

**Oracle® Fusion Applications Procurement, Payables, Payments,
and Cash Guide**

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Oracle® Fusion Applications Procurement, Payables, Payments, and Cash Guide

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Authors: Asra Alim, Wally Gardipe, Barbara Kostelec, Carol Ann Lapeyrouse

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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.



With a local installation of help, you can add custom help files to replace or supplement the provided content. Help content patches are regularly made available to ensure you have access to the latest information. Patching does not affect your custom content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. You can access the guides from the **Guides** menu in the global area at the top of Oracle Fusion Applications Help pages.

Note

The **Guides** menu also provides access to the business process models on which Oracle Fusion Applications is based.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.
- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.
- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

To supplement these guides, which cover specific business processes and offerings, the following guides address common areas:

Guide	Intended Audience	Purpose
Common User Guide	All users	Explains tasks performed by most users.
Common Implementation Guide	Implementors	Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.
Information Technology Management, Implement Applications Guide	Implementors	Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.
Technical Guides	System administrators, application developers, and technical members of implementation teams	Explain how to install, patch, administer, and customize Oracle Fusion Applications.

For guides that are not available from the Guides menu, go to Oracle Technology Network at <http://www.oracle.com/technetwork/indexes/documentation>.

Other Information Sources

My Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.

Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides visibility into service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production,

and changes. In Oracle Fusion Applications, you can use the Oracle Enterprise Repository for Oracle Fusion Applications for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.
- Publishing other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

The Oracle Fusion Applications information is provided as a solution pack that you can upload to your own deployment of Oracle Enterprise Repository for Oracle Fusion Applications. You can document and govern integration interface assets provided by Oracle with other assets in your environment in a common repository.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/us/corporate/accessibility/index.html>.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww@oracle.com. You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.

Manage Invoices

Receive and Process Invoices

Invoice Types: Explained

Oracle Fusion Payables provides various types of invoices. This table lists and describes each invoice type.

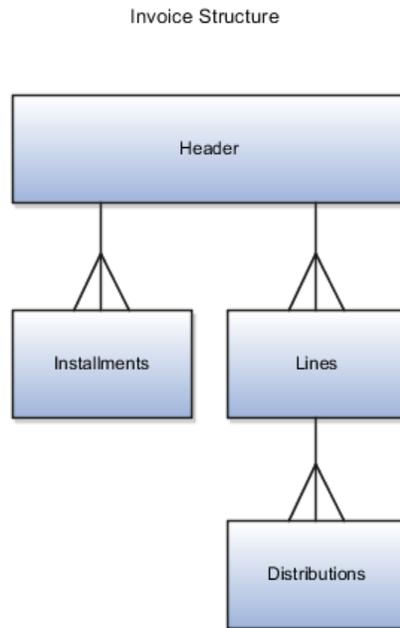
Invoice Type	Description
Standard	An invoice from a supplier that represents an amount due for goods or services rendered.
Prepayment	An advance payment to a supplier.
Credit memo	A document that extends a credit amount from a supplier for goods or services rendered.
Debit memo	A credit from a supplier that does not send you a credit memo.
Withholding tax	An invoice to a tax authority for withholding tax that is automatically generated. You can create withholding tax invoices manually if the option Allow manual withholding is enabled.
Interest	An invoice for interest on overdue invoices that is automatically generated.
Standard invoice request	An invoice submitted without a purchase order by a supplier through Oracle Fusion Supplier Portal that is pending review and approval by the appropriate persons within the deploying company.
Credit memo invoice request	A credit submitted without a purchase order by a supplier through Oracle Fusion Supplier Portal that is pending review and approval by the appropriate persons within the deploying company.
Payment request	A request from Oracle Fusion Expense or Oracle Fusion Receivables to disburse funds to a payee that is not defined as a supplier.

Invoice Components: How They Fit Together

An invoice is an itemized list of goods shipped or services rendered, with an account of all costs. Oracle Fusion Payables lets you capture all the attributes of the real-life invoice documents you receive from your suppliers.

A Payables invoice consists of the following components: header, lines, distributions, and installments. The invoice header has common information, such as invoice number and invoice date. Invoice lines record details of the goods and services. Distributions have invoice accounting details, and installments consist of payment due and discount information.

This figure shows the components of an invoice and their relationship to one another.



Header

The invoice header defines the common information about the invoice, such as the invoice number, invoice amount, supplier information, and payment terms.

Lines

Invoice lines record the details of the goods and services as well as the tax, freight, and miscellaneous charges invoiced by the supplier. Invoice lines also capture the details necessary for cross-product integration with applications, such as Oracle Fusion Assets and Oracle Fusion Purchasing. You can generate invoice lines automatically by matching an invoice to a purchase order schedule or receipt, or you can enter invoice lines manually. An invoice header can have multiple invoice lines.

Distributions

Distribution details include accounting date, distribution combinations, and project information. Payables uses distributions to create accounting entries for invoices. An invoice line can have one or more distributions.

Installments

Installments include information, such as invoice due dates, due amounts, discount dates, and payment methods. The dates and amounts are calculated based on the payment terms and terms date basis on the invoice header. An invoice can have one or more installments.

Invoice Line Types: Explained

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

This table describes the types of invoice lines.

Invoice Line Type	Description
Item	Details of goods and services.
Freight	Freight charges on an invoice. Freight charges can be allocated to Item lines.
Miscellaneous	Other charges on an invoice, such as installation or service. Miscellaneous charges can be allocated to Item lines.
Prepayment	Prepayment application or unapplication. Prepayment lines are created automatically.
Tax	Tax lines that are either generated automatically or entered manually.
Withholding tax	Withholding tax lines that are either generated automatically or entered manually.

Invoice Distributions: Explained

Invoice distributions provide accounting information for an invoice line, such as accounting date, amount, and distribution combination. Oracle Fusion Payables uses distributions to create accounting entries for invoices.

Note

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

Creating Invoice Distributions

You can create distributions for an invoice in the following ways:

- Automatically by matching an invoice to a purchase order or receipt.
- Automatically using a distribution set.
- Automatically through allocation of freight and miscellaneous lines.
- Manually on the Manage Distributions page.

Note

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

Invoice Installments: Explained

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

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

You can split an installment. For example, you split an installment to make payments on two different days or to use two different payment methods. You can also place or release holds on installments.

Splitting an Installment

When you split an installment, another installment is automatically created for half of the gross amount of the installment that you split. You can then edit the due and discount dates and amounts on the new installment. You cannot split an installment that is paid, partially paid, on hold, or selected in a payment process request.

Placing or Releasing a Hold on an Installment

Place a hold on an installment to prevent payment. You cannot place a hold on an installment that is paid, already on hold, or selected in a payment process request.

Prepayments: Explained

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

Prepayment setup options, such as **Show available prepayment during invoice entry**, are defined in the Prepayments region on the Manage Invoice Options page.

Creating a Prepayment

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

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

If you uncheck the option **Allow prepayment application**, you cannot apply the prepayment, and the prepayment is classified as permanent. An example of a permanent prepayment is a lease deposit for which you do not expect to receive an invoice.

Applying a Prepayment

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

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

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

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

Unapplying a Prepayment

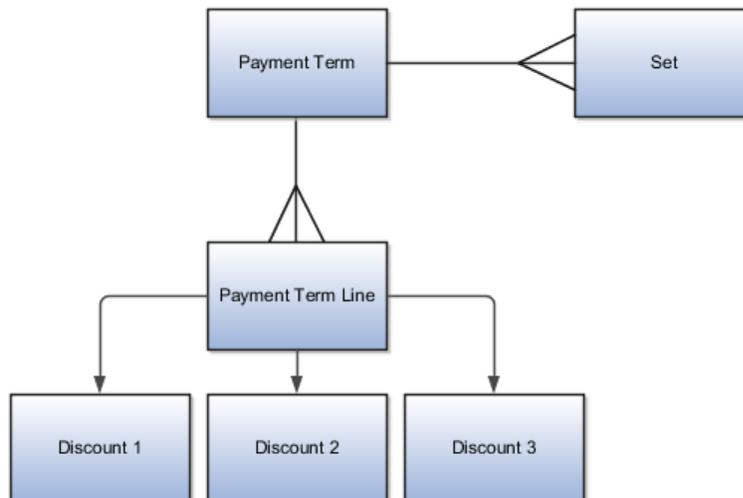
If a prepayment is mistakenly applied to an invoice, you can unapply the prepayment. The prepayment is then available for application to another invoice.

Payment Terms: Explained

Payment terms are used to automatically create installments on an invoice with up to three levels of discount. You can define payment terms to create multiple installments and multiple levels of discounts. Share payment terms across business units through set assignment.

Payment terms consist of one or more lines, each of which creates one invoice installment. Each payment term line and corresponding installment have a due date and up to three discount dates. Each payment term line and corresponding installment also have due or discount amounts. When you define payment terms, you specify either percentages or fixed amounts.

This figure shows the components of a payment term. Each payment term consists of one or more lines, and each line can have up to three discounts. Assign payment terms to one or more sets to share them across business units.



Important

If you update the payment terms on an invoice, Oracle Fusion Payables immediately recalculates the installments for the invoice. You must re-enter any manual adjustments you made to the previous installment.

Payment Terms Due Dates and Discount Dates

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

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

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

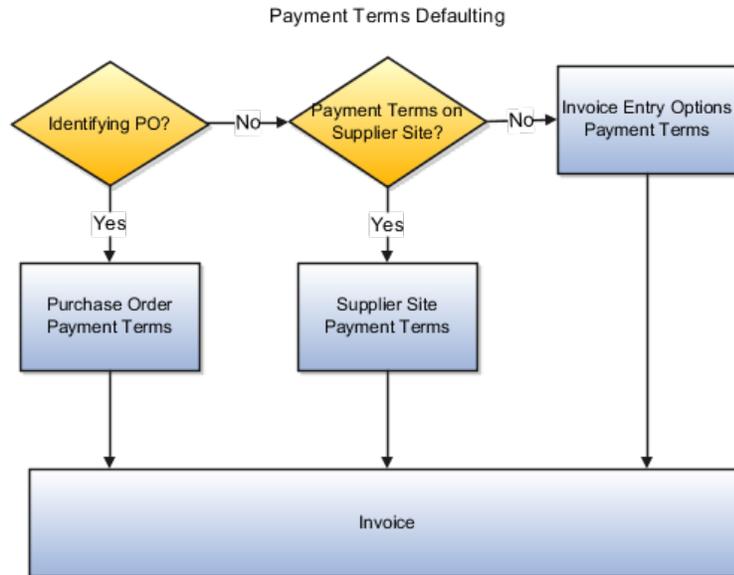
Note

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

Default Payment Terms

If you enter an **Identifying PO** on an invoice, the purchase order provides the default payment terms. If you do not enter an **Identifying PO**, the supplier site provides the default payment terms. If there are no payment terms for the supplier site, the payment terms from the Manage Invoice Options page are used. You can override the default payment terms on any invoice.

This figure shows the payment term defaulting flow during invoice entry.



Invoice Tolerances: Explained

Invoice tolerances determine whether matching holds are placed on an invoice for variances between invoice, purchase order, and receipt information. When you run the invoice validation process for an invoice matched to a purchase order or receipt, validation checks that the invoice matches the purchase order or receipt within the matching tolerances you define.

For example, if the billed amount for an item exceeds the amount or quantity tolerances, then invoice validation applies holds to the invoice and prevents payment until the holds are released.

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

Note

If you specify a percentage tolerance of zero, no variance is allowed. If you want a low tolerance, specify a small percentage. If an active tolerance does not have a value, then infinite variance is allowed.

Quantity Based

Quantity-based tolerances apply to invoices that you match to a purchase order where the match basis on the invoice is quantity. You can define the following quantity-based tolerances:

- **Ordered Percentage:** The percentage difference above the purchase order schedule line ordered quantity that you allow suppliers to invoice. The invoice validation process checks the billed quantity against the ordered quantity without taking price into consideration.
- **Maximum Ordered:** The quantity difference above the purchase order schedule line ordered quantity that you allow suppliers to invoice. The invoice validation process checks the billed quantity against the ordered quantity without taking price into consideration. Enter a maximum ordered quantity tolerance only if most of your purchase orders are for the same relative value.
- **Received Percentage:** The percentage difference above the purchase order schedule line received quantity that you allow suppliers to invoice. The invoice validation process checks the billed quantity against the received quantity without taking price into consideration.
- **Maximum Received:** The quantity difference above the purchase order schedule line received quantity that you allow suppliers to invoice. The invoice validation process checks the billed quantity against the received quantity without taking price into consideration. Enter a maximum quantity tolerance only if most of your purchase orders are for the same relative value.
- **Price Percentage:** The percentage difference above the purchase order schedule line unit price that you allow suppliers to invoice.
- **Conversion Rate Amount:** The amount of variance you allow between an invoice amount and the amount of the purchase order schedule that it is matched to. Invoice validation compares the ledger currency of each, based on the invoice and purchase order conversion rates respectively. Enter a conversion rate amount tolerance only if you enter foreign currency invoices in Oracle Fusion Payables.
- **Schedule Amount:** The amount of variance you allow between all invoice amounts in the transaction currency matched to a schedule, and the amount of the purchase order schedule.
- **Total Amount:** The total amount of variance you allow for both the **Conversion Rate Amount** variance and the **Schedule Amount** combined. If you do not use foreign currency, do not enter a value for this tolerance.

Amount Based

Amount-based tolerances apply to invoices that you match to a purchase order where the match basis on the invoice is amount. You can define the following amount-based tolerances:

- **Ordered Percentage:** The percentage difference above the purchase order schedule line ordered amount that you allow suppliers to invoice. The invoice validation process checks the billed amount against the ordered amount.
- **Maximum Ordered:** The amount difference above the purchase order schedule line ordered amount that you allow suppliers to invoice. The invoice validation process checks the billed amount against the ordered amount.
- **Received Percentage:** The percentage difference above the purchase order schedule line received amount that you allow suppliers to invoice. The invoice validation process checks the billed amount against the received amount.
- **Conversion Rate Amount:** The amount of variance you allow between an invoice amount and the amount of the purchase order schedule that it is matched to. Invoice validation compares the ledger currency of each, based on the invoice and purchase order conversion rates, respectively. Enter a conversion rate amount tolerance only if you enter foreign currency invoices in Payables.
- **Total Amount:** The total amount of variance you allow for both the **Conversion Rate Amount** variance and the **Schedule Amount** combined. If you do not use foreign currency, do not enter a value for this tolerance.

Invoices: How They Are Validated

Before you can pay or create accounting entries for any invoice, you must validate the invoice by selecting the Validate invoice action or by running or scheduling the Validate Payables Invoice process. Invoice validation performs various actions, such as calculating tax, checking that matching variances fall within specified amount or quantity tolerance limits, and placing holds for exception conditions.

Settings That Affect Invoice Validation

The following settings affect the invoice validation process:

- **Apply withholding tax:** If you set this option on the Manage Tax Reporting and Withholding Tax Options page to **At invoice validation**, the invoice validation process calculates withholding.
- **Create withholding invoice:** If you set this option on the Manage Tax Reporting and Withholding Tax Options page to **At invoice validation**, the invoice validation process creates withholding invoices.
- **Invoice tolerances:** The invoice validation process checks for matching variances using the quantity and amount tolerance templates assigned to a supplier. If a supplier does not have quantity or amount tolerance templates, invoice validation uses the tolerances specified on the Manage Invoice Options page.
- **Option parameter:** When you validate invoices as part of a batch, you can use the **Option** parameter to identify which invoices to process:

- **All:** Submits validation for all invoices that do not have a status of **Validated**. The invoice validation process reviews all invoice distributions that were not yet reviewed and reviews invoices with unreleased holds.
- **New:** Processes only invoice distributions that were entered or imported after the last validation cycle. The invoice validation process selects only invoice distributions that were not yet reviewed. Validation does not review any invoice distributions already on hold.

How Invoices Are Validated

Whether you validate an invoice online by selecting the Validate invoice action, or as part of a batch, by running the Validate Payables Invoice process, the invoice validation process:

- Generates distributions based on:
 - Line information such as default distributions, distribution sets, and overlay distributions
 - Freight or miscellaneous charge allocations
- Calculates tax
- Creates tax lines and distributions
- Calculates withholding
- Creates withholding invoices
- Checks for variances between ordered, received, and invoiced quantities or amounts
- Applies or releases holds
- Validates project information
- Checks conversion rate information
- Checks period status

Important

After you validate an invoice, you cannot enter manual tax lines.

These are examples of holds placed on an invoice by the Validate Payables Invoice process and how you can resolve them. You can release some invoice holds manually without submitting invoice validation. For other invoice holds, you must correct the exception by updating the invoice or purchase order, then resubmitting the validation process to release the hold. Review and adjust tolerance limits, if needed.

Example 1: Billed Quantity Exceeds Received Quantity

An invoice is on matching hold because the billed quantity exceeds the received quantity. For example, the billed quantity is 6 and the received quantity is 5. Your

receiving department receives the remaining goods and records the receipt. The quantity on your invoice line now matches the receipt quantity. You resubmit the validation process to release the hold.

Example 2: Invoice Price Exceeds Purchase Order Schedule Price

An invoice is on matching hold because the invoice price exceeds the purchase order schedule price. For example, the invoice unit price is 10.00 USD and the purchase order schedule price is 9.00 USD. A supplier sends a credit to correct the amount due on the previous invoice. You perform a price correction and resubmit the validation process to release the hold.

Invoice Installments: How They Are Recalculated

During invoice entry, Oracle Fusion Payables creates installments automatically using the payment terms and terms date. You can optionally have Payables recalculate invoice installments during the invoice validation process.

Settings That Affect Installment Recalculation

Payables recalculates installments during invoice validation when you set the **Recalculate invoice installments** option on the Manage Invoice Options page.

Restriction

Installments are recalculated unless you have manually updated any of the invoice installments or split the installment.

Installments are also recalculated if you set the **Exclude tax from discount calculation** option on the Manage Common Options for Payables and Procurement page and you manually change the tax amount. This re-creation of invoice installments is not based on the **Recalculate invoice installments** setting.

How Invoice Installments Are Recalculated

Payables uses the most recent of the available start date options and the most favorable of the available payment terms. Payables determines which payment terms are more favorable by comparing the ranks assigned to the terms.

This table shows the start dates and payment terms that installment recalculation uses for matched and unmatched invoices.

Matched to a PO	Start Date	Payment Terms
No	Most recent of the following: <ul style="list-style-type: none"> • Invoice date • Terms date • Goods received date plus receipt acceptance days 	Invoice payment terms

Yes	Most recent of the following: <ul style="list-style-type: none"> • Invoice date • Terms date • Goods received date plus receipt acceptance days 	More favorable of the following: <ul style="list-style-type: none"> • Invoice payment terms • PO payment terms
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Scanned Invoices: Explained

A scanned invoice is an invoice that is processed through the Oracle Fusion Payables integrated imaging solution.

The integrated imaging solution provides scanning of supplier invoices, intelligent character recognition, and automatic routing of invoice images for creation, completion, approval, and payment in Payables.

The integrated imaging solution uses:

- Oracle Document Capture to receive the scanned invoice image.
- Oracle Forms Recognition to scan the image and capture invoice header information.
- Oracle Imaging and Process Management to take the processed image and convert it into a BPEL task for routing to the proper accounts payable specialist for completion. Oracle Imaging and Process Management provides the repository to store the image, along with the captured attributes.

Scanning Invoice Attributes

You can configure Oracle Forms Recognition to capture the following invoice header attributes:

- Purchase order number
- Supplier
- Invoice number
- Invoice amount
- Invoice date
- Customer taxpayer ID

Routing Scanned Invoices

A BPEL process flow assigns the scanned images to Payables users based on routing rules to complete invoice entry. When an accounts payable specialist signs in to Payables, a list of assigned images is presented in the Invoices work area for invoice entry.

Completing Invoice Creation

After the accounts payable specialist selects an image to create an invoice, the key attributes extracted during the forms recognition are automatically defaulted

into the appropriate fields. The accounts payable specialist can view the invoice image in the contextual region to assist in completing invoice creation.

With a dual monitor setup, the invoice image and the Create Invoice page can be simultaneously displayed on each monitor. When the invoice is saved, the scanned invoice queue is updated, and a link to the image location is saved as an attachment to the invoice.

Matching Invoices to Purchase Orders or Receipts: Explained

Matching is the process of associating an invoice with a purchase order or receipt. You can match invoices to purchase orders or receipts to ensure that you pay only for goods or services that you ordered or received.

Matching to Purchase Orders

Match a single invoice to multiple purchase orders or match multiple invoices to a single purchase order. If you specify an **Identifying PO** during invoice entry, purchase order information, such as supplier, are automatically populated on the invoice header.

When you perform a match, the purchase order schedule information is used to create the invoice lines, and purchase order distribution information is used to create invoice distributions. Matching updates the quantity or amount billed on each matched purchase order schedule and its corresponding distributions.

If you match to a purchase order schedule with multiple distributions, then Oracle Fusion Payables automatically prorates the amount across all the distributions on the schedule. If you match directly to the purchase order distributions, then Payables allocates against only those matched distributions.

Matching to Receipts

Matching to receipts ensures you pay only for the goods or services received, and allows you to pay for partial shipments without getting invoice holds. In addition, any conversion rate variance is likely to be smaller because the time between the receipt and invoice is less than the time between the purchase order and invoice. If you use one of the periodic costing options in Oracle Fusion Cost Management to record the costs of goods that you order, it is critical that you always match to receipts to ensure accurate cost accounting.

Matching to Receipt Charges

When you match a freight, tax, or miscellaneous charge invoice to a receipt, the total cost of the goods on the receipt includes the freight, tax, or miscellaneous charges. Matching to receipt charges associates costs that are related to acquiring the goods that are on the receipt, but it does not affect the quantity and amounts billed on the purchase order schedule. Cost Management uses this information.

For example, you buy a 1000 USD computer from Company A. You hire Company B to ship it to you for 50 USD. You receive the computer. When you get the freight invoice from Company B, you can match that freight invoice to the receipt for the computer from Company A. This associates the 50 USD freight charge with the cost of the 1000 USD computer, making the total cost of the computer 1050 USD.

Invoice Corrections: Explained

Corrections enable you to adjust the invoiced price, quantity, or amount of previously matched purchase order schedules, distributions, or receipts. You can also adjust the invoiced amount of invoices that were not matched. The existing invoice, also known as the corrected invoice, is the invoice that the correction is adjusting, and it represents the actual quantity, unit price, and amount charged for the purchased goods or services.

You can perform price, quantity, and amount corrections. The type of correction that you can make to a matched invoice depends on the type of purchase order line you are correcting, whether it is amount-based or quantity-based. The correction is the difference between the original price, quantity, or amount, and the new price, quantity, or amount. For example, if the original unit price was 100 USD and the supplier is decreasing the price by 10 USD, the correction invoice is for -10 USD.

Price Corrections

Price corrections adjust the unit price of an invoice that was matched to a purchase order or receipt. Price correction invoices do not adjust the billed quantity on the purchase order. Create a credit or debit memo for a correction that represents a price decrease. Create a standard invoice for a correction that represents a price increase.

Here's an example of a price correction.

- The purchase order is for 5 units at 10 USD per unit.
- The invoice is overbilled by 2 USD per unit. The invoice is within tolerance so it is validated and paid. The invoice information is as follows:
 - 5 units at 12 USD per unit
 - Invoice price variance = 10 USD
 - Billed quantity = 5
- After the invoice price variance is discovered, the buyer contacts the supplier who agrees to issue a credit memo to offset the overbilled amount. The price correction corrects the invoice price variance without affecting the billed quantity on the purchase order schedule. The price correction information is as follows:
 - 5 units at -2 USD per unit
 - Invoice price variance is -10 USD
 - Billed quantity = 0

Quantity Corrections

Quantity corrections adjust the quantity of an invoice that was matched to a purchase order or receipt. Quantity correction invoices do not adjust the

unit price on a purchase order. Create a credit or debit memo for a quantity correction. You can allocate purchase order distributions for a quantity correction.

Here's an example of a quantity correction.

- The purchase order is for 200 chairs at 100 USD per chair.
- The invoice is for 200 chairs at 100 USD per chair. The billed quantity on the purchase order schedule is 200.
- The buyer receives the 200 chairs and finds that 10 are defective so returns them. The quantity correction corrects the billed quantity on the purchase order schedule without affecting the unit price on the purchase order. The quantity correction information is as follows:
 - -10 chairs at 100 USD per chair
 - Billed quantity = -10

Amount Corrections

Amount corrections adjust the amount of an invoice that was matched to a services-based purchase order or receipt. Amount corrections can also adjust the amount of an unmatched invoice. Create a credit or debit memo for a negative amount correction. Create a standard invoice for a positive amount correction.

Freight and Miscellaneous Charge Allocations: Explained

Allocations associate a freight or miscellaneous charge on an invoice with the cost of items on the invoice. When you allocate, freight or miscellaneous distributions are automatically created with the same distribution combinations as the item lines that you allocated them to. Allocation information is used to record the full cost of an item if you use one of the periodic costing options available in Oracle Fusion Cost Management.

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

Note

To determine inclusive tax and the available amount to allocate, Oracle Fusion Payables calculates tax when you select an allocation action.

Allocating All Lines

To allocate a freight or miscellaneous charge line to all item lines, you select the Allocate All Lines action from the invoice lines action menu. Oracle Fusion Payables automatically allocates the charge amount less inclusive tax across the item lines.

For example, a 110 USD invoice, has a freight charge of 10 USD and two item lines, one line for 75 USD, and another line for 25 USD. You allocate the freight to all lines and Payables automatically creates two distributions for the freight

charge, one for 7.50 USD, and one for 2.50 USD. The freight charge distributions have the same distribution combinations as the distributions for the item lines.

Allocating Specific Lines

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

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

Note

You can modify your saved allocations provided that distributions are not yet generated.

Taxes on Invoices: Explained

Oracle Fusion Payables integrates with Oracle Fusion Tax to support automatic tax calculation on payables invoices. Oracle Fusion Tax is a central repository of various tax rules and setups. It supports different types of taxes, such as self-assessed taxes, recoverable and nonrecoverable taxes, inclusive and exclusive taxes, exemptions, and exceptions.

Payables provides the tax support for withholding taxes and US 1099 income taxes.

Invoice Approval Actions: Points to Consider

If you are using the Invoice Approval workflow, you can perform the following actions on the Manage Invoices and Edit Invoices pages to initiate the approval process and handle approval exceptions:

- Initiate approval
- Stop approval
- Hold from approval
- Force approve
- Resubmit for approval

Initiate Approval

To submit an invoice for approval, select the **Initiate approval** action. You can select this action when the **Approval Status** on an invoice is **Required**. The workflow process starts and routes the invoice to the applicable approver who then approves or rejects the invoice. The **Approval Status** on the invoice is updated to **Initiated**.

Stop Approval

To stop the approval process for an invoice, select the **Stop approval** action. You can select this action when the **Approval Status** on an invoice is **Initiated**. The application cancels all pending workflow processes and all open notifications associated with the invoice. The **Approval Status** on the invoice is updated to **Stopped**.

Hold from Approval

To delay the approval process for an invoice, select the **Hold from approval** action. You can select this action when the **Approval Status** on an invoice is **Required**. The **Approval Status** on the invoice is updated to **Held from approval**. The invoice still requires approval before it can be paid and you must initiate approval for the invoice at a later time.

Force Approve

To force approve an invoice, for example if the invoice must be paid immediately, select the **Force approve** action. Before you can select this action, you must have the appropriate privileges and the **Allow force approval** option on the Manage Invoice Options page must be enabled. The **Approval Status** on the invoice is updated to **Manually approved**.

Resubmit for Approval

To resubmit an invoice for approval, select the **Resubmit for approval** action. You can select this action when:

- The **Approval Status** on an invoice is **Workflow approved** or **Manually approved**, and at least one of the following invoice attributes has changed:
 - Invoice amount
 - Line amount
 - Distribution combination
 - Distribution set
 - Tax amount
 - Line added
 - Line canceled
- The **Approval Status** on an invoice is one of the following:
 - Rejected
 - Stopped
 - Held from approval
 - Resubmit for approval

Types of Holds: Explained

Holds are constraints that Oracle Fusion Payables automatically applies to an invoice or supplier, or that you manually place on an invoice, to prevent payment and, in some cases, creation of accounting entries.

You can release some holds manually and Payables provides a predefined holds resolution workflow for manually releasable holds. Other holds require that you fix the exception condition before Payables releases the hold.

The different types of holds are as follows:

- Invoice holds
- Installment holds
- Supplier site holds
- System holds

Invoice Holds

Invoice holds are holds that you manually place on an invoice. Payables provides predefined holds, but you can define your own holds on the Manage Holds and Releases page. Payables does not automatically release holds that you apply manually. You must release them manually.

Installment Holds

Installment holds are holds that you manually place on an installment to prevent payment.

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

Note

You can review installment holds on the Manage Installments page, or in the Invoices Requiring Attention region on the Invoice Overview page.

