices from the 2 supplier sites being selected and the receivables transactions from the single customer site.

Multiple supplier and customer names can be joined together to represent the third-party relationship for netting.

Pay Groups Payables Invoice Type Receivables Transaction Type <b>Trading Partners</b> Letters					
<b>Select Supplier</b>					
+ X					
* Priority	* Supplier Name	Supplier Number	Supplier Tax Registration Number	Supplier Site	Site Tax Registration Number
1	MyThirdParty	1449703146	EST1234566Z	Valencia Div	EST1234566Z
2	MyThirdParty	1449703146	EST1234566Z	My Second Adresse	
<b>Select Customer</b>					
+ X					
* Priority	* Customer Name	Customer Number	Customer Tax Registration Number	Customer Site	Site Tax Registration Number
1	MyThirdParty	CDRM_95119	EST1234566Z	99765 Pont de Montolivot 46029 VALENCIA	EST1234566Z

### Select Supplier Region

- Select one or more 'Supplier Names' that represents the suppliers you wish to net invoices. The 'Supplier Number' and 'Supplier Tax Registration Number' from the supplier profile, display for validation.
- Optionally select one or more 'Supplier Sites' for the 'Supplier Name'. If you want to include all supplier sites for netting, then leave the 'Supplier Site' field blank. If you do select a 'Supplier Site', the 'Site Tax Registration Number' displays for validation purposes
- The netting process will rank the invoices from the suppliers based on the 'Priority' for the 'Suppliers'. In

the example above, the invoices for 'Valencia Div' will be prioritized ahead of those from 'My Second Address'. There is further opportunity to change the invoices for selection once a settlement has been selected.

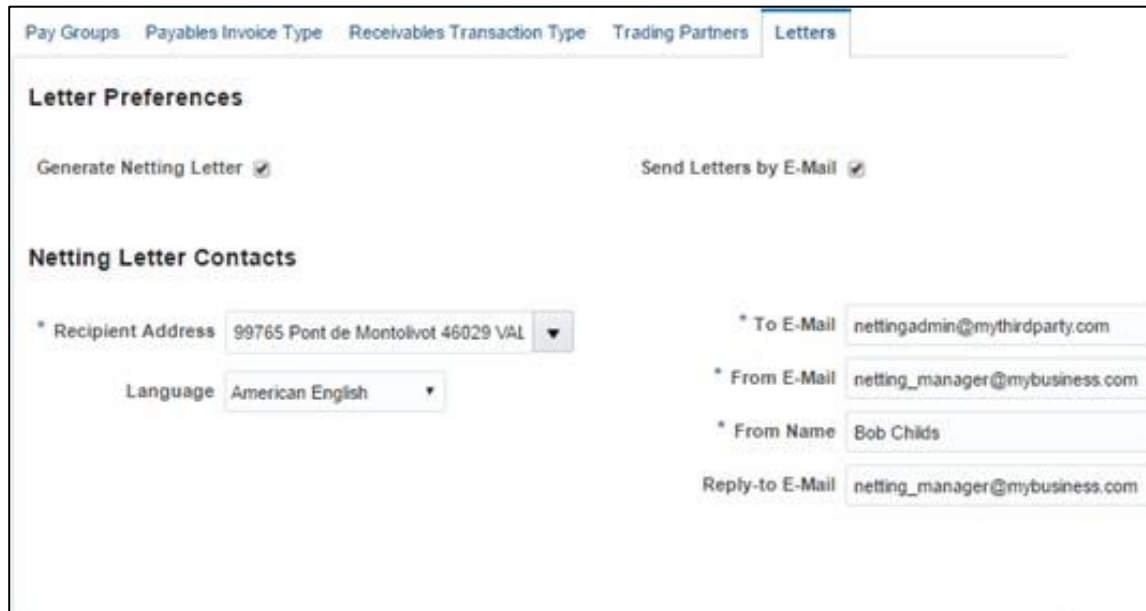
### Select Customer Region

- Select one or more 'Customer Names' that represents the customers you wish to net transactions. The 'Customer Number' and 'Customer Tax Registration Number' from the customer profile, display for validation.
- Optionally select one or more 'Customer Sites' for the 'Customer Name'. If you want to include all customer sites for netting, then leave the 'Customer Site' field blank. If you do select a 'Customer Site', the 'Site Tax Registration Number' displays for validation purposes
- The netting process will rank the transactions from the customers based on the 'Priority' for the 'Customers'. In the example above, there is just one 'Customer Site' selected, so the priority does not matter. More complex relationships may require you to order

the priority of the customer and customer sites to ensure you net transactions from certain customer representations first.

## Letters

The Letters tab allows you to configure how you want the Netting Letter to be distributed to your third party. The letter is a confirmation to the third party that the invoices have been netted, listing all the invoices and transactions that were included in the netting amount.



## Letter Preferences

- When you first create an agreement, the default is to enable 'Generate Netting Letter'. If you do not want letters to be generated to send to your third party, then you can disable this by un-checking the 'Generate Netting Letter' checkbox. You can save the record, and the 'Agreement' setup is complete.
- If you wish to email the netting letters to the third party, enable the 'Send Letters by E-Mail' checkbox.

## Netting Letter Contacts

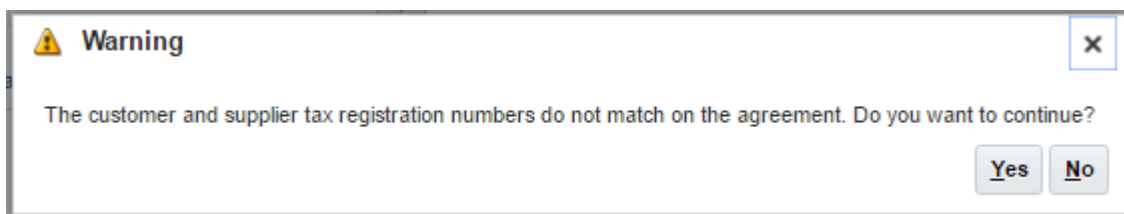
- If you have enabled the 'Generate Netting Letter', the letter will be sent to the 'Recipient Address'. This is defaulted from the 'Supplier Address' of the highest priority supplier site which is 'Primary Pay' and entered on the Trading Partner tab. You can, however, override this address to any other address for the supplier/customer combination that you define in the Trading Partner tab. The address you select will be the address that appears on the 'Netting Letter'.
- Select the 'Language' in which you want the letter to be presented to the customer. The value will default from the Site Language of the supplier site that is selected in the 'Recipient Address'.
- If you have enabled the 'Send Letters by E-Mail' option, you must also enter the:
  - 'To E-Mail'. Enter the email address that the letter will be emailed to. If the letter is for multiple sites, the third party will have to distribute this themselves internally. Therefore, you can only send the letter to a single email address. It is defaulted

- with the Primary contact of the supplier site that is defaulted/selected in 'Recipient Address' [email is primary contact's email address]. You can overwrite this to a different email address if required.
- 'From E-Mail'. Enter the email address that will appear on the recipients 'From E-Mail'. This should be the person or department email that created the settlement. The value will default from the 'Statement Delivery Using E-Mail: From E-Mail' from the Receivables System Options if it exists. You can overwrite this to a different email address if required.
  - 'From Name'. Enter the 'From Name' that will appear on the netting letter. This should be the person or department email that created the settlement. The value will default from the 'Statement Delivery Using E-Mail: From Name' on the Receivables System Options if it exists. You can overwrite this to a different value if required.
  - Optionally enter a 'Reply-to E-Mail' address that will appear on the recipients 'Reply to E-Mail'. This should be the person or department email address that will deal with any queries from the third party relating to the netting settlement. The value will default from the 'Statement Delivery Using E-Mail: Reply-to E-Mail' from the Receivables System Options if it exists. You can overwrite this to a different email address if required.

### Saving a Netting Agreement

When the sections above have been entered, you are ready to save the agreement. You can either 'Save and Create Another' agreement, or 'Save and Close'.

When you save the agreement, validation will run on the third-party entities and sites that have been entered. If the system detects that there are different Tax Registration numbers on the third party records a warning will display, asking for verification that you have selected the correct combination.



This is intended to ensure you validate yourself the correct combination of suppliers, supplier sites, customers and customer sites have been selected for netting.

Once an agreement has been saved, you can edit it later. However, the following attributes will not be able to be changed:

- Legal Entity
- Agreement Name

You are now ready to create a Netting Settlement based on the Agreement that you have setup.

## 6.2 Manage Netting Settlement

Task name: Manage Netting Settlements

Navigation: **Payments > Task List > Manage Netting Settlements**

Navigation: **Receipts > Task List > Manage Netting Settlements**

Navigation: **Tools > Schedule Processes > Generate Netting Settlements**

This section will cover:

- Searching settlements
- Creating a settlement from Manage Netting Settlements
- Generating and Scheduling Netting Settlements
- Reviewing a settlement
- Modifying a settlement
- Submitting a settlement
- Deleting a settlement
- Reversing a settlement
- Downloading settlements to a spreadsheet

### 6.2.1 Searching Settlements

Search on existing settlements to action a settlement. Settlement actions can be:

- Delete a settlement
- Submit a settlement to create the netting
- Reverse a settlement that has already been completed
- Download a settlement to a spreadsheet for review and modification

The search functionality allows you to find any settlement that has already been created. Use the filtering criteria of 'Legal Entity', 'Settlement Name', 'Settlement Number', 'Status' or 'Agreement Name'.

If the search results show at least one settlement in **Selected** or **Selected, no transactions** status, the **Download Settlements** button will be enabled. This will enable you to download and process settlements (Delete or Settle) in a spreadsheet.

The results will be ordered by the most recently updated settlement.

**Manage Netting Settlements** Done

Search Saved Search Default Search ▾

\*\* At least one is required

\*\* Legal Entity  ▾      \*\* Status  ▾

\*\* Settlement Name       \*\* Agreement Name

\*\* Settlement Number

Actions ▾ View ▾

Settlement Number	Settlement Name	Status	Agreement Name	Legal Entity	Settlement Currency	Download	Settlement Date	Netting Group
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Selected	LIVEDEMO	MyBusiness Plc	EUR	<input type="button" value="Download"/>	3/8/17	
28026	LIVEDEMO 2017-01-31	Reversed	LIVEDEMO	MyBusiness Plc	EUR	<input type="button" value="Download"/>	1/31/17	
30026	BIL 5 23/2	Settled	Agrmnt BIL 5	MyBusiness Plc	EUR	<input type="button" value="Download"/>	2/23/17	

To create a new settlement such as the following:

**Create Netting Settlements**

\* Legal Entity  ▾

Agreement Name  All Agreements

Netting Group

Specific Agreement

\* Netting Agreement  ▾

\* Settlement Date

\* Settlement Name

\* Settle Without Review  ▾

\* Transaction Due Date

\* Accounting Date

\* Conversion Rate Type  ▾

- Choose the **'Legal Entity'** for the first party. Only legal entities that have active agreements created for them will be available.
- There are 3 methods of creating a settlement. See 'Appendix – Netting Group setup Example'.
  - Create for **'All Agreements'** that belong to the **'Legal Entity'**. Choose the 'All Agreements' radio button if you have multiple agreements for your Legal Entity and you want to perform netting enmasse.
  - Create specific **'Netting Groups'**. Choose **'All Agreements'** and select the **'Netting Group'** if you want to perform netting for a specific group of agreements assigned to your Legal Entity.
  - To create a single agreement, choose the **'Specific Agreement'** radio button and then select the 'Netting Agreement' that you want to use for netting.
- Select the **'Settlement Date'**. This relates to the date that netting will occur. This cannot be a prior date, and it defaults to today's date.
- The **'Settlement Name'** will default to: **Legal Entity + Agreement Option + Today's Date**. You can override the default to any other unique value. This is intended to help you track your settlements by a meaningful convention for your business.
- If you wish to settle a settlement without reviewing the content, then select **'Yes'** in the **'Settle Without Review'** field. However, **it is strongly recommended that you leave this set to the default of 'No'**, so that you can internally verify and modify the settlement details prior to creating the settlement.

- Select the **'Transaction Due Date'**. All transactions will be selected in the netting process, provided their due dates are before or equal to the 'Transaction Due Date'. Therefore, you can use this to net based on when transactions should be due, avoiding late payment charges.
- Select the **'Accounting Date'**. All the payments and receipts that are created will have this accounting date stamped on them.
- Select the **'Conversion Rate Type'**. This is the exchange rate that will be used when calculating any foreign currency transaction gains and losses. For example, your ledger currency may be in GBP, but the transactions may be in EUR. The default value will be derived from the Receivables Profile option:

'AR\_DEFAULT\_EXCHANGE\_RATE\_TYPE'. The 'User' level will take precedence. If that is not set, the 'Site' level will be defaulted. If neither are set, then the value is defaulted to 'Corporate'.

The screenshot shows the 'Manage Receivables Profile Options' interface. The search results table is as follows:

Profile Option Code	Profile Display Name	Application	Module	Start Date	Er
AR_DEFAULT_EXCHANGE_RATE_TYPE	Conversion Rate Type	Receivables	Common Receivables	1/1/80	

Below the table, the 'AR\_DEFAULT\_EXCHANGE\_RATE\_TYPE: Profile Values' section is shown. The 'Profile Level' is set to 'User', the 'User Name' is 'NETTING\_MGR', and the 'Profile Value' is 'RB Rate'. The 'Site' is set to 'HRUK'.

In the example above, the default for the 'NETTING\_MGR' user is 'RB Rate'. This value will be defaulted onto the 'Create Netting Settlements' UI.

You can now submit the process to start creating settlements. You can either **'Save and Create Another'** settlement, or **'Save and Close'**. Once you save the record, you will receive confirmation that the netting process has started.

The netting process will then select all eligible invoices and transactions that meet the criteria on the netting settlement and the agreements to which they relate to. The netting process may create multiple settlement numbers depending on the following:

- Number of Agreements you have selected for netting settlement run.
- Number of different currencies in the settlement (a settlement is created for each different currency of transactions)

For example, if you have 5 agreements and 2 of those agreements contain 2 different currencies of invoices/transactions, you will have 7 different settlement numbers created for the settlement name. Each settlement will then be processed independently.

### 6.2.2 Generating and Scheduling Netting Settlements

If you prefer, you can schedule and generate Netting Settlements with the '**Generate Netting Settlements**' process.

This has the benefit of giving you the option to schedule netting at a time that is convenient for your business practices. For example, "Schedule all my agreements for the 'Farming Netting Group' on the last day of each month". Also, it will allow you to submit settlements by 'Business Unit' or 'Legal Entity'

**Parameters:**

**Process Details** ✕

i This process will be queued up for submission at position 1

**Name** Generate Netting Settlements

**Description** Selects Payables invoices and Receivables trans...  Notify me when this process ends

**Schedule** As soon as possible **Submission Notes**

---

**Basic Options**

Parameters

**Business Unit**  ▼

**Legal Entity**  ▼

**Netting Group**  ▼

**Agreement Name**  ▼

\* **Settlement Date**

\* **Settlement Name**

\* **Settle Without Review**  ▼

\* **Transaction Due Date**

\* **Accounting Date**

\* **Conversion Rate Type**  ▼

- **Business Unit:** If you prefer to select all your agreements for a business unit, enter the 'Business Unit' that you wish to run netting for. Note, although you can submit by business unit, netting is performed at the legal entity. In this case, all Legal Entities that share the same business unit will be considered for netting.
- **Legal Entity:** Choose the Legal Entity for which you want to net for. You must enter either a 'Business Unit' or a 'Legal Entity'
- **Netting Group:** Optionally select the 'Netting Group' for which you want to net.
- **Agreement Name:** If you want to select a single 'Agreement' for netting, select the 'Agreement Name'. If you want all agreements to be processed, you can leave this.

- Select the **'Settlement Date'**. This relates to the date that netting will occur. This cannot be a prior date, and it defaults to today's date.
- The **'Settlement Name'** will default to: **'All + Today's Date'**. You can override the default to any other unique value. This is intended to help you track your settlements by a meaningful convention for your business.
- If you wish to settle all the settlements without reviewing the content, then select **'Yes'** in the **'Settle Without Review'** field. However, **it is strongly recommended that you leave this set to the default of 'No'**, so that you can internally verify and modify the settlement details prior to creating the settlement.
- Select the **'Transaction Due Date'**. All transactions will be selected in the netting process, provided their due dates are before or equal to the **'Transaction Due Date'**. Therefore, you can use this to net based on when transactions should be due, avoiding late payment charges.
- Select the **'Accounting Date'**. All the payments and receipts that are created will have this accounting date stamped on them.
- Select the **'Conversion Rate Type'**. This is the exchange rate that will be used when calculating any foreign currency transaction gains and losses. For example, your ledger currency may be in GBP, but the transactions may be in EUR.

To submit the process, click the **'Submit'** button. All the agreements that meet the criteria when submitting the job will be processed. For example, if you had 20 agreements assigned to the **'Netting Farming Group'**, and **'Settle Without Review'** = **'Yes'**, then all 20 agreements would be processed and automatically settled. Depending on your agreement setup, letters will also be emailed to your third parties.

All the settlements created will be available for inspection from the **'Manage Netting Settlements'** task. Spreadsheets will be available for download for each settlement created.

### 6.2.3 Reviewing a Settlement

Assuming you have opted to review the settlement prior to the creation of payments and receipts, you can review the proposed settlement in a spreadsheet. It is necessary to review the content, so that you have confirmed that the correct set of invoices and transactions are being selected for netting. This is the last chance to alter the settlement before the netting process creates the payments and receipts.

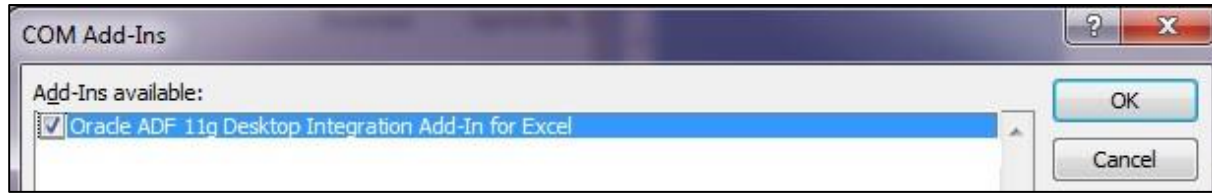
Click on **'Actions'** -> **'Download Settlement to Spreadsheet'**, or you can download to excel from the download link for the settlement search results table for your settlement number.



The screenshot shows the 'Manage Netting Settlements' interface. At the top, there is a search bar and a 'Download Settlements' button. Below this is a table with columns: Settlement Number, Settlement Name, Status, Agreement Name, Legal Entity, Settlement Currency, Download, Settlement Date, and Netting Group. A single row is visible with the following data: Settlement Number: 31024, Settlement Name: MyBusiness Plc LIVEDEMO 2017-03-08, Status: Selected, Agreement Name: LIVEDEMO, Legal Entity: MyBusiness Plc, Settlement Currency: EUR, Settlement Date: 3/8/17. The 'Download' button in the row is highlighted with a red box. At the bottom right of the table, there is a tooltip that says 'Download Settlement to Spreadsheet'.

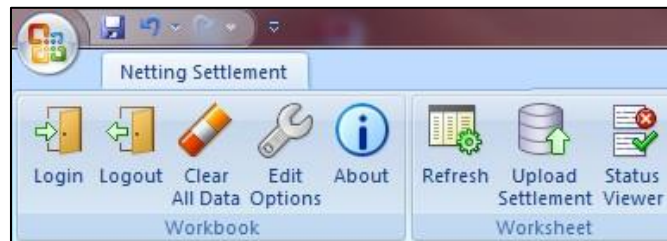
Settlement Number	Settlement Name	Status	Agreement Name	Legal Entity	Settlement Currency	Download	Settlement Date	Netting Group
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Selected	LIVEDEMO	MyBusiness Plc	EUR		3/8/17	

An ADFdi excel file with then be downloaded which you can open to review the details of the settlement. Ensure you have the 'Oracle ADF Desktop Integration Add-In for Excel' installed.



### 6.2.3.1 Netting Toolbar

You can then open the file and connect to the instance. In the excel ribbon, you will see the '**Netting Settlement**' menu. If you make changes to the settlement via the ADFdi spreadsheet prior to submitting the final settlement, you must click the '**Upload Settlement**' icon.



### 6.2.3.2 Netting Summary

The summary information appears on both tabs ('Payables' and 'Receivables'). For example, the following fields apply.

ORACLE <sup>®</sup> Manage Payables for Netting Settlement	
<b>Settlement Number</b>	31024
<b>Settlement Name</b>	MyBusiness Plc LIVEDEMO 2017-03-08
<b>Agreement Name</b>	LIVEDEMO
<b>Status</b>	Selected
<b>Payables Amount</b>	127,528,161.40 EUR
<b>Receivables Amount</b>	45,458,571.72 EUR
<b>Proposed Netting Amount</b>	45,458,571.72 EUR

- **Settlement Number** that was generated during the process
- **Settlement Name** you entered
- **Agreement Name** that the settlement was created for
- **Status** of the settlement when you download the spreadsheet (e.g. Selected, Reversed or Settled)
- **Payables Amount:** The total amount of Payables Invoices for your suppliers are summed up
- **Receivables Amount:** The total amount of Receivables Transactions for your customers are summed up
- **Proposed Netting Amount:** This represents the amount that can be netted. In this example the amount is equal to the total Payables Amount, indicating that all the Payable's invoices can be netted, but there will be some receivables transactions that cannot be

netted in the settlement. It is 'Proposed' since at this point, no payments or receipts have been processed.

You can fine tune the settlement and modify it. This is explained in the next section.

### 6.2.3.3 Payables Invoice Details

The 'Payables' tab lists the invoices that were selected for Netting.

Changed	Exclude	Row Status	*Rank	Invoice Number[...]	Invoice Type	Supplier Name[...]	Supplier Number	Supplier Site	Invoice Date	Invoice Amount	Open Amount	Invoice Currency	Settlement Currency
			1	NET_AGRMNT SAMSDI 26	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	1,160,000.00	1,160,000.00	EUR	EUR
			2	NET_AGRMNT SAMSDI 17	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	11,598.84	11,598.84	EUR	EUR
			3	NET_AGRMNT SAMSDI 10	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	243,634.80	243,634.80	EUR	EUR
			4	NET_AGRMNT SAMSDI 86	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	986,116.00	986,116.00	EUR	EUR

#### Key Columns:

- **Changed/Exclude/Row Status:** These are indicators that track which rows are being removed or changed.
- **Rank:** The order in which the final netting process will net the invoices. The ranking can be changed in case you want to exclude or include other payables invoices in the netting settlement.
- **Invoice Number:** The invoice that is selected by the process as a candidate to be netted.
- **Invoice Type:** The payables invoice type. Only invoice types that you selected in the agreement setup will be selected.
- **Supplier Name, Number and Site:** The supplier details indicate the trading partner in Payables that the invoice relates to.
- **Invoice Date:** The date stamped on the invoice in payables.
- **Invoice Amount:** The total invoice amounts payable.
- **Open Amount:** The amount that will be netted.
- **Invoice Currency:** The invoice currency on the payables invoice.
- **Settlement Currency:** The currency that the invoice will be settled in.

### 6.2.3.4 Receivables Transaction Details

The 'Receivables' tab lists the transactions that were selected for Netting.

Changed	Exclude	Row Status	*Rank	Transaction Number[...]	Transaction Type	Customer Name[...]	Customer Number	Customer Site	Transaction Date	Transaction Amount	Open Amount	Transaction Currency	Settlement Currency
			1	NET_AGRMNT SAMSDI 88	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-526.64	-526.64	EUR	EUR
			2	NET_AGRMNT SAMSDI 73	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-603.20	-603.20	EUR	EUR
			3	NET_AGRMNT SAMSDI 57	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-3,729.40	-3,729.40	EUR	EUR
			4	NET_AGRMNT SAMSDI 33	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-256.36	-256.36	EUR	EUR
			5	NET_AGRMNT SAMSDI 17	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-4,643.48	-4,643.48	EUR	EUR
			6	NET_AGRMNT SAMSDI 92	Regular Invoice	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	1,103,469.72	1,103,469.72	EUR	EUR
			7	NET_AGRMNT SAMSDI 62	Regular Invoice	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	1,163,070.52	1,163,070.52	EUR	EUR

#### Key Columns:

- **Changed/Exclude/Row Status:** These are indicators that track which rows are being removed or changed.
- **Rank:** The order in which the final netting process will net the transactions. The ranking can be changed in case you want to exclude or include other receivable transactions in the netting settlement.

- **Transaction Number:** The transaction that is selected by the process as a candidate to be netted.
- **Transaction Type:** The receivables transaction type. Only transaction types that you selected in the agreement setup will be selected.
- **Customer Name, Number and Site:** The customer details indicate the trading partner in Receivables that the transaction relates to.
- **Transaction Date:** The date stamped on the invoice in receivables.
- **Transaction Amount:** The total invoice amount receivable.
- **Open Amount:** The amount that will be netted.
- **Transaction Currency:** The transaction currency on the receivable's transaction.
- **Settlement Currency:** The currency that the transaction will be settled in.

## 6.2.4 Modifying a Settlement

After review of the proposed settlement, you may wish to decide to:

- **Remove** some invoices or transactions from the proposed settlement.

ORACLE Manage Payables for Netting Settlement							
5	<b>Settlement Number</b>	31024			<b>Payables Amount</b>	127,528,161.40 EUR	
6	<b>Settlement Name</b>	MyBusiness Plc LIVEDEMO 2017-03-08			<b>Receivables Amount</b>	45,458,571.72 EUR	
7	<b>Agreement Name</b>	LIVEDEMO			<b>Proposed Netting Amount</b>	45,458,571.72 EUR	
8	<b>Status</b>	Selected					
11	Changed	Exclude	Row Status	*Rank	Invoice Number[..]	Invoice Type	Supplier Name[..]
12				1	NET_AGRMNT_SAMSDI 26	Standard	MyThirdParty
13		<input checked="" type="checkbox"/>		2	NET_AGRMNT_SAMSDI 17	Standard	MyThirdParty
14		<input checked="" type="checkbox"/>		3	NET_AGRMNT_SAMSDI 10	Standard	MyThirdParty
15		<input checked="" type="checkbox"/>		4	NET_AGRMNT_SAMSDI 86	Standard	MyThirdParty
16				5	NET_AGRMNT_SAMSDI 80	Standard	MyThirdParty

- Double click the '**Exclude**' cell for the invoice or transaction number.
- A 'blue dot' indicates that the record is selected for exclusion.
- Save changes – Click the '**Upload Settlement**' menu item.
- The Payables or Receivables Amount will be decreased in the spreadsheet.
- **Add** other invoices or transactions into the settlement that were not originally selected as part of the process since they did not adhere to the settlement criteria. For example, adding a transaction that was initially had the '**Exclude from Netting**' set to '**Yes**', but subsequently you do wish to include after updating the transaction to remove the exclusion
  - Add a new row in excel
  - Double click the '**Invoice Number**' (if you want to add a payables invoice) or the '**Transaction Number**' (if you want to add a receivables transaction)

Manage Payables for Netting Settlement

### Search and Select: Supplier Invoices

Match  All  Any \*\* At least one

\*\* Supplier Name

\*\* Invoice Number

Supplier Name	Supplier Site	Invoice Type	Invoice Number	Invoice Amount	Open Amount	Invoice Date
MyThirdParty	Valencia Div	Standard	NET_AGRMNT...	986,116.00	986,116.00	9/1/16

- Search for the 'Invoice Number' (Payables) or 'Transaction Number' (Receivables). Once you have selected your invoice or transaction, it will be added into the spreadsheet.
  - The Row Status will change, indicating that you have new data.
  - Save changes – Click the 'Upload Settlement' menu item. The row status will indicate that the row has been inserted successfully.
  - The Payables or Receivables Amount will be increased in the spreadsheet.
- **Reorder** some invoices or transactions to force them to be netted. For example, you notice that you have a very important invoice that you want to be netted. However, since the AP total amount is substantially more than the AR total amount there is not enough AR balance to net with AP. You can increase the ranking of the AP invoice to 1 to force the invoice to be netted.

**ORACLE** Manage Payables for Netting Settlement

<b>Settlement Number</b> 31024	<b>Payables Amount</b> 127,528,161.40 EUR
<b>Settlement Name</b> MyBusiness Plc LIVEDEMO 2017-03-08	<b>Receivables Amount</b> 45,458,571.72 EUR
<b>Agreement Name</b> LIVEDEMO	<b>Proposed Netting Amount</b> 45,458,571.72 EUR
<b>Status</b> Selected	

Changed	Exclude	Row Status	*Rank	Invoice Number[...]	Invoice Type	Supplier Name
▲			100	NET_AGRMNT SAMSDI 86	Standard	MyThi
▲			99	NET_AGRMNT SAMSDI 26	Standard	MyThi
▲			75	NET_AGRMNT SAMSDI 17	Standard	MyThi
			4	NET_AGRMNT SAMSDI 10	Standard	MyThi
			5	NET_AGRMNT SAMSDI 80	Standard	MyThi

Confirmation that the row is being updated is reflected by the blue triangle in the 'Changed' column for the invoice or transaction that you have modified.

- Save changes – Click the 'Upload Settlement' menu item.

At this stage, the proposed settlement has been created, reviewed and modified. The settlement is now ready to be submitted for the netting to take place.

## 6.2.5 Submitting a Settlement


Submitting a settlement that is in 'Selected' status will run the settlement process to create the payments and receipts. Depending on the 'Netting Letters' setup, the netting letter may be automatically submitted from the netting routine.

### 6.2.5.1 Submit a Settlement


To submit a settlement:

- Search for the settlement in the '**Manage Netting Settlements**' user interface.
- Select the row.
- Click on '**Actions**' -> '**Submit Settlement**'.
- A confirmation will show, indicating that the process has been submitted.

Settlement Number	Settlement Name	Status	Agreement Name	Legal Entity
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Selected	LIVEDEMO	MyBusiness Plc

- Refresh the data  in the settlement table.
- The settlement will change from status '**Selected**' to '**Clearing**'. This indicates that the payments and receipts are being created in payables and receivables.

Settlement Number	Settlement Name	Status	Agreement Name
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Clearing	LIVEDEMO

- When the settlement is complete, the settlement will change to '**Settled**'. Click on  to check for completion.

Settlement Number	Settlement Name	Status	Agreement Name
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Settled	LIVEDEMO

During the settlement process, the following reports are also run:


- **Netting Report:** Lists all the invoices and transactions with details on the amounts netted.
- **Netting Letter:** If you have enabled the 'Generate Netting Letter' a netting letter is produced for your third party. If you enabled the 'Send Letters by E-Mail' option, the letter will automatically be sent to the third-party contact. See the 'Letters' section in 'Netting Agreement Setup'.

### 6.2.6 Review Settlement Details

To review the settlement details (prior to final submission) such as:

- Payment Numbers
- Receipt Numbers
- Invoices Netted
- Transactions Netted
- Invoices not Netted (Payables balance is greater than Receivables balance) The Netting manager should:
- Search for the 'Settlement' in the 'Manage Netting Settlements' user interface.

Manage Netting Settlements							
Search Actions View + [Print] [Refresh] Download Settlements							
Settlement Number	Settlement Name	Status	Agreement Name	Legal Entity	Settlement Currency	Download	
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Settled	LIVEDEMO	MyBusiness Plc	EUR	[Download]	

- Click the 'Download' link  to download the spreadsheet.
  - Open the spreadsheet to review the details. Connect to the environment when prompted.
  - Example Output (**Payables** Tab):
- The 'Payment Number' is shown indicating the payment number that was stamped on the invoice in payables.
  - The total 'Netting Amount'. This is the sum of the payables invoices that were successfully netted.
  - The 'Netted Amount' for each payables invoice.

ORACLE Manage Payables for Netting Settlement											
Settlement Number 31024 Settlement Name MyBusiness Plc LIVEDEMO 2017-03-08 Agreement Name LIVEDEMO Status Settled										Netting Amount 45,458,571.72 EUR	
Rank	Payment Number	Invoice Number	Invoice Type	Supplier Name	Supplier Number	Supplier Site	Invoice Date	Invoice Amount	Invoice Currency	Netted Amount	Settlement Currency
1	27008	NET_AGRMNT SAMSDI 26	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	1,160,000.00	EUR	1,160,000.00	EUR
2	27008	NET_AGRMNT SAMSDI 17	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	11,598.84	EUR	11,598.84	EUR
3	27008	NET_AGRMNT SAMSDI 10	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	243,634.80	EUR	243,634.80	EUR
4	27008	NET_AGRMNT SAMSDI 86	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	986,116.00	EUR	986,116.00	EUR
5	27008	NET_AGRMNT SAMSDI 80	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	36,205.92	EUR	36,205.92	EUR
6	27008	NET_AGRMNT SAMSDI 75	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	9,021.32	EUR	9,021.32	EUR

- If 'Payables' > 'Receivables', some invoices will not be netted. An invoice can be partially netted. The netting manager can review these details in the spreadsheet. The 'Netted Amount' will be zero or will be less than the 'Invoice Amount'.

ORACLE Manage Payables for Netting Settlement											
Settlement Number		31024		Netting Amount		45,458,571.72 EUR					
Settlement Name		MyBusiness Plc LIVEDEMO 2017-03-08									
Agreement Name		LIVEDEMO									
Status		Settled									
Rank	Payment Number	Invoice Number	Invoice Type	Supplier Name	Supplier Number	Supplier Site	Invoice Date	Invoice Amount	Invoice Currency	Netted Amount	Settlement Currency
31	27008	NET_AGRMNT SAMSDI 31	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	110,426,333.40	EUR	35,286,422.85	EUR
32		NET_AGRMNT SAMSDI 18	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	10,310.08	EUR	0.00	EUR
33		NET_AGRMNT SAMSDI 11	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	144,109.12	EUR	0.00	EUR
34		NET_AGRMNT SAMSDI 9	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	127,646.40	EUR	0.00	EUR
35		NET_AGRMNT SAMSDI 2	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	24,363.48	EUR	0.00	EUR
36		NET_AGRMNT SAMSDI 14	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	359,646.40	EUR	0.00	EUR
37		NET_AGRMNT SAMSDI 91	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	75.40	EUR	0.00	EUR
38		NET_AGRMNT SAMSDI 73	Standard	MyThirdParty	1449703146	Valencia Div	01/09/2016	11,598.84	EUR	0.00	EUR

- 'Payment Numbers' will be blank, indicating that the invoice was not netted. The invoice will be made available for the next netting settlement, or it can be paid in payables.
- 'Netted Amount' of invoices that were not netted will have zero in the 'Netted Amount' column.
- 'Partially Netted Invoices' can be identified as those that have an 'Invoice Amount' that is greater than the 'Netted Amount' and the 'Netted Amount' is not zero. In such cases, the invoice has been partially paid. Partial payments may be used in future settlements, or the balance may be marked as paid in the traditional business process outside of Netting.

• Example Output (Receivables Tab):

- The 'Receipt Number' is shown indicating the receipt number that was stamped on the transaction in receivables.
- The total 'Netting Amount'. This is the sum of the receivables transactions that were successfully netted.
- The 'Netted Amount' for each receivable's transaction.

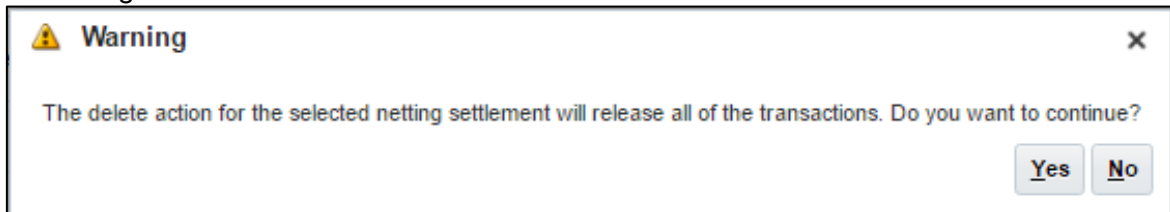
ORACLE Manage Receivables for Netting Settlement											
Settlement Number		31024		Netting Amount		45,458,571.72 EUR					
Settlement Name		MyBusiness Plc LIVEDEMO 2017-03-08									
Agreement Name		LIVEDEMO									
Status		Settled									
Rank	Receipt Number	Transaction Number	Transaction Type	Customer Name	Customer Number	Customer Site	Transaction Date	Transaction Amount	Transaction Currency	Netted Amount	Settlement Currency
1	31091-1	NET_AGRMNT SAMSDI 88	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-526.64	EUR	-526.64	EUR
2	31091-1	NET_AGRMNT SAMSDI 73	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-603.20	EUR	-603.20	EUR
3	31091-1	NET_AGRMNT SAMSDI 57	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-3,729.40	EUR	-3,729.40	EUR
4	31091-1	NET_AGRMNT SAMSDI 33	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-256.36	EUR	-256.36	EUR
5	31091-1	NET_AGRMNT SAMSDI 17	Regular Credit Memo	MyThirdParty	CDRM_95119	CDRM_77098	01/09/2016	-4,643.48	EUR	-4,643.48	EUR

6.2.7 Deleting a Settlement

If a settlement has been created and is in 'Selected' or 'Selected no transactions' status, and you have decided that the settlement is no longer required, you can delete a settlement as follows:

To delete a settlement:

- Search for the settlement in the **'Manage Netting Settlements'** user interface.
- Select the row.
- Click on **'Actions'** -> **'Delete Settlement'**.
  - A warning will show:



- Deleting a settlement releases the transactions from the settlement to be available for future netting settlements. Click **'Yes'** to confirm.

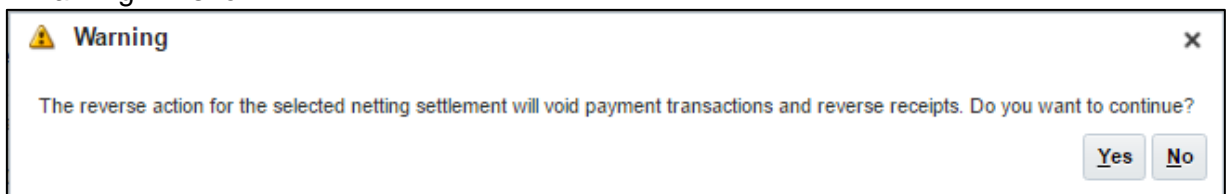
The settlement will no longer be in the settlement's user interface. Settlements that have already been **'Reversed'** or **'Settled'** cannot be deleted.


### 6.2.8 Reversing a Settlement

If a settlement has been created and is in **'Settled'** status, indicating that the payments and receipts have already been created, but you have realized that the **settlement was erroneously created**, you can **'Reverse'** a settlement as follows:

To reverse a settlement:

- Search for the settlement in the **'Manage Netting Settlements'** user interface.
- Select the row.
- Click on **'Actions'** -> **'Reverse Settlement'**.
  - A warning will show:



- Reversing a settlement will void the payments and reverse the receipts. The invoices and transactions from the settlement will then be available once again for future netting settlements. Click **'Yes'** to confirm.
- A confirmation will appear indicating that the process to reverse has been submitted.
  - Refresh the data  in the settlement table.
  - The settlement will change from status **'Settled'** to **'Reversed'**. This indicates that the payments have been voided and receipts are now reversed.

Actions ▾	View ▾		Download Settlements
Settlement Number	Settlement Name	Status	Agreement Name
31024	MyBusiness Plc LIVEDEMO 2017-03-08	Reversed	LIVEDEMO

- A netting reversal letter is then automatically created which can be emailed or sent to the thirdparty, indicating that the payments and receipts have been reversed.
- See the **'Netting Reversal Letter'** section in 'Netting Reporting'. Only settlements that are **'Settled'** can be **'Reversed'**.

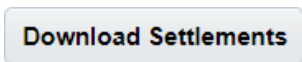
### 6.2.9 Downloading Settlements to a Spreadsheet

In some circumstances, you may want to process multiple settlements at once because either you have large volumes, or you want to settle multiple settlements.

To download settlements to a spreadsheet for processing:

- Search for the settlements on the **Manage Netting Settlements** page.
- Click the **Download Settlements** button.

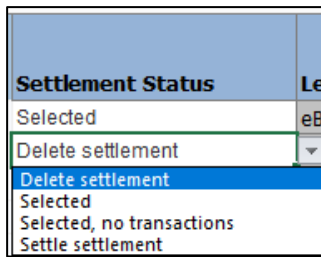
Note: If the search results show at least one settlement that is in either **Selected** or **Selected, no transactions** status, then the **Download Settlements** button will be enabled:



- All settlements in the search results that are in either **Selected** or **Selected, no transactions** status will be downloaded to a spreadsheet. Settlements in other statuses are not downloaded.
- Open the spreadsheet.

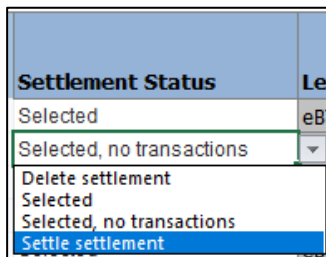
Changed	Status	Settlement Status	Legal Entity	Settlement Name	Settlement Number	Agreement Name	Open Payables Amount	Open Receivables Amount	Proposed Netting Settlement Amount	Currency	Conversion Rate	Type	Netting Group	Settlement Date	Accounting Date	Last Updated Date
		Selected, no transactions	eBTax_UK Oracle-2	DISC99 Merida Resellers Disc	225011	Merida Resellers Disc	52,372.00	173,811.40	52,372.00	EUR		Corporate		18/01/2019	18/01/2019	18/01/2019
		Selected	eBTax_UK Oracle-2	VOLUME XLS ALL 2019-01-16	24008	Lerida Gasoil GBP/EUR	0.00	0.00	0.00	EUR		Corporate		16/01/2019	16/01/2019	16/01/2019
		Selected	eBTax_UK Oracle-2	VOLUME XLS ALL 2019-01-16	24015	FM_EMEA_QA_ONLY Agri	59,644.00	18,771.00	18,771.00	GBP		Corporate		16/01/2019	16/01/2019	16/01/2019
		Selected	eBTax_UK Oracle-2	VOLUME XLS ALL 2019-01-16	24007	Salmantica Banking	37,744.00	18,553.50	18,553.50	GBP		Corporate		16/01/2019	16/01/2019	16/01/2019
		Selected, no transactions	eBTax_UK Oracle-2	ALL 2019-12-31	23014	Cacores Farming	15,544.00	18,553.50	15,544.00	GBP		IF Corp		14/01/2019	14/01/2019	14/01/2019
		Selected, no transactions	eBTax_UK Oracle-2	Segovia Di	25013	Segovia Distributon	15,544.00	212,563.26	15,544.00	GBP		Corporate		18/01/2019	18/01/2019	18/01/2019
		Selected, no transactions	eBTax_UK Oracle-2	RUN3 AI 2018-12-14	17036	Valencia Farming Oranges	13,806.08	212,563.26	13,806.08	GBP		Corporate	Netting Farming Group	14/12/2018	14/12/2018	14/12/2018
		Selected, no transactions	eBTax_UK Oracle-2	VOLUME XLS ALL 2019-01-16	24011	Santander Banking	0.00	0.00	0.00	GBP		Corporate		16/01/2019	16/01/2019	16/01/2019
		Selected, no transactions	eBTax_UK Oracle-2	VOLUME XLS ALL 2019-01-16	24014	Santiago Cathedral Spres	0.00	0.00	0.00	GBP		Corporate		16/01/2019	16/01/2019	16/01/2019

- Select the **Manage Netting Settlements** tab on the ribbon.
- To delete settlements:  
In the **Settlement Status** dropdown, select **Delete settlement**.



- To submit settlements to be processed:

In the **Settlement Status** dropdown, select **Settle settlement**.



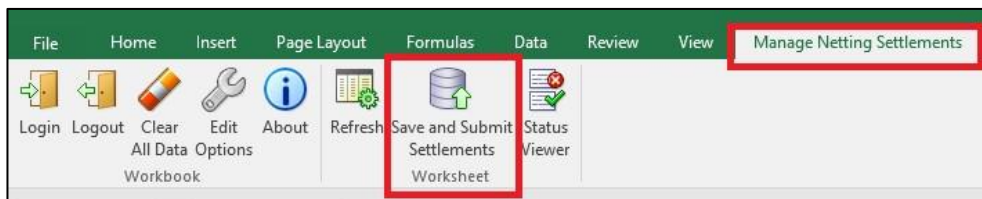
- If you want to leave settlements in either **Selected** or **Selected, no transactions** statuses, keep the **Settlement Status** field unchanged.

Note: The fields that you can change in the spreadsheet are the **Settlement Status** fields. And you can only make these changes:

Original Settlement Status	Can be changed to ...
Selected	Delete settlement
Selected	Settle settlement
Selected, no transactions	Delete settlement

If you try to make other status changes (for example, changing a settlement from **Selected** to **Selected, no transactions**), the spreadsheet will revert to the original status for that settlement.

- Once you complete your updates, click **Save and Submit Settlements** on the **Manage Netting Settlements** ribbon.



- Settlements that were marked as **Delete settlement**, will be deleted. They will no longer appear on the spreadsheet or the **Manage Netting Settlements** page.
- Settlements that were marked as **Settle settlement**, will be settled. The settlements process will create payments and receipts for all invoices and transactions for all settlements marked as **Settle settlement**. Once settled, you can review the content from the **Manage Netting Settlements** page.
- The spreadsheet will automatically refresh. It will now list the remaining settlements that were unchanged, for review or further processing.

### 6.2.10 Netting Settlement Letter

The netting letter is automatically run when the netting manager submits a settlement or creates a settlement without review. Access the report from the 'Financial Reporting Centre'. The letter lists:

- Payables Invoices that were netted, showing the:
  - Invoice Number
  - Invoice Type
  - Invoice Date
  - Invoice Amount
  - Netted Amount
  - Invoice Currency
  - Invoice Total
  - Netted Total

Example:

Only Payables invoices that were netted are listed.

Finance Department 99765 Pont de Montolivet 46023 VALENCIA SPAIN  3/13/17																													
<p>Payables invoices offset by outstanding receivables transactions.</p> <p>The table below lists the payables invoices that have been offset by receivable transactions in Netting Settlement <b>MyBusiness Plc LIVEDEMO 2017-03-08, 31024</b> as indicated in the following.</p> <p>Payables Transactions</p> <p style="margin-left: 40px;">Supplier Name MyThirdParty          Supplier Number 1449703146          Site Valencia Div</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice Number</th> <th>Invoice Type</th> <th>Invoice Date</th> <th>Invoice Amount</th> <th>Netted Amount</th> <th>Invoice Currency</th> </tr> </thead> <tbody> <tr> <td>NET_AGRMNT SAMSDI 26</td> <td>Standard</td> <td>9/1/16</td> <td>1,160,000.00</td> <td>1,160,000.00</td> <td>EUR</td> </tr> <tr> <td>NET_AGRMNT SAMSDI 17</td> <td>Standard</td> <td>9/1/16</td> <td>11,598.84</td> <td>11,598.84</td> <td>EUR</td> </tr> <tr> <td>NET_AGRMNT SAMSDI 10</td> <td>Standard</td> <td>9/1/16</td> <td>243,634.80</td> <td>243,634.80</td> <td>EUR</td> </tr> </tbody> </table>						Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency	NET_AGRMNT SAMSDI 26	Standard	9/1/16	1,160,000.00	1,160,000.00	EUR	NET_AGRMNT SAMSDI 17	Standard	9/1/16	11,598.84	11,598.84	EUR	NET_AGRMNT SAMSDI 10	Standard	9/1/16	243,634.80	243,634.80	EUR
Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency																								
NET_AGRMNT SAMSDI 26	Standard	9/1/16	1,160,000.00	1,160,000.00	EUR																								
NET_AGRMNT SAMSDI 17	Standard	9/1/16	11,598.84	11,598.84	EUR																								
NET_AGRMNT SAMSDI 10	Standard	9/1/16	243,634.80	243,634.80	EUR																								

Receivables Transactions that were netted, showing the:

- Transaction Number
- Transaction Type
- Transaction Date
- Transaction Amount
- Netted Amount
- Transaction Currency
- Transaction Total
- Netted Total

Example:

Receivables Transactions						
Customer		MyThirdParty				
Customer Number		CDRM_95119				
Location		CDRM_77098				
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	
NET_AGRMNT SAMSDI 88	Credit Memo	9/1/16	-526.64	-526.64	EUR	
NET_AGRMNT SAMSDI 73	Credit Memo	9/1/16	-803.20	-803.20	EUR	
NET_AGRMNT SAMSDI 57	Credit Memo	9/1/16	-3,729.40	-3,729.40	EUR	
NET_AGRMNT SAMSDI 33	Credit Memo	9/1/16	-256.36	-256.36	EUR	
NET_AGRMNT SAMSDI 17	Credit Memo	9/1/16	-4,643.48	-4,643.48	EUR	
NET_AGRMNT SAMSDI 92	Invoice_40	9/1/16	1,103,469.72	1,103,469.72	EUR	
NET_AGRMNT SAMSDI 62	Invoice_40	9/1/16	1,163,070.52	1,163,070.52	EUR	

The 'Netting Settlement Letter' can be automatically sent via E-Mail to the 'Third Party'. See the 'Letters' section in 'Netting Agreement Setup'.

## 7 PERIOD CLOSING

### 6.1 Create Accounting Process

The Create Accounting process is an Oracle Enterprise Scheduler process. It can be submitted as a request to create journal entries for a batch of events. It has input parameters that determine the execution mode and the selection criteria for events.

#### To Create Accounting Process

1. Navigate to **Payables> Invoices/Payments>Create Accounting**

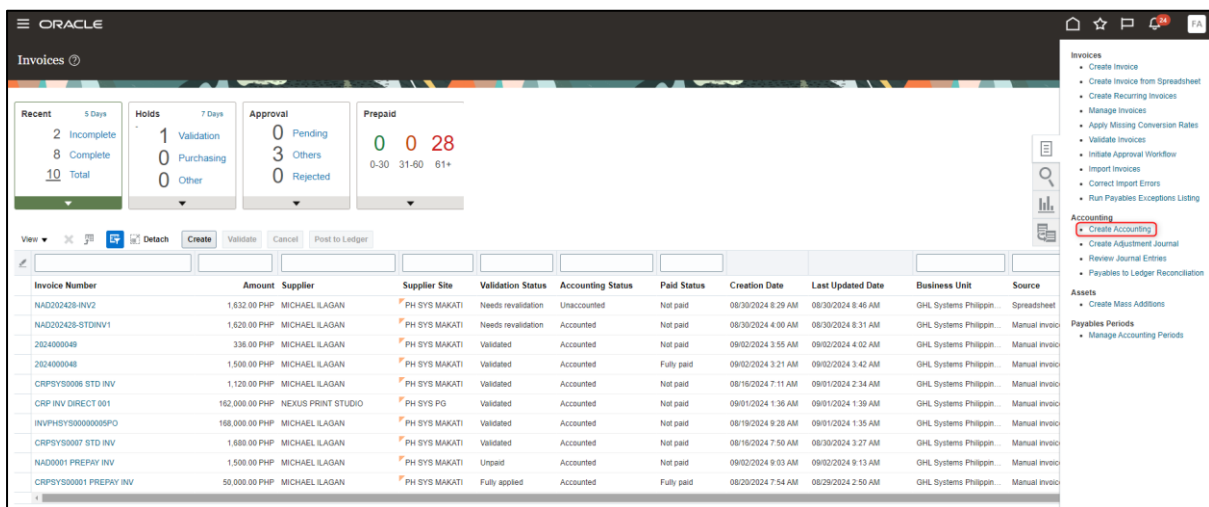


Figure 27: Navigation to Create Accounting Process

2. The Scheduled Processes Window for Create Accounting will prompt.

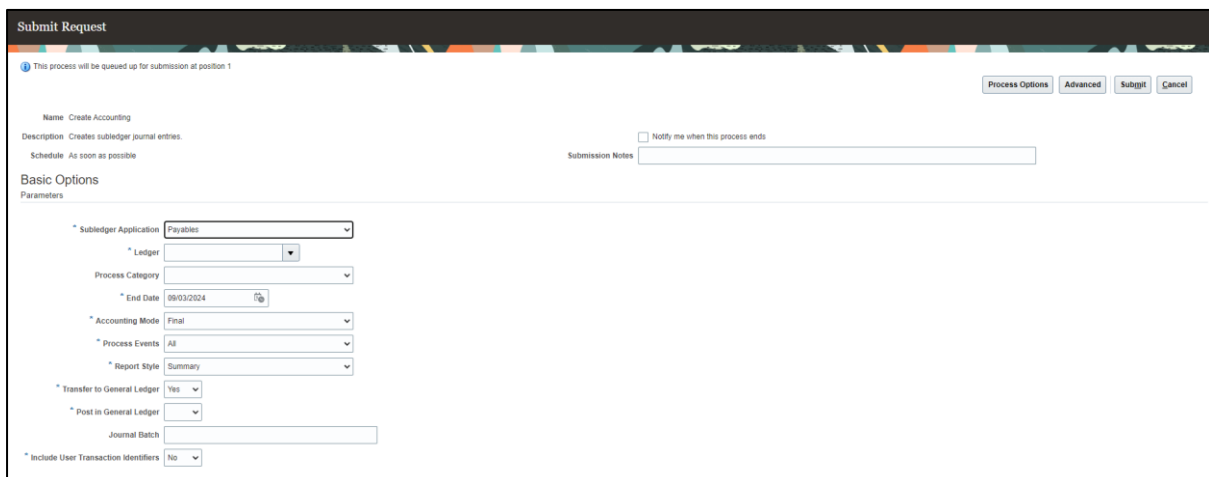


Figure 28: Create Accounting Scheduled Process Window

Enter the parameter below for the process.

Fields	Description
Subledger Application	Payables
Ledger	Ledger name for which the Create Accounting process is being executed. Example: ABC LEDGER
End Date	End date puts a filter on the selection of events. Only events having event date before the end date are selected for accounting. Defaults to SYSDATE.
Accounting mode	Accounting mode; Draft or Final Default value is Final.
Process Events	Adds other filter criteria for the Create Accounting process to select events. All: Process all events. Errors: Process only those events that have previously been processed in error. Invalid Accounts: Process only those events that have previously been processed in error. Replace any invalid accounts with the suspense account. Default value is All.
Report Style	Users can choose to decide on the details of the report. The report can be printed in Summary, Detail, or No report. Default value is Summary.
Transfer to General Ledger	Indicates whether the Create Accounting process should submit the Transfer to GL process; Yes, No. Default value is Yes.
Post in General Ledger	Indicates if users want to submit General Ledger posting: Yes or No. Default value is No.
Journal Batch	Batch name used by Transfer to GL to decide on the batch name for the batch created in Oracle Fusion General Ledger.  When a value for the batch name is not provided, journal import defaults will be used.  This is a free text field.

Include User Transaction Identifier	Default value is No.
-------------------------------------	----------------------

**Table 15: Parameter to run Create Accounting Scheduled Process**

Note: To make sure that Invoices and Payments have been successfully transferred to General Ledger you need to run Create Accounting process with the Transfer to General Ledger option set to Yes to transfer any unaccounted transactions to General Ledger. Choose Accounting Mode Final. (Essential step for Period Closing)

3. Click **Submit**

## 6.2 Month End Closing

This topic cover for Oracle Payables Procedures for performing period-end closing in Payables.

### 1. Complete and Approve All Transactions and Payments.

- Ensure that all transactions are completed for the period you are closing.
- Complete all invoices, credits, and prepayments.
- Submit **Import Payables Invoices** process to import all interface records (spreadsheet usage).
- 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 invoices.
- Resolve holds on invoices.
- Validate invoices.
- Complete all payment files and payment process requests.
- Submit the **Payables Invoice Register** and the **Payables Payment Register** reports to obtain details about invoices and payments.
- Submit the **Apply Missing Conversion Rates** process to apply missing rates to foreign currency invoices only.

### 2. Reconcile Payments to Bank Statement Activity

You must ensure that the bank statement lines for all bank statement that have been imported for a particular period have been reconciled with the payment that you have recorded in the Payments application. Ensure that payments are cleared if you account for payments at clearing.

### 3. Transfer all approved invoices and payment to General Ledger

Create accounting and transfer approved invoices and payments to the General Ledger.

- Submit the **Create Accounting** process with the **Transfer to General Ledger option** set to **Yes** to account and transfer any unaccounted transactions to General Ledger.
- Submit the **Post Subledger Journal Entries** process to transfer to General Ledger any transactions that were accounted in final mode, but that were not transferred.
- Review the output reports generated by the Create Accounting and Post Subledger Journal Entries to General Ledger processes to view the subledger journal entries created and any errors that may have occurred.

### 4. Submit the Payables Unaccounted Transactions and Sweep Report Process

This report basically helps you to sweep the transactions that you were not able to complete (unvalidated invoices) in a particular period to the next month. So, the system will change the accounting date at the distribution level for all the unaccounted transactions to the first day of

the next month. If your accounting policies allow you to sweep the transactions to the next month and you are not able to resolve the issues in the current month, then you can submit the **Sweep Transaction Accounting Events** process to sweep the transactions to the next period.

### 5. Close the Current Payables Period

Close the current Payables period and review the **Payables Period Close Exceptions** report to view accounting events and journal entries that fail period close validation. It is automatically submitted when closing a Payables period if there are unprocessed accounting events or un-transferred journal entries. The period can be re-opened if needed.

### 6. Reconcile Payables Activity for the Period

Reconcile Payables activity using the following reports. Except for the first one, these reports are submitted in the **Scheduled Processes window**. The **Payables to Ledger Reconciliation** report is described in more detail below.

Name	Description
Payables to Ledger Reconciliation report	Lists the transactions and journals posted to the General Ledger for open payables balances to facilitate the reconciliation of accounting and transactional data recorded in Payables, Subledger Accounting, and General Ledger.
Payables Trial Balance report	Lists and subtotals by supplier and liability account all unpaid and partially paid invoices.
Payables Posted Invoice Register	List accounting lines for invoices that have been transferred to the general ledger.
Payables Posted Payment Register	List accounting lines for payments that have been transferred to the general ledger.
Journal Entries Report	List detailed information about subledger and general ledger journal entries, including transactions that have been accounted with error or not transferred to General Ledger.
Payables Open Items Revaluation report	List changes in the value of open items, such as unpaid invoices and credit memos, due to conversion rate fluctuations.

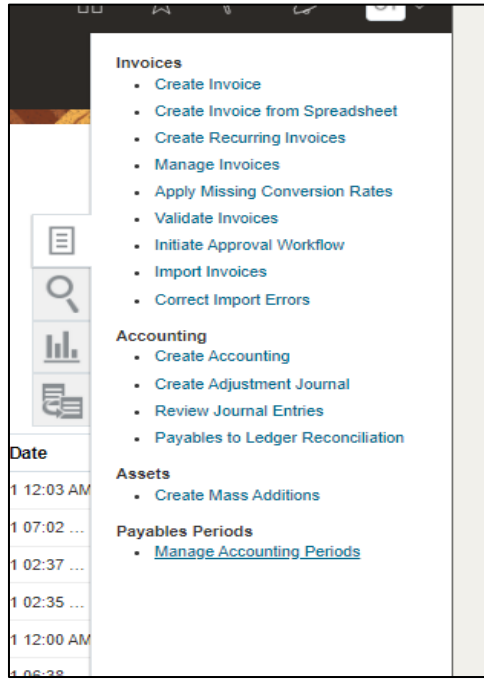
**Table 16: List of Reports for Reconcile Payable Activity**

### 7. Open the Next Payables Period

Open the next period in Payables using the **Manage Accounting Periods** task in the Invoices work area to allow recording business as usual.

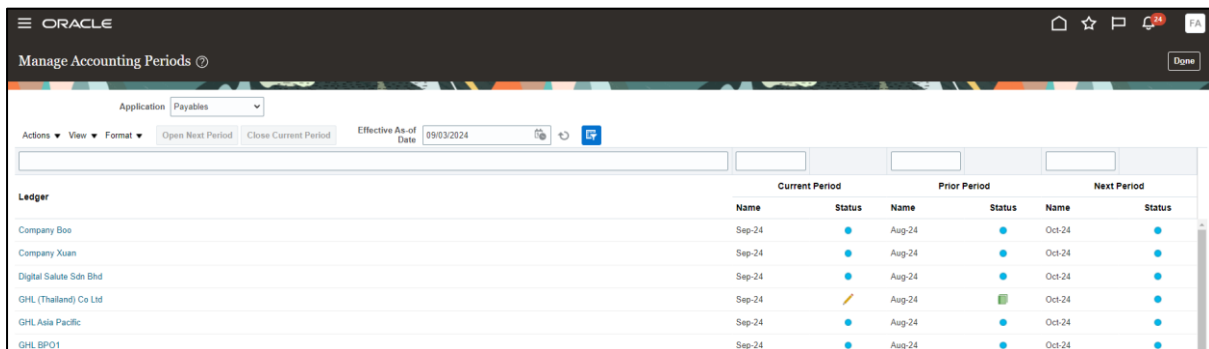
#### To Manage Accounting Period on Payables

1. Navigate to: **Payables > Invoices/ Payment>Task> Manage Accounting Periods**



**Figure 29: Navigation to Manage Accounting Period**

2. From Manage Accounting Period you can close or open period and see the status of the period.



**Figure 30: Manage Accounting Period Landing Page**

## 8 REPORT SUBMISSION

### 7.1 Standard Report

Oracle Fusion Payables provides predefined reports that cover the following areas:

- Invoices
- Payments
- Payables to Ledger Reconciliation
- Period Close
- Prepayments
- Income Tax and Withholding

Below are the tables that listed Standard Reports available in Payables.

Name	Description	Type of Report
Import Payables Invoices Report	Report from the process that creates Payables invoices from invoice data in the open interface tables. Automatically generated by the Import Payables Invoices process.	Oracle Business Intelligence Publisher
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.	Oracle Transactional Business Intelligence
Payables Invoice Aging Report	Lists unpaid invoices according to the specified aging periods.	Oracle Business Intelligence Publisher
Supplier Balance Aging Report	List the unpaid supplier invoices according to the specified aging periods.	Oracle Business Intelligence Publisher
Payables Invoice Audit by Voucher Number Listing	Lists invoices with assigned sequential voucher numbers.	Oracle Transactional Business Intelligence
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.	Oracle Transactional Business Intelligence
Payables Invoice Register	Provides detailed information about invoices.	Oracle Business Intelligence Publisher and Oracle

		Transactional Business Intelligence
Payables Key Indicators Report	Generates reports with transaction activity and the current number of suppliers, invoices, payments, and matching holds.	Oracle Business Intelligence Publisher
Payables Matched and Modified Receipts Report	Identifies receipts that were modified after invoice matching.	Oracle Business Intelligence Publisher
Payables Matching Detail Report	Provides details of how an invoice, purchase order, or receipt was matched.	Oracle Business Intelligence Publisher
Payables Matching Hold Detail Report	Provides detailed payables and purchasing information for invoices with matching holds and matching hold releases.	Oracle Business Intelligence Publisher
Payables Negative Supplier Balance Report	Lists suppliers with negative balances along with the invoices and credit or debit memo transactions for the balance.	Oracle Transactional Business Intelligence

**Table 17: Standard Reports for Invoices**

Name	Description	Types of Report
Payables Cash Requirement Report	Forecasts immediate cash needs for invoice payments.	Oracle Business Intelligence Publisher
Payables Payment Requests Import Report	List the payment requests for invoices that are imported or rejected with rejection reasons for payments.	Oracle Business Intelligence Publisher
Payables Discounts Taken and Lost Report	Identifies payments where a discount was taken and payments where a discount was available, but not taken.	Oracle Business Intelligence Publisher and Oracle Transactional Business Intelligence

Payables Payment Register	Provides detailed information about payments.	Oracle Business Intelligence Publisher and Oracle Transactional Business Intelligence
Payables Selected Instalments Report	Lists all invoice instalments selected in a payment process request to help determine how well the selection criteria is selecting the correct invoices to pay.	Oracle Business Intelligence Publisher
Payment Audit by Voucher Number Report	Lists payments with assigned sequential voucher numbers.	Oracle Business Intelligence Publisher
Update Matured Bills Payable Status	Report from the process that updates the status of matured bills payable from issued to negotiable.	Oracle Business Intelligence Publisher

**Table 18: Standard Reports for Payment**

Name	Description	Types of Report
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.	Oracle Transactional Business Intelligence

**Table 19: Standard Reports for Payables to Ledger Reconciliation**

Name	Description	Types of Report
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.	Oracle Business Intelligence Publisher
Payables Period Close Exceptions Report	Lists exceptions that prevent the Payables accounting period from closing.	Oracle Business Intelligence Publisher

Payables Posted Invoice Register	Lists accounting lines for invoices that have been transferred to the general ledger.	Oracle Transactional Business Intelligence
Payables Posted Payment Register	Lists accounting lines for payments that have been transferred to the general ledger.	Oracle Transactional Business Intelligence
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.	Oracle Business Intelligence Publisher
Payables Unaccounted Transactions and Sweep Report	Lists invoices and payments that weren't accounted for a period or date range.	Oracle Business Intelligence Publisher

**Table 20: Standard Reports for Period Close**

Name	Description	Types of Report
Prepayment Remittance Notice	Lists prepayments that were applied to supplier invoices.	Oracle Business Intelligence Publisher

**Table 21: Standard Reports for Prepayments**

Name	Description	Types of Report
Payables Withholding Tax by Tax Authority Report	Lists withholding for tax codes assigned to a tax authority.	Oracle Transactional Business Intelligence
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.	Oracle Business Intelligence Publisher

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.	Oracle Transactional Business Intelligence
---------------------------------	---	--

**Table 22: Standard Reports for Income Tax and Withholding**

For Oracle Business Intelligence Publisher reports, you can schedule and run reports from the **Scheduled Processes** work area.

### **To Run Report from Schedules Processes**

Navigate to **Tools> Schedules Processes**

1. Click on **Schedule New Process**.
2. Leave the type as **Job**, enter the name of report you want to run, and click **OK**.
3. In the Process Details dialog box, enter at least the required parameters, if any.

For Oracle Transactional Business Intelligence, you can access and open reports in the **Reports and Analytics** work area.

### **To Run Report from Reports & Analytics**

Navigate to **Tools> Report and Analytics**

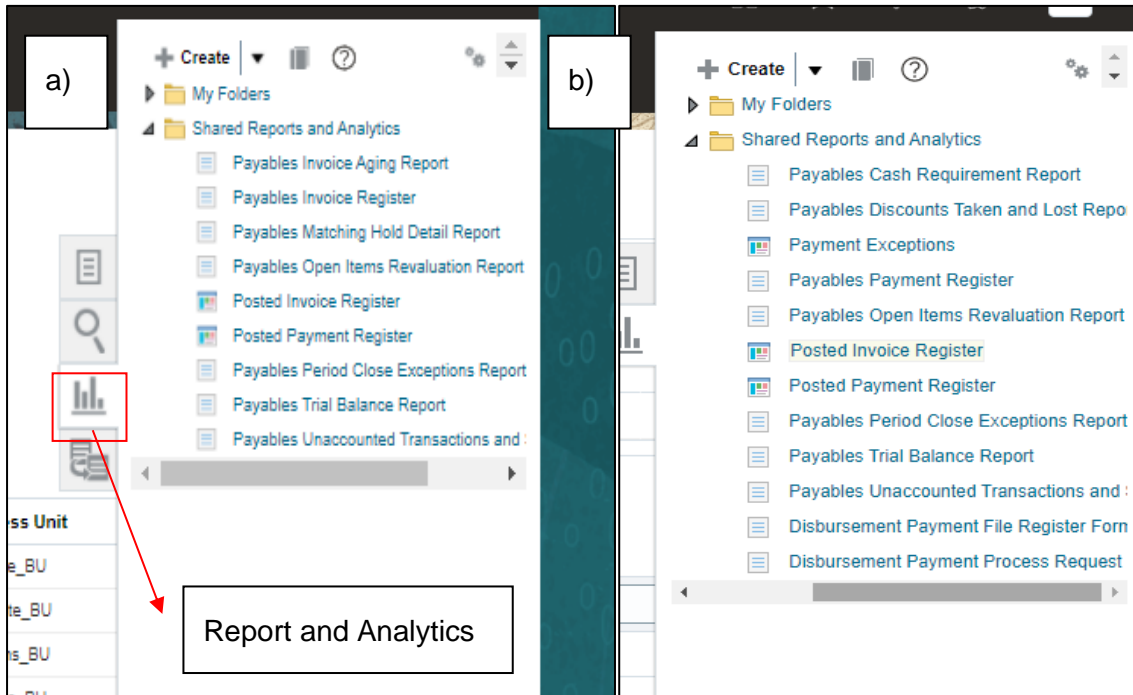
1. From the catalog folders or search results, open a report.
2. Click the **View Report** icon if you want a different format.
  - Choose HTML or PDF to display the report in a format for printing. Because it's optimized for printing, PDF often provides the best results.
  - You can also export the report as RTF for editing in a word processor, or as Excel or PowerPoint.
3. From the catalog folders or search results, you can also do these tasks:
  - Click **Edit** to edit the report properties, layout, and data model.
  - Click **Report History** to see details about past submissions of the report.
  - Click **Schedule** to schedule the report to be run.

For some Invoices and Payment Report & Analytics, you can run it through Invoice Page or Payment Page in Payables.

### **To Run Report through Payables**

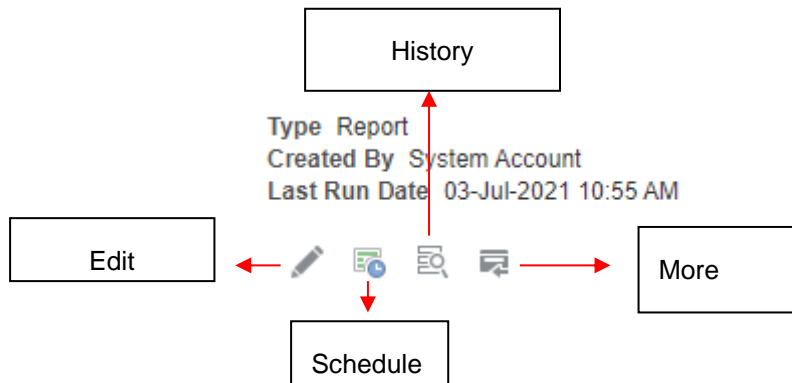
1. For Invoices, Navigate to **Payables> Invoices> Report and Analytics**

For Payment, Navigate to **Payables> Payment >Report and Analytics**



**Figure 31: Navigation to Run Report from a) Invoice Page and b) Payment Page**

- From the catalog folders or search results, click on the chosen report and system will prompt report action screen box



**Figure 32: Report Action Screen Box**

Action	Description
Edit	To view or edit the report.
Schedule	To run schedule process for the report.

History	To see the Job History of the Report.
More	This will navigate you to Oracle Transactional Business Intelligence Page

**Table 24: Report Action Screen Box Description**

## 9 PAYABLES MAINTENANCE SETUP

After the initial setup, if there are any changes needed it can be done via Setup and Maintenance.

To get into **Setup and Maintenance**

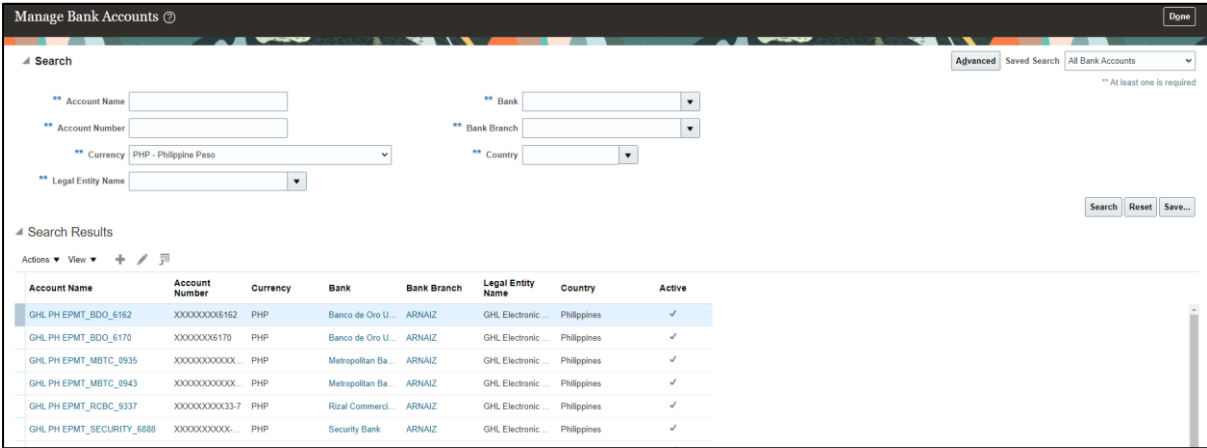
Navigate to **Others > Setup and Maintenance**

### 8.1 Maintain Payment Document

Payment Documents are defined for an internal bank account for payment number sequence. No invoices can be pay with the bank without creating payment document for the invoice. Examples of payment documents are checks or electronic payments. You must create at least one payment document before you can use a bank account to create invoice payments. You can create an unlimited number of payment documents for an internal bank account.

#### To Navigate to Payment Document



1. From **Setup and Maintenance > Cash Managements and Banking > Manage Bank Account**



The screenshot shows the 'Manage Bank Accounts' interface. It includes a search section with filters for Account Name, Account Number, Currency (set to PHP - Philippine Peso), Bank, Bank Branch, Legal Entity Name, and Country. Below the search filters is a table of search results with columns: Account Name, Account Number, Currency, Bank, Bank Branch, Legal Entity Name, Country, and Active. The table contains several rows of bank accounts, all with the 'Active' status checked.

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country	Active
GHL PH EPMT_BDO_6162	XXXXXXXXX6162	PHP	Banco de Oro U...	ARNAIZ	GHL Electronic ...	Philippines	✓
GHL PH EPMT_BDO_6170	XXXXXXXXX6170	PHP	Banco de Oro U...	ARNAIZ	GHL Electronic ...	Philippines	✓
GHL PH EPMT_MBTC_6935	XXXXXXXXXXXX...	PHP	Metropolitan Ba...	ARNAIZ	GHL Electronic ...	Philippines	✓
GHL PH EPMT_MBTC_6943	XXXXXXXXXXXX...	PHP	Metropolitan Ba...	ARNAIZ	GHL Electronic ...	Philippines	✓
GHL PH EPMT_RCBC_9337	XXXXXXXXX033-7	PHP	Rizal Commerci...	ARNAIZ	GHL Electronic ...	Philippines	✓
GHL PH EPMT_SECURITY_6888	XXXXXXXXXXXX...	PHP	Security Bank	ARNAIZ	GHL Electronic ...	Philippines	✓

Figure 33: Navigation to Payment Document

2. In the Manage Bank Accounts window, query for the disbursement bank account by entering one of the required fields.
3. Click **Search**
4. Choose the Bank Accounts which you want to create or edit the Payment Document.
5. Click **Edit**
6. Go down to Payment Document, click  to Create/ Add Payment Document or  to View/ Edit Payment Document,

Payment Document	Paper Stock Type	Format	Status
EFT TEST 2021	Blank Stock	CIMB Electronic...	Active
CRP - CHQ 100-200	Numbered Stock	Ringgit Malaysi...	Active
CRP TT 2021	Blank Stock	Telegraphic Tra...	Active

**Figure 34: Payment Document List for Chosen Bank Account**

**Create Payment Document** [Close]

Document Information

\* Payment Document

\* Paper Stock Type

Attached remittance stub

Number of Lines per Remittance Stub

Number of Setup Documents

Document Numbers

\* First Available Document Number

Last Available Document Number

Checkbooks

Actions View Format + X Freeze Wrap

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents
No data to display.					

OK Cancel

**Figure 35: Create Payment Document Page**

### To create a payment document

1. Enter a Name for the payment document that is unique for the bank account.
2. Select a Payment Format.
3. Enter Paper Stock Type Options  
Blank Stock: - Select blank stock if you are creating payment document for payment method checks.  
Prenumbered Stock: - Select this type if you are going to do payment through electronic payment method.
4. You can also specify; maximum number of invoices will be paid through single payment/check with this number of lines per remittance stub field option.
5. You must give the sequence of the payment document number from which your payment number will be start in Document Number Field. In checks, you can start the sequence number same with your current check book given by the bank.
6. Click **Save**.

To **edit the payment document**, click on , do any changes needed to the payment document in the fields described as above, Save your work.

**To inactivate a payment document:**

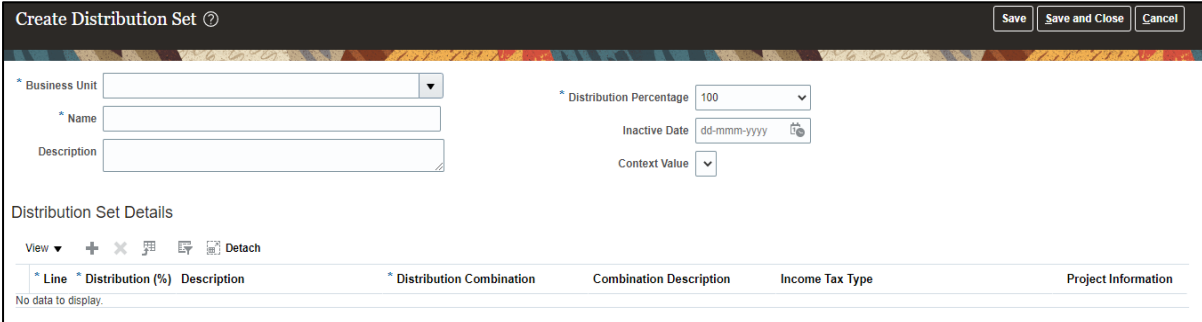
1. For the payment document you want to inactivate, enter an **Inactive Date**, the date on which this payment document will no longer be available for use. When you create a payment on or after this date you will no longer see this payment document in a list of values.
2. **Save** your work.

**8.2 Maintain Distribution Sets**

You can use a Distribution Set to automatically enter distributions for an invoice when you are not matching it to a purchase order.

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

Use Full Distribution Sets to create distributions with set percentage amounts or Skeleton Distribution Sets to create distributions with no set distribution amounts

**From Setup and Maintenance > Payables> Manage Distribution Set**

**Figure 36: Create Distribution Set Page****To Create Distribution Set**

1. In the Distribution Sets window, enter **Business Unit**
2. Enter the **Name** and **Description** of the Distribution Set you are creating.
3. Enter the **Distribution Percentage**. Select **0** to enter amounts manually during invoice entry. Select **100** to use percentages for distributing amounts across distribution combinations.
4. Enter the **Account** and **Description** for each distribution along with **Distribution Combination** and enter the **Percentage** of the invoice amount that you want to distribute to the Account. You can enter positive and negative percentages. Create as many distributions as you need. The sum of the distribution percentages must equal 100 or 0.
5. Click **Save**. Payables automatically assigns type **Full** to your Distribution Set if you set percentage to 100 and **Skeleton** if you choose 0 in Distribution Percentage.

To **Edit Distribution Set**, just choose the distribution set you would like to edit in the list, make your changes and save your work.

## 8.3 Maintain 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.

### Payment Terms Due Dates and Discount Dates

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

1. Fixed Date: A specific day, month, and year that an installment is due for payment.
2. Days: A number of days added to the invoice terms date.
3. 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.
4. Day of Month: A type of payment term with the following attributes:
  - a) 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.
  - b) 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.
  - c) 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.

**From Setup and Maintenance > Payables> Manage Payment Terms**
**Figure 36: Create Payment Terms Page****To Create Payment Terms Set**

1. Enter the **Name** and **Description** of the payment terms you are creating.
2. Enter the **From Date** for the Payment Terms.
3. Click on + button to add the installments information.
4. Enter **Due** percentage. Set it as 100.
5. Enter the **Days** as for the aging calculation days.
6. Click on + button to add the **Set Assignment**.
7. Assign set code as Common for Common Set. This allows you to use the payment term across any reference set. (*Dependency on Business Unit Assignment Setup*)
8. You may skip other fields for discount.
9. Click **Save**. The Payment Term is now available to use on the invoice.

To **Edit Payment Terms**, just choose the any of payment terms you would like to edit in the list, make your changes and save your work.


**8.4 Maintain Payment Voucher Sequencing**

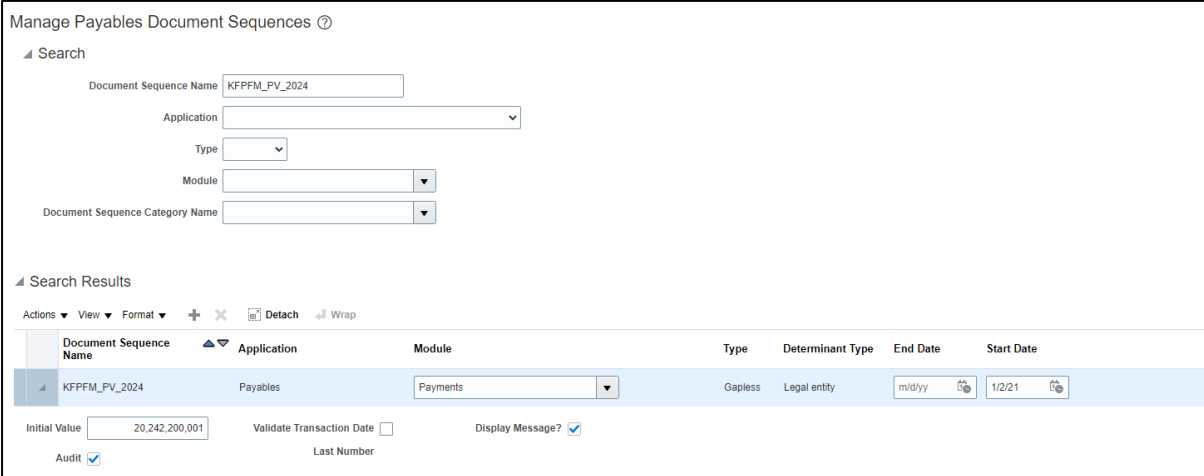
Assigning unique document numbers to documents is called document sequencing. You can assign sequential numbers to each invoice and payment in your Payables system to ensure that you have a unique number for each document. If you use sequential numbers, you can confirm that no document has been lost. Even if invoices or payments are deleted, each voucher number retains audit records. You can also maintain an audit trail because you can trace a journal entry back to the original document in Payables.


When setting up document sequencing, you select a set of numbers, called a sequence, that you will assign to a type of document. The type of document is called a document category.

You can define any number of Document Sequences. You can assign the same Document Sequence to more than one combination if the Application and Category are the same in the combinations. For example, you can also assign the same automatic numbering sequence to documents you enter both manually and automatically.

## To Manage Payables Document Sequence

1. From **Setup and Maintenance**> **Payables**> **Manage Payables Document Sequences**
2. To search for Payables Application Document sequences, enter Payable is module Field. Click **Search**.
3. The list of Document Sequences will be shown, and you can **Create**  a new Document Sequence or inactivate Unused Document Sequences from this page.



Manage Payables Document Sequences 

Search

Document Sequence Name





Application

Type

Module

Document Sequence Category Name

Search Results

Actions  View  Format     Detach  Wrap

Document Sequence Name	Application	Module	Type	Determinant Type	End Date	Start Date
KFFFM_PV_2024	Payables	Payments	Gapless	Legal entity	m/d/yy	1/2/21

Initial Value  Validate Transaction Date  Display Message?

Audit  Last Number

**Figure 38: Manage Payables Document Sequences Page**

## To create New Document Sequence

1. Click **Add**
2. Enter Document Sequence Name
3. Enter Application: **Payables** in this case
4. Enter Module: Choose from drop down list
5. Enter Type: Either automatic, manual or gapless
6. Enter Determinant Type: Choose Legal Entity from dropdown list as determinant type for all document sequence.
7. Enter Start Date
8. Click Expand: Enter Initial Value and the Last Number. You can also choose to enable audit & display message.
9. Specifying assignment: Assign the sequence to document category. You can add more than one document category per sequence.
10. **Save** you work.

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

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

Notes: LSE AP document sequence will be based on the AP Invoices and Payment Methods. This manual document is mainly general step guide. It is advisable and much more convenient for you to refer and follow formatting based on existed document sequence created during implementation. The document sequence also recorded in the LSE Configuration Workbook\_Payables.

**\*\*end of document\*\***