The Oracle E-Business Suite 12.1 Payables Essentials (1Z0-517) Exam Study Guide is designed to provide students with the training information meant to help them pass the Oracle E-Business Suite 12.1 Payables Essentials (1Z0-517).

Please note this exam targets intermediate-level implementation consultant. It is highly recommended that individuals planning to take the exam have attended current release level training or done extensive current release level self-study and possess strong field experience. The typical target audience for this type of exam is a functional consultant with two or more years of experience implementing the Oracle E-Business Suite Payables product and has participated in two or more full implementation cycle.

The exam objectives are defined by learner or practitioner level of knowledge.

- **Learner-level**: questions require the candidate to recall information to derive the correct answer
- **Practitioner-level**: questions require the candidate to derive the correct answer from an application of their knowledge, which can only be attained by extensive experience with the product.

For each exam topic there have been identified alternative training options that are available at Oracle. Please note that some of the training recommended can cover multiple exam topics.

The exam covers 16 topics.
The exam consists of two Sections: E-Business Essentials and Payables.
E-Business Essentials covers 6 topics and Payables covers 10 topics.

## E-Business Essentials

### Topic 1: Navigating in R12 Oracle Applications

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to Oracle Applications</td>
<td>Learner</td>
</tr>
<tr>
<td>Navigate from Personal Home Page to Applications</td>
<td>Learner</td>
</tr>
<tr>
<td>Choose a responsibility</td>
<td>Learner</td>
</tr>
<tr>
<td>Create Favorites and set Preferences</td>
<td>Learner</td>
</tr>
<tr>
<td>Use Forms and Menus</td>
<td>Learner</td>
</tr>
<tr>
<td>Enter data using Forms</td>
<td>Learner</td>
</tr>
<tr>
<td>Search for data using Forms</td>
<td>Learner</td>
</tr>
<tr>
<td>Access online Help</td>
<td>Learner</td>
</tr>
<tr>
<td>Run and monitor Reports and Programs</td>
<td>Learner</td>
</tr>
<tr>
<td>Log out of Oracle Applications</td>
<td>Learner</td>
</tr>
</tbody>
</table>
Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course

Topic 2: Introduction to Oracle Applications R12

Objectives

| Explain the footprint of R12 E-Business Suite | Practitioner |
| Describe the benefits of R12 E-Business Suite | Practitioner |
| Describe R12 E-Business Suite architecture | Practitioner |

Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course

Topic 3: Shared Entities and Integration

Objectives

| Explain shared entities within R12 E-Business Suite | Practitioner |
| Describe key integration points and business flows between products in EBS | Practitioner |
| Identify Key Business Flows and products involved in E-Business Suite | Practitioner |

Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course
Topic 4: Fundamentals of Flexfields

Objectives
- Describe Flexfields and their components (Learner)
- Identify the steps to implement a Flexfield (Practitioner)
- Define value sets and values (Practitioner)
- Define Key Flexfields (Practitioner)
- Define Descriptive Flexfields (Practitioner)

Level

Training Options
- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course

Topic 5: Fundamentals of Multi-Org

Objectives
- Define Multiple Organization (Multi-Org) (Learner)
- Describe the types of organizations supported in the Multi-Org model (Learner)
- Explain the entities of Multi-Org (Practitioner)
- Explain how Multi-Org secures data (Learner)
- Identify key implementation considerations for Multi-Org (Practitioner)
- Define Multi-Org Access Control (Practitioner)
- Explain Multi-Org preferences (Practitioner)
- Explain Enhanced Multiple-Organization Reporting (Practitioner)
- Explain the concepts of subledger accounting (Practitioner)

Level

Training Options
- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course

Topic 6: Fundamentals of Workflow and Alerts

Objectives
- Explain Workflow concepts (Learner)
- Describe the benefits of Workflow (Learner)

Level
Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course
Payables

**Topic 1: Procure to Pay Overview**

**Objectives**
- Describe the procure
- Describe the key areas in the procure
- Describe how the procure

**Level**
- Learner

**Training Options**
- **Boot Camp**
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- **Instructor Led Training (delivered by Oracle University)**
  - R12.x Oracle Payables Management Fundamentals

**Topic 2: Transaction Taxes in Payables**

**Objectives**
- Compute transaction taxes for invoices
- Insert manual tax lines and update transaction tax lines
- View tax summary and details
- Identify key reports related to transaction taxes
- Describe transaction taxes in Payables
- Describe treatment of different types of taxes (offset tax, recoverable tax, tax on prepayment, and others)

**Level**
- Learner
- Learner
- Learner
- Learner
- Learner
- Learner

**Training Options**
- **Boot Camps**
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- **Online Training**
  - R12: Oracle Payables Then and Now: Prepayments and Tax Functional Overview
  - R12: Oracle Payables Self-Service Invoice Entry Enhancements Functional Overview
- **Instructor Led Training (delivered by Oracle University)**
  - R12.x Oracle Payables Management Fundamentals

**Topic 3: Withholding Tax**

**Objectives**
- Identify the withholding tax process
- Use withholding tax options
- Process manual withholding tax invoices
- Create withholding tax on Standard Invoices, Recurring Invoices and Application of Prepayment
- Process automatic withholding tax invoices
- Identify standard key reports

**Level**
- Learner
- Learner
- Learner
- Practitioner
- Learner
- Learner
Training Options
- Boot Camp
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Online Training
  - R12.1_1 TOI: Calculation Points for Withholding Tax Functional Overview
  - Instructor Led Training (delivered by Oracle University)
    - R12.x Oracle Payables Management Fundamentals

Topic 4: **Advances and Progressive Contract Financing**

Objectives
- Describe the purpose of complex service contracts
- Identify advances, contract financing and progress payment invoices
- Calculate retainage
- Recoup prepaid amounts for complex service contract
- Calculate tax

Training Options
- Boot Camp
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Online Training
  - R12 Oracle Payables Complex Work Functional Overview Ed 1
  - Instructor Led Training (delivered by Oracle University)
    - R12.x Oracle Payables Management Fundamentals

Topic 5: **Payables Overview**

Objectives
- Describe the Payables process flow
- Describe the key areas in the Payables process
- Identify Payables integration points
- Identify open interfaces to import data into Payables
- Set up and use Multiple Organization Access Controls (MOAC)

Training Options
- Boot Camps
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Online Training
  - R12: Enhanced Asset Tracking in Payables Functional Overview
  - R12: Multi-Org Access Control in Payables Functional Overview
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle Payables Management Fundamentals
Topic 6: Suppliers

Objectives
- Define suppliers and supplier sites
- Identify key reports related to suppliers and supplier sites
- Describe setup options - Purchasing
- Describe additional implementation considerations related to suppliers
- Describe setup options - Receiving
- Describe setup options - Others

Level
- Learner
- Practitioner

Training Options
- Boot Camp
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle Payables Management Fundamentals

Topic 7: Payments

Objectives
- Describe the payment process
- Describe key setup options
- Describe additional implementation considerations related to payments
- Describe Payment Manager
- Set up banks and bank accounts
- Enter single payments
- Process multiple payments
- Review and adjust payments
- Set up and create bills payable
- Create, apply, and release holds on prepayments
- Reconcile payments with Oracle Cash Management
- Use key standard reports

Level
- Learner
- Practitioner

Training Options
- Boot Camp
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Online Training
  - R12: Oracle Payables Payment Method Controls and Enhanced Information Functional Overview
  - R12: Oracle Payables Payment Manager Toolset Functional Overview
  - R12: Oracle Payables Bank, Branch and Account Technical Overview
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle Payables Management Fundamentals
Topic 8: **Invoices**

**Objectives**

- Import/Enter invoices and invoice distributions  
  - Level: Learner
- Match to purchase orders  
  - Level: Learner
- Validate invoices  
  - Level: Learner
- Apply and release holds  
  - Level: Practitioner
- Describe invoice approval workflow  
  - Level: Practitioner
- Describe key reports  
  - Level: Practitioner
- Describe setup options  
  - Level: Practitioner
- Describe additional implementation considerations related to invoices  
  - Level: Practitioner

**Training Options**

- **Boot Camp**
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- **Online Training**
  - R12: Oracle Payables Invoice Lines Functional Overview
  - R12: Oracle Payables Self-Service Invoice Entry Enhancements Functional Overview
  - R12: Oracle Payables Invoice Approval Functional Overview
  - R12: Oracle Payables Invoice Holds Resolution Work Flow Functional Overview
- **Instructor Led Training (delivered by Oracle University)**
  - R12.x Oracle Payables Management Fundamentals

Topic 9: **Expense Reports and Credit Cards**

**Objectives**

- Process various types of expense report  
  - Level: Practitioner
- Enter expense report templates  
  - Level: Learner
- Enter expense reports  
  - Level: Learner
- Apply advances  
  - Level: Learner
- Process procurement cards and credit cards  
  - Level: Learner

**Training Options**

- **Boot Camp**
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- **Online Training**
  - R12: Oracle Internet Expenses Functional Overview
- **Instructor Led Training (delivered by Oracle University)**
  - R12.x Oracle Payables Management Fundamentals
Topic 10: Period Close

Objectives
- Describe activities to be performed during the Period Close process in Payables and Purchasing
- Reconcile accounts payable transactions for the period
- Identify key programs and reports related to Period Close
- Describe setup options related to Period Close
- Describe additional implementation considerations related to Period Close
- Explain the prerequisites for the Period Close process
- Transfer from Payables to General Ledger

Level
- Learner
- Learner
- Practitioner
- Practitioner
- Practitioner

Training Options
- Boot Camps
  - Oracle E-Business Suite R12.1 Accounts Payable Implementation Boot Camp
- Online Training
  - R12 Improve Subledger Reconciliation for the Period End Close
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle Payables Management Fundamentals

Copyright © 2011, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners. 0109