Supplier Site Holds

Supplier site holds are holds on a supplier site that prevent payment of a supplier's invoices. Set supplier holds on the Invoicing tab on the Create and Edit Site pages.

This table describes the holds you can set for a supplier site.

Hold	Description	Manually Releasable?
Invoice amount limit	When you validate an invoice, Payables applies an Amount hold on an invoice if the invoice amount exceeds the limit specified.	Yes

All invoices	Payables prevents you from selecting the supplier site for payment in a payment process request or in a Quick payment. <hr/> Note View supplier sites with these holds in the Supplier Sites on Payment Hold region on the Payments Overview page.	No
Unmatched invoices	When you validate an invoice, Payables applies a Matching required hold on invoices that are not matched to a purchase order or receipt.	Yes
Unvalidated invoices	When you validate an invoice, Payables applies a Supplier hold on invoices created after you enable this hold. You can still pay invoices that were previously entered and validated.	Yes

System Holds

System holds are holds that Payables automatically applies for exception conditions when you validate an invoice.

An example of a system hold is the **Distribution variance** hold. If the sum of the invoice distribution amounts does not equal the invoice line amount, Payables applies a **Distribution variance** hold.

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

Some system holds can be manually released, such as holds for matching exceptions.

Invoice Holds and Releases: Explained

Use the Manage Invoice Holds and Releases page to define the names that you use to manually place and release holds on invoices. Associate names of holds with an invoice hold type and names of releases with an invoice release type. Assign the hold name you define to an invoice to place the invoice on hold. You cannot pay an invoice that has a hold applied to it. Use release names to remove the holds you applied.

Determine whether to allow accounting entry creation for the hold names you define. For example, if you assign a hold name that does not allow accounting to an invoice, you cannot create accounting entries for the invoice until you remove the hold. If you want to use the holds and releases you define in the

Holds Resolution workflow process, specify additional hold and release name attributes.

Oracle Fusion Payables predefines hold and release types along with hold and release names that it uses during the invoice validation process. You can query the predefined types and names on the Manage Invoice Holds and Release page, but you cannot modify them.

Invoice Hold Types

This table lists the predefined hold types and whether you can define hold names for them.

Hold Type	Allow User-Defined Hold Name
Account Hold Reason	No
Future Period Hold Type	No
Insufficient Information	No
Invoice Hold Reason	Yes
Invoice Line Reason	Yes
Matching Hold Reason	No
Variance Hold Reason	No

Invoice Release Types

This table lists the predefined release types and whether you can define release names for them.

Release Type	Allow User-Defined Release Name
Account Release Reason	No
Future Period Release	No
Hold Quick Release Reason	Yes
Invoice Quick Release Reason	Yes
Invoice Release Reason	Yes
Matching Release Reason	Yes
Sufficient Information	No
Variance Release Reason	Yes

Creating Invoices in a Spreadsheet: Points to Consider

Oracle Fusion Payables provides a spreadsheet template that you can download to enter invoices, and then optionally submit the Payables Import Invoices process.

Creating Invoices in a Spreadsheet

Consider creating invoices in a spreadsheet to:

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

Document Sequences in Payables: Explained

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

Voucher numbers provide proof of completeness. If you use sequential voucher numbers, you can confirm that no document was lost.

Document Sequencing

Assigning unique voucher numbers to documents is called document sequencing.

Audit Table

When defining a new sequence, you must enter the name of the table that stores sequence audit information. For document sequences used by Payables, the audit table name is AP_DOC_SEQUENCE_AUDIT.

Document Categories

You can set up document sequencing for different types of documents or document sequence categories. For example, you may decide to assign the sequence of numbers to the Payables document category Credit Memo Invoices. Then, each credit memo you create will have a unique voucher number.

Following are some of the predefined categories that Payables provides:

- Standard Invoices
- Credit Memo Invoices
- Debit Memo Invoices
- Interest Invoices
- Electronic Payments
- Check Payments
- Clearing Payments

Variance Accounts: Explained

The accounts to which Oracle Fusion Payables records invoice distributions and any related variance distributions depend on your accrual method, receipt or

period end, and the item type, expense or inventory. Payables creates all variance distributions at invoice validation time.

Accrual Methods

If you use the receipt accrual method, also known as perpetual accrual, the application automatically records an accrual when you record an item as received in Oracle Fusion Receiving. When you create accounting entries for the invoice, Payables reverses this accrual and records the accounts payable liability.

If you use period end accruals, run the Create Period End Accruals process to create accrual journal entries for all receipts for which an invoice was not received by the end of the period. These journal entries are automatically reversed in the next period. When you create accounting entries for the invoice, Payables records the expense and the accounts payable liability.

Item Types

For inventory items you must use the receipt accrual method. For expense items, you can set the **Accrue Expense Items** common option, to either **At receipt** or **Period end**. If the option is set **At receipt**, you can change it to **Period End** at the PO schedule level.

Variance Accounts for Expense Items

This table lists the variance accounts used for expense items.

Accrual Method	Invoice Distribution Combination	Quantity Variance	Invoice Price Variance	Conversion Rate Variance
At Receipt	Expense Accrual Account	Expense Accrual Account	Invoice Price Variance Account	Conversion Rate Variance Gain or Loss Account
Period End	PO Charge Account	PO Charge Account	PO Charge Account	PO Charge Account

Variance Accounts for Inventory Items

This table lists the variance accounts used for inventory items.

Accrual Method	Invoice Distribution Combination	Quantity Variance	Invoice Price Variance	Conversion Rate Variance
At Receipt	Inventory Accrual Account	Inventory Accrual Account	Invoice Price Variance Account	Conversion Rate Variance Gain or Loss Account

Withholding Tax: Explained

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

The withheld amount is calculated according to how you set the **Apply Withholding Tax** option. If you apply withholding tax at invoice validation, then the withheld amount is based on the invoice amount. On the other hand, if you apply withholding tax at payment, then the withheld amount is based on the payment amount.

Review withheld amounts online or run the standard reports.

Setting Up Automatic Withholding Tax

To automatically withhold tax, perform the following steps:

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

Withholding Tax Automatically

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

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

Restriction

- Automatic withholding tax is calculated only once.
- Automatic withholding tax is not calculated:
 - After you enter a manual withholding line.
 - If you pay an invoice with a manual payment or a refund, and the option to apply withholding is at payment time.

Creating Withholding Invoices

After you apply withholding tax to an invoice, you can optionally create invoices to remit the withheld tax to a tax authority. Payables can automatically create withholding tax invoices, or you can perform this task manually. To create withholding tax invoices automatically, set the **Create Withholding Invoice**

option to specify whether to create withholding invoices at invoice validation or at payment.

Reporting on Withheld Tax

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

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

Track as Asset: Explained

You can enter invoices for asset items in Oracle Fusion Payables and then import the invoice distributions into Oracle Fusion Assets.

The **Track as asset** option identifies which invoice distributions to import. Payables transfers invoice distributions to Assets when you run the Create Mass Additions process. You can then create assets from the imported distribution information.

Important

Enabling the **Track as asset** option does not mean that Assets automatically imports a distribution. The Create Mass Additions process checks that other conditions are also met.

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

- Asset accounts
- Expense accounts

Asset Account Distributions

If you enter an account type of Asset on an invoice line, the **Track as asset** option on the corresponding invoice distribution is automatically enabled when distributions are generated. You cannot disable the option on the distribution.

If you enter an account type of Asset on an invoice distribution, the **Track as asset** option on the distribution is automatically enabled. You cannot disable the option.

If you enter a distribution set on an invoice line, when the distributions are generated, the **Track as asset** option is automatically enabled on the distributions of the Asset accounts that are included in the set.

Expense Account Distributions

If you enter an account type of Expense on an invoice line and want to import the information to Assets, enable the **Track as asset** option to provide the default value on the invoice distribution. You can also enable the option on the invoice

distribution at any time before the invoice accounting entries are transferred to the general ledger.

Recording and Transferring Projects Information: Explained

If you are using Oracle Fusion Project Costing, you can record project information on invoice distributions for noninventory expenses. For each transaction, Oracle Fusion Payables records the project name, task, and expenditure information. Project-related transactions are transferred back to Project Costing where the transactions are recorded and associated with particular projects.

Recording Project Information

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

- Specify project information on an invoice line to provide default project information to distributions for that line.
- Specify a distribution set that has project information on an invoice line.
- Specify project information on the Manage Distributions page.

Transferring Project Information

After the invoice is accounted, you can transfer the project information from Oracle Fusion Subledger Accounting to Project Costing by running the Submit Import and Process Cost Transactions program from the Project Costing work area. When submitting the program, select the **Transaction Source** of Payables. Review the results in Project Costing to confirm the invoice lines are transferred.

Transferring Costs to Cost Management: Explained

Cost Management is a business process that companies use to:

- Collect, report, and control the costs of doing business
- Generate actionable insights into product profitability and cost improvement opportunities

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

Payables Integration with Cost Management

Payables transfers cost details from invoices that are matched to a purchase order. Accruals are created against receipts based on the purchase order price, and any difference between the invoice and purchase order is considered an invoice price variance and absorbed in Cost Management. Payables also transfers any corrections to PO-matched invoices.

Note

Item costs and item nonrecoverable taxes are transferred to Cost Management. Other charges, such as freight, miscellaneous, and recoverable taxes are not transferred.

After the invoices are accounted, you can transfer the costs to Cost Management by submitting the Transfer Costs to Cost Management program from Payables.

Open Interface Import: How Invoices Are Imported

Use the Payables Import Invoices program to create invoices from invoice records in the Oracle Fusion Payables Open Interface tables. When import is complete, you can query the invoices in Payables and validate them.

Settings That Affect Open Interface Import

This table describes the parameters that you set for the invoice import process.

Parameter	Description
Report ledger	Specify the name of a ledger.
Business unit	Specify the name of a business unit.
Source	Select the source of invoices to import.
Import set	Specify an import set to limit the import to invoices with a particular import set in the Payables Open Interface tables. You can import data for the same source by specifying a unique import set for each request. This reduces the processing time of your import. Payables Open Interface Import imports data with the source and group combination you specify.
Invoice group	Specify the name of an invoice group. If you are importing invoice records from the Invoices Spreadsheet source, enter the Invoices Spreadsheet Invoice Group name.
Hold	Enter the name of an invoice hold to apply a hold to all imported invoices.
Hold reason	Edit or accept the invoice hold reason description.
Accounting date	Specify an accounting date. Payables assigns the entered Accounting Date to any invoice in the batch that does not already have an accounting date at the line or header level. If you do not enter a value here, or at the line or header level, then during import the Accounting Date is assigned based on the Accounting Date Basis option.
Purge	Select whether to delete from the Payables Open Interface tables all successfully imported invoice records that match the business unit, source, and import set. The purge program always purges successful records based on business unit, source and import set. So records which were processed in any earlier run are also purged in the current run if the three parameters match. Payables does not delete any invoice data for which it has not yet created invoices.

Summarize report	<p>Select whether to summarize the audit portion of the Payables Open Invoices Interface Import Report.</p> <hr/> <p>Note</p> <p>If you do not summarize, and you are importing a large number of invoice records, the report could be very long.</p>
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How Invoices Are Imported

Run the import from the Manage Scheduled Processes page. Successfully imported invoices have distributions and scheduled payments, and can be queried, modified and validated. Import rejects invoice records that have insufficient or invalid data. Payables automatically produces a report so you can review the invoices that could not be imported. Fix the problems that are identified in the report using the corrections spreadsheet, and then resubmit Payables Invoice Import.

Invoice Open Interface Table AP_INVOICES_INTERFACE

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

The Import Payables Invoices program builds Payables invoices based on the invoice records in the Payables Open Interface tables. After the import program builds the invoices, they can be viewed, modified, and validated on the Manage Invoices page. The invoice data includes Oracle B2B XML invoices from your suppliers and invoice records that you entered on the invoice spreadsheet.

INVOICE_ID

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

Validation

None.

Destination

None.

INVOICE_NUM

Enter the invoice number that you want to assign to the invoice created in Payables from this record. If you do not enter a value, then the system date at the time of import is used as the default invoice number. If you enter more than one invoice for a supplier, then be sure to enter unique invoice numbers rather than

using the default value or the invoices will have duplicate invoice numbers and will be rejected during import.

Validation

Must be a unique number for the supplier. If you assign a duplicate invoice number for the supplier, the Import Payables Invoices program does not create an invoice from this record.

Destination

AP_INVOICES_ALL.INVOICE_NUM

INVOICE_TYPE_LOOKUP_CODE

Type of invoice: CREDIT or STANDARD. If you do not enter a value, the import program assigns a value based on the value of INVOICE_AMOUNT. If INVOICE_AMOUNT is less than zero, the invoice type is Credit. If INVOICE_AMOUNT is zero or greater, the invoice type is Standard.

Validation

The value must be CREDIT or STANDARD. The invoice type must correspond to the invoice amount if it is CREDIT or STANDARD. For example, a CREDIT invoice must have an invoice amount that is less than zero.

Destination

AP_INVOICES_ALL.INVOICE_TYPE_LOOKUP_CODE

INVOICE_DATE

Date of the invoice.

If you do not enter a value, the date you submit the Import Payables Invoices process is used as the invoice date and if the Enable Legal Entity Time Zone profile is enabled, it is the date of the legal entity time zone.

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

Validation

The value must be in a valid date format.

Destination

AP_INVOICES_ALL.INVOICE_DATE

PO_NUMBER

Number of the purchase order to which you are matching the invoice.

If you match the invoice to a purchase order by entering a value, then during the Import Payables Invoices process, the purchase order information is used to create distributions and populate various columns in the AP_INVOICE_DISTRIBUTIONS_ALL table. If you do not create invoices from a spreadsheet, and if you do not specify a supplier in the AP_INVOICES_INTERFACE table, then the PO_NUMBER value is used to derive AP_INVOICES_ALL.VENDOR_ID, and if you do not specify the supplier site, the PO_NUMBER value could be used to derive AP_INVOICES_ALL.VENDOR_SITE_ID.

To match an invoice to a purchase order, you do not need to enter a value at the invoice header level if you enter a value at the line level in AP_INVOICE_LINES_INTERFACE.PO_NUMBER.

Validation

This value must match a valid, approved, open purchase order for the same supplier. The purchase order must not be final matched. You can obtain a list of valid values from PO_HEADERS.SEGMENT1.

Destination

None.

VENDOR_ID

Internal identifier for the supplier.

You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, or PO_NUMBER. If you have not yet entered the supplier in Oracle Fusion Supplier Portal, enter it before running the import process.

Validation

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

Destination

AP_INVOICES_ALL.VENDOR_ID

VENDOR_NUM

Number of the supplier.

You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE_CODE, or PO_NUMBER. If you have not yet entered the supplier in Supplier Portal, then enter it before running the import process.

Validation

The number you enter must be for an existing, valid supplier. You can obtain a list of valid values from PO_VENDORS.SEGMENT1.

Destination

None. This value is used to enter AP_INVOICES_ALL.VENDOR_ID.

VENDOR_NAME

Name of the supplier.

You must identify the supplier by entering a value for one of the following columns in this table: VENDOR_ID, VENDOR_NUM, VENDOR_SITE_ID, VENDOR_SITE_CODE, or PO_NUMBER. If you have not yet entered the supplier in Supplier Portal, then enter it before running the import process.

Validation

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

Destination

None. This value is used to enter AP_INVOICES_ALL.VENDOR_ID.

VENDOR_SITE_ID

Internal identifier for the supplier site.

If you do not provide a valid value to identify the pay site in VENDOR_SITE_CODE or VENDOR_SITE_ID, then the import process searches for a valid supplier pay site in the following order:

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

Import rejects the invoice if it cannot identify a valid supplier site.

Validation

The ID you enter must be for an existing, valid supplier site for the supplier you specify in VENDOR_NUM or VENDOR_ID. You can obtain a list of valid values from PO_VENDOR_SITES.VENDOR_SITE_ID. The site must also be a pay site.

Destination

AP_INVOICES_ALL.VENDOR_SITE_ID

VENDOR_SITE_CODE

Name of the supplier site.

If you do not provide a valid value to identify the pay site in VENDOR_SITE_CODE or VENDOR_SITE_ID, then the import process searches for a valid supplier pay site in the following order:

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

Import rejects the invoice if it cannot identify a valid supplier site.

Validation

This must be a valid, active supplier site for the supplier you specify in VENDOR_NUM or VENDOR_ID. You can obtain a list of valid values from PO_VENDORS.VENDOR_SITE_CODE. The site must also be a pay site.

Destination

None. This value is used to enter AP_INVOICES_ALL.VENDOR_SITE_ID.

INVOICE_AMOUNT

Amount of the invoice.

Do not exceed the precision of the currency for the invoice. For example, if you are entering an amount in US dollars, then do not enter more than two numbers after the decimal point.

Validation

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

Destination

AP_INVOICES_ALL.INVOICE_AMOUNT

INVOICE_CURRENCY_CODE

Currency for the invoice.

If you do not enter a value, then the supplier site value defaults during import.

Note

When the entered currency and payment currency are associated fixed-rate currencies, the PAYMENT_CROSS_RATE_TYPE, PAYMENT_CROSS_RATE, and PAYMENT_CROSS_RATE_DATE are not imported to AP_INVOICES_ALL.

Validation

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

Destination

AP_INVOICES_ALL.INVOICE_CURRENCY_CODE

EXCHANGE_RATE

Invoice conversion rate for a foreign currency invoice.

If the **Require conversion rate entry** option is enabled, then you must provide either a conversion rate or sufficient information for import to derive the conversion rate. If EXCHANGE_RATE_TYPE is set to User, then you must provide a value for EXCHANGE_RATE.

If you did not enter the invoice record in the invoice spreadsheet, and if you enter SPOT or CORPORATE as the EXCHANGE_RATE_TYPE, then the import program supplies the conversion rate value, and you should leave this column null.

If the entered currency has a fixed rate to your ledger currency, then import overwrites any value you enter with the fixed rate. You can see any occurrences of import overwriting the conversion rate by reviewing the log file for the import.

Validation

If you entered the invoice record in the invoice spreadsheet, then do not overwrite the value that the spreadsheet provides or import rejects the invoice record.

Destination

AP_INVOICES_ALL.EXCHANGE_RATE

EXCHANGE_RATE_TYPE

Type of conversion rate used to calculate the conversion rate between the entered currency and the ledger currency.

If the value in the INVOICE_CURRENCY_CODE column is a foreign currency, then enter a value in this column to indicate which conversion rate type you are using. You can enter a predefined or user-defined conversion rate type.

If the invoice record has a foreign currency and you do not enter a value for EXCHANGE_RATE_TYPE, then during import, the Conversion Rate Type selected on the Manage Common Options for Payables and Procurement page is used. If the entered currency and the ledger currency are associated fixed-rate currencies, such as EUR and another EMU currency, then enter EMU Fixed.

Validation

Payables uses five types of conversion rates: User, Spot, Corporate, EMU Fixed, and user-defined. If you use Spot, Corporate, or any user-defined rate type, the value you enter here is validated against the GL_DAILY_RATES table. If you use EMU Fixed, Payables provides the conversion rate during import. If you use User as the conversion rate type, you must either enter a value for EXCHANGE_RATE.

Destination

AP_INVOICES_ALL.EXCHANGE_RATE_TYPE

EXCHANGE_DATE

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

Validation

Must be in valid date format.

Destination

AP_INVOICES_ALL.EXCHANGE_DATE

TERMS_ID

Internal identifier for the payment terms.

You maintain payment terms on the Manage Payment Terms page. If you want to specify payment terms, you must enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

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

1. Invoice header record TERMS_ID or TERMS_NAME
2. Purchase order terms for the purchase order in the invoice header, if the invoice record is purchase order matched at the header level
3. Purchase order terms for the purchase orders to which one or more lines are matched directly, or indirectly through a receipt (if not more than one set of terms is represented)
4. Supplier site
5. **Payment terms** invoice option

If none of these sources has a value for payment terms, then the invoice record is rejected.

If you use calendar-based payment terms and no calendar period is defined for the terms date, then the import process uses the terms date as the due date when it creates the installment.

Validation

Terms must be valid terms in the AP_TERMS table.

Destination

AP_INVOICES_ALL.TERMS_ID

TERMS_NAME

Payment terms. You maintain payment terms on the Manage Payment Terms page. If you want to specify payment terms, you must enter a value in only one of the following columns: TERMS_NAME or TERMS_ID.

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

1. Invoice header record TERMS_ID or TERMS_NAME
2. Purchase order terms for the purchase order in the invoice header, if the invoice record is matched to a purchase order at the header level
3. Purchase order terms for the purchase orders to which one or more lines are matched directly, or indirectly through a receipt (if not more than one set of terms is represented)
4. Supplier site
5. **Payment terms** invoice option

If none of these sources has a value for payment terms, then the invoice record is rejected.

If you use calendar-based payment terms and no calendar period is defined for the terms date, then import uses the terms date as the due date when it creates the installment.

Validation

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

Destination

None. This value may be used to enter a value for AP_INVOICES_ALL.TERMS_ID.

DESCRIPTION

Enter the description that you want to assign to the invoice created from this record. If you are matching to a purchase order and you do not enter a value here, then Import Payables Invoices assigns the item description from the purchase order line to AP_INVOICES_ALL.DESCRPTION.

Validation

None.

Destination

AP_INVOICES_ALL.DESCRPTION

AWT_GROUP_ID

Internal identifier for the automatic withholding tax group.

The withholding tax group you identify in this table in the AWT_GROUP_ID or AWT_GROUP_NAME columns is used to assign a withholding tax group to a line only if you do not identify one for the invoice in one of the following columns: AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME.

If a value is not provided for this column and withholding is enabled in setup and for suppliers, then the import process searches the sources in the following order:

1. User provided value
2. Supplier site default value
3. Withholding options in Payables setup

Validation

If this value is used during import, it must be a valid value in AP_AWT_GROUPS.

Destination

AP_INVOICES_ALL.AWT_GROUP_ID, only if you do not enter another value for AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME

AWT_GROUP_NAME

Name of the automatic withholding tax group.

If you identify a withholding tax group in this table in the AWT_GROUP_ID or AWT_GROUP_NAME columns, it is used only if you do not identify a withholding tax group for the invoice lines in the AP_INVOICE_LINES_INTERFACE.AWT_GROUP_ID or AP_INVOICE_LINES_INTERFACE.AWT_GROUP_NAME columns. You maintain withholding tax groups on the Manage Withholding Tax Groups page.

Validation

Value must be valid and active in AP_AWT_GROUPS.

Destination

None.

LAST_UPDATE_DATE

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

Validation

Must be in valid date format.

Destination

AP_INVOICES_ALL.LAST_UPDATED_DATE,
AP_PAYMENT_SCHEDULES.LAST_UPDATED_DATE

LAST_UPDATED_BY

Enter the user name of the person who last updated this record, usually the same value as the CREATED_BY column. If you do not enter a value here, then the

user name of the person who submits the Import Payables Invoices process is used.

Validation

None.

Destination

AP_INVOICES_ALL.LAST_UPDATED_BY,
AP_PAYMENT_SCHEDULES.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

The session ID of the last update. Do not enter a value in this column. It is for internal use only.

Validation

None.

Destination

AP_INVOICES_ALL.AP_LAST_UPDATE_LOGIN,
AP_PAYMENT_SCHEDULES.AP_LAST_UPDATE_LOGIN

CREATION_DATE

Enter the date on which you load this record into the interface table. This date is used for reference and audit purposes. When Import Payables Invoices creates an invoice from this record, it does not use this date as the creation date for the invoice; it uses the system date at the time you submit the import process.

Validation

Must be in valid date format.

Destination

AP_INVOICES_ALL.CREATION_DATE,
AP_PAYMENT_SCHEDULES.CREATION_DATE

CREATED_BY

Enter the user name of the person that loads this record into the table. Import Payables Invoices transfers this ID to the AP_INVOICES_ALL and AP_PAYMENT_SCHEDULES tables during import so that the creator of the record becomes the invoice and installment creator. If you do not enter a value, then the user name of the person who submits the Import Payables Invoices process is used.

Validation

None.

Destination

AP_INVOICES_ALL.CREATED_BY,
AP_PAYMENT_SCHEDULES.CREATED_BY

ATTRIBUTE_CATEGORY

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

Validation

None.

Destination

AP_INVOICES_ALL.ATTRIBUTE_CATEGORY

ATTRIBUTE1-15

Enter descriptive flexfield information that you want to import for an invoice. The structure of the information you enter in these columns, such as data types and value sets must match the structure of the descriptive flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information on the invoice pages.

Validation

None.

Destination

AP_INVOICES_ALL.ATTRIBUTE1-15

GLOBAL_ATTRIBUTE_CATEGORY

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

Validation

None.

Destination

AP_INVOICES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1-20

Enter descriptive flexfield information that you want to import for an invoice. The structure of the information you enter in these columns, such as data types and value sets must match the structure of the descriptive flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information on the invoice pages.

Validation

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

Destination

AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1-20

STATUS

Do not enter a value in this column. It is for internal use only.

Validation

None.

Destination

None.

SOURCE

Source of the invoice data. Examples include spreadsheet invoices and B2B XML invoices.

You define additional values for Source on the Manage Payables Lookups page. If you have defined additional sources, you should use a source name for only one type of source. For example, do not use the same source name for invoices that you enter in the spreadsheet and invoices that you load with SQL*Loader. The Source name also determines which records are selected for import. You specify a Source name when you submit Import Payables Invoices.

Validation

If you do not use a predefined source, you must enter the name exactly as you have defined for the lookup value or Import Payables Invoices does not create an invoice from the record. The lookup value must have the Type SOURCE.

Destination

AP_INVOICES_ALL.SOURCE

GROUP_ID

Identifier for this batch. When you submit Import Payables Invoices, you must specify a Source and you can optionally specify a Group. Processing records by Group allows you to concurrently import or purge records for the same Source. You may want to assign a Group ID if you are processing a large number of records, for example, importing legacy data.

Validation

None.

Destination

None.

REQUEST_ID

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

Validation

None.

Destination

None.

PAYMENT_CROSS_RATE_TYPE

If the entered currency and payment currency are associated fixed-rate currencies, enter EMU FIXED. Otherwise, leave this column null.

Validation

If the entered currency and payment currencies are different fixed-rate currencies, then during import, Payables overwrites whatever value you enter here with EMU FIXED. If the invoice and payment currencies are the same, this column must be null.

Destination

AP_INVOICES_ALL.PAYMENT_CROSS_RATE_TYPE

PAYMENT_CROSS_RATE

If the entered currency and payment currency are different currencies and are both associated fixed-rate currencies for example, euro and another EMU currency, you can enter the fixed cross rate. If you leave this value null, the cross rate is provided during import.

Validation

If this value is different from the cross rate in the GL_DAILY_RATES table, the fixed rate in the GL_DAILY_RATES table is used, and the value you provided is ignored. If the entered currency and payment currency are the same, you can enter 1 as the value.

Destination

AP_INVOICES_ALL.PAYMENT_CROSS_RATE

PAYMENT_CROSS_RATE_DATE

Date that the cross rate between the entered currency and the payment currency is effective.

Validation

This value must be the exact cross rate in the GL_DAILY_RATES table. If the values for PAYMENT_CURRENCY_CODE and INVOICE_CURRENCY_CODE are different, you must enter a value for PAYMENT_CROSS_RATE_DATE, and the two currencies must have a fixed rate effective as of the cross rate date or the invoice is rejected.

Destination

AP_INVOICES_ALL.PAYMENT_CROSS_RATE_DATE

PAYMENT_CURRENCY_CODE

Currency for the payment. If you do not provide a value, then during import, PAYMENT_CURRENCY_CODE is set to the same value as INVOICE_CURRENCY_CODE, the PAYMENT_CROSS_RATE is set to 1, and the PAYMENT_CROSS_RATE_TYPE and the PAYMENT_CROSS_RATE_DATE are both set to null.

Validation

If the entered currency is not a fixed-rate currency, this value must be the same as INVOICE_CURRENCY_CODE. If the entered currency is a fixed-rate currency, such as EUR or an EMU national currency, you can enter an associated fixed-rate currency. This must be a valid, active currency from FND_CURRENCIES.CURRENCY_CODE.

Destination

AP_INVOICES_ALL.PAYMENT_CURRENCY_CODE

DOC_CATEGORY_CODE

If you are using automatic sequential numbering, then Import Payables Invoices uses this column to assign a document category to the invoice it creates.

If the Sequential Numbering Enforced profile is set to Always Used or Partially Used, and you do not enter a value in this column, then during import, Payables uses STANDARD as the category if the invoice amount is zero or positive, and CREDIT if the invoice amount is negative. Payables assumes that a valid automatic sequence exists for such categories.

If you enable the **Allow Document Category Override** option, you can enter the document category you want Import Payables Invoices to assign to the invoice created from this record, instead of the Standard or Credit document category.

Validation

The value is a valid value in AP_INVOICES_ALL.FND_DOC_SEQUENCE_CATEGORIES. Do not enter a value in this column unless the Sequential Numbering Enforced profile is set to Always Used or Partially Used, and the **Allow Document Category Override** option is enabled. If you enter the value of STANDARD, then the invoice amount must be positive, and if you enter

the value of CREDIT, then the invoice amount must be negative. If you enter a document category, it must have an active, automatic sequence assigned to it.

Destination

AP_INVOICES_ALL.DOC_CATEGORY_CODE

VOUCHER_NUM

If you use manual sequential numbering, then enter a unique value for the voucher number you want to apply to the invoice created from this record. The number should not exceed nine digits or you will have problems processing the invoice in Payables.

Validation

If you use manual sequential numbering, the application validates the voucher number for uniqueness. If you use automatic sequential numbering, Payables ignores any value you load into this column and instead selects the next available number for the numbering sequence assigned to the document category for imported invoices.

Destination

AP_INVOICES_ALL.VOUCHER_NUM

PAY_GROUP_LOOKUP_CODE

Pay Group to which the invoice is assigned.

If you do not enter a value, the supplier site provides the default value. If the supplier site does not have a value for Pay Group, then the supplier provides the default value. If neither the supplier nor the supplier site has a value, the default Pay Group defined for the invoice option is used.

Validation

The value must be a valid and active value in AP_LOOKUP_CODES.LOOKUP_CODE, with a LOOKUP_TYPE value of PAYGROUP.

Destination

AP_INVOICES_ALL.PAY_GROUP_LOOKUP_CODE

GOODS_RECEIVED_DATE

If you do not provide a value for TERMS_DATE, and if the **Terms Date Basis** invoice option is set to **Goods received date**, then the value provided here is used as the terms date.

Validation

The value must have a valid date format.

Destination

AP_INVOICES_ALL.GOODS_RECEIVED_DATE

INVOICE_RECEIVED_DATE

If you do not provide a value for TERMS_DATE, and if the **Terms Date Basis** invoice option is set to **Invoice received date**, then the value provided here is used as the terms date.

Validation

The value must have a valid date format.

Destination

AP_INVOICES_ALL.INVOICE_RECEIVED_DATE

ORG_ID

Organization identifier.

Spreadsheet invoice records are assigned the ORG_ID associated with the user's job role. If this column has no value, then the ORG_ID associated with the job role that submitted import is used.

Validation

Must be a valid organization. Purchase order matched invoices must use an organization consistent with the purchase order.

Destination

AP_INVOICES_ALL.ORG_ID

GL_DATE

The accounting date for the invoice.

Note

If the invoice created is matched to a purchase order, then invoice distributions are created immediately. The import process searches for an accounting date value to assign to the invoice distribution. The value is assigned from the first source that import finds. Import searches the sources in the following order:

1. Invoice line record
 2. Invoice header record
 3. **Accounting Date** parameter from the import submission
 4. **Accounting Date Basis** invoice option
-

Note

The following occurs if import searches at the accounting date basis level: If the **Accounting Date Basis** invoice option is set to **Goods received or invoice date**, then the Goods Received Date is used. If it is not populated, then the Invoice Date is used. If the Accounting Date Basis option is set to **Goods received or system date**, then the Goods Received Date is used. If it is not populated, then the system date at time of import is used.

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

Validation

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

Destination

AP_INVOICES_ALL.ACCOUNTING_DATE if no value is provided at the line level.

ACCTS_PAY_CODE_COMBINATION_ID

Identifier of the liability account. Payables uses the liability account when you create accounting entries for invoices if you use accrual basis accounting. The liability account is credited in an amount equal to the sum of the invoice distributions. If you do not provide a value, the account from the supplier site is used.

Validation

Must be a valid account in your chart of accounts.

Destination

AP_INVOICES_ALL.ACCTS_PAY_CODE_COMBINATION_ID

EXCLUSIVE_PAYMENT_FLAG

Indicator to pay alone. A pay alone invoice is paid with its own payment document without including other invoices for the supplier.

Validation

None.

Destination

AP_INVOICES_ALL.EXCLUSIVE_PAYMENT_FLAG

OPERATING_UNIT

Name of business unit.

Validation

If you populate both the AP_INVOICES_INTERFACE.ORG_ID and AP_INVOICES_INTERFACE.OPERATING_UNIT columns, and they do not match or are consistent, then the invoice is rejected with a rejection code of INCONSISTENT OPERATING UNIT.

Destination

AP_INVOICES_ALL.ORG_ID

AMOUNT_APPLICABLE_TO_DISCOUNT

Invoice amount applicable to discount.

Validation

None.

Destination

AP_INVOICES_ALL.AMOUNT_APPLICABLE_TO_DISCOUNT

PREPAY_NUM

Invoice number of a specific prepayment that you want to apply. Leave this column null to apply all available prepayments in chronological order, starting with the oldest prepayment first, up to the prepayment amount.

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

Validation

The prepayment has a settlement date on or before the system date, is fully paid, is type Temporary, has the same invoice and payment currency as the invoice, and is not fully applied. In addition, the business unit of the prepayment invoice and the Standard invoice must be the same.

Destination

None. Import uses this information to populate AP_INVOICE_LINES_ALL.PREPAY_DISTRIBUTION_ID.

PREPAY_APPLY_AMOUNT

If you are applying prepayments, the maximum currency amount of the prepayments you want to apply to the invoice. Payables ensures that the prepayment amount does not exceed the invoice amount.

Validation

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

Destination

AP_INVOICE_LINES_ALL.PREPAY_APPLY_AMOUNT

PREPAY_GL_DATE

Accounting date for the application of the prepayment. This is used as the accounting date on the new Prepayment type distribution on the imported invoice. If you do not enter a value, then import uses the system date as the prepayment accounting date.

Validation

The date must be in an open or future period.

Destination

AP_INVOICE_LINES_ALL.ACCOUNTING_DATE

INVOICE_INCLUDES_PREPAY_FLAG

A value of **Y** indicates that the invoice amount was reduced by a prepayment. When the invoice is imported, the amount paid on the invoice is not reduced by the prepayment applied to it.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.INVOICE_INCLUDES_PREPAY_FLAG

VENDOR_EMAIL_ADDRESS

E-mail of the supplier.

Oracle B2B populates this column when it loads XML invoice records to Payables.

Validation

None.

Destination

None.

TERMS_DATE

Date that is used as the payment terms start date. If you leave this column null, then the value is derived based on the **Terms Date Basis** invoice option if you have provided a value for the corresponding column.

Validation

The value must be in a valid date format.

Destination

AP_INVOICES_ALL.TERMS_DATE

REQUESTER_ID

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

Validation

This ID must correspond to a valid, existing employee.

Destination

AP_INVOICES_ALL.REQUESTER_ID

EXTERNAL_DOC_REF

Identifier that your supplier assigns to this invoice record.

Validation

None.

Destination

None.

Invoice Open Interface Table AP_INVOICE_LINES_INTERFACE

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

Records in the AP_INVOICE_LINES_INTERFACE table create one or more invoice distributions. One row may create more than one distribution. For example, if you enter a tax line in this table and prorate it across three item lines, during the Import Payables Invoices process, the application creates three tax invoice distributions based on the single tax line in this table.

INVOICE_ID

Enter the INVOICE_ID of the corresponding invoice in the AP_INVOICES_INTERFACE table.

This value is used only to assign lines in this table to invoices in the AP_INVOICES_INTERFACE table. If this value does not match a value in AP_INVOICES_INTERFACE.INVOICE_ID, this invoice line record is not imported and does not appear on the Open Interface Rejections report.

Validation

Must match a value in AP_INVOICES_INTERFACE.INVOICE_ID or the line is not imported.

Destination

None.

INVOICE_LINE_ID

This value is not required in this table. You can enter a unique number for each invoice line of an invoice. This column is populated by the AP_INVOICE_LINES_INTERFACE_S sequence.

Validation

Must be a number.

Destination

None.

LINE_NUMBER

Enter a unique number to identify the line.

Validation

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

Destination

AP_INVOICE_LINES_ALL.LINE_NUMBER

LINE_TYPE_LOOKUP_CODE

Enter the lookup code for the type of invoice line that you want the Import Payables Invoices process to create from this record.

Validation

The code you enter must be ITEM, TAX, MISCELLANEOUS, or FREIGHT. These lookup codes are stored in the AP_LOOKUP_CODES table. AWT is not an acceptable value.

Destination

AP_INVOICE_LINES_ALL.LINE_TYPE_LOOKUP_CODE

LINE_GROUP_NUMBER

If you want to prorate a charge to a group of lines, enter an identical line group number value for each Item line to which you want to prorate the charge. For

example, if you want to prorate tax across two Item lines, enter the same line group number for the two Item lines and the Tax line.

Validation

Must be a positive whole number.

Destination

AP_INVOICE_LINES_ALL.LINE_GROUP_NUMBER

AMOUNT

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

Validation

None.

Destination

AP_INVOICE_LINES_ALL.AMOUNT

ACCOUNTING_DATE

The accounting date for the invoice distributions. The date must be in an open or future period.

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

1. Invoice line record
2. Invoice header record
3. **Accounting Date** parameter from the import submission
4. **Accounting Date Basis** invoice option

Note

The following occurs if the application searches at the accounting date basis level: If the **Accounting Date Basis** option is set to **Goods received or invoice date**, then the application uses the value in the **Goods Received Date** field if populated. If it is not populated, then the application uses the value in the **Invoice Date** field. If the **Accounting Date Basis** option is set to **Goods received or system date**, then the application uses the **Goods Receive Date** field if it is populated. If it is not populated, then the application uses the system date at time of import.

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

Validation

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

Destination

AP_INVOICE_LINES_ALL.ACCOUNTING_DATE

DESCRIPTION

Enter a description that you want to assign to the invoice line created from this record. If you do not enter a value and you match to a purchase order, then import uses the item description on the purchase order line to populate AP_INVOICE_LINES_ALL.DESCRPTION.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.DESCRPTION

PRORATE_ACROSS_FLAG

If you set this column to **Y** and this is a non-Item type line, such as Tax, Miscellaneous, or Freight, then import prorates the charge to all Item type lines with the same LINE_GROUP_NUMBER as this line. If no LINE_GROUP_NUMBER is specified, the import process prorates the charge to all Item lines. If this column is set to **N**, then import does not prorate the cost and creates only one distribution.

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

Validation

Line type is not Item.

Destination

None.

TAX_CODE_ID

Enter the tax code or tax group you want to assign to the invoice distribution created from this record.

Validation

AP_TAX_CODES_ALL.NAME

Destination

AP_INVOICE_LINES_ALL.TAX_CODE_ID

FINAL_MATCH_FLAG

If you are certain that this is a final match against the purchase order, enter **Y**. Since you cannot final close purchase orders when you are matching to receipts, if the invoice is matched to a receipt, then import ignores any value in this column.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.FINAL_MATCH_FLAG

PO_HEADER_ID

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

Validation

Must be a valid value in PO_HEADERS.PO_HEADER_ID. Must be for the same supplier and cannot be final matched.

Destination

None.

PO_NUMBER

Enter a purchase order number if you are matching to a purchase order. If you are matching to a purchase order, you must enter the PO_NUMBER or PO_HEADER_ID.

If you enter supplier information in another column and enter a value for PO_NUMBER, then the application uses the supplier on the purchase order and ignores any other supplier information you have entered.

Validation

Must be a valid purchase order number for the same supplier, and the purchase order cannot be final matched or inactive. If you specify a purchase order in AP_INVOICES_INTERFACE, it must match this purchase order number. The match option for the purchase order shipment must be set to purchase order.

Destination

None. This value is used to enter AP_INVOICE_LINES_ALL.PO_HEADER_ID.

PO_LINE_ID

Internal identifier for the purchase order line number. If you are matching to a purchase order line you can enter either the PO_LINE_ID or the PO_LINE_NUMBER.

Validation

Must be a valid value for PO_LINES.PO_LINE_ID.

Destination

This value is used to enter AP_INVOICE_LINES_ALL.PO_LINE_ID.

PO_LINE_NUMBER

If you want to match to a purchase order line, enter a value for PO_LINE_NUMBER or PO_LINE_ID.

Alternatively, you can identify a purchase order line number by entering only an ITEM_ID or an ITEM_DESCRIPTION. If you do this, the value you enter must exactly match the ITEM_ID or ITEM_DESCRIPTION of exactly one purchase order line for the PO_NUMBER. For example, you can match to a line by entering the ITEM_DESCRIPTION books for an invoice that has exactly one line with an ITEM_DESCRIPTION of books.

Validation

Must be a valid value for PO_LINES.PO_LINE_NUM.

Destination

None.

PO_LINE_LOCATION_ID

Internal identifier for purchase order schedule.

Validation

Must be a valid value in PO_LINE_LOCATIONS.LINE_LOCATION_ID for the purchase order. The purchase order schedule cannot be finally closed.

Destination

This value is used to enter AP_INVOICE_LINES_ALL.PO_LINE_LOCATION_ID.

PO_SHIPMENT_NUM

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

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

Validation

Must be a valid value for PO_LINE_LOCATIONS.SHIPMENT_NUM. The purchase order schedule cannot be finally closed.

Destination

None.

PO_DISTRIBUTION_ID

Internal identifier for purchase order distribution number. If you are matching to a purchase order distribution you can enter a value for PO_DISTRIBUTION_ID or PO_DISTRIBUTION_NUM.

Validation

Must be a valid value in PO_DISTRIBUTIONS_ALL.PO_DISTRIBUTION_ID.

Destination

This value is used to enter AP_INVOICE_LINES_ALL.PO_DISTRIBUTION_ID.

PO_DISTRIBUTION_NUM

Purchase order distribution number. If you are matching to a distribution, you must enter a value for PO_DISTRIBUTION_NUM or PO_DISTRIBUTION_ID.

Validation

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

Destination

None.

INVENTORY_ITEM_ID

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

If you have limited purchase order information, you can enter an inventory item number, and the application attempts to match the invoice to a purchase order line. For example, a supplier has one purchase order for personal computers that includes a single line for monitors. If you want to match to the line with monitors and you do not know the purchase order number, enter the proper INVENTORY_ITEM_ID for the monitors. The application matches to the correct purchase order line for the monitors during import.

Validation

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

Destination

This value is used to enter AP_INVOICE_LINES_ALL.INVENTORY_ITEM_ID.

ITEM_DESCRIPTION

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

If you have limited purchase order information, you can enter a description in the column, and the application attempts to match the invoice to a purchase order line. For example, if a purchase order has one line for books and one line for software, but you do not know the line number, you can enter the exact description for the books, and the application matches to the correct purchase order line.

Validation

Must match PO_LINES.ITEM_DESCRIPTION.

Destination

This value is used to enter AP_INVOICE_LINES_ALL.ITEM_DESCRIPTION.

QUANTITY_INVOICED

Number of units invoiced. For example if there are five chairs on the invoice, enter 5. If you enter a value for UNIT_PRICE and do not enter a value for QUANTITY_INVOICED, the application derives a value for QUANTITY_INVOICED during Import Payables Invoices by dividing the AMOUNT by the UNIT_PRICE.

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

Validation

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

Destination

AP_INVOICE_LINES_ALL.QUANTITY_INVOICED

SHIP_TO_LOCATION_CODE

If you want to match to a purchase order schedule and have not entered a value for either PO_SHIPMENT_NUM or PO_LINE_LOCATION_ID, you can enter a value for SHIP_TO_LOCATION_CODE if exactly one schedule on the purchase order has the SHIP_TO_LOCATION_CODE you specify. For example, you enter a SHIP_TO_LOCATION_CODE of Taipei for a purchase order with exactly one schedule with the value Taipei.

You can also provide this value for unmatched invoices.

Validation

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

Destination

None.

UNIT_PRICE

Unit price of invoice lines. If you enter a value for UNIT_PRICE and do not enter a value for QUANTITY_INVOICED, then the application derives a value for QUANTITY_INVOICED during Import Payables Invoices by dividing the AMOUNT by the UNIT_PRICE (QUANTITY_INVOICED = AMOUNT / UNIT_PRICE).

Validation

None.

Destination

AP_INVOICE_LINES_ALL.UNIT_PRICE

DISTRIBUTION_SET_ID

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

Do not enter a value here if you are matching this line to a purchase order, if you are prorating, or if you enter an account.

Validation

Must be an existing, active value for AP_DISTRIBUTION_SETS.DISTRIBUTION_SET_ID.

Destination

None.

DISTRIBUTION_SET_NAME

Name of the distribution set. You define distribution sets on the Manage Distribution Sets page. During import, distributions are created only for matched lines. DISTRIBUTION_SET_NAME or DISTRIBUTION_SET_ID is populated for unmatched invoices and distributions for such invoices are not automatically created through import. If you enter a value here, you do not need to enter the corresponding value for DISTRIBUTION_SET_ID.

Do not enter a value in this column if you are matching to a purchase order, if you are prorating, or if you provide an account.

Validation

Must be an existing, active value for AP_DISTRIBUTION_SETS.DISTRIBUTION_SET_NAME. If you are matching to a purchase order and you enter a value in this column, Import Payables Invoices rejects the invoice.

Destination

None.

DIST_CODE_CONCATENATED

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

Validation

The account code combination must be valid and in the exact flexfield structure you have defined for your Ledger, and must match a value for GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination

None. This value may be used to enter a value for AP_INVOICE_LINES_ALL.DIST_CODE_COMBINATION_ID.

DIST_CODE_COMBINATION_ID

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

Validation

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

Destination

AP_INVOICE_LINES_ALL.DIST_CODE_COMBINATION_ID

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the line, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation

Must be a valid, active value in AP_AWT_GROUPS.GROUP_ID.

Destination

AP_INVOICE_LINES_ALL.AWT_GROUP_ID

AWT_GROUP_NAME

Automatic withholding tax group name. When you enter a withholding tax group for a line, then all the withholding taxes in the group are applied to the line.

You define automatic withholding tax group names on the Manage Withholding Tax Groups page. If you do not enter a value for this column, then during Import Payables Invoices, the application uses the value you entered for AP_INVOICES_INTERFACE.AWT_GROUP_NAME. If you did not enter a value, then the application uses the supplier site value if there is one.

Validation

Must be a valid, active value in AP_AWT_GROUPS.NAME.

Destination

None.

LAST_UPDATED_BY

Enter the ID of the person who last updated this record, usually the same value as CREATED_BY.

If you do not enter a value here, then during Import Payables Invoices, the application uses the user ID of the person who submits Import Payables Invoices.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record, usually the same date as CREATION_DATE. Payables uses this date for reference and audit purposes

only. When the import program creates an invoice from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Import Payables Invoices.

Validation

Must be in valid date format.

Destination

AP_INVOICE_LINES_ALL.LAST_UPDATE_DATE

LAST_UPDATE_LOGIN

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

Validation

None.

Destination

AP_INVOICE_LINES_ALL.LAST_UPDATE_LOGIN

CREATED_BY

Enter the user name of the person or organization who loads this record into the table. The Import Payables Invoices process transfers this user name to the AP_INVOICE_LINES_ALL table during import so that the creator of the record becomes the invoice and scheduled payment creator. If you do not enter a value, then during import the application uses the user name of the person who submits Import Payables Invoices.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When the Import Payables Invoices process creates an invoice from this record, it does not use this date as the creation date for the invoice distributions; it uses the system date at the time you submit the import.

Validation

Must be in valid date format.

Destination

AP_INVOICE_LINES_ALL.CREATION_DATE

ATTRIBUTE_CATEGORY

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

Validation

None.

Destination

AP_INVOICE_LINES_ALL.ATTRIBUTE_CATEGORY

ATTRIBUTE1-15

Enter descriptive flexfield information that you want to import for an invoice line. The structure of the information you enter in these columns, such as data types and value sets must match the structure of the descriptive flexfield segments you have defined for your invoice distributions or you will experience validation problems when you try to access the information on the invoice pages.

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

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

If the **Transfer PO distribution additional information** option is disabled, then the purchase order flexfield values are ignored during import.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.ATTRIBUTE1-15

GLOBAL_ATTRIBUTE_CATEGORY

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

Validation

None.

Destination

AP_INVOICE_LINES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1-20

Enter descriptive flexfield information that you want to import for an invoice. The structure of the information you enter in these columns, such as data types and value sets must match the structure of the descriptive flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information on the invoice pages.

Validation

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

Destination

AP_INVOICE_LINES_ALL.GLOBAL_ATTRIBUTE1-20

PO_RELEASE_ID

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

Validation

Must match a valid value in PO_RELEASES.PO_RELEASE_ID.

Destination

AP_INVOICE_LINES_ALL.PO_RELEASE_ID

RELEASE_NUM

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

Validation

Must match a valid value in PO_RELEASES.RELEASE_NUM.

Destination

None.

ACCOUNT_SEGMENT

If you want to override the account segment in the account for this line, enter a value here. Payables overrides the account segment with this value during import.

Validation

The new account code must be valid.

Destination

AP_INVOICE_LINES_ALL.ACCOUNT_SEGMENT

BALANCING_SEGMENT

If you want to override the balancing segment in the account, enter a value here. Payables will override the balancing segment with this value during import.

Validation

The account code must be valid.

Destination

AP_INVOICE_LINES_ALL.BALANCING_SEGMENT

COST_CENTER_SEGMENT

If you want to override the cost center in the account, enter a value here. Payables overrides the cost center with this value during import.

Validation

The account code must be valid.

Destination

AP_INVOICE_LINES_ALL.COST_CENTER_SEGMENT

Projects Columns

Enter Projects information in the following columns if you want to associate the invoice distribution created from this record with a project in Projects. If Projects is installed and you provide information for the projects columns, then Projects builds the expense account based on this information.

If the invoice is matched to a purchase order and the purchase order has project related information, then during import Payables automatically populates the Projects related columns in AP_INVOICES and AP_INVOICE_LINES_ALL.

- PROJECT_ID
- TASK_ID
- EXPENDITURE_TYPE
- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- PA_ADDITION_FLAG

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

- PA_QUANTITY

- PA_CC_AR_INVOICE_ID
- PA_CC_AR_INVOICE_LINE_NUM
- REFERENCE_1
- REFERENCE_2
- PA_CC_PROCESSED_CODE

Validation

The information provided in these columns is validated against Projects.

Destination

AP_INVOICE_LINES_ALL.Projects Columns

STAT_AMOUNT

Statistical quantity based on the unit of measure. For example, if your unit of measure is barrels, you can enter the number of barrels here.

Validation

You must also enter a valid value for PO_UNIT_OF_MEASURE.

Destination

AP_INVOICES_DISTRIBUTIONS_ALL.STAT_AMOUNT

TYPE_1099

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

If you leave this value null and match to a purchase order, then this value always defaults from the purchase order, even if that value is null and the supplier now has a value.

For unmatched invoices, if you do not use a distribution set to create invoice distributions, the application uses the income tax type for the supplier as the default value. If you use a distribution set to create invoice distributions, the application uses the default income tax type from the distribution set as the default value. You can enter this field regardless of whether the supplier is defined as a US 1099 supplier. This information is used when you submit the US 1099 Payments Report and the US 1099 Form Reports.

Validation

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

Destination

AP_INVOICE_LINES_ALL.TYPE_1099

INCOME_TAX_REGION

If the supplier is a US 1099 supplier, enter the reporting region for the supplier. If you do not enter a value, and you have enabled the **Use supplier tax region** option, then during import the application uses the income tax region of the supplier site. If you do not enter a value, and you have instead entered a value for the **Income Tax Region** option, then during import the application uses that value as the default income tax region.

Validation

You must also enter a value for INCOME_TAX_TYPE.

Destination

AP_INVOICES_DISTRIBUTIONS.INCOME_TAX_REGION

ASSETS_TRACKING_FLAG

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

Validation

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

Destination

AP_INVOICE_LINES_ALL.ASSETS_TRACKING_FLAG

PRICE_CORRECTION_FLAG

Use a price correction when a supplier sends an invoice for a change in unit price for an invoice that you have matched to a purchase order. You record a price correction by entering a Standard or Credit invoice, setting this indicator to **Y**, and entering the base-matched invoice in the PRICE_CORRECT_INV_NUM column.

The application records and updates the invoiced unit price of previously matched purchase order schedules or distributions without adjusting the billed quantity so you can track price variances. The billed amount on the originally matched purchase order distributions is also updated.

Validation

None.

Destination

None.

ORG_ID

Identifier for business unit.

Validation

None.

Destination

None.

RECEIPT_NUMBER

If you are matching to a purchase order receipt, then enter the receipt number.

Validation

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

Destination

AP_INVOICE_LINES_ALL.RCV_TRANSACTION_ID

RECEIPT_LINE_NUMBER

If you are matching to a purchase order receipt, then you can specify the receipt line you are matching to.

Validation

A purchase order and receipt for the same supplier, supplier site, and currency as the invoice you are entering must be approved and open. Also, the **Invoice Match** option for the purchase order schedule you are matching to is set to **Receipt**. This must be a valid line number for the receipt.

Destination

None.

MATCH_OPTION

Indicates if a match is to a purchase order or receipt. When you match to a purchase order or receipt in the invoice spreadsheet, then the application populates this field based on the value of the purchase order schedule.

Validation

Must match the value specified in PO_SHIPMENTS.MATCH_OPTION.

Destination

None.

RCV_TRANSACTION_ID

This value specifies a receipt record for matching. This value is used to match Oracle B2B XML invoices to receipts.

Validation

Must be a valid, existing value for RCV_TRANSACTIONS.RCV_TRANSACTION_ID.

Destination

AP_INVOICE_LINES_ALL.RCV_TRANSACTION_ID

PA_CC_AR_INVOICE_ID

Identifier of the corresponding receivable intercompany invoice in Oracle Fusion Receivables.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PA_CC_AR_INVOICE_ID

PA_CC_AR_INVOICE_LINE_NUM

Line number of the corresponding receivable intercompany invoice in Receivables.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PA_CC_AR_INVOICE_LINE_NUM

REFERENCE_1-2

These columns reference records in another application.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.REFERENCE_1,
AP_INVOICE_LINES_ALL.REFERENCE_2

PA_CC_PROCESSED_CODE

Indicates the processing status of this invoice line by Oracle Fusion Project Billing in the receiver business unit.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PA_CC_PROCESSED_CODE

TAX_CODE_ID

Internal identifier for the tax code. You can enter a value for either the TAX_CODE or TAX_CODE_ID.

Validation

Must be a valid value for AP_TAX_CODES_ALL.TAX_ID. Further validations are the same as those for TAX_CODE.

Destination

AP_INVOICE_LINES_ALL.TAX_CODE_ID

CREDIT_CARD_TRX_ID

This column is populated when credit card transactions for expense reports entered in Oracle Fusion Expenses are imported to Payables.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.CREDIT_CARD_TRX_ID

VENDOR_ITEM_NUM

Supplier item number on the purchase order. Used during purchase order matching. If you have limited purchase order information, you can enter a supplier item number in the column and the application attempts to match the invoice to a purchase order line.

Validation

Must match a valid value in PO_LINES_ALL.VENDOR_PRODUCT_NUM for exactly one line.

Destination

None.

TAXABLE_FLAG

A value of **Y** indicates that the line is taxable. Import uses this value for B2B XML invoices.

Validation

None.

Destination

None.

PRICE_CORRECT_INV_NUM

If you have set the PRICE_CORRECTION_FLAG to **Y** to indicate that this is a price correction, then you must enter the number of the base-matched invoice here.

Validation

This value must be a valid purchase order matched invoice with a type of Standard. You must provide sufficient purchase order information for the application to identify the purchase order amount that you want to update.

Destination

Used to derive AP_INVOICE_DISTRIBUTIONS.PRICE_CORRECT_INV_ID.

EXTERNAL_DOC_LINE_REF

An internal document reference number from Receivables.

Validation

None.

Destination

None.

SERIAL_NUMBER

The serial number for an item.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SERIAL_NUMBER

MANUFACTURER

The name of the manufacturer.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.MANUFACTURER

MODEL_NUMBER

The model information.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.MODEL_NUMBER

WARRANTY_NUMBER

A warranty number.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.WARRANTY_NUMBER

DEFERRED_ACCTG_FLAG

The indicator for whether to generate deferred accounting for this line.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.DEFERRED_ACCTG_FLAG

DEF_ACCTG_START_DATE

The start date of the deferred expense period.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.DEF_ACCTG_START_DATE

DEF_ACCTG_END_DATE

The end date of the deferred expense period.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.DEF_ACCTG_END_DATE

UNIT_OF_MEAS_LOOKUP_CODE

The unit of measure for the invoiced quantity.

Validation

INV_UNITS_OF_MEASURE_VL.UNIT_OF_MEASURE

Destination

AP_INVOICE_LINES_ALL.UNIT_MEAS_LOOKUP_CODE

PRICE_CORRECT_INV_LINE_NUM

The invoice line that is subject to the price correction.

Validation

None.

Destination

None.

ASSET_BOOK_TYPE_CODE

The asset book defaults to the distributions candidate for transfer to Assets.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.ASSET_BOOK_TYPE_CODE

ASSET_CATEGORY_ID

The asset category defaults to the distributions candidate for transfer to Assets.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.ASSET_CATEGORY_ID

REQUESTER_ID

The identifier of the requester. Valid values are from active HR employees.

Validation

PER_WORKFORCE_CURRENT_X.PERSON_ID

Destination

AP_INVOICE_LINES_ALL.REQUESTER_ID

REQUESTER_FIRST_NAME

The first name of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use Invoice Approval workflow, then you can define rules that use the requester ID to generate a hierarchical list of approvers for the line.

Validation

None.

Destination

None.

REQUESTER_LAST_NAME

The last name of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use Invoice Approval workflow, then you can define rules that use the requester ID to generate a hierarchical list of approvers for the line.

Validation

None.

Destination

None.

REQUESTER_EMPLOYEE_NUM

The employee number of the employee who requested goods or services on the invoice line. This value is used to derive the requester ID. If you use Invoice

Approval workflow, then you can define rules that use the requester ID to generate a hierarchical list of approvers for the line.

Validation

None.

Destination

None.

APPLICATION_ID

The application identifier.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.APPLICATION_ID

PRODUCT_TABLE

The product source table name.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PRODUCT_TABLE

REFERENCE_KEY1-5

Primary keys that uniquely identify a record in other products view.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.REFERENCE_KEY1-5

PURCHASING_CATEGORY

The item category concatenated segments.

Validation

None.

Destination

None.

PURCHASING_CATEGORY_ID

The item category unique identifier.

Validation

None.

Destination

INVOICE_LINES_ALL.PURCHASING_CATEGORY_ID

COST_FACTOR_ID

The identifier of the cost component class. Cost Component Classes are used to identify the individual buckets or component costs that make up the total cost of an item for example, direct material costs, freight costs, labor costs, production or conversion costs, and so on.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.COST_FACTOR_ID

COST_FACTOR_NAME

The cost component class name. Cost Component Classes are used to identify the individual buckets or component costs that make up the total cost of an item for example, direct material costs, freight costs, labor costs, production or conversion costs, and so on.

Validation

None.

Destination

None.

CONTROL_AMOUNT

An optional, user-enterable value to ensure that the calculated tax is the same as on the physical document.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.CONTROL_AMOUNT

ASSESSABLE_VALUE

The user-enterable amount to be used as taxable basis.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.ASSESSABLE_VALUE

DEFAULT_DIST_CCID

A code combination identifier of the general ledger account associated with the transaction line.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.DEFAULT_DIST_CCID

PRIMARY_INTENDED_USE

A tax driver. The purpose for which a product may be used. The actual use is stored at the distribution level.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PRIMARY_INTENDED_USE

SHIP_TO_LOCATION_ID

A tax driver. A ship-to location ID. A user enters the value only if the line is not matched to a purchase order.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SHIP_TO_LOCATION_ID

PRODUCT_TYPE

A tax driver. A type of product. Possible values are Goods and Service. Inventory item attributes provide the default value. Otherwise, the user enters the value.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PRODUCT_TYPE

PRODUCT_CATEGORY

A tax driver. A product category.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PRODUCT_CATEGORY

PRODUCT_FISC_CLASSIFICATION

A tax driver. A product fiscal classification.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.PRODUCT_FISC_CLASSIFICATION

USER_DEFINED_FISC_CLASS

A tax driver. A fiscal classification.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.USER_DEFINED_FISC_CLASS

TRX_BUSINESS_CATEGORY

A tax driver. A transactions category assigned by a user.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TRX_BUSINESS_CATEGORY

TAX_REGIME_CODE

A tax regime code. The set of tax rules that determines the treatment of one or more taxes administered by a tax authority for example, the VAT Regime in Argentina.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_REGIME_CODE

TAX

A classification of a charge imposed by a government through a fiscal or tax authority.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX

TAX_JURISDICTION_CODE

The internal identifier of the tax jurisdiction.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_JURISDICTION_CODE

TAX_STATUS_CODE

The tax status code for example, taxable standard rate, zero rate, exempt, or nontaxable.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_STATUS_CODE

TAX_RATE_ID

The internal identifier for the tax rate effective on the invoice date.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_RATE_ID

TAX_RATE_CODE

The tax rate name associated with the tax rate identifier. TAX_RATE_ID is unique while a TAX_RATE_CODE may have different tax rates based on date ranges.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_RATE_CODE

TAX_RATE

The rate specified for a tax status in effect for a period of time.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_RATE

INCL_IN_TAXABLE_LINE_FLAG

The indicator for whether the amount in the tax line is included or not in the taxable line.

Validation

None.

Destination

None.

SOURCE_APPLICATION_ID

The source document application identifier.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_APPLICATION_ID

SOURCE_ENTITY_CODE

The source document entity code.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_ENTITY_CODE

SOURCE_EVENT_CLASS_CODE

The source document event class code.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_EVENT_CLASS_CODE

SOURCE_TRX_ID

The source document transaction identifier.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_TRX_ID

SOURCE_LINE_ID

The identifier of the lowest level for which tax is calculated.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_LINE_ID

SOURCE_TRX_LEVEL_TYPE

The source document transaction level type.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.SOURCE_TRX_LEVEL_TYPE

TAX_CLASSIFICATION_CODE

The tax classification code.

Validation

None.

Destination

AP_INVOICE_LINES_ALL.TAX_CLASSIFICATION_CODE

B2B XML Invoices: How They Are Processed

Oracle Fusion Payables provides an inbound Oracle B2B flow for receiving invoices in XML format from suppliers.

Oracle B2B Server is an Oracle SOA Suite component that manages the interactions between trading partners, such as suppliers and deploying companies. Trading partners can communicate electronically by sending documents in XML format using B2B. B2B XML invoices use the same XML standard developed by the Open Applications Group (OAG), 171_Process_Invoice_002 (version 7.2.1).

Settings That Affect B2B XML Invoice Processing

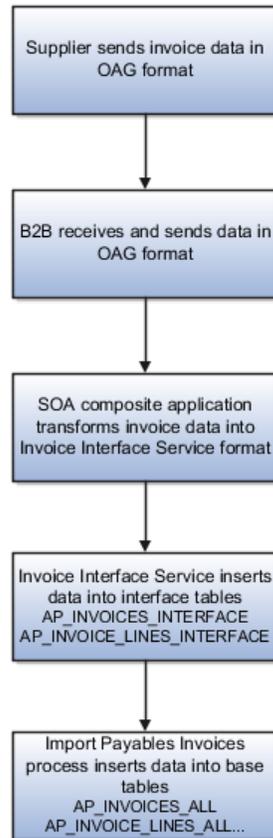
A customer or deploying company has an agreement with a supplier to receive invoices in OAG XML format.

The customer configures B2B for receiving electronic communications from the supplier and assigns a B2B Site Code to the supplier for the supplier site that is configured to send B2B invoices. In the invoice header of the invoice payload, the supplier has to provide the B2B Site Code. The exact element where the B2B Site Code should be populated is `<PARTNER><PARTNRIDX>` where `<PARTNER><PARTNRTYPE>` = Supplier. This B2B Site Code is used to derive the internal supplier ID and site ID used by the customer.

The supplier registers in Oracle Supplier Network (OSN) and prepares an invoice payload in OAG format to send to the customer.

How B2B XML Invoices Are Processed

This figure shows the data flow for the B2B XML invoice process.



This table describes the process flow in further detail.

Performed By	Description
Supplier	Signs in to OSN and uploads the invoice payload containing one or more invoices in OAG format.
B2B Server	Receives the payload in OAG format from OSN and passes it into the SOA composite application.
SOA composite application	Transforms the OAG format payload into the web service format and calls the Invoice Interface Service.
Invoice Interface Service	Takes the transformed invoice payload and inserts data into the Payables interface tables AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE.
Payables supervisor	Runs the Import Payables Invoices process manually with a Source of B2B XML invoice . Alternatively, the process is scheduled to run automatically.

Import Payables Invoices process	Creates Payables invoices from invoice records that successfully pass import validations.
Internal Payables user	<p>Reviews the report generated by the Import Payables Invoices program and identifies import rejections. Contacts the supplier for instruction on resolving the following import rejections:</p> <ul style="list-style-type: none"> • Billed quantity is below zero • Can match to only one line • Duplicate invoice number • Duplicate line number • Inconsistent currency information • Inconsistent PO line information • Inconsistent PO supplier information • Inconsistent price and quantity • Invalid invoice amount • Invalid item • Invalid PO information • Invalid PO number • Invalid PO release information • Invalid PO release number • Invalid PO schedule • Invalid quantity • Invalid unit price • Missing PO number • No PO line number • No blanket PO release information <p>The internal Payables user then fixes the interface table data using the Correct Import Errors spreadsheet and resubmits the import process.</p>
Payables supervisor	Runs or schedules the processes that validate and account for the invoices that imported successfully.

The XML invoice process has the following limitations:

- All invoices in one XML message must be from the same supplier and supplier site.
- Tax only invoices are not supported.
- New fields cannot be added in the user area. Only descriptive flexfields are supported in the user area.

- The order of the invoice lines within an invoice in the invoice payload may not be preserved. Invoices created from the payload always have item lines appearing first, followed by charge lines, and then followed by tax lines.
- The following invoices structures are supported:

```
<PROCESS_INVOICE>
```

```
INVHEADER (Invoice header.)
```

```
INVLIN (Item line.)
```

```
INVCHARGE (Freight or miscellaneous charge line.)
```

```
INVTAX within INVLIN (This tax line has the same  
LINE_GROUP_NUMBER as the Item line.)
```

```
INVTAX (This tax line does not have a LINE_GROUP_NUMBER because it  
is prorated across all taxable Item lines in this invoice.)
```

```
</PROCESS_INVOICE>
```

- The following invoice structures are not supported:
 - INVTAX and INVCHARGE within INVHEADER
 - INVCHARGE within INVLIN

FAQs for Receive and Process Invoices

What's an invoice group?

A collection of invoices that is used as a parameter for the Validate Payables Invoice process, a selection criteria for submitting a payment process request, and a parameter in some reports. If you enable the invoice option **Require invoice grouping**, you must associate each invoice with an invoice group.

What's a self-service invoice?

An invoice that a supplier enters through Oracle Fusion Supplier Portal.

Self-service invoices that are matched to a purchase order are recorded as standard invoices or credit memos in Oracle Fusion Payables.

Self-service invoices that are not matched to a purchase order are recorded as invoice requests. Invoice requests must be approved using the Invoice Approval workflow before becoming standard invoices or credit memos in Payables.

What's a self-billed invoice?

An invoice that is automatically created by the Pay on Receipt process in Oracle Fusion Receiving, or a debit memo that is automatically created from a return to a supplier transaction in Receiving.

Can I match a prepayment to a purchase order?

Yes. However, there is a restriction when you apply the prepayment. You can apply the prepayment only to an invoice that has at least one line matched to the same purchase order as the prepayment.

What's the difference between performing a price correction and matching to a purchase order?

A price correction offsets the invoice price variance for the amount previously billed without adjusting the billed quantity on the purchase order schedule.

When you match an invoice or credit memo to a purchase order, the billed quantity on the purchase order is updated and there is no invoice price variance offset for the amount previously billed.

Note

The invoice price variance is calculated as (invoice unit price - purchase order line unit price) * invoiced quantity.

What happens if I cancel an invoice?

Oracle Fusion Payables sets the invoice and all installment amounts to zero and reverses all invoice distributions and any matches to purchase order schedules and distributions.

Why can't I cancel an invoice?

The invoice is:

- Fully or partially paid
- On hold
- Selected for payment
- Matched to a purchase order with a status of **Finally closed**
- Already canceled
- Corrected by a credit or debit memo

Additional reasons that you cannot cancel an invoice are as follows:

- Prepayments were applied to the invoice.
- Canceling the invoice reduces the billed quantity on the purchase order below zero.

Why can't I delete an invoice?

The invoice is:

- Validated
- Matched to a purchase order or receipt
- Updated with tax calculation
- Undergoing approval and does not have an approval status of **Required** or **Not required**

Why can't I create a manual distribution?

The invoice is:

- Canceled
- Partially or fully paid, and the option **Allow adjustments to paid invoices** is not enabled
- Selected for payment
- An interest invoice
- A prepayment that was partially or fully applied
- In the process of getting approved

The invoice line is:

- Canceled
- A prepayment application or unapplication
- Generated from automatic withholding
- A manual withholding line
- Matched to a purchase order or receipt
- A corrected line
- A tax line
- A **Freight** or **Miscellaneous** line that was allocated to other item lines

Can I enter an invoice distribution for every type of invoice transaction?

No. Invoice distributions are generated automatically for:

- Purchase order or receipt-matched lines
- Prepayment application or unapplication lines
- Automatic and manual withholding tax lines
- Tax lines generated by Oracle Fusion Tax
- Correction-related lines
- Interest invoices generated during payment

Why can't I reverse an invoice distribution?

The invoice distribution is:

- Already reversed
- A variance distribution, such as invoice price variance or conversion rate variance
- A withholding tax type distribution

The invoice line is:

- Matched to a purchase order or receipt
- A corrected or correcting line
- A tax line
- An item line that has tax calculated
- An item line that has charge allocations

The invoice is:

- Canceled
- Partially or fully paid, and the option **Allow adjustments to paid invoices** is not enabled
- Selected for payment
- An interest invoice
- A prepayment that was partially or fully applied

What happens if I override the automatically generated discount amounts on an installment?

Once you override the discount, there is no validation of the entered amount.

What happens if I force approve an invoice?

If the approval status is **Initiated**, Oracle Fusion Payables:

- Ends the existing approval processes
- Cancels all pending notifications
- Updates the invoice approval status to **Manually approved**
- Records this information in the invoice approval history

If the approval status is other than **Initiated**, such as **Rejected**, then Payables:

- Updates the invoice approval status to **Manually approved**
- Records this information in the invoice approval history

What's an amount correction?

A supplier invoice that adjusts the amount of an invoice that was matched to a services-based purchase order or receipt. Amount corrections can also adjust the amount of an unmatched invoice.

Create a credit or debit memo for a negative amount correction. Create a standard invoice for a positive amount correction.

What's a quantity correction?

A supplier invoice that adjusts the quantity of an invoice that was matched to a purchase order or receipt.

Quantity correction invoices do not adjust the unit price on a purchase order. Create a credit or debit memo for a quantity correction. You can allocate purchase order distributions for a quantity correction.

What's a price correction?

A supplier invoice that adjusts the unit price of an invoice that was matched to a purchase order or receipt.

Price correction invoices do not adjust the billed quantity on a purchase order. Create a credit or debit memo for a correction that represents a price decrease. Create a standard invoice for a correction that represents a price increase.

When the invoice validation process checks whether the invoice price is within the tolerance allowed, it checks the weighted average price of the base matched invoice and all the price corrections associated with it.

To calculate the weighted average unit price, Oracle Fusion Payables uses the following equation: $(\text{quantity} * \text{unit price}) + (\text{quantity} * \text{unit price}) \dots / \text{quantity invoiced for the base matched invoice}$.

For example, this table shows an invoice matched to a purchase order and a subsequent price correction to the invoice.

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

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

Where do invoice numbers for automatic withholding tax invoices come from?

Oracle Fusion Payables creates an invoice number for a tax authority invoice by concatenating the following information and separating it with hyphens:

- Withholding Tax
- Internal identifier of the supplier invoice number
- Distribution number for the withholding tax on the supplier invoice

The description for the invoice is determined by concatenating the following information, separating it with hyphens, and appending a slash:

- Withholding Tax

- Supplier name
- Supplier invoice number

For example, the supplier Allied Manufacturing has an invoice with the following information:

- Invoice number 123456
- Invoice ID 10239
- Distribution number for the withholding tax is 3

The invoice number for the tax authority invoice will be: Withholding Tax - 10239 - 3. The invoice description will be: Withholding Tax - Allied Manufacturing - 123456 /.

What happens to an invoice when I merge a supplier?

When you merge supplier information you have different options, one of which is to merge invoices. You can merge all invoices, or unpaid invoices.

If you select to merge all invoices, any associated payments are merged as well.

If you select to merge unpaid invoices, the application will not transfer partially paid invoices or partially applied prepayments. If you have invoices with these conditions, then you must select the option to merge all invoices. Alternatively, you can complete payment of the invoices or application of the prepayments. The merge process will not transfer invoices if the merge would create a duplicate invoice for the new supplier. Review the invoices for both the old supplier and the new supplier before a merge so you can identify and resolve any duplicate invoices.

Note

Once a merge is completed, it cannot be undone.

Approve Invoices

Approving Invoices: Explained

Oracle Fusion Payables supports automatic invoice approval using Approval Management extensions (AMX) of the Oracle SOA Suite and the Oracle Business Process Management (BPM) Suite.

Payables provides predefined workflows for invoice request approval, invoice approval, and holds resolution. Some predefined workflows can be configured in the BPM worklist, other workflows are not updatable.

Invoice Request Approval

An invoice request is an unmatched invoice created in Oracle Fusion Supplier Portal that is pending approval by the requester. Once approved, the invoice

request is converted to an invoice. Payables uses the predefined task and rule set `FinApInvoiceApproval: InvoiceRequestApprovalRuleSet`, which you can configure.

Invoice Approval

If you enable invoice approval, Payables uses the predefined task and rule set `FinApInvoiceApproval: InvoiceApprovalRuleSet`, which you can configure.

Holds Resolution

You can optionally resolve user-releasable holds through a workflow. To enable the holds resolution workflow for a hold, you set the holds resolution options on the hold. The workflow for these holds is initiated when:

- Invoice validation places a hold
- You manually place a hold on the Create or Edit Invoice pages
- You void a payment and specify to place the invoice on hold
- You submit invoice import and specify to place a hold on all imported invoices

Note

Once a hold is enabled for the workflow, the hold must go through the workflow for hold resolution.

Record Accounting for Invoices

Accounting for Invoices and Payments: Explained

You can create accounting entries for invoice and payment transactions in Oracle Fusion Payables using Oracle Fusion Subledger Accounting. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Payables includes a set of predefined account rules that Subledger Accounting uses to create accounting, but you can define your own detailed accounting rules in Subledger Accounting.

Payables Event Classes and Types

Payables predefines accounting event classes and accounting event types that are used by Subledger Accounting. You can modify the accounting setup to create accounting for some events and not for others.

This table describes the event classes and types that Payables predefines for invoices and payments.

Event Class	Event Type
Adjustment Entry	Manual

Bills Payable	<ul style="list-style-type: none"> • Bill Payable Matured • Bill Payable Maturity Adjusted • Bill Payable Maturity Reversed
Credit Memos	<ul style="list-style-type: none"> • Credit Memo Adjusted • Credit Memo Canceled • Credit Memo Validated
Debit Memos	<ul style="list-style-type: none"> • Debit Memo Adjusted • Debit Memo Canceled • Debit Memo Validated
Invoices	<ul style="list-style-type: none"> • Invoice Adjusted • Invoice Canceled • Invoice Validated
Payments	<ul style="list-style-type: none"> • Manual Payment Adjusted • Payment Adjusted • Payment Canceled • Payment Created
Prepayment Applications	<ul style="list-style-type: none"> • Prepayment Application Adjusted • Prepayment Applied • Prepayment Unapplied
Prepayments	<ul style="list-style-type: none"> • Prepayment Adjusted • Prepayment Canceled • Prepayment Validated
Reconciled Payments	<ul style="list-style-type: none"> • Payment Cleared • Payment Clearing Adjusted • Payment Uncleared
Refunds	<ul style="list-style-type: none"> • Refund Adjusted • Refund Canceled • Refund Recorded
Third Party Merge	<ul style="list-style-type: none"> • Full Merge • Partial Merge

Missing Conversion Rates: How They Are Applied to Invoices

The Apply Missing Conversion Rate process automatically applies conversion rates to foreign currency invoices or payments that have no conversion rate and a conversion rate type other than **User**. If a foreign currency invoice is missing

a conversion rate, then when you validate the invoice, the validation process applies a **No rate** hold, which prevents payment and accounting of the invoice.

Settings That Affect Applying Missing Conversion Rates

Run the Apply Missing Conversion Rates process if the option **Require conversion rate entry** is disabled.

How Missing Conversion Rates Are Applied to Invoices

The Apply Missing Conversion Rates process uses conversion rate information in the Oracle Fusion General Ledger Daily Rates table to enter conversion rates for any foreign currency invoices or payments that have no conversion rates. The next time you validate the invoice, the **No rate** hold is automatically removed.

FAQs for Record Accounting for Invoices

What's the difference between perpetual accrual and period end accrual accounting?

For perpetual, or on receipt accrual accounting, a receiving transaction automatically creates a receipt accrual journal entry debiting receipt inventory and crediting uninvoiced receipts. After delivery of a receipt to its final destination, the receipt inventory account is cleared and a material account is debited.

For period end accrual, no accounting is created at either material receipt or at delivery to a final destination.

Note

Period end accrual applies only to expense items, as inventory items are always accrued on receipt.

If you use perpetual accrual accounting, you do not need to run the Create Uninvoiced Receipts Accruals process.

For period end accrual accounting, if an invoice for the receipt is not entered by period end, the Create Uninvoiced Receipt Accruals process generates an accrual and transfers the accounting to the general ledger. The reversing journal is created with an incomplete status. You must run Create Accrual Reversal Accounting to change the journal status to Complete and transfer it to the general ledger.

For perpetual accruals, the invoice accounting debits the accrual account and credits the liability account.

For period end accruals, the invoice accounting debits the expense account and credits the liability account.

Manage Payments

Prepare and Record Payments

Payment Process Requests: Explained

A payment process request is a grouping of installments that are processed for payment. For each request, you can specify selection criteria, payment attributes, and processing options.

You can create and submit a payment process request on the Submit Payment Process Request page, or you can create a payment process request template and submit the template for processing.

Specifying Selection Criteria

Selection criteria, such as business unit and payment priority, determine which installments are selected for payment.

Specifying Payment Attributes

Payment attributes, such as payment date and payment process profile, identify payment details.

Note

Payment attributes do not affect installment selection.

Specifying Processing Options

Processing options determine the level of automation for the payment process request. For example, you can set processing options that submit the request through to completion without stopping, or you can specify that the request stop for installment review.

This table lists the processing options that you can set to control the level of automation.

Processing Option	Description
Apply credits up to zero amount payment	Applies credits and creates a zero amount payment if the sum of the selected installments is negative after the installments are grouped for payment.
Review installments	Stops the payment process request after installment selection. You can review installments, add or remove installments from the request, edit payment and discount amounts, specify conversion rates for the conversion rate type of User , and calculate withholding and interest.

Review proposed payments	Stops the payment process request after grouping installments into payments and before building the payments.
Create payment files immediately	Creates payment files for the payment process request instead of waiting to combine payments from other payment process requests into payment files.
Validation failure handling for documents	Specifies processing instructions for handling document validation failures.
Validation failure handling for payments	Specifies processing instructions for handling payment validation failures.

Note

If issues arise during payment processing that require your input, the process pauses, regardless of how the processing options are set.

Creating Payment Process Request Templates

A payment process request template is a configuration of selection criteria, payment attributes, and processing options that you predefine.

Payment process request templates enable you to:

- Minimize date entry for frequently used selection criteria, payment attributes, and processing options.
- Identify cash requirements. You can run the Payables Cash Requirement report against a template before submitting the template for processing.
- Schedule payment process requests to run on a regular basis.

Tip

Schedule the Payables Cash Requirement Report to run before you submit a template for processing.

Monitoring Payment Process Requests

When you submit a payment process request, the request passes through stages of processing, such as installment selection and payment validation. Take action on requests that require your attention in the Payments work area and on the Payables dashboard.

Payment Process Requests: How They Are Processed

When you submit a payment process request, it passes through various processing stages. Within each stage, the payment process request can have a different status. Depending on the processing options you specify, a payment process request may require your input before processing can complete. Issues that arise during payment processing may also require your input, regardless of how the processing options are set.

Settings That Affect Payment Process Request Processing

You can specify processing options on a payment process request to control the level of automation associated with the request. The processing options are as follows:

- Apply credits up to zero amount payment
- Review installments
- Review proposed payments
- Create payment files immediately

- Handle document and payment validation failures

How Payment Process Requests Are Processed

When you submit a payment process request for processing, the request passes through the following processing stages:

- Installment selection
- Document validation
- Payment validation
- Payment file build
- Completed

Within a stage, a payment process request has a status, such as **Pending installments review**. Some statuses require you to take action before the payment process request can complete. You can view payment process requests that require your attention and take action on them on the Payments Overview page.

This table lists and describes the stages and statuses of a payment process request and indicates whether action is required.

Note

The table does not list transitional statuses, such as **Terminating**.

Payment Process Request Stage	Payment Process Request Status	Status Description	Requires Action by the Payables Supervisor?
Installment selection	Pending	The payment process request is waiting to process. Processing will begin automatically as soon as system resources are available.	No
Installment selection	Pending installments review	The processing option Review installments is enabled and manual review is required.	Yes
Installment selection	Missing payment conversion rates	The conversion rate type is User and conversion rates are missing.	Yes
Installment selection	Installments selected	The payment process request selected installments to process for payment.	No
Document validation	Pending action to complete information required	The payment process request contains documents that are missing required information, such as disbursement bank account or payment process profile.	Yes
Document validation	Assignment complete	The payment process request contains no documents that are missing required information.	No

Document validation	Pending action to address document validation errors	Some installments within the payment process request failed validation and the processing option for handling document validation failures is set to Stop process for review . Manual review is required.	Yes
Document validation	Retry document validation	Documents are ready to undergo an additional round of validation.	No
Document validation	Documents validated	Documents within the payment process request were validated. Some documents may be rejected. This is a short-lived, transitional status.	No
Payment validation	Pending action to address payment validation errors	Some payments within the payment process request failed validation and the processing option for handling payment validation failures is set to Stop process for review . Manual review is required.	Yes
Payment validation	Retry payment creation	The payment process request is ready to undergo an additional round of payment creation and validation.	No
Payment validation	Pending proposed payment review	Payments were created. The processing option Review proposed payments is enabled and manual review is required.	Yes
Payment file build	Waiting for payment file processing	Payments in the payment process request are either included in one or more payment files or are waiting to be picked up, such as when the Create Payment Files process is scheduled, but not yet started. This status will remain unchanged until every valid payment in an active payment process request is completed.	Depends on the status of the payment file. Monitor payment files requiring attention on the Payments Overview page.
Terminated	Terminated	The payment process request was terminated.	No

Terminated	No available installments	There are no installments available for payment that meet the selection criteria in the payment process request.	No
Terminated	Failed document validation	One or more documents payable have failed validation, and processing options are set to reject the entire payment process request, or, all documents payable have failed validation and processing options are set to anything other than Stop process for review .	No
Terminated	Failed payment validation	One or more payments have failed validation, and processing options are set to reject the entire payment process request, or, all payments have failed validation and processing options are set to anything other than Stop process for review .	No

Payables Cash Requirement Report

Forecast your immediate cash needs for invoice payments. You can submit this report before every payment process request to determine your cash requirements for the request. You can also submit this report for the next two or three payment process requests to forecast your cash requirements for the future and improve your cash management.

Run the report from the Reports and Analytics work area or the following pages: Manage Scheduled Processes, Manage Payment Process Requests, Create Payment Process Request Template, and Edit Payment Process Request Template.

Parameters

Business Unit

Specify the name of a business unit.

Template

Select the name of a payment process request template to forecast cash requirements for.

Pay Through Date

Enter a date used to determine which invoices to select for payment.

Payment Date

Enter a date used to determine the discount to be taken and to calculate interest.

Note

The report may include invoices that you plan to pay with a bill payable. If the payment date you specify is before the expected maturity date, you will not require immediate cash to pay those invoices.

Summary Option

Select the level of invoice information to report.

- **No:** Lists all unpaid or partially paid invoices for a currency, by payment date and supplier name, starting with those invoices with the earliest due date or discount date.
- **Yes:** Lists the payment amount due, but does not provide individual invoice information.

Include Unvalidated Invoices

Select whether to include unvalidated invoices. When you include invoices that are not validated, the amount of the invoice may change before payment. For example, invoice validation has not completed certain tax calculations, or the invoice may be on hold for an amount-related issue.

Include Unapproved Invoices

Select whether to include invoices that are not approved.

Included Selected Invoices

Select whether to include invoices selected by other payment process requests.

Tip

If you use the Cash Requirement Report to predict cash needs for a payment process request that you plan to submit, it is best to exclude unvalidated invoices, unapproved invoices, and selected invoices, since the application excludes them when processing payment process requests.

Creating Payment Files Immediately: Points to Consider

You can select to create payment files immediately after a payment process request reaches a status of **Waiting for payment file processing**, or you can schedule the Create Printed Payment Files and Create Electronic Payment Files programs to run periodically at a specified time or frequency.

Immediate Payment File Creation

To specify immediate payment file processing, select the **Create payment files immediately** option on the Payment and Processing Options tab on the Submit Payment Process Request and the Create or Edit Payment Process Request Template pages. When the payment process request completes, the create payment files program runs immediately and creates payment files.

Enabling this option is convenient for a spontaneous payment run because the entire process can be completed without having to set up or wait for a process that is scheduled for a later time, but it may lead to the creation of more payment files than is necessary. It precludes grouping like payments that originated in different payment process requests into a single payment file.

Note

If you select the **Create payment files immediately** option, you must also specify a payment process profile in the Payment Attributes region on the Payment and Processing Options tab.

Scheduled Payment File Creation

Alternatively, you can accept the default setting for the **Create payment files immediately** option, which defers payment file creation.

In this scenario, an enterprise typically schedules the Create Printed Payment Files and Create Electronic Payment Files programs to run periodically. This option is especially beneficial as part of a business process where payment selection is local or decentralized, but payment processing is centralized, because payments can be built into the fewest number of payment files, without being limited by which payment process request they were created in.

Another advantage of this approach is that, when you do not select a value for payment process profile when submitting the payment process request, you allow for Oracle Fusion Payments to default one onto each document payable separately, based on the attributes of that document payable. This allows the decision of which invoices to pay to be made entirely on business needs, such as cash flow and discounts, instead of on payment method and processing needs.

Applying Credits Up to Zero Amount Payments: Examples

One of the payment processing options that you can set for a payment process request is **Apply credits up to zero amount payment**. This option determines whether to apply credits when credits reduce a payment amount below zero.

The following scenarios illustrate the impact of this option when credits exist in a payment process request.

Invoice Amount Greater Than Credit Amount

An invoice for 200 USD and a credit memo for 125 USD are due for payment. Regardless of how the option is set, both the invoice and credit memo are paid because the payment amount with the credit applied is greater than zero. The payment amount is 75 USD.

Credit Amount Greater Than Invoice Amount

An invoice for 200 USD and a credit memo for 225 USD are due for payment. If the option **Apply credits up to zero amount payment** is:

- **Enabled:** Both the invoice and credit memo are included in the payment process request for a payment amount of 0 USD. The invoice is paid and the credit memo is partially paid with a remaining credit of 25 USD.
- **Disabled:** Neither the invoice nor the credit memo are included in the payment process request because the credit reduces the payment amount below zero. Both the invoice and credit memo are listed on the Not Selected tab on the Review Installments page.

Pay Through Dates and Payment Dates in Payment Process Requests: Examples

Pay Through Date and **Payment Date** are among the selection criteria that a payment process request uses to determine whether to select an installment for payment and take a discount.

The following scenario illustrates the effect of **Pay Through Date** and **Payment Date** in a payment process request, along with the impact of the **Always take discount** option.

Pay Through Dates and Payment Dates in Payment Process Requests

An invoice that is ready for payment has an installment with the following information:

- Due date of August 30, 2011
- First discount date of July 15, 2011, for 150 USD
- Second discount date of July 30, 2011, for 100 USD

The **Date Basis** on the payment process request is **Pay date**, and the **Pay Date Basis** on the supplier site is **Discount**.

This table lists examples of different **Pay Through Date**, **Payment Date**, and **Always take discount** option combinations, and the resulting installment and discount information.

Example	Pay Through Date	Payment Date	Always Take Discount Option	Installment Selected?	Discount Taken Amount
1	July 14, 2011	July 17, 2011	Enabled or disabled	No. The Pay Through Date is before the first discount date.	None. The installment is not selected.
2	July 15, 2011	July 17, 2011	Enabled or disabled	Yes. The Pay Through Date is on or after the first discount date.	100 USD. The Payment Date is after the first discount date but before the second discount date.
3	July 15, 2011	July 31, 2011	Disabled	Yes	None. The Payment Date is after the discount dates and the option Always take discount is disabled.
4	July 15, 2011	July 31, 2011	Enabled	Yes	150 USD. Although the Payment Date is after the discount dates, the first discount is taken because the option Always take discount is enabled.

5	July 15, 2011	August 31, 2011	Disabled	Yes	<p>None. The Payment Date is after the due date and the option Always take discount is disabled.</p> <hr/> <p>Note</p> <p>Interest may be calculated depending on your settings.</p>
6	July 15, 2011	August 31, 2011	Enabled	Yes	<p>150 USD. Although the Payment Date is after the due date, the first discount is taken because the option Always take discount is enabled.</p> <hr/> <p>Note</p> <p>Interest may be calculated depending on your settings.</p>

Note

In this scenario, the **Date Basis** on the payment process request is **Pay date** and the **Pay Date Basis** on the supplier is **Discount**.

If the **Date Basis** on the payment process request is **Due date**, or if the **Date Basis** on the payment process request is **Pay date** and the **Pay Date Basis** on the supplier is **Due**, the payment process request selects the installment only when the **Pay Through Date** is on or after the due date.

Date Basis in Payment Process Requests: Examples

Date basis is one of the selection criteria that a payment process request uses to determine whether to select an installment for payment and whether to take a discount. The date basis is either **Pay date** or **Due date**.

The following scenarios illustrate the effect of the **Date Basis** setting in a payment process request.

Pay Date

An installment for 3,000 USD is due for payment on March 31, 2011. The installment has two discounts. The first discount date is February 15, 2011, for 150 USD. The second discount date is February 28, 2011, for 100 USD.

You submit a payment process request with the following data:

- **Payment Date** = February 8, 2011
- **Pay Through Date** = March 30, 2011
- **Date Basis** = **Pay date**

The **Pay Date Basis** setting on the supplier site determines whether the installment is selected for payment and whether a discount is taken.

If the supplier site **Pay Date Basis** is set to **Discount**, the installment is selected for payment because the **Pay Through Date** of March 30, 2011, is later than at least one of the discount dates. The first discount for 150 USD is taken because the **Payment Date** of February 8, 2011, is before the first discount date of February 15, 2011. If the **Payment Date** was after February 15, 2011, but before February 28, 2011, the second discount of 100 USD would be taken. The **Payment Date** determines the discount.

If the supplier site **Pay Date Basis** is set to **Due**, the installment is not selected for payment because the installment due date of March 31, 2011, is later than the **Pay Through Date** of March 30, 2011. The **Pay Through Date** determines the installment selection.

Due Date

An installment for 3,000 USD is due for payment on March 31, 2011. The installment has two discounts. The first discount date is February 15, 2011, for 150 USD. The second discount date is February 28, 2011, for 100 USD.

You submit a payment process request with the following data:

- **Payment Date** = February 8, 2011
- **Pay Through Date** = March 30, 2011
- **Date Basis** = **Due date**

The installment is not selected for payment because the installment due date of March 31, 2011, is later than the **Pay Through Date** of March 30, 2011. The **Pay Through Date** determines the installment selection.

Payment Types: Points to Consider

Payment types identify how a payment is recorded in Oracle Fusion Payables. When you manage payments, you can search for payments of a specific payment type. When you create a single payment, you must specify the payment type.

Payment Types

This table lists the payment types used in Payables along with their descriptions.

Payment Type	Description
Payment Process Request	A payment for one or more invoices that is processed through a payment process request.
Quick	A single payment that you create for one more invoices without submitting a payment process request.
Manual	A payment created outside of Oracle Fusion Payables, but recorded in the application.

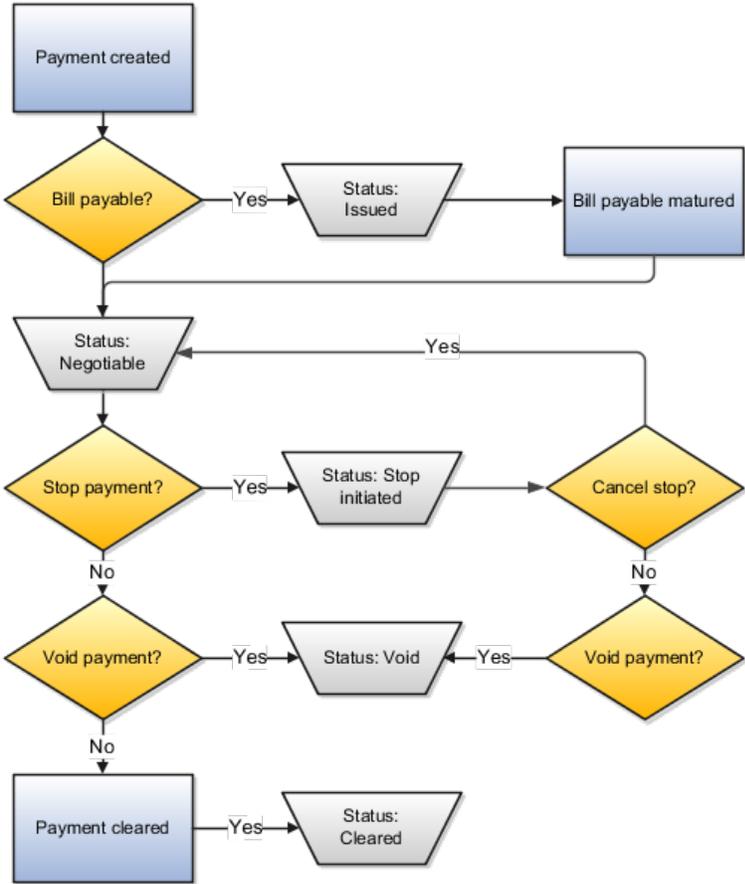
Refund	A payment for a negative amount that closes out an outstanding credit balance.
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Payment Statuses: How They Change

The status of a payment changes, depending on the actions that you take.

How Payment Statuses Change

This figure shows the actions that affect payment status.



This table describes how the actions you take on a payment affect its status.

Action Taken	Status of the Payment
A payment is created and can be cashed by a supplier, a request to stop a payment is canceled, or a bill payable matured and you updated the payment status from Issued to Negotiable by submitting the Update Matured Bills Payable Status program.	Negotiable
A bill payable payment is created and has not yet matured, or a bill payable matured and you have not updated the status from Issued to Negotiable .	Issued

A stop payment request is initiated for a payment.	Stop initiated
A payment is voided and no longer valid for payment.	Voided
A payment is reconciled to a bank statement in Oracle Fusion Cash Management.	Cleared

Payment Process Attributes: How They are Assigned

Each document payable in a payment process request must be assigned a disbursement bank account and a payment process profile so it can proceed to the document validation phase of the payment process. Oracle Fusion Payments takes several steps to ensure their assignment.

Settings That Affect Payment Process Attributes

The following options affect payment processing:

- Create Payment Process Request Template page, Payment Attributes region:
 - **Disbursement bank account** choice list
 - **Payment Process Profile** choice list
- Submit Payment Process Request page, Payment Attributes region:
 - **Disbursement bank account** choice list
 - **Payment Process Profile** choice list
- Create and Edit Payment Process Profiles pages, Usage Rules tab:
 - **Payment Methods** radio buttons
 - **Disbursement Bank Account** radio buttons
 - **Business Units** radio buttons
 - **Currencies** radio buttons

How Payment Process Attributes are Assigned

Disbursement bank accounts and payment process profiles are assigned to documents payable in the following sequence of steps:

1. You can assign the disbursement bank account and the payment process profile to all documents payable in the payment process request during the Submit Payment Process Request process. If you use a payment process request template, a disbursement bank account and a payment process profile default from the template.
2. If you do not assign both values during payment process request submission, Payments derives missing disbursement bank accounts or payment process profiles by looking at the usage rules, by business unit, and comparing them to the attributes of each document payable in the payment process request.

For each document payable in the payment process request, Payments selects the business unit and the payment currency from the document payable and calls an API provided by Oracle Fusion Cash Management. The payment currency is provided to ensure that the bank account is valid for the payment currency on the document payable. The API returns a list of disbursement bank accounts associated with this business unit.

If there is only one disbursement bank account associated with a particular business unit, then Payments assigns this disbursement bank account to the document payable. Otherwise, the bank account cannot default on to the document payable and Payments sets the document payable status to Missing Account.

For each document payable in the payment process request, Payments also selects the payment method from the document payable and attempts to derive the payment process profile associated with this payment method.

If there is only one payment process profile associated with a particular payment method, then Payments assigns this payment process profile to the document payable. Otherwise, the payment process profile cannot default onto the document payable and Payments sets the document payable status to Missing Profile.

3. Payments provides a code hook that, if implemented by the source product, can access the source product's custom code, which assigns missing disbursement bank accounts or payment process profiles to applicable documents payable.

If the source product does not implement the hook, then Payments sets the payment process request to a Status of Information Required.

4. Payments stops the payment process and you must assign missing disbursement bank accounts or payment process profiles to groups of documents payable or to individual documents payable in the Assign Payment Process Attributes and Assign Attributes at Document Payable Level pages respectively.

Note

Within a single payment process request, it is possible to cycle through some combination of steps 2, 3, or 4 on documents payable missing disbursement bank accounts or payment process profiles. Similarly, it is also possible to obtain a missing disbursement bank account or a payment process profile using different steps for any one document payable.

Resolving Payment Validation Errors: Points to Consider

When payments files are built from documents payable in Oracle Fusion Payments, the Build Payments program validates the payments, based on validations that were assigned during Payments setup. When you submit a payment process request, you specify whether payments that fail validation are rejected or whether the Build Payments program stops the payment process for review. If review is required for payments that fail validation, you navigate to the Resolve Payment Validation Errors page, which displays the proposed

payments and validation errors, as well as the documents payable that comprise each proposed payment. In the Resolve Payment Validation Errors page, you can perform the following actions to resolve payment validation errors:

- Remove payments from the payment process request.
- Remove documents payable from the payment process request.
- Terminate the payment process request.
- Change the setup of remittance bank accounts, third party payees, payment methods, or payment formats

Removing Payments from the Payment Process Request

You can resolve payment validation errors on the Resolve Payment Validation Errors page by removing one or more payments with validation errors from the payment process request. For example, you may decide to take this action when one or more payments exceeds a defined amount limit. Removing payments can lower the payments amount below the limit. When this action is taken, Payments removes the payment and associated documents payable from the payment process request. Payments then informs the source product that the documents payable in the payment are not being paid. The source product then unlocks the documents payable and resets their status. This enables the documents payable to be corrected, if necessary, and selected in a new payment process request. After removing the applicable payments from the payment process request, you can then resume the payment process on the Resolve Payment Validation Errors page.

Removing Documents Payable from the Payment Process Request

You can resolve payment validation errors on the Resolve Payment Validation Errors page by removing one or more documents payable from a payment that is included in the payment process request. Payments removes them from the payment process request and informs the source product that the documents payable are not being paid. The source product then unlocks the documents payable and resets their status. This makes the documents payable ready for correction, if necessary, and for selection in a new payment process request. After removing the applicable documents payable from a payment process request, you can then resume the payment process on the Resolve Payment Validation Errors page.

Terminating the Payment Process Request

You can resolve payment validation errors by terminating the entire payment process request. To terminate a payment process request, click the **Terminate Payment Process** button in the Resolve Payment Validation Errors page. Payments then informs the source product that none of the documents payable in the payment process request are being paid. The source product then unlocks the documents payable and resets their status. This makes the documents payable ready for correction, if necessary, and for selection in a new payment process request.

Changing the Setup of Remittance Bank Accounts, Third Party Payees, Payment Methods, or Payment Formats

You can resolve some payment validation errors by leaving the Resolve Payment Validation Errors page and changing the setup of remittance bank accounts, third

party payees, payment methods, or payment formats to allow the payments to pass validation. When payments are revalidated, any setup changes you made are activated. After changing applicable setups, you can then return to the Resolve Payment Validation Errors page and remove applicable payments or documents payable from the payment process request, or ignore the validation errors and resume the payment process on the Resolve Payment Validation Errors page.

Note

You may choose to change setups to resolve payment validation errors; however, you cannot change details of the documents payable or invoices, such as amounts or currencies, since those are locked during the payment process. To change details on the documents payable, you must remove the payment or document payable from the payment process request and then make changes in the Edit Invoice page.

Interest Invoices: Explained

Oracle Fusion Payables automatically creates invoices to pay interest for overdue invoices if you enable automatic interest calculation for a supplier, and if you pay an overdue invoice in a payment process request or with a Quick payment. The interest invoice is automatically paid along with the overdue invoice.

To use automatic interest rate calculation, define the interest rates and enable the **Allow interest invoices** option on the Manage Invoice Options page and the **Allow interest invoices** option for the supplier. You can add, change, or delete a rate at any time. If a rate is not defined, a zero rate is used.

Note

Payables does not create interest invoices when you pay overdue invoices with a Manual payment.

Interest invoices have the following components:

- Number
- Terms
- Amount
- Currency

Number

The interest invoice number is the same as the overdue invoice number, but with the suffix -INT x , where x is the count of interest invoices that were created for the overdue invoice. For example, the third interest invoice created for an overdue invoice has the suffix -INT3.

Terms

The payment terms on an interest invoice are **Immediate**. If you do not have **Immediate** terms defined, the interest invoice payment terms are the same as the overdue invoice.

Amount

The amount of the interest invoice is the interest amount owed. Payables calculates interest based on the rate you enter on the Manage Interest Rates page

in accordance with the United States Prompt Payment Act. The formula used compounds monthly, up to a maximum of 365 days interest.

Currency

Interest invoices have the same invoice currency and payment currency as the overdue invoice.

Interest on Overdue Invoices: How It Is Calculated

Oracle Fusion Payables calculates interest owed to suppliers for overdue invoices.

Settings That Affect Interest Calculation

Set the **Minimum interest amount** invoice option and define the interest rates that are in effect.

How Interest Is Calculated

When you pay an overdue invoice, Payables uses the following information to calculate interest:

- The invoice due date to determine how many days overdue the invoice is.
- The interest rate in effect the day after the invoice due date.

Note

Payables calculates interest in accordance with the US Prompt Payment Act, and is not an effective yearly rate. Interest is compounded monthly. For example, the interest rate on a 100 USD invoice is 7 percent. After a year, you would owe 7.23 USD in interest.

This figure shows the formula for calculating interest.

Interest Formula

$$I = [P(1 + i/12)^n - P] + [P + (P(1 + i/12)^n - P)](i)(z)$$

The interest formula uses the following variables:

- I = interest payable
- P = principal net amount payable to the supplier before adding on interest
- i = interest rate expressed in decimal form
- n = number of full periods for example, the number of days divided by 30

- z = number of residual days that is, number of days less than a 30 day period divided by 360

Document Sequences in Payables: Explained

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

Voucher numbers provide proof of completeness. If you use sequential voucher numbers, you can confirm that no document was lost.

Document Sequencing

Assigning unique voucher numbers to documents is called document sequencing.

Audit Table

When defining a new sequence, you must enter the name of the table that stores sequence audit information. For document sequences used by Payables, the audit table name is AP_DOC_SEQUENCE_AUDIT.

Document Categories

You can set up document sequencing for different types of documents or document sequence categories. For example, you may decide to assign the sequence of numbers to the Payables document category Credit Memo Invoices. Then, each credit memo you create will have a unique voucher number.

Following are some of the predefined categories that Payables provides:

- Standard Invoices
- Credit Memo Invoices
- Debit Memo Invoices
- Interest Invoices
- Electronic Payments
- Check Payments
- Clearing Payments

FAQs for Prepare and Record Payments

What happens if no interest rate is defined for an overdue invoice?

If you enable the invoice option **Create interest invoices**, but do not define a rate for the day after the invoice is due, no interest is calculated and no interest invoice is created.

What happens if I void a payment?

The accounting and payment records for the invoices that were paid are automatically reversed.

If applicable, the following transactions also occur:

- Any realized gains or losses on foreign currency invoices recorded as paid by the payment are reversed.

- If you select the **Create interest invoices** check box on the Manage Invoice Options page, all related interest invoices are reversed.
- If you withhold taxes at payment time, and you void a payment that paid an invoice with an associated withholding tax invoice, then a reversing invoice for the tax authority supplier is automatically created to offset the amount of the withholding tax invoice.

In addition, when you void a payment, you can select the action you want to take on the invoices that were paid. You can cancel the invoices, place a hold on the invoices, or leave the invoices available for payment.

Can I void any type of payment?

Yes. However there are restrictions. The actions you can take on a payment depend on the type and status of the payment.

This table lists each payment action, along with the types and statuses the payment must have before you can perform that action.

Payment Action	Payment Type	Payment Status
Void	Payment process request, Quick, Manual, Refund	Negotiable, Issued, Stop initiated
Initiate stop	Payment process request, Quick, Manual, Refund	Negotiable, Issued
Cancel stop	Payment process request, Quick, Manual, Refund	Stop initiated
Add or remove invoices	Manual	Negotiable, Issued
Reissue	Quick	Negotiable
Print remittance	Payment process request, Quick, Manual, Refund	Negotiable, Issued, Cleared, Stop initiated, Voided

Restriction

- You cannot void a payment for a prepayment that is applied. You must first unapply the prepayment, then you can void it.
 - You cannot initiate a stop payment for a prepayment that is applied.
 - You cannot reissue a payment for documents with a bills payable or electronic payment method.
-

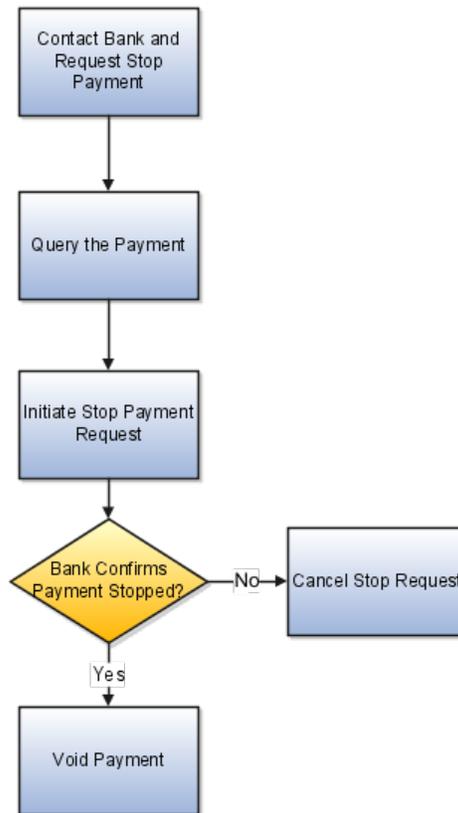
What's a stop payment request?

A stop payment request records the dates that a stop payment order was placed with or released from a financial institution. If, for example, a supplier tells you that they did not receive a payment that you sent them, first contact the bank and ask whether the payment was received and cleared. If it did not clear, ask the bank to initiate a stop payment and then record a stop payment request in Oracle Fusion Payables.

You can initiate a stop payment request for quick payments, refunds, and payment process requests if the payment status is **Negotiable**, or for bills payable if the payment status is **Issued**. If the bank confirms that the payment has not cleared and was stopped, you can void the payment to reverse the accounting and payment records. If the bank notifies you that the payment has

cleared, you can cancel the stop payment request to reset the payment status to **Negotiable** or **Issued**.

This figure shows the life cycle of a stop payment request from when you contact the bank to when you void the payment or cancel the stop request.



Why didn't an installment get selected for payment?

An installment can meet the selection criteria of a payment process request, yet not get selected for payment for one or more reasons.

You can review installments that were not selected for payment, along with the reasons they were not selected, on the Not Selected tab of the Review Installments page.

The reasons are as follows:

- Rejected by approver
- Withholding tax calculation error
- Credit reduces payment amount below zero
- Invoice needs revalidation
- Invoice requires approval
- Invoice never validated
- Payment date in closed period

- Payment date before system date not allowed
- Installment on hold
- Supplier site on payment hold
- Installment manually removed
- Zero amount installments excluded

Why did the payment require a conversion rate when the conversion rate entry option is disabled?

Even if the option **Require conversion rate entry** is not enabled, a payment requires a conversion rate if the payment is in a foreign currency, has an invoice that is subject to automatic withholding, and automatic withholding is set at payment time. Invoices for automatically withheld taxes are always created in the ledger currency.

Record Accounting for Payments

Accounting for Invoices and Payments: Explained

You can create accounting entries for invoice and payment transactions in Oracle Fusion Payables using Oracle Fusion Subledger Accounting. Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to General Ledger.

Payables includes a set of predefined account rules that Subledger Accounting uses to create accounting, but you can define your own detailed accounting rules in Subledger Accounting.

Payables Event Classes and Types

Payables predefines accounting event classes and accounting event types that are used by Subledger Accounting. You can modify the accounting setup to create accounting for some events and not for others.

This table describes the event classes and types that Payables predefines for invoices and payments.

Event Class	Event Type
Adjustment Entry	Manual
Bills Payable	<ul style="list-style-type: none"> • Bill Payable Matured • Bill Payable Maturity Adjusted • Bill Payable Maturity Reversed
Credit Memos	<ul style="list-style-type: none"> • Credit Memo Adjusted • Credit Memo Canceled • Credit Memo Validated
Debit Memos	<ul style="list-style-type: none"> • Debit Memo Adjusted • Debit Memo Canceled • Debit Memo Validated

Invoices	<ul style="list-style-type: none"> • Invoice Adjusted • Invoice Canceled • Invoice Validated
Payments	<ul style="list-style-type: none"> • Manual Payment Adjusted • Payment Adjusted • Payment Canceled • Payment Created
Prepayment Applications	<ul style="list-style-type: none"> • Prepayment Application Adjusted • Prepayment Applied • Prepayment Unapplied
Prepayments	<ul style="list-style-type: none"> • Prepayment Adjusted • Prepayment Canceled • Prepayment Validated
Reconciled Payments	<ul style="list-style-type: none"> • Payment Cleared • Payment Clearing Adjusted • Payment Uncleared
Refunds	<ul style="list-style-type: none"> • Refund Adjusted • Refund Canceled • Refund Recorded
Third Party Merge	<ul style="list-style-type: none"> • Full Merge • Partial Merge

Missing Conversion Rates: How They Are Applied to Invoices

The Apply Missing Conversion Rate process automatically applies conversion rates to foreign currency invoices or payments that have no conversion rate and a conversion rate type other than **User**. If a foreign currency invoice is missing a conversion rate, then when you validate the invoice, the validation process applies a **No rate** hold, which prevents payment and accounting of the invoice.

Settings That Affect Applying Missing Conversion Rates

Run the Apply Missing Conversion Rates process if the option **Require conversion rate entry** is disabled.

How Missing Conversion Rates Are Applied to Invoices

The Apply Missing Conversion Rates process uses conversion rate information in the Oracle Fusion General Ledger Daily Rates table to enter conversion rates

for any foreign currency invoices or payments that have no conversion rates. The next time you validate the invoice, the **No rate** hold is automatically removed.

Process Payment Files

Disbursements: How They Are Processed

The disbursement process starts when a source product calls Oracle Fusion Payments to process disbursements. For example, Oracle Fusion Payables uses the disbursement process to pay supplier invoices and Oracle Fusion Receivables uses it to pay customer refunds. The disbursement process ends when either electronic payments are transmitted to a payment system or financial institution or paper payment documents, such as checks or promissory notes, are printed.

Electronic processing involves the creation of a payment file that is transmitted to a financial institution. The file contains instructions that tell the financial institution how to remit funds. In some cases, funds are remitted electronically by an automatic deposit to a bank account. In other cases, the payment file can instruct the financial institution to issue a check for payment.

Settings That Affect Disbursements

The following settings in header region on the Create Payment Process Profile page impact electronic disbursements:

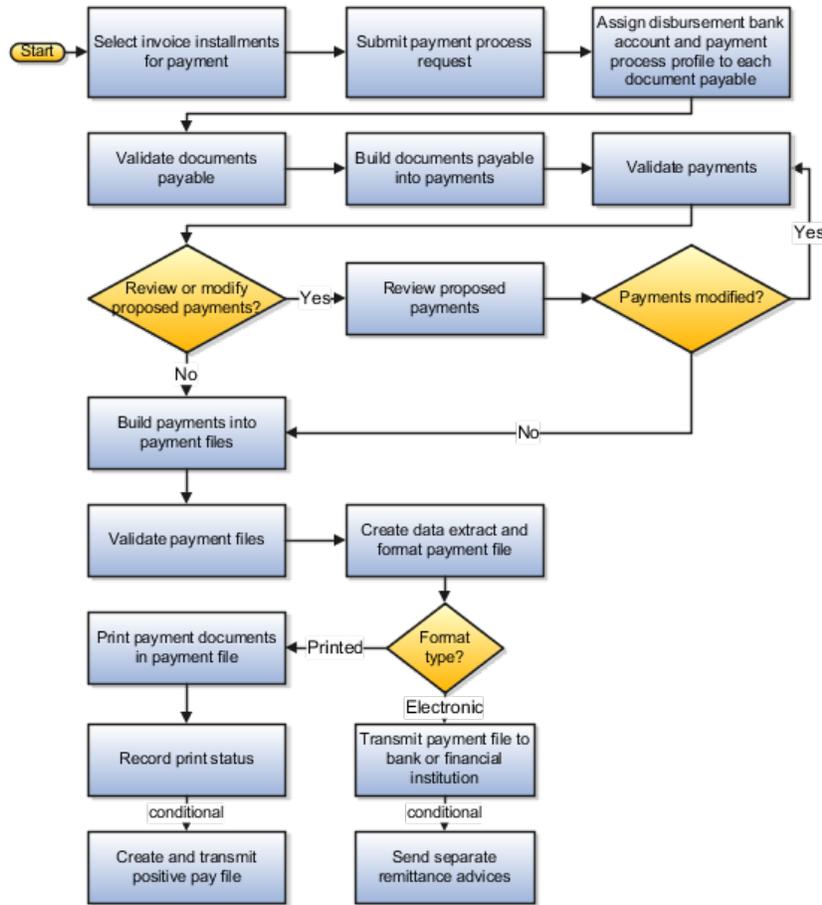
- **Processing Type** is Electronic.
- **Payment Confirmation Point** indicates the point at which a payment is confirmed. Payments can be automatically confirmed, either when the payment file is formatted or when the payment file is transmitted to the payment system by Payments.
- **Allow Manual Setting of Payment Confirmation** enables the payment administrator to manually confirm payments in the following pages: Manage Payment Files, Payment File, and the Overview page of the Payments work area.
- **Payment File Format** is where the user specifies the payment file format to use for the electronic payment file.

The following settings in header region on the Create Payment Process Profile page impact printed disbursements:

- **Processing Type** is Printed.
- **Default Payment Document**
- **Send to File** produces a formatted output file, which is printed outside of the Oracle E-Business Suite.
- **Send to Printer**
- **Automatically Print After Formatting**
- **Default Printer**
- **Payment File Format** is where the user specifies the payment file format to use for the printed payment file.

How Disbursements Are Processed

The following diagram shows the flow of the disbursement process:



The following table describes the action steps performed by the disbursement process:

Action	Description
Document Creation	The source product creates documents payable, such as invoices, for which it needs to make payment.
Document Selection	The source product performs a document selection process. The selected documents are grouped into a payment process request.
Payment Process Request Submission	The payment process request is submitted to Payments for processing.
Account and Profile Assignment	Disbursement bank accounts, which are the deploying company's bank accounts, and payment process profiles are assigned to documents payable within the payment process request. Payments assigns these values automatically when possible. When not possible, the user is asked to supply the values in the Assign Payment Process Attributes page.

Document Validation	<p>Payments executes any document level validations set up on the payment method or format.</p> <p>Documents payable that fail validation can be automatically removed and sent back to the source product, allowing the valid documents payable to continue in the disbursement process, or the entire payment process request be stopped for resolution, depending on options set during the submission of the payment process request.</p>
Payment Creation and Validation	<p>Payments groups like documents payable into payments, according to rules set up in the payment process profile. It then executes any payment level validations set up on the payment method or format.</p> <p>Payments that fail validation be automatically removed and the constituent documents payable sent back to the source product, allowing the valid payments to continue in the disbursement process, or the entire payment process request be stopped for resolution, depending on options set during the submission of the payment process request.</p>
Review and Modification	<p>When the payment process is submitted, it can be set to stop for review as soon as all payments pass validation. During the review, you can optionally remove payments from the payment process request or documents payable from payments. If any modifications are made during the review, validations are executed again.</p>
Payment File Creation	<p>Payments processes payments within each payment process request and groups them according to their internal bank accounts, payment process profiles, and other grouping rules to create payment files.</p> <p>This processing result in payment process requests being split into different payment files or combined together into payment files.</p>
Payment File Validation	<p>Payments executes any payment file level validations set up on the format. Payment files that fail validation be corrected by removing payments or the validation be overridden.</p>
Extraction and Formatting	<p>An extract is created. This extract is an XML file that contains the superset of data relevant to the payment file. BI Publisher applies a format template to the data in the extract and the result is a formatted file which contains the subset of data specified by the format.</p>
Transmission	<p>If the payment process profile for a formatted payment file specifies electronic processing, the payment file is transmitted to the payment system. The payment system is a bank or other financial institution that processes the file and moves money from the disbursement bank account to the payee bank account.</p>

Payment Document Printing	If the payment process profile for a formatted payment file specifies printed processing, the payment file is printed onto payment documents (checks). If any checks are printed incorrectly, they can be reprinted. Once printed successfully, you can record the print status, which allows Payables to account for the payments and any other further processing.
Post-processing	After creating payments, you can optionally report on them in various ways. Separate remittance advices can be sent to suppliers, positive pay reports can be sent to bank-printed payments to prevent fraud, regulatory reports can be sent to statutory organizations, and a payment file register can be created for internal use.

Submit Separate Remittance Advice: How It Is Processed

The Submit Separate Remittance Advice is an Enterprise Scheduler Service (ESS) process that creates a report that is sent to a payee (supplier). The report lists the invoices paid with each payment by the deploying company. Oracle Fusion Payments works with Oracle BI Publisher to support separate remittance advice creation and delivery. This is an optional feature initiated by the deploying company.

Settings That Affect Submit Separate Remittance Advice

The following payment process profile setup settings affect the Separate Remittance Advice report:

- Report format
- Whether the report is submitted automatically when payments are confirmed
- Whether multiple copies of the report are allowed for a payment file
- Condition under which the report is run; specifies when or for which payments this remittance advice is generated
- Report delivery method
- Whether the preferred supplier's or payee's delivery method of the report as setup in the supplier and payee setup can be overridden

Note

A delivery method is set on both the payment process profile and optionally on each supplier site. The delivery channel on the supplier site takes precedence unless the **Override Payee Delivery Method Preference** check box is selected on the payment process profile.

How the Submit Separate Remittance Advice Report Is Processed

The following table describes the flow of events associated with the Submit Separate Remittance Advice report:

Action	Description
The application reads the separate remittance advice setup from the payment process profile.	On the Reporting tab of the Create or Edit Payment Process Profile page, you can specify whether automatic submission of a Separate Remittance Advice is required when payments are confirmed.
Is separate remittance advice requested?	If the payment process profile indicates that no separate remittance advice is required, then this flow is complete. If a separate advice is required, then the flow continues.
The application reads the delivery method.	The payment process profile also contains the remittance delivery method. The delivery method specifies how the formatted data is to be delivered to the payee. Delivery methods supported by Payments include E-Mail, print, and facsimile. Note Delivery of the actual payment file occurs outside Oracle BI Publisher and is managed as a completely separate process.
The application reads the delivery address from Trading Community Architecture (TCA).	Once the delivery method is determined, then the delivery address, whether an E-Mail address, fax number, or mailing address, is read from the TCA model.
The application passes the extract XML message to Oracle BI Publisher.	The extract XML message is sent to Oracle BI Publisher for formatting of the remittance advice.
Oracle BI Publisher applies the applicable format template to the XML message.	Oracle BI Publisher uses templates to format an XML message. Payments tells Oracle BI Publisher which format template to apply to the XML message.
Oracle BI Publisher formats the remittance advice, stores the output, and delivers the Separate Remittance Advice report.	Oracle BI Publisher formats the remittance advice and stores the output. It then delivers the advice to the third-party payee using the specified delivery method.

Confirming Electronic Payment Files: Explained

A confirmed electronic payment file is one that is complete and considered done. Oracle Fusion Payments must notify source products when payments are confirmed, so the source products can perform necessary actions, such as accounting. The point at which an electronic payment is considered confirmed depends on the deploying company's business practices, as well as on what notification the payer's payment system supports, such as acknowledgment and clearing.

Electronic payment files can be confirmed by:

- Specifying an automatic payment file confirmation point
- Manually confirming payment files

Specifying an Automatic Payment File Confirmation Point

When creating a payment process profile during setup, you can specify the point at which an electronic payment file is automatically confirmed. This

confirmation point can be either when the payment file is formatted, or when it is transmitted to the payment system.

Manually Confirming Payment Files

When creating a payment process profile during setup, you can also specify whether you want to enable manual confirmation of the payment file. Payments enables you to manually confirm payment files before they are confirmed automatically. You may need this option available for timing reasons. You can make manual confirmations of electronic payment files from the Manage Payment Files page by selecting the applicable payment file row from the search results and then selecting the applicable option from the Actions menu. Similarly, you can also manually confirm a payment file directly on the applicable Payment File page using the Actions menu.

Important

Once the payments in a payment file are confirmed, the source product is notified. Simultaneously, you can no longer terminate the payment file. Instead, if there are any issues with payments, you must void them.

Printed Payment File Statuses: How They Are Impacted

The application processes printed payment files. Printed payment files are printed onto checks or promissory notes. As a printed payment file is processed, the payment file status changes, depending on the actions performed by the source product, Oracle Fusion Payments, and the payment administrator.

Settings That Affect Printed Payment Files Statuses

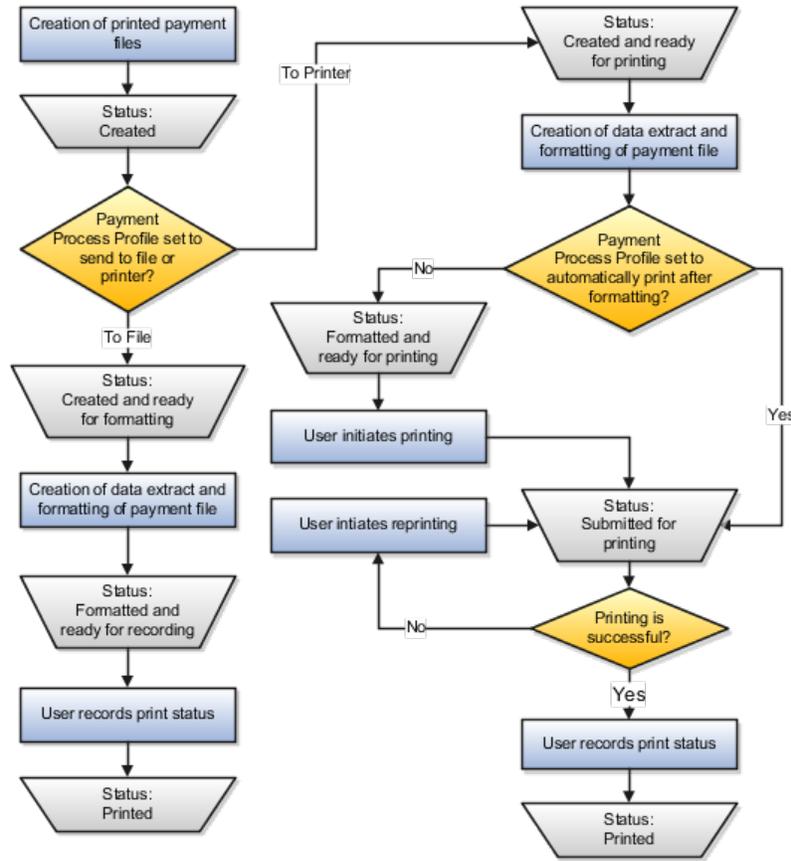
The following settings in the header region on the Create Payment Process Profile page impact printed payment file statuses:

- **Processing Type** is Printed.
- **Default Payment Document**
- **Send to File** produces a formatted output file, which is printed outside of the Oracle E-Business Suite.
- **Send to Printer**
- **Automatically Print After Formatting**
- **Default Printer**
- **Payment File Format** enables users to specify the payment file format to use for the printed payment file.

If you choose not to print payment files immediately, thereby deferring the printing process, you must submit the payment file for printing manually. This manual submission is done on the Print Payment Documents page.

How Printed Payment Files Statuses Are Impacted

This figure shows the flow of statuses associated with the creation of printed payment files, which includes printing to a file as well as to a printer.



The following table describes how actions performed by Payments or the payment administrator change the status of the printed payment file.

Action Taken by Payments or the Administrator	Status of the Printed Payment File
The payment file has been created and validated, but has failed validation and is waiting for the administrator to take remedial action.	Failed validation and pending action
The administrator has reviewed a payment file that has failed validation and removed payments or overridden errors. This is a transient status which prompts Payments to validate the payment file again.	Retry payment file validation
The payment file has passed validation. This is a transient status which prompts Payments to start the formatting process.	Created
The payment file has been terminated and the documents payable have been returned to the source product.	Terminated

The payment file has failed formatting and the administrator has been prompted to take remedial action.	Failed formatting and pending action
Payments has been set up to allow printing outside the application rather than within it. The data extract has been created and formatting has been completed. The payment file has been created and formatted, and is ready to be recorded.	Formatted and ready for recording
Payments has been set up to allow printing outside the application rather than within it. Creation of the data extract and formatting are incomplete for a printed payment file because another payment file has locked the payment document. The payment file has been created and is ready to be formatted.	Created and ready for formatting
Creation of the data extract and formatting are incomplete for a printed payment file because another payment file has locked the payment document. The payment file has been created and is ready to be printed.	Created and ready for printing
Creation of the data extract and formatting has been completed for a printed payment file. Payments has been set up to print immediately, but the print program has not yet submitted the file to Business Intelligence Publisher (BI Publisher). The payment file has been created and formatted. Note that this is a very short-lived status and is rarely seen by administrators.	Formatted
Creation of the data extract and formatting has been completed for a printed payment file. Payments has been set up for deferred printing. The payment file has been created and formatted and is ready to be printed.	Formatted and ready for printing
The administrator has initiated the print run on the Print Payment Documents page or the Reprint Payment Documents page. The payment file has been sent to the printer and is ready for you to reprint payments or record print status.	Submitted for printing
The administrator has recorded the final print status on the Record Print Status page.	Printed
The administrator has voided a payment. There are no valid payments left in the payment file, causing the payment file to be automatically terminated.	Terminated, if the payment was the last in the file; otherwise no change.

Electronic Payment File Statuses: How They Are Impacted

As an electronic payment file is processed, the payment file status changes depending on the setup and actions performed by the source product, Oracle Fusion Payments, and the payment administrator. An electronic payment file is transmitted to a payment system or financial institution for further processing and disbursement.

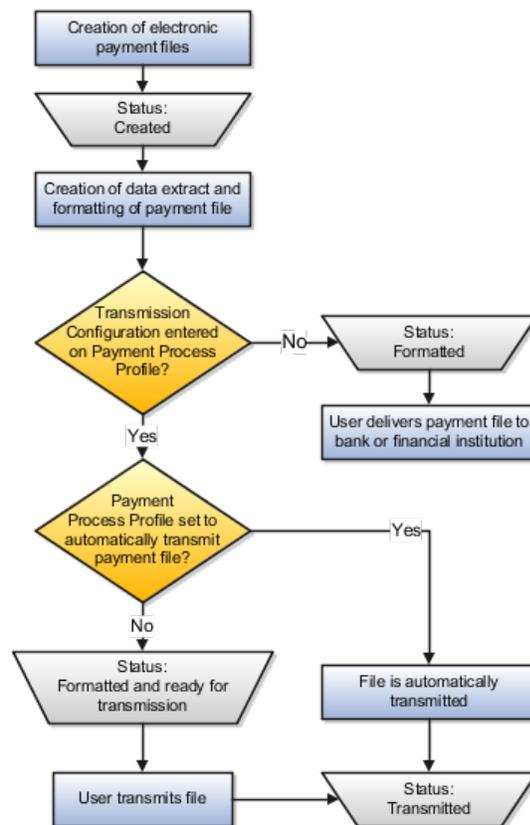
Settings That Affect Electronic Payment File Statuses

The following settings in the header region on the Create Payment Process Profile page affect electronic payment file statuses:

- **Processing Type** is Electronic.
- **Payment Confirmation Point** indicates the point at which a payment is confirmed. Payments can be automatically confirmed, either when the payment file is formatted or when the payment file is transmitted to the payment system by Payments.
- **Allow Manual Setting of Payment Confirmation** enables the payment administrator to manually confirm payments in the following pages: Manage Payment Files, Payment File, and the Overview page of the Payments work area. This feature can be enabled without automatic confirmation, or when automatic confirmation is set to transmission.
- **Payment File Format** enables users to indicate the format that Business Intelligence Publisher (BI Publisher) uses to prepare the payment file for transmission.

How Electronic Payment File Statuses Are Impacted

This figure shows the flow of statuses associated with the creation of electronic payment files.



The following table describes how actions performed by Payments or the payment administrator change the status of the electronic payment file:

Action Taken by Payments or the Administrator	Status of the Electronic Payment File
The payment file has been created and validated, but has failed validation and is waiting for the administrator to take remedial action.	Failed validation and pending action
The administrator has reviewed a payment file that has failed validation and removed payments or overridden errors. This is a transient status which prompts Payments to validate the payment file again.	Retry payment file validation
The payment file has passed validation. This is a transient status which prompts Payments to start the formatting process.	Created
The payment file has been terminated and the documents payable have been returned to the source product.	Terminated
The payment file has failed formatting and the administrator has been prompted to take remedial action.	Failed formatting and pending action
The payment file has been formatted. Per the setup in the payment process profile, transmission will be completed external to Payments, so no further action is expected.	Formatted
The payment file has been formatted and is ready for transmission to the payment system or financial institution.	Formatted and ready for transmission
Payments has successfully transmitted an electronic payment file to the payment system or financial institution.	Transmitted
Payments has failed to transmit an electronic payment file to the payment system or financial institution.	Transmission failed
The administrator has ignored a transmission failure after confirming transmission outside Payments and has overridden it on the Resolve Payment File Transmission Failure page. The payment file has been successfully transmitted to the payment system or financial institution.	Transmitted
The administrator has voided a payment. There are no valid payments left in the payment file, causing the payment file to be automatically terminated.	Terminated

Skipped and Spoiled Payment Documents: Explained

A skipped prenumbered payment document is one where the payment was printed onto a payment document with a different number. A spoiled prenumbered payment document is one that is ruined and that you do not intend to reprint.

The following scenarios can occur with skipped or spoiled payment documents:

- Skipped prenumbered payment document

- Spoiled prenumbered payment document
- Spoiled blank payment document

Skipped Prenumbered Payment Document

Prenumbered payment documents are those that have the document or check number already printed on them.

If your printer skips a prenumbered payment document, mark the payment document as skipped on the Record Print Status page. The application rennumbers subsequent payment documents and presents the results to you for review on the Record Print Status page.

You can save the skipped prenumbered payment document for use in a future single payment or a manual payment, or you can manually destroy the paper document and void it in Oracle Fusion Cash Management on the Edit Bank Account page.

Spoiled Prenumbered Payment Document

A spoiled payment document is one that was ruined during printing and cannot be used. Prenumbered payment documents are those that have the document or check number already printed on them.

If you choose to reprint, perform both of the following steps:

1. Reprint the spoiled prenumbered payment onto a new prenumbered payment document on the Reprint Payment Documents page.
2. Report the payment as issued on the Record Print Status page.

The application notes the spoiled prenumbered payment document, associates the new number with that payment, and reprints the new prenumbered payment document.

If you choose not to reprint, mark the prenumbered payment document as spoiled on the Record Print Status page and then manually destroy the paper document.

Tip

Click the **Mark as Spoiled** button only if you are not going to reprint the spoiled prenumbered payment document.

Spoiled Blank Payment Document

A spoiled payment document is one that cannot be used. Blank payment documents are those that do not have the document or check number already printed on them.

The following table summarizes the actions that you and the application can take when your printer ruins a blank payment document:

Actions You Take	Actions the Application Takes
Void or manually destroy the spoiled blank payment document.	The application takes no action.

<p>If you choose to reprint, perform both of the following steps:</p> <ol style="list-style-type: none"> 1. Reprint the spoiled blank payment onto a new blank payment document on the Reprint Payment Documents page. 2. Report the payment as issued on the Record Print Status page. 	<p>The application reprints the spoiled blank payment onto a new blank payment document.</p>
<p>If you choose not to reprint, mark the blank payment document as spoiled on the Record Print Status page.</p>	<p>The application removes the payment from the payment file and releases the documents payable back to Oracle Fusion Payables for future payment.</p>

Resolving Payment File Transmission Failures: Critical Choices

When a payment file transmission failure occurs, you can choose from the following options:

- Retransmit the file.
- Ignore the transmission failure.
- Stop the payment process.

Retransmitting the File

Retransmitting the file assumes that any previous transmission failure was the result of a transient problem or that setup has been corrected since the original attempt to transmit. This action initiates transmission again and attempts to retransmit the payment file.

Ignoring the Transmission Failure

Ignore the transmission failure when you need to force the payment file status to **Transmitted** after successfully transmitting the file outside the application or confirming with your bank that it was successfully received despite the failure status. When you instruct the application to ignore the failure, it updates the status of the payment file to **Transmitted**.

Stopping the Payment Process

You can decide to terminate the payment file. When you take this action, the application sets the status of the payment file to **Terminated**. Oracle Fusion Payments informs the source product of the terminated documents payable. Then for each payment in the payment file, Payments sets the status to **Canceled**. The source product unlocks the documents and resets their status so that the documents are available for future selection.

Resolving Payment File Validation Errors: Critical Choices

In payment processing, it is critical to ensure that payment files sent to payment systems and financial institutions are valid and correctly formatted. Payment file validations are rules that check the validity of payments or payment files. If a payment file fails validation, it is always stopped for review.

To resolve payment file validation errors, you can choose from the following options:

- Override the validation error.
- Remove payments from the payment file.
- Change the payment method setup or the format setup.

Overriding the Validation Error

To resolve payment file validation errors, you can override certain validation errors and then provide the override justification. For example, suppose your company has a payment file validation that specifies that the total amount of a payment file cannot be more than 1 million USD. If a payment file is 2 million USD and must be processed, you can acknowledge the error, provide a justification, and override the error.

After resolution, the payment process proceeds to formatting and then printing or transmitting the payment file.

Removing Payments from the Payment File

If you remove a payment from the payment file that has a payment file or formatting validation error, then the validation error is no longer applicable. For example, suppose a deploying company has a payment file validation that specifies that the total amount of a payment file cannot be more than 1 million USD and the payment file is comprised of 12 payments. This validation error can be remedied by removing one or more payments from the payment file until the total amount of the payment file is 1 million USD or less.

Note

At the payment file level, the payment administrator does not have the option of removing individual documents payable from a payment.

Changing the Payment Method Setup or Format Setup

You can assign seeded validations or create user-defined validations when you create a payment method during setup. You can also assign seeded validations to payment formats during setup. One way to resolve an unwanted payment file validation is to modify or remove it from the applicable payment method or payment format.

FAQs for Process Payment Files

What's a payment validation?

Payment validations are rules that ensure that disbursements are correct before they are printed or transmitted to your bank or financial institution. Validations help find problems early in the payment process and keep costs down by preventing invalid data from getting to your bank.

During implementation, validations can be attached to payment methods, payment file formats, or both. Validations are handled differently at transaction time based on which object they are attached to:

If the validation is attached to a payment method, it:

- Can be executed early in the process, so any problems can be identified as early as invoice entry in Oracle Fusion Payables
- Can be applied to a document payable (invoice installment) or a payment
- Cannot be applied to a payment file, because one payment file may span multiple payment methods

If the validation is attached to a format, it:

- Can be optionally executed only on transactions in a specific country
- Can be optionally executed only on a specific combination of payment method and format
- Can be executed on a document payable (although that validation will not happen during invoice entry), payment, or payment file

Validations can be predefined or user-defined. Predefined validations are seeded, and are complex groupings of validations that can conveniently be assigned to payment methods or formats. Oracle Fusion Payments associates some predefined validations to seeded payment formats by default. User-defined validations, on the other hand, are completely granular. During implementation, they can be specified one attribute at a time. Any combination of predefined and user-defined validation can be assigned.

What happens if I terminate the payment process?

You can decide to terminate the payment process by terminating the payment file. When you take this action, the application sets the status of the payment file to Terminated and informs the source product of the terminated documents payable. Then, for each payment in the payment file, the application sets the status to Canceled. The source product unlocks the documents and resets their status so that they are available for future selection.

How can I unlock the payment document locked by another payment file?

Before you can format and print a payment file, you must ensure that the payment document you are printing onto is available. For example, if the payment documents or check stock are being used to print onto by Payment File 1, they are unavailable and considered locked. To make the locked payment documents available, you must first record the print status for Payment File 1 before you can print Payment File 2 onto payment documents.

What happens to payment numbering if I reprint a range of prenumbered payment documents?

You can reprint documents that have been damaged during the initial printing. To do this, the application marks the original payment documents as void and assigns new payment document numbers to each payment. The payment administrator specifies the range or ranges of documents that were spoiled, and specifies the payment document number on which to start the reprint. The

application then renumbers and reprints the spoiled payments. The range allows the same number to be entered in the **Document Number From** field and the **Document Number To** field so a single document payable can be reprinted.

Reprinting allows affected documents payable to be successfully paid, despite initial printing issues, and is an alternative to marking payment documents as spoiled, which returns the unpaid documents payable to the source product.

What happens to payment numbering if I reprint the complete payment file of prenumbered payment documents?

The application retains the original numbering when reprinting the entire file. This option is intended only for cases where no printing was started. If you reprint the entire payment file after successfully printing one or more prenumbered payment documents, the numbering on the prenumbered payment documents will be incorrect.

Warning

If the initial printing attempt resulted in one or more checks printing successfully, do not reprint the complete payment file. Instead, reprint the remaining prenumbered payment documents as a range of payments.

Why did the payment file transmission fail?

Occasionally, a payment file transmission fails.

Transmission failures occur for the following reasons:

- Payment file transmission from the deploying company to the payment system was not tested or set up properly.
- A false transmission failure occurred; the transmission was actually successful.
- The transmission terminated prematurely or timed out.

What's a confirmed printed payment?

Printed payments are considered confirmed when the payment documents are recorded as printed on the Record Print Status page.

Once the payments in a payment file are confirmed, the source product is notified. Simultaneously, you can no longer terminate the payment file. Instead, you must void any payments with issues. The Terminate Payment Process action, therefore, does not appear on any page that appears in the context of a payment file whose payments were confirmed.

When does the payment administrator manually confirm electronic payment files instead of letting them be automatically confirmed?

The payment administrator confirms electronic payment files manually because the timing of the confirmation point relies on an external event, such as a

notification from a bank that the payment file has been processed. Manual confirmation occurs when all of the following conditions are met:

- The payment process profile attached to the payment file is the Electronic processing type.
- The **Allow Manual Setting of Payment Completion** check box has been selected.
- The status of the payment file is **Formatted, Formatted and Ready for Transmission, Transmitted, or Transmission Failed.**

Manage Accounts Payable Balances

Submit Invoice Reports

Payables Negative Supplier Balance Report

View negative supplier balances for a business unit.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

As-of Accounting Date

Enter an accounting date.

Include Write Offs

Select whether to show outstanding balances that are the result of write-off accounting.

Supplier

Specify one or more suppliers.

Liability Account

Specify one or more liability accounts.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Invoice Aging Report

View your unpaid invoices. This report provides information about invoice payments due within the four time periods you specify on the Create Aging Periods page. If you use multiple currencies, the report converts invoice amounts into your ledger currency.

You can run this report from the Manage Scheduled Processes page.

Before running this report, create invoice aging periods on the Create Aging Periods page, and run the Apply Missing Conversion Rates program to provide any missing conversion rate information. If this report includes foreign currency invoices with missing conversion rates, the amounts appear as null values.

Parameters

Business Unit

Specify the name of a business unit.

Sort Invoices By

- **Invoice type**
- **Trading partner**

Include Invoice Detail

- **Yes:** Lists invoice detail when showing invoice payments due to a supplier.
- **No:** Summarizes the total invoice payments due to a supplier without listing each invoice.

Include Supplier Site Detail

- **Yes:** Lists supplier site detail
- **No:** Lists the name of each supplier

Minimum Amount Due

Include invoice information for invoices that have invoice amounts greater than the amount you specify and that fall within the specified aging period.

Maximum Amount Due

Include invoice information for invoices that have invoice amounts less than the amount you specify and that fall within the specified aging period.

Invoice Type

Select an invoice type such as **Standard** or **Credit memo**, or leave this parameter blank to run this report for all types of invoices.

Supplier or Party

Specify the name of a supplier or party.

Aging Period

Specify the name of an aging period that you defined on the Create Aging Periods page.

Payables Key Indicators Report

Generate the Payables Key Indicators report to review Oracle Fusion Payables transaction activity as well as the current number of invoices, payments, and matching holds.

The report is comprised of the following sections:

- **Current Activity:** Compares Payables activity during the period you specify, and the previous period. You might want to report on key indicators weekly or monthly, to review short-term productivity, and quarterly, to review longer-term productivity.
- **State of the Application:** Provides a snapshot of Payables at the end of the key indicator period that you are reporting.
- **Invoice Activity:** Compares the invoice entry activity for each accounts payable user for the period you specify, and the previous period.

You can run the report from the Manage Scheduled Processes page.

Before running this report, you must define a Payables calendar of type **General purpose**.

Parameters

Business Unit

Specify the name of a business unit.

Period Name

Select the name of the calendar period to report.

Include Invoice Details

Select whether to generate the Invoice Activity key indicators.

Invoice Entered By

Select a user name to limit the key indicators for the Invoice Activity section to a specific user.

Payables Matched and Modified Receipts Report

After you automatically create invoice distributions by matching an invoice to a receipt, that receipt can be modified in Oracle Fusion Receiving. For example, you might need to adjust a receipt because the quantity received was incorrectly recorded, or the product was defective and returned to the supplier. Use this report to identify receipts that were changed after invoice matching. This report displays modified receipts and invoice distributions matched to them. Modifications include quantity adjustments and return to supplier transactions.

The report displays modified receipt lines only if they are matched to an Oracle Fusion Payables document such as an invoice, credit memo, or debit memo, and meet the following criteria. The report first finds receipts with modification dates within the date range you specify. The following rules determine which records the report includes:

- For a receipt line with multiple invoices matched to it, the report lists all matched distributions if any of the match dates is before the receipt line modification date.

- For a receipt line with only one invoice matched to it:
 - If no distributions were matched after modifying the receipt line, then all matched distributions are listed.
 - If any distributions were matched after the receipt line modification date, then the report does not include the receipt or its matched distributions. These distributions should not be a problem because the modified receipt quantities were seen when the later matches were performed, and tolerances were checked during the invoice validation process.

Note

If multiple transactions have occurred on the receipt line, multiple rows will appear with the same modification date for the same receipt line.

You can run this report from the Scheduled Processes work area.

Parameters**Business Unit**

Specify the name of a business unit.

Supplier Name

Limit the report to receipts for a particular supplier.

Supplier Site

Limit the report to invoices and receipts entered for a particular supplier site.

Invoice Status

Select one of the following invoice statuses or leave the parameter blank:

- **Needs revalidation**
- **Never validated**
- **Paid**
- **Validated**

From Receipt Modification Date, To Receipt Modification Date

Limit the report to receipts that were modified during a particular date range, by entering one or both dates.

Payables Matching Detail Report

Review the detail of how an invoice, purchase order, or receipt was matched.

This report is especially helpful when an invoice is on hold and you are trying to determine why the hold was placed. Data entry errors can occur during

matching, and the information in this report can help in researching these problems. When you submit the report, you specify an invoice, a purchase order, or a receipt, and the report shows all distributions matched to that transaction.

You can run this report from the Scheduled Processes work area.

Parameters

Business Unit

Specify the name of a business unit.

Invoice Number

Specify an invoice number.

Purchase Order Number

Specify a purchase order number. For this report, only **Standard** is a valid purchase order type.

Receipt Number

Specify a receipt number that you want to see matching detail for. Do not include any unordered or internal receipts as they cannot be matched to invoices.

Payables Matching Hold Detail Report

Review detailed accounts payable and purchasing information for invoices with matching holds and matching hold releases. This report can assist you in identifying suppliers that frequently have invoices on matching hold. This report can also help you to respond to supplier questions on delayed payments. You can run this report before submitting a payment process request to determine whether to manually release any invoices for payment.

You can run this report from the Scheduled Processes work area.

Use this report only if you have implemented Oracle Fusion Purchasing. To review invoices with accounting holds, run the Unaccounted Transactions and Sweep Report.

Parameters

Business Unit

Specify the name of a business unit.

Matching Hold Status

Select from the following statuses:

- **Hold Report on invoices on hold only**
- **Release Report on invoice released from hold only**

Leave the parameter blank to report all invoices, regardless of whether they are held or released.

If you select **Release Report on invoice released from hold only**, or leave this parameter blank, the report includes matched invoices that you have canceled. Canceled invoices have a Matching Hold Status of **Released**. The report displays zero for the invoice amount of a canceled invoice.

Supplier Name

Specify the name of a supplier to limit the report to invoices for that supplier.

From Hold or Release Date, To Hold or Release Date

List invoices with matching holds and releases placed or updated on or between the date range that you specify.

Report Type

Select a report type.

- **All validations:** Prints details of all types of holds placed and released.
- **Audit report:** Prints details of only system placed holds and not manual holds.

Payables Invoice Audit Listing

Audit invoices for duplicates. You should audit invoices periodically to ensure control of invoice payments.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

Invoice Type

Select a type of invoice or leave this parameter blank to print this report for invoices with all invoice types.

Begin Invoice Date

Specify an invoice date after which to report invoices.

Minimum Invoice Amount

Specify the minimum invoice amount to include on the report. The report lists invoices with an amount equal to or greater than the amount you specify.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Invoice Audit by Voucher Number Listing

Review invoices with assigned sequential voucher numbers. Either you or the application can assign a unique, sequential number to an invoice during invoice entry, if you enable the Sequential Numbering Enforced profile option.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

Sequence

Select the name of a sequence.

Voucher Number

Specify a voucher number range.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Invoice Register

Review detailed information about invoices.

There is an Oracle Transaction Business Intelligence (OTBI) version of this report and an Oracle Business Intelligence Publisher (BI Publisher) version.

You can run the BI Publisher report from the Scheduled Processes work area. Run the OTBI report from the Reports and Analytics work area.

Parameters Used in OTBI and BI Publisher Reports

Business Unit

Specify the name of a business unit.

Supplier

Select the name of a supplier.

Entered By

Select a user name to limit the report to invoices entered by a particular person. Leave blank to include invoices regardless of who entered them.

Invoice Group

Specify the name of an invoice group.

Invoice Type

Select a type of invoice.

Canceled Invoices Only

Include only canceled invoices.

Unvalidated Invoices Only

Include only invoices for which you have not submitted the invoice validation process.

Parameters in OTBI Report Only

Supplier Type

Select a type of supplier.

Supplier Number

Select the number of a supplier.

Invoice Number

Enter a range of invoice numbers.

Entered Date

Enter a range of invoice entry dates.

Accounting Date

Enter a range of accounting dates.

Currency

Select a currency.

Original Amount

Enter a range of amounts.

Purchase Order

Enter a range of purchase order numbers.

Report View

Select a report view of **Exclude Distributions** or **Include Distributions**.

Parameters in BI Publisher Report Only

From Entered Date, To Entered Date

Specify an invoice entry date range.

Accounting Period

Select an accounting period.

You can manage the section headers and columns on the OTBI report. For example, change the column sorting or make a section header a column or parameter.

Prepayment Remittance Notice

Print a notice to a supplier with information regarding the prepayments you have applied to invoices for the supplier. The notice informs a supplier that the supplier will not receive a payment or will receive a reduced payment as a result of a prepayment application.

The notice lists the prepayment invoice number, application date, amount applied, invoice number to which the prepayment was applied, and the remaining invoice amount. This amount will be zero if you applied a prepayment amount equal to the invoice amount. In this way, you can inform a supplier that the supplier should not expect any payment on this invoice.

You can run this report from the Scheduled Processes work area.

Parameters

You should enter a value in one or more of these report parameters to limit the number of prepayment remittances to print. If you do not enter any report parameters, the application prints a remittance for each prepayment you have entered in Oracle Fusion Payables.

Business Unit

Specify the name of a business unit.

Supplier Name

Specify the name of a supplier.

Invoice Number

Specify an invoice number.

Prepayment Number

Specify a prepayment number.

From Date, To Date

Specify an inclusive invoice date range.

Sender Name

Enter the name of the sender.

Sender Title

Enter the title of the sender.

Sender Phone

Enter the phone of the sender.

Payables Credit Memo Matching Report

Review credit memo and debit memo line information, such as the line amount and the invoice that the credit or debit memo is matched to.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

Supplier Type

Select the type of supplier.

Supplier

Select one or more supplier names.

Supplier Number

Select one or more supplier numbers.

Currency

Select a currency.

Invoice Amount

Specify an inclusive invoice amount range.

Accounting Date

Specify an inclusive accounting date range.

Credit Memo Date

Specify an inclusive credit memo date range.

Submit Payments Reports

Payables Discounts Taken and Lost Report

Identify payments for which you could have taken a discount, but did not. If you find that you are losing discounts, you can change your Oracle Fusion Payables and supplier defaults, and modify your payment process request selection criteria to ensure that you take all valid discounts.

There is an Oracle Transaction Business Intelligence (OTBI) version of this report and an Oracle Business Intelligence Publisher (BI Publisher) version.

You can run the BI Publisher report from the Scheduled Processes work area. Run the OTBI report from the Reports and Analytics work area.

Parameters Used in OTBI and BI Publisher Reports

Business Unit

Specify the name of a business unit.

Supplier Type

Select the type of supplier.

Supplier

Select the name of a supplier.

Parameters in OTBI Report Only

Payment Date

Specify an inclusive payment date range.

Accounting Date

Specify an inclusive accounting date range.

Payment Amount

Specify an inclusive payment amount range.

Supplier Number

Select the number of a supplier.

Currency

Select a currency.

Report View

Select to view **Discount Taken and Lost by Invoice** or **Summarize Invoices by Site**.

Parameters in BI Publisher Report Only

From Payment Date, To Payment Date

Specify an inclusive payment date range.

Summarize Invoices by Supplier Site

- **Yes:** Summarize the detail of each invoice payment line.
- **No:** List the detail of each invoice payment line.

Payables Payment Register

Review payments created for each bank account. The report lists each payment that has a payment date within the range you specify, as well as the total payment amount and cleared amount of all payments.

Note

Voided checks are not subtracted from the report totals.

There is an Oracle Transaction Business Intelligence (OTBI) version of this report and an Oracle Business Intelligence Publisher (BI Publisher) version.

You can run the BI Publisher report from the Scheduled Processes work area. Run the OTBI report from the Reports and Analytics work area.

Parameters Used in OTBI and BI Publisher Reports

Business Unit

Specify the name of a business unit.

Payment Type

Select a type of payment.

Parameters in OTBI Report Only

Payment Date

Specify an inclusive payment date range.

Accounting Date

Specify an inclusive accounting date range.

Supplier Type

Select a type of a supplier.

Supplier Number

Select the number of a supplier.

Bank

Select the name of a bank.

Bank Branch

Select a bank branch.

Bank Account

Select a bank account.

Payment Currency

Select a payment currency.

Payment Amount

Specify an inclusive payment amount range.

Parameters in BI Publisher Report Only

From Date, To Date

Specify an inclusive payment date range.

Print Supplier Address

Select to include the supplier address to which you sent a payment.

You can manage the section headers and columns on the OTBI report. For example, change the column sorting or make a section header a column or parameter.

Payment Audit by Voucher Number Report

Review payments with assigned sequential voucher numbers. If you enable the Sequential Numbering Enforced profile option, either you or the application can assign a unique, sequential number to each payment you create. You can also use this report to review assigned and available voucher numbers for the sequence name you specify, as well as sequential numbers that were deleted.

You can run this report from the Reports and Analytics work area or the Manage Scheduled Processes page.

Parameters

Business Unit

Specify the name of a business unit.

Sequence Name

Specify the name of the sequence.

From Voucher Number, To Voucher Number

Specify an inclusive voucher number range.

Submit Withholding Tax Reports

Payables Withholding Tax Report

Review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and tax amounts withheld. This report lists withholding tax information only for invoices that have amounts withheld.

Use the information in this report to satisfy management, supplier and tax authority reporting requirements.

Run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

Currency

Select whether to review invoices in the original entered currency or the ledger currency.

Invoice Date

Enter an invoice date range.

Invoice Group

Specify the name of an invoice group.

Invoice Type

Select the type of invoice.

Supplier

Select one or more suppliers.

Supplier Number

Select one or more supplier numbers.

Report View

Withholding Tax by Invoice Report

Select this view to review detailed invoice withholding tax information for a supplier, including invoice number, amount subject to withholding, and withholding tax amounts. Use this view if the option **Apply Withholding Tax** is set to **At invoice validation**.

Withholding Tax by Supplier Report

Select this view to review detailed withholding tax information for a supplier, including invoice number, payment number, and withholding tax amounts, regardless of when withholding occurred.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Withholding Tax by Tax Authority Report

Review detailed withholding tax information for withholding tax codes assigned to a supplier with a type of **Tax Authority**. Use the information in this report to satisfy management, supplier, and tax authority reporting requirements.

This report only lists withholding tax information for withholding tax codes that have amounts withheld.

You can run this report from the Reports and Analytics work area.

Parameters

Business Unit

Specify the name of a business unit.

Currency

Select whether to list invoices in the entered or ledger currency.

Invoice Date

Specify an invoice date range.

Invoice Group

Select an invoice group.

Invoice Type

Select a type of invoice.

Supplier

Select the name of a supplier.

Supplier Number

Select the number of a supplier.

Tax Authority Name

Select the name of a supplier of type **Tax Authority**.

Tax Authority Site

Select a site for the supplier of type **Tax Authority**.

Withholding Tax Name

Select a withholding tax code. Leave this parameter blank to review withholding tax information for all withholding tax codes assigned to the specified **Tax Authority** type supplier and site.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Withholding Tax Letter

Create a withholding tax letter to mail to your suppliers on a periodic basis. This letter contains a list of withholdings made for a supplier.

You can run this report from the Scheduled Processes work area.

Before running this report, ensure withholding tax is calculated on all supplier invoices subject to withholding tax for the period covered by the withholding tax letter.

Parameters

Business Unit

Specify the name of a business unit.

From Date, To Date

Specify the date range for which withholding tax was created.

From Supplier, To Supplier

Specify an inclusive supplier name range.

Supplier Type

Select a type of supplier.

Name of Sender

Specify the name of the sender.

Title of Sender

Specify the title of the sender.

Submit 1096 and 1099 Reports

US 1096 Report

Generate a US 1096 form for each of your tax reporting entities on a preformatted form from the Internal Revenue Service. This is a compilation form that provides totals for 1099-MISC forms submitted by an employer for independent contractors and other nonemployees to whom payment was made during the previous year.

You can run this report from the Scheduled Processes work area.

Before running this report, you must:

- Run the US 1099 Report.
- Insert and align the 1096 forms in your printer.

Parameters

Business Unit

Specify the name of the business unit.

Tax Reporting Entity

Specify the name of the reporting entity.

Payer Name Source

Select the source from which the application obtains the payer name for the report.

- **Address:** Address line 1 on the Create Location page in Oracle Fusion Global Human Resources.
- **Location:** Location name on the Create Location page.
- **Tax entity:** Entity name on the Create Reporting Entity page.

This table lists the US 1096 Form information that the report output provides.

Form Field	Description
FILER'S name, street address, city, state, and ZIP code	Name and address of your tax reporting entity.
Employer identification number	Tax identification number of the tax reporting entity.
Total number of forms	Total number of 1099-MISC forms that you created for 1099 suppliers.

Federal income tax withheld	Total amount of federal income tax withheld for all 1099 suppliers. This is the sum of all paid distributions for all 1099 suppliers that have an income tax type value of MISC4 .
Total amount reported with this Form 1096	Total amount of 1099-MISC payments.
1099-MISC	The application prints an X in the 1099-MISC box to indicate the form type being filed.

US 1099 Invoice Exceptions Report

Review paid invoice distributions with inaccurate or missing 1099 income tax information.

Before you run your 1099 reports, you should run this report for each tax entity to identify any invoice distributions that Oracle Fusion Payables will treat as exceptions in your 1099 reports. You can use the Update Income Tax Details Utility to correct incorrect or missing income tax types or income tax regions. If the supplier's 1099 status is incorrect, you can correct it in on the Manage Suppliers page.

You can run this report from the Scheduled Processes work area.

Parameters

Business Unit

Specify the name of a business unit.

Reporting Entity

Specify the name of a reporting entity.

Balancing Segment Source

Specify the account to use to determine the balancing segment associated with the invoice.

- **Invoices:** Charge account on the invoice distribution.
- **Payments:** Bank cash account used for the invoice payment.

From Payment Date, To Payment Date

Specify a payment date range.

The US 1099 Invoice Exceptions Report is divided into the following sections:

- Invoice Distribution Lines for 1099 Suppliers with No Income Tax Type
- Invoice Distribution Lines for Non-1099 Suppliers with an Income Tax Type
- Invoice Distribution Lines Missing Income Tax Type or with Invalid Income Tax Type
- This section prints only if the option **Use combined filing** is enabled.

- 1099 Suppliers with a Negative Income Tax Type Total
 - This section does not apply to withholding tax distributions with an income tax type of **MISC4**.
- 1099 Suppliers with Withholding Exceptions
 - This section shows suppliers that have positive totals for income tax type **MISC4**.

US 1099 Supplier Exceptions Report

Review suppliers with inaccurate or incomplete US 1099 income tax information. You can run the US 1099 Supplier Exceptions Report before you submit your 1099 reports to identify suppliers that Oracle Fusion Payables will treat as exceptions in your 1099 reports.

Correct supplier exceptions on the Income Tax tab on the Manage Suppliers page. You should submit the US 1099 Supplier Exceptions Report for each of your tax reporting entities.

You can run this report from the Scheduled Processes work area.

Parameters

Business Unit

Specify the name of a business unit.

Tax Reporting Entity

Specify the name of a tax reporting entity.

From Payment Date

Limit the report to suppliers who received any payments from the date you specify. This is useful to ensure that your supplier information is accurate for a specific tax reporting year. If no dates are entered, then the report lists all suppliers with 1099-related exceptions, even if no payments were made to those suppliers.

Balancing Segment Source

Specify the account to use to determine the balancing segment associated with the invoice.

- **Invoices:** Charge account on the invoice distribution.
- **Payments:** Bank cash account used for the invoice payment.

US 1099 Report

Report on the total 1099-MISC payments for a particular 1099 supplier. Generate 1099 forms on preformatted forms from the Internal Revenue Service for each tax reporting entity in your organization.

Important

Voided checks are not included in 1099 payment totals, regardless of when the void occurred.

In accordance with the Internal Revenue Service rules, Oracle Fusion Payables does not generate a 1099 form for a supplier unless you paid the supplier at least 600 USD for the calendar year. However, Payables generates a 1099 form for the supplier if you do any of the following:

- Pay a 1099 supplier at least 10 USD in Royalties (Box 2)
- Pay any fishing boat proceeds (Box 5)
- Substitute payments in lieu of dividends or interest (Box 8)
- Pay excess golden parachute payments (Box 13)
- Pay gross proceeds to an attorney for legal services (Box 14)

Payables reports on a payment only if the payment pays a distribution that uses one of the following 1099 MISC types in the **Income Tax Type** field: MISC types 1 through 14, except for MISC9, MISC11, and MISC12.

If the report encounters any of the following exceptions it will stop and report the error on the output:

- Nonstandard TIN Reports
- Null Address Element
- Null Foreign Address
- Null State
- Null TIN

If the report encounters a Negative MISC Total then it will stop and report this in the log file.

You can run this report from the Manage Scheduled Processes page.

Before running the report:

- Submit the US 1099 Invoice Exceptions Report and the US 1099 Supplier Exceptions Report. Review the report output and make any necessary corrections.
- Insert and align the forms in your printer.

Parameters**Business Unit**

Specify the name of a business unit.

From Payment Date, To Payment Date

Specify a payment date range.

Tax Reporting Entity

Specify the name of a tax reporting entity for which to submit the 1099 forms report.

Payer Phone

Enter the phone to use for the name and address of the payer. This is the phone of the person in your organization whom the payee should call if there are questions regarding the 1099 form.

Supplier Name

To submit the report for a single supplier, enter the supplier name. Leave this parameter blank to submit the report for all suppliers.

Federal Reporting Limit

The minimum amount for which to report 1099 payments to your suppliers.

Order By

Select whether to order the report alphabetically by state code or by the supplier's reporting name.

US 1099 Electronic Media Report

Generate summarized US 1099 information in electronic format as required by the Internal Revenue Service (IRS). You can create this file in a format to either send electronically or store on a diskette or magnetic tape to send to the IRS. The IRS requires electronic filing in one of these formats if you need to submit 250 or more records for your US 1099 reporting. You must report US 1099 information for each tax reporting entity you define for your organization, so the 250 record requirement is applicable to each tax reporting entity.

If you enable the **Use combined filing** option, Oracle Fusion Payables produces K records for all tax regions or states participating in the Combined Filing Program that have qualifying payments. Payables also produces B records for suppliers with US 1099 payment amounts which equal or exceed the tax region's reporting limit in qualifying states. Payables provides a total for the payments in the B record for each payee.

Refer to federal or state tax publications to obtain information regarding the US 1099 reporting requirements for each participating tax region. For example, you may need to enter or edit the reporting limits for each income tax region on the Manage Income Tax Regions page.

You can run this report from the Manage Scheduled Processes page.

Before running this report:

- Ensure the tax reporting entity has a nine digit tax identification number or the program will fail. You assign a taxpayer ID to a tax entity on the Create Reporting Entity page.

- Submit the US 1099 Invoice Exceptions Report and the US 1099 Supplier Exceptions Report. Review the report output and make any necessary corrections.

Parameters

Business Unit

Specify the name of a business unit.

From Payment Date, To Payment Date

Specify a payment date range.

Tax Reporting Entity

Enter the name of a tax reporting entity.

Payer Name Source

Specify the source from which Payables obtains the payer name for US 1099 payments displayed on this report.

- **Address:** Address line 1 for the address entered on the Create Location page in Oracle Fusion Global Human Resources.
- **Location:** Location name entered on the Create Location page.
- **Tax entity:** Entity name entered on the Create Reporting Entity page.

Control Name

Enter your Payer Name Control. You can obtain the four-character Payer Name Control from the mail label on the 1099 package that is mailed to most payers on record each December. It is typically the first four characters of your tax reporting entity name.

Control Code

Enter your five-digit Transmitter Control Code (TCC). You can file Form 4419 to receive a control code from the Internal Revenue Service.

Test Submission

Select **Yes** if you are submitting a test US 1099 Electronic Media Report to the IRS.

Media Type

- **Diskette:** Formats your US 1099 data so that you can record it on a diskette.
- **Electronic file:** Formats your US 1099 data so that you can transmit an electronic file to the IRS.
- **Magnetic tape:** Formats your US 1099 data so that you can record it on magnetic tape.

Last Year Filing

Select **Yes** if due to merger, bankruptcy, and so on, this will be the last year that this tax reporting entity will be filing.

Foreign Corporation

Select **Yes** if your organization is a foreign tax reporting entity as recognized by the IRS.

Balancing Segment Source

Specify the account to use to determine the balancing segment associated with the invoice.

- **Invoices:** Charge account on the invoice distribution.
- **Payments:** Bank cash account used for the invoice payment.

File Indicator

Select one of the following file indicators to include in the report:

- **Correction**
- **Original**
- **Replacement**

Original File

If you are submitting a replacement file, you must select one of the following options:

- **Electronic**
- **Magnetic media**

Replacement Alphanumeric Character

Enter a value only if the IRS Enterprise Computing Center at Martinsburg, West Virginia returned your file due to processing problems and you are generating a replacement file. Enter the alphanumeric character that appears immediately following the TCC number on the Media Tracking Slip Form 9267 that was sent with your returned media.

You must enter a value if your File Indicator is **Replacement** and if the Original File and Media Type are not both **Electronic**.

Contact Name

Enter the name of the contact to include in the report.

Contact Phone

Enter the phone of the contact to include in the report.

Contact E-Mail

Enter the complete e-mail of the person in your enterprise to contact regarding electronic or magnetic files sent to the IRS. This will be included in the report.

Electronic File Name

If this is a replacement file, then enter the file name that was assigned by the IRS electronic Filing Information Return Electronically (FIRE) system for example, 12345p01.DAT. If this is an original or correction file, leave blank.

Federal Reporting Limit

Specify the minimum amount for which you want to report US 1099 payments to your suppliers.

If the report encounters a negative miscellaneous income tax type total, then it will stop and report this in the log file.

If the report encounters any of the following exceptions, it will stop and report the error on the output.

Exception	Description
Nonstandard TIN	Tax identification number is more or less than nine digits.
No address element	This 1099 supplier has a tax reporting site that does not have an address, city, or postal code defined.
No foreign address	This foreign supplier has a tax reporting site that does not have an address or country defined.
No state	This supplier does not have a state abbreviation for its tax reporting site.
No TIN	This supplier does not have a tax identification number.

Manage French DAS2 Information

French DAS2: Explained

Companies in France that do business with independent contractors must declare to tax authorities all payments to contractors each year for each supplier. These third party payments include fees, commissions, and rebates.

Your company submits this information to tax authorities in a formatted, electronic file. This file contains information about each supplier and supplier site, invoice details, and supplier payment totals. If a company has more than one location that makes payments to independent contractors, the company can submit the formatted file as:

- Separate files for each location that falls under a different tax district
- One file if all locations are under the same tax district

You must provide complete and accurate information because the information in the declaration des honoraries (DAS2) file is used to check the contractor supplier's tax declaration and tax payment and because omissions and errors in your DAS2 declaration may result in heavy penalties.

To set up for DAS2 reporting:

1. Define suppliers and supplier sites. Assign the contractor type of **Corporation**, **Foreign corporation**, **Individual**, and **Foreign individual** to the supplier tax organization type.
2. Define legal entity. Assign the 14-digit SIRET to the legal entity.
3. Enter invoices.
4. Run the DAS2 Verification report to extract transaction information for legal entities to the DAS2 temporary tables.
5. Review the extracted data on the report.
6. Modify the information using the Manage French DAS210 Information and Manage French DAS2 Summary pages, if necessary.
7. Run the French DAS2 Type 210 Update report to review the changes made.
8. Run the French DAS2 Extract File program to generate the file to be submitted to the tax authorities.
9. Run the French DAS2 Contractor Letters to print letters that are sent to contractors who are reported in the DAS2 file for the current year.

Close Payables Period

Closing a Payables Period: Points to Consider

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

Consider performing the following:

- Complete and approve all transactions and payment files.
- Reconcile payments to bank statement activity.
- Transfer all approved invoices and payments to the general ledger.
- Submit the Unaccounted Transactions Sweep program.
- Close the current Payables period.
- Reconcile Payables activity for the period.
- Open the next Payables period.
- Run transaction tax, withholding tax, and key indicator reports.
- Run Payables interface programs.

Complete and Approve All Transactions and Payment Files

Ensure that all transactions are completed for the period you are closing.

- Run Payables Invoice Import to process all interface records.
- If the import process rejects any records, review the import corrections spreadsheet and resubmit the import.
- If invoice approval is enabled, approve all unapproved invoices. Depending on how your invoice options are set, validation or accounting may be required before you can approve invoices.
- Resolve holds on invoices.
- Validate invoices.
- Optionally submit a payment process request.
- Complete all payment files.
- Submit the Invoice Register and the Payment Register.
- Run the Update Matured Bills Payable Status program.
- Run the Apply Missing Conversion Rates program.

Reconcile Payments to Bank Statement Activity

Reconcile payments to bank statement activity for the period in Oracle Fusion Cash Management. Ensure that payments are cleared if you account for payments at clearing.

Transfer All Approved Invoices and Payments to the General Ledger

Transfer approved invoices and payments to the general ledger.

- Run create accounting with the Transfer to General Ledger option set to **Yes** to account and transfer any unaccounted transactions to General Ledger.
- Run the Post Journal Entries to General Ledger program to transfer to General Ledger any transactions that were accounted in final mode, but that were not transferred.
- Review the output generated by the Create Accounting and Post Journal Entries to General Ledger programs.

Submit the Unaccounted Transactions Sweep Program

Run the Payables Unaccounted Transactions Sweep program to transfer unaccounted transactions from one accounting period to another. If your accounting practices permit it, use this program to change the accounting date of the transactions to the next open period.

For example, you have invoices for which you cannot resolve holds before the close, and your accounting practices allow you to change invoice distribution accounting dates, you can submit this program to change invoice distribution

accounting dates to the first day of the next open period so you can close the current period.

The Unaccounted Transactions Sweep Program will not roll forward accounted transactions, or accounted transactions with errors. To create successful accounting entries for accounted transactions with errors, correct any accounting errors and resubmit the Create Accounting Process. The program transfers unaccounted transactions to the period you specify by updating the accounting dates to the first day of the new period. You can then close the current accounting period in Payables.

Close the Current Payables Period

Close the current Payables period and review the Payables Period Close Exceptions report.

Reconcile Payables Activity for the Period

Reconcile Payables activity using the following reports:

- Payables Trial Balance report
- Payables Posted Invoice Register
- Payables Posted Payment Register
- Payables to General Ledger Reconciliation report
- Payables Open Items Revaluation report

Open the Next Payables Period

Open the next Payables period.

Run Transaction Tax, Withholding Tax, and Key Indicator Reports

You can run the following reports:

- Tax Reconciliation by Taxable Account
- Tax Audit Trial report
- Use Tax Liability report
- Financial Tax Register
- Payables Tax by Ledger Extract report
- Withholding Tax reports
- Withholding Tax by Tax Authority report
- Withholding Tax Letter
- Key Indicators report

Run Payables Interface Programs

Run Payables interface programs, including Create Mass Additions and Transfer Costs to Cost Management, to transfer information to other products.

Setting Up for Payables to General Ledger Reconciliation: Points to Consider

Periodically, you need to reconcile the transactions in your accounts payable application, both before and after you post to the general ledger. The Payables to General Ledger Reconciliation extract and report help to simplify this process and reduce the amount of manual reconciling activity required.

The automated activities in the reconciliation process function according to the way you have set up your Financials environment. A review of some of these setups can help improve the overall reconciliation process.

Consider these points when setting up for Oracle Fusion Payables to general ledger reconciliation.

- Reconciling by Business Unit or Ledger
- Assigning a Financial Category
- Setting the Reconciliation Data Purge Frequency Profile Option
- Configuring User Security

Reconciling by Business Unit or Ledger

If you implicitly map primary balancing segment values to your business units, you can reconcile based on business unit. This allows employees from different business units to balance their respective accounting activity.

If you do not implicitly map primary balancing segment values to business units, you must reconcile based on ledger. In this case, you will need access to all business units associated with the ledger to perform a thorough reconciliation.

Assigning a Financial Category

You must assign a **Financial Category** of **Accounts payable** to all your liability natural account values. This is a required setup step for Payables to General Ledger reconciliation. You perform this task on the Manage Values page for the value set associated with the natural account segment of your chart of accounts.

To include bills payable, intercompany, and tax authority liability accounts in the Payables to General Ledger Reconciliation report, assign them the **Accounts payable** category as well.

If the **Financial Category** of **Accounts payable** is not assigned to any natural account in your chart of accounts, the Payables to General Ledger Reconciliation report will not select any data.

Once you assign the category, you can leave the Account parameter blank when you run the extract to include all accounts that have the **Financial Category**

of **Accounts payable** in the ledger. You can alternatively enter specific natural account values to limit the report to reconcile only a subset of the payables accounts in the ledger.

Setting the Reconciliation Data Purge Frequency Profile Option

Use the **Reconciliation data purge frequency** profile option to indicate the number of days that reconciliation extract data is kept in the tables. Set this interval in such a way that it does not interfere with the reconciliation time line. The number of days should be long enough so as not to lose prior extracts that may be needed for comparison purposes.

Every time you run the extract program, it refers to the value of the **Reconciliation data purge frequency** profile option. If there are any reconciliation data extract requests in the table older than the number of days specified in the profile option, these requests are purged.

For example, if a reconciliation data extract is run on January 1, and the value of this profile option is set to 30 days, then the data from January 1 is not purged if you run another extract on January 29. However, the data is purged if you run another extract on February 1.

Configuring User Security

Typically General Ledger users are secured by a data access set, and Payables users by business unit security. This means that for the Payables to General Ledger Reconciliation report:

- General Ledger users can see general ledger data for the balancing segment values in their data access set, as well as the Payables or Subledger Accounting data for all business units linked to the ledger.
- Payables users can see the Payables or Subledger Accounting data for business units in their security definition, as well as general ledger data for all balancing segment values in the ledger.

However, if security is configured such that the data role for the General Ledger or Payables job roles also grants access to specific business units for General Ledger users or specific data access sets for Payables users, then the reconciliation report will only include:

- For General Ledger users, the Payables or Subledger Accounting data for those business units in the ledger to which the user has access.
- For Payables users, general ledger data for those balancing segment values included in the data access set to which the user has access.

This does not present a problem for the Payables to General Ledger Reconciliation report if there is an implicit mapping between business units and balancing segment values. Users can simply filter the report for the balancing segment values that are mapped to the business units to which they have access, and the report should work properly.

However, if there is not an intentional and implicit mapping between balancing segment values and business units, then this can cause the Payables to General Ledger Reconciliation report to display unintended results.

- For General Ledger users, the report will include general ledger data for all balancing segment values in the data access set, while Payables and Subledger Accounting data are limited to the business units to which a user is granted access.
- For Payables users, the report either will not include any general ledger data, or it will include general ledger data that is not properly mapped to the Payables or Subledger Accounting data for the business unit.

Resolve this issue by removing the access granted to specific business units for the General Ledger job roles, and from the specific data access sets for the Payables job roles.

Extract Reconciliation Data from Payables to General Ledger

Run the Extract Reconciliation Data from Payables to General Ledger program to select data for the Summary section of the Payables to General Ledger Reconciliation Report. The extract must run successfully to see the most current Summary report, and before you can run the Payables to General Ledger Reconciliation Report.

Extract Reconciliation Data from Payables to General Ledger Parameters

Request Name

Enter a name that is descriptive of this extract. Consider using a name that indicates the accounting period, date, and time, especially if you are planning to create multiple extracts.

Ledger

The ledgers available for selection are based on your security assignment.

Business Unit

Use this parameter to reconcile by a specific organization.

Note

You must explicitly map the business units to balancing segment values. If not, you must reconcile by ledger.

Period

You can select either Open or Closed accounting periods.

Account

If you have multiple payable general ledger accounts, you can limit the extract to specific general ledger accounts. The natural account segment values must have a **Financial Category** of **Accounts payable** assigned to be included in the Reconciliation report. If the **Financial Category** is not assigned to any natural account values in the chart of accounts, the extract will fail.

Intercompany Transactions

You can include or exclude intercompany transactions. Select **Yes** to include intercompany transactions in the reconciliation. Additionally, to reconcile only intercompany transactions, restrict the account range to include only the intercompany accounts.

Include Bills Payable?

You can include or exclude bills payable.

If you select **Yes**, then include the bills payable accounts in the Account parameter if they differ from the accounts payable accounts. You must select **Yes** if the bills payable liability account is the same account as the regular liability.

You may want to exclude bills payable if the bills payable account is not a liability account.

Payables to General Ledger Reconciliation Report: Points to Consider

Use the Payables to General Ledger Reconciliation report to facilitate the reconciliation of payables data to the general ledger.

The interactive reporting capability of the Payables to General Ledger Reconciliation report provides both summarized and detailed reconciling data for review. The Summary report lets you see payables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted.

You must select the following to view the report:

- Ledger
- Request Name

Optionally, you can use the following parameters to further filter the data:

- Business Unit
- Balancing Segment Value
- Natural Account Value

Drill down on any amount in the Summary report **Difference** column to display the Differences Detail report for that item. The Differences Detail reports display the real-time details that make up balances from the Summary report, and indicate potential causes for differences between actual and reconciling amounts.

Note

For a more efficient reconciliation, do not allow general ledger sources other than Oracle Fusion Payables to post to Payables accounts.

Consider these points when using the Payables to General Ledger Reconciliation report.

- Differences Between Transactional and Accounted Amounts
- Differences Between Summary and Detail Amounts
- Differences Between the Reconciliation Report and Other Payables Reports
- Differences Due to Rounding
- Variances Due to Transactions not Validated

Differences Between Transactional and Accounted Amounts

Ideally the Summary report should display no differences between payables transactional amounts and accounted amounts. In addition, the **Payables Begin Balance - Accounting Amount** and the **Payables End Balance - Accounting Amount** should agree with the Payables Trial Balance report run with the Liability Account As-of Date on the last day of the previous period, and the last day of the period being reconciled, respectively.

Any differences that you find require further investigation and correction. Common reasons for differences between transactional amounts and accounted amounts include:

- Transactions that are not accounted.
- Transactions with subledger accounts that fall outside the account range of the report.
- Transaction amounts that do not agree with the subledger journal line amounts.
- Journals posted to the subledger or general ledger that did not come from Payables.
- Subledger journals that are not transferred or posted to general ledger.

After finding and correcting discrepancies, you must rerun the Extract Reconciliation Data from Payables to General Ledger program and review the Summary report.

Note

The Summary report may contain variance amounts if the **Payables Begin Balance** plus the period activity differ from the **Payables End Balance**. This applies to both the **Payables Amount** and the **Accounting Amount**. If after reviewing the data the variance cannot be explained, contact the help desk.

Differences Between Summary and Detail Amounts

The **Non-Payables Begin Balance** amount is the portion of a general ledger liability account beginning balance that did not originate from Payables transactions. You can drill down on this amount to see a list of general ledger journal lines that have an accounting date that falls within the current fiscal year, but prior to the period of the reconciliation report, and that have an account combination that falls within the account range of the report.

The drill down page does not include non-Payables journal lines dated in previous fiscal years, which means that these journal lines may not match the **Non-Payables Begin Balance** amount. The drill down page is only intended to provide current fiscal year journals that might have posted erroneously to the payables account.

The journal source for these journals is typically not Payables. However, you may see manual subledger journal entries that were entered for the Payables source directly into the subledger, but not necessarily linked to a specific Payables transaction. Most of these entries represent adjustment journal entries.

Manual subledger journals created during the current reconciling period display in the Summary report under **Other Accounting**, and become part of the **Non-Payables Begin Balance** amount in subsequent periods. Manual general ledger journals that may affect payables accounts are created directly in the general ledger and do not display under **Other Accounting** on the Summary report, but display instead under the **Non-Payables Activity** amount.

Summary amounts may not reflect totals on detail pages for one of these reasons:

- Data was modified after the data extract was run for a given accounting period. If transactions or accounting were created or modified between the time the extract was executed, and the moment you drill down from a summary amount to its detail amounts, the summary amount will not reflect the detail page totals.
- To limit discrepancies between the summary and detail reports, set the Payables accounting period status to Closed or Permanently Closed.

Note

There may still be discrepancies if accounting activities take place in the subledger or general ledger after the extract is run. It is therefore advisable to perform these accounting activities prior to closing the Payables period and running the extract.

-
- Security rules in your setup may restrict you from seeing data from certain business units or segment values.

It is recommended that appropriate security be given to users for all business units and accounting flexfield segment values that each user is responsible for reconciling.

- Downloading to a spreadsheet.

If you are downloading a large amount of data and plan to perform a number of data manipulations, use the CSV format. If you are downloading data for reference purposes only, use the Excel format.

Differences Between the Reconciliation Report and Other Payables Reports

There can be differences between the data displayed in the Payables to General Ledger Reconciliation report and other Payables reports. The reports and reasons for the differences are as follows.

- Payables Aging Report

- **Intercompany Transactions:** You cannot exclude intercompany transactions from the Payables Aging report. If you run the Payables to General Ledger Reconciliation report to exclude intercompany transactions or show intercompany transactions only, then the Payables to General Ledger Reconciliation report and the Payables Aging report will not display compatible data.
- **Dates:** The Payables to General Ledger Reconciliation report displays Payables balances for the first and last date of a period. You can run the Payables Aging report only for the current date.
- **Payables Invoice Register and Payables Payment Register:** You cannot exclude intercompany transactions from the Payables Invoice and Payment Registers. When you run the Payables to General Ledger Reconciliation report to exclude intercompany transactions or show intercompany transactions only, then the Payables to General Ledger Reconciliation report and the Payables Invoice and Payment Registers will not display compatible data.

Differences Due to Rounding

Because of rounding, the sum of the invoice distribution base amounts and the invoice payment base amounts for a fully paid invoice may not match.

Any rounding differences between the original invoice liability amount and the sum of the corresponding payment liabilities are written off by Payables when the final payment, or prepayment application, against the invoice is accounted. Therefore, the total accounting amount of the invoice and payment liability for a fully paid invoice always match. However, because the payables amounts are taken from the invoice distributions and invoice payments, rounding differences can show up in the Payables variance Payables Amount section of the Payables to General Ledger Reconciliation Report.

Variances Due to Transactions not Validated

The **Payables Begin Balance** and **Payables End Balance** amounts only include validated transactions. If the current period contains unvalidated transactions, the unvalidated transactions are reported as a **Payables Variance**. Unvalidated transactions are transactions that are incomplete or that have validation issues, such as invalid accounts or amount variances, that must be corrected.

For example, if there are 200 USD of unvalidated invoice transactions in the current period, the report would show the following:

- Payables Begin Balance = 10,000 USD
- Invoices = 1,200 USD
- Payables Variance = 200 USD
- Payables End Balance = 11,000 USD

Note

The Invoice Difference Drilldown report includes unvalidated transactions, so review this report to identify unvalidated and unaccounted transactions.

Once the transactions are validated, the portion of the **Payables Variance** corresponding to the unvalidated transactions will disappear.

Payables Trial Balance Report

Verify that total accounts payable liabilities in Oracle Fusion Payables equal those that were transferred to the general ledger. Reconcile posted invoices and payments to ensure the net amount posted to the general ledger accurately reflects the change in the accounts payable balance.

To reconcile your accounts payable activity, add the posted invoices for the current period (total invoice amount from the Payables Posted Invoice Register), and subtract the posted payments for the current period (total cash plus discounts from the Payables Posted Payments Register) from the Payables Trial Balance for the prior period. This amount should equal the balance for the current period Payables Trial Balance.

For example, you are closing your accounting period for April, and you have just posted your final invoice and payment batches to the general ledger. To reconcile your accounts payable activity for April, perform the following calculation: March Payables Trial Balance + April Payables Posted Invoice Register - April Payables Posted Payment Register = April Payables Trial Balance.

Important

The Payables Trial Balance Report is based on information stored in Payables and Oracle Fusion Subledger Accounting. To reconcile with the balances stored in Oracle Fusion General Ledger, you must use the Payables to General Ledger Reconciliation Report.

You can run this report from the Scheduled Processes work area.

Note

The Payables Trial Balance only works for ledgers that use accrual basis accounting.

Before running this report:

- When defining natural account values, assign the financial category of **Payables** to all accounts to include in the Payables Trial Balance. To report invoices that are paid with bills payable as outstanding as long as the bills payable status has not changed to **Negotiable**, assign the financial category of **Payables** to the bills payable account as well.
- Account and post invoice and payment activity to the general ledger.

Parameters

Ledger

Specify the ledger for which to run the report. You may select a primary or secondary ledger, or a reporting currency ledger.

Note

You can run the Accounts Payable Trial Balance for primary and secondary ledgers, and for reporting currencies. However, the original invoice amount is only provided when the report is run for the primary ledger. The reason is that Payables only stores transaction base amounts in the primary ledger currency.

Business Unit

Specify the business unit for which to run the report or leave blank to include all business units.

Liability Account As-of Date

Specify the date as of which to report the liability account.

Party Name

Enter a party to limit the report to a single supplier or party.

Account From

Select the accounts.

Negative Balances Only

Select **Yes** to limit the output of the report to suppliers with negative balances.

The Payables Trial Balance Report lists and subtotals, by supplier and liability account, all unpaid and partially paid invoices that Payables has transferred to the general ledger. Credit liability amounts are reported as positive amounts, as they represent outstanding balances. Debit liability amounts decrease the outstanding balance.

Lists all accounts included in the specified range that meet the following conditions:

- Have a financial category of **Payables**
- Have an open balance on the liability account as-of date

Adds all the credits to the liability account, such as invoices and refunds, and subtracts the debits to the same account, such as credit memos, prepayment applications, and payments. A positive number corresponds to an outstanding balance, while a negative number represents an overpayment made to the supplier.

Select an open balance to drill down to the account detail.

Lists the names of all suppliers with open balances for the liability account on the specified liability account as-of date.

Adds all the credits to the liability account, such as invoices and refunds, and subtracts the debits to the same account, such as credit memos, prepayment applications, and payments. A positive number corresponds to an outstanding balance, while a negative number represents an overpayment made to a supplier.

Select an open balance to drill down to the party detail.

Lists the type of transaction, such as Standard Invoice, Debit Memo, Credit Memo, Prepayment, Withholding Invoice, and Payment Request.

Lists the status of the payment, such as Unpaid, Partially Paid, and Canceled.

Note

A canceled invoice is reported if the invoice was canceled after the specified liability account as-of date, but was still outstanding on the liability account as-of date.

Lists the amount that was originally booked to the liability account when the invoice was entered, if you submit the Payables Trial Balance Report for the primary ledger. If you use automatic offsets, only the amount that was allocated to the accounting code combination that is referenced in this report is displayed.

Nets all credits and debits booked to the liability account for the invoice, with an accounting date before or on the liability account as-of date.

Payables Posted Invoice Register

Review accounting lines for invoices that were transferred to the general ledger. The Payables Posted Invoice Register is primarily a reconciliation tool. Use this report along with the Payables Posted Payment Register, the Payables Trial Balance Report, and the Payables to General Ledger Reconciliation Report to reconcile balances between Oracle Fusion Payables and your general ledger.

To make their output easier to read, each of these reports can be generated for a single liability account. For example, if you use automatic offsets and the liability for your invoices is allocated across multiple primary balancing segment values, then you can use the **Account** parameter to limit your reports to a single balancing organization.

This report is valid only for an accrual basis ledger because it presents amounts that are charged to liability accounts.

You can run this report from the Reports and Analytics work area.

Before running the report you must:

- Transfer your accounting entries to the general ledger.
- Enable the **Import Journal References** option for the Payables source on the Manage Journal Sources page.

Parameters

Ledger

Specify the name of a ledger.

Business Unit

Specify the name of a business unit.

Account

Specify a liability account or leave the parameter blank to submit the report for all liability accounts.

Accounting Date

Specify an invoice accounting date range.

Entered Distribution Amount

Specify an entered invoice distribution amount range.

Include Zero Amount Lines

Select to include subledger journal entry lines with a zero amount.

Report View

Summary

Summarize the report by account.

Detail

Include invoice detail. When generated in detail, the report displays invoices charged to liability accounts.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Posted Payment Register

Review accounting lines for payments that are transferred to the general ledger. The Payables Posted Payment Register is primarily a reconciliation tool. Use this report, along with the Payables Posted Invoice Register, the Payables Trial Balance Report, and the Payables to General Ledger Reconciliation Report to reconcile balances between Oracle Fusion Payables and the general ledger.

To make their output easier to read, you can generate each report for a single liability account. For example, if you use automatic offsets and the liability for your invoices is allocated across multiple primary balancing segment values, then you can use the **Account** parameter to limit your reports to a single balancing organization.

This report is valid only for an accrual basis ledger because it presents amounts that are charged to liability accounts.

You can run this report from the Reports and Analytics work area.

Before running the report you must:

- Transfer your accounting entries to the general ledger.
- Enable the **Import Journal References** option for the Payables source on the Manage Journal Sources page.

Parameters

Ledger

Specify the name of a ledger.

Business Unit

Specify the name of a business unit.

Account

Select one or more liability accounts or leave the parameter blank to submit the report for all liability accounts.

Include Zero Amount Lines

Select to include subledger journal entry lines with a zero amount.

Accounting Date

Specify an accounting date range.

Payment Amount

Specify a payment amount range.

Bank Account

Select a bank account that payments were made from.

Report View

Summary

List totals for each account and exclude payment details.

Detail

Include payment details and display the payments that relieve the specified liability accounts.

You can manage the section headers and columns on the report. For example, change the column sorting or make a section header a column or parameter.

Payables Period Close Exceptions Report

Submit this report to review a complete list of exceptions that are preventing you from closing an Oracle Fusion Payables accounting period.

The Payables Period Close process automatically generates this report, or you can run the report from the Scheduled Processes work area.

Parameters

Ledger

Specify the name of a ledger.

From Accounting Date, To Accounting Date

Specify the inclusive accounting date range.

Period Name

Enter the name of a period.

The report consists of the following sections:

- Summary
- Details
- Corrective actions

This table describes each section of the report.

Section	Description
Summary	<p>Summarizes the exceptions for each business unit within the ledger, and indicates whether you have access to the business unit. Business unit access can affect your ability to close the period or resolve exceptions.</p> <p>The types of exceptions reported are as follows:</p> <ul style="list-style-type: none">• Unaccounted invoices• Unaccounted payment activity• Bills payable requiring maturity event and accounting• Incomplete payment process requests• Open intercompany transactions• Other exceptions
Details	<p>Provides details for each type of exception, such as supplier or party, invoice number, and accounting date.</p>
Corrective actions	<p>Lists suggested actions to resolve each type of exception.</p>

Payables Open Items Revaluation Report

Use the Payables Open Items Revaluation report to revalue the balances of your open items. Open items in this report are all invoices including prepayments, credit memos, and debit memos, that are unpaid as of the last date of the revaluation period you specify.

Note

Payments are included if the last reporting date is after the accounting header date of the payment, and the accounting date is outside of the reporting period.

The report takes into account changes in the value of your liabilities due to changes in foreign currency rates. You revalue your liabilities based on the

revaluation rate you specify, which is either an end of period rate or a daily rate. To provide you with a complete listing of your liabilities, the report includes open items in your ledger currency. Those items use a rate of 1.

The Open Items Revaluation report determines the amount needed to manually adjust your general ledger balance to reflect the difference between your original and revalued balance. This revaluation difference is calculated for each liability account and summed for each balancing segment. You should reverse this general ledger entry at the beginning of the next period to synchronize Oracle Fusion Payables and general ledger balances. You can run the report for a revaluation period, up to a particular due date, and for a range of balancing segment values. Make sure that you enter rate information for each currency that you use.

You can run this report from the Scheduled Processes work area.

Before running this report:

- If you are using an end of period rate, then define the rates on the Daily Rates tab on the Currency Rates Manager page.
- If you are using a daily rate, then enter daily rates for the rate type, whether that rate type is predefined or user-defined.

Parameters

Business Unit

Specify the name of a business unit.

Revaluation Period

The period to revalue. All open invoices with invoice dates up to the last date of this period are selected.

Include Up to Due Date

Date to differentiate short-term, mid-term and long-term liabilities, otherwise leave this parameter blank. The date is the maximum due date included in the report.

Rate Type

Select the type of rate to revalue the open transactions:

- **Period:** Rate at the end of the revaluation period.
- **Daily:** If you select Daily, then enter values for the Daily Rate Type and Daily Rate Date parameters.

Daily Rate Type

If you select **Daily** as your rate type, then select a daily rate type.

Daily Rate Date

If you select **Daily** as your rate type, then select the daily rate date.

From Balancing Segment, To Balancing Segment

Enter the lowest and highest balancing segment values in the range of values to report.

Transferred to General Ledger Only

- **Yes:** Base the report only on transactions that are transferred to general ledger.
- **No:** All transactions reported for open balances.

Cleared Only

- **Yes:** For payments to affect transaction open balances only if the payments are cleared.
- **No:** For all payments to affect open balances.

The report is divided into sections for each unique combination of balancing segment and liability account. Within each section, the report lists open items for each supplier.

This table describes the amounts that the report provides.

Amount	Description
Ledger Unpaid Amount	The value of your open items before revaluation, which you can reconcile with your general ledger balances. The report provides a complete list of all open items to support the balance of each liability account.
Revalued Amount	The value for each open item revalued with the revaluation rate. The total of these revalued items is required to report in some countries, such as the United States.
Revalued Unpaid Amount	The higher of the two item values both before and after the revaluation. Payables totals these values and calculates the difference. This total is needed in some countries, such as Germany, where the higher market value of open items needs to be determined.

Payables Unaccounted Transactions and Sweep Report

Identify and review all unaccounted invoice and payment transactions along with the reason why Oracle Fusion Payables cannot account for the transaction. You can also specify to sweep the unaccounted transactions to another period.

Note

This report does not include invoices that have no distributions.

You can run this report from the Scheduled Processes work area.

Before running this report:

- Validate invoices to reduce the number of unvalidated invoices on the report.

- Creating accounting entries in Payables: The report will then show only transactions that had problems that prevented accounting. You can correct the problems, and resubmit the accounting process.
- If you use bills payable, submit the Update Matured Bills Payable Status program to update the status of any bills payable with a maturity date on or before today's date.

Parameters

Note

If you do not specify a value for the Period Name or From, To Accounting Date parameters, then the report lists all unaccounted entries, regardless of date.

Report Level

Select **Ledger** or **Business unit**.

Report Context

The values for this parameter are based on the Report Level parameter.

- If the Report Level is **Business unit**, then select a business unit.
- If the Report Level is **Ledger**, then select a ledger.

From Accounting Date, To Accounting Date

To run the report for a particular date range, then enter both the first and last dates in the range. If you enter values for a date range, then you cannot enter a value for the Period Name parameter.

Period

To run the report for a single period, enter the period name. If you enter a value here, you cannot enter values in the From Accounting Date and To Accounting Date parameters.

Sweep Now

Specify whether to sweep the unaccounted transactions to another period.

- **Yes:** Sweep unaccounted transactions.
- **No:** Report exceptions only.

Sweep to Period

If the Sweep Now parameter is set to **Yes**, specify an open or future period. The accounting date for unaccounted transactions is updated to the first date of the period that you specify.

The report has two sections: Unaccounted Invoices, and Unaccounted Payments. All amounts are in the entered currency.

- **Unaccounted Invoices:** Lists the supplier name, supplier number, invoice number, invoice date, entered currency, invoice amount, purchase order

number (if the invoice is on a purchase order matching related hold), and the exception.

- **Unaccounted Payments:** Lists the supplier name, supplier number, payment number, payment date, payment currency, payment amount, and exception.

This table describes some of the invoice and payment exceptions that can occur.

Exception	Description
Distribution combination invalid	This distribution combination on the invoice is not valid.
Distribution variance	Total of the invoice distributions does not equal the invoice amount.
Other hold names	The invoice has a hold applied to it that prevents accounting.
No rate	The payment does not have a conversion rate.
Not validated	Invoice or distribution line is not validated.
Unaccounted	Invoice or distribution line is unaccounted.
Withholding tax	<p>Cannot perform automatic tax withholding. The invoice distribution has a withholding tax group assigned to it. Payables could not withhold tax and applied a withholding tax hold on this invoice. Several conditions cause this hold including the following:</p> <ul style="list-style-type: none"> • The withholding tax group is inactive. • A withholding tax code within a withholding tax group is inactive. • An account segment assigned to a withholding tax code is invalid. • A rate is not defined for a withholding tax code. • A period is not defined for a withholding tax code. • A tax rate for a withholding tax code is defined using an invalid date range.

FAQs for Close Payables Period

Why did the export download only some of the rows on the Payables to Ledger Reconciliation report drill-down page?

When you export a Payables to General Ledger Reconciliation drill-down page, only the rows that display on the page are exported. For example, if the Invoices drill-down page returns 1,000 rows, but the page only displays 25 rows at a time, the export to Excel will only export 25 rows.

There is a setting in Oracle Business Intelligence Enterprise Edition (OBIEE) that controls how many rows are displayed on a page. For more information

on manually configuring settings for data in views, see the Oracle Fusion Middleware System Administrator's Guide for Oracle Business Intelligence Enterprise Edition.

How can I properly report invoices for merged suppliers on the Payables to Ledger Reconciliation report?

Set the Oracle Fusion Subledger Accounting **Third Party Merge Accounting Option** to **Replace third party**, otherwise an accounting variance could appear on the Payables to General Ledger Reconciliation report for those journal lines that are attributed to suppliers that are merged.

Process Customer Payments

FAQs for Process Customer Payments

What happens if I do not disable the transaction testing function before going live?

You can experience inconsistent data between applications. In addition, you may unintentionally create holds or charges on real credit cards for amounts not owed by the card holder.

The transaction testing functionality enables a payment administrator to initiate transactions without source products to test the setup of Oracle Fusion Payments and the payment system connectivity. Transactions initiated from Payments, rather than the source product, are not recorded in any source product. This is a valuable testing and diagnostic tool, but creates the potential for inconsistent data between applications if used incorrectly in a live environment.

Warning

On a live instance of Payments, it is strongly recommended that you disable the transaction testing functionality and unassign it from the payment administrator.

Manage Banking

Manage Bank Statements

Processing Electronic Bank Statements: Explained

Electronic bank statement processing transfers bank statements from external sources and imports them into Oracle Fusion Cash Management.

The process consists of the following three phases:

1. Fetch phase; the program fetches the electronic bank statement file or stream from external sources and stores it into the database. The external sources can be a file stored on a remote machine, or a file stored on the local machine, or a stream of bytes from a web server.
2. Load phase; the program processes the fetched electronic bank statement and populates the bank statement interface tables, also known as the staging area.
3. Import phase; the loaded bank statement data from the staging area is processed against functional validations before the data is populated into the real bank statements tables. During this phase the parsing rules are executed.

The program has the capability to continue execution from the phase where it failed, upon restart. For example, if the program fails during load phase, then after correcting the load error, you can restart the program and the program does not execute the fetch phase. Similarly restarting the program after fixing import errors will not force it to execute the fetch and load phase again.

Prerequisites exist for both Cash Management and Oracle Fusion Payments prior to processing electronic bank statements.

Cash Management

The following entities should be setup in Cash Management:

- Bank Account
- Balance Codes: The ISO 20022 balance codes for the opening and closing booked and available balances are provided and

additional codes can be defined in the balance code lookup (CE_INTERNAL_BALANCE_CODES).

- Transaction Codes
- Parsing Rules

Payments

The Bank Statements Processing program integrates with Payments.

The following entities in Payments should be setup before using the program:

- Payment System
- Transmission Configuration
- Format: One format for each of the bank statement formats supported is delivered with Cash Management. If a new format needs to be added, you can do so.
- Code Map Group: The program uses code map groups for mapping the balance codes and transaction codes that are reported on the external data file to the ones that are defined internally in Cash Management. Each code map group is assigned to a format. Two code map groups mapping the BAI and EDIFACT opening and closing booked balance codes to the internal balance codes are provided. SWIFT940 does not require a balance code mapping because it is position based but a code map group can be created to map the transaction codes to the internally defined transaction codes. The delivered code map groups provide only very basic mappings. They can be extended as required and new code map groups can also be created.

Automatic Reconciliation: Explained

Automatic Reconciliation or autoreconciliation, is the most common process used for reconciling system transactions with bank statement lines. Use autoreconciliation when processing a large volume of bank statements or wanting to automate the reconciliation process. The Automatic Reconciliation program uses the reconciliation rule set assigned to the bank account to reconcile bank statement lines and system transactions.

Reconciliation Exceptions: Overview

An exception occurs when the reconciliation program cannot find a system transaction to match with a particular bank statement line. These exceptions are classified as ambiguous, date or amount.

- An ambiguous exception occurs when either there are more than one system transactions that could match to the line or the transaction could match to more than one statement line.
- A date exception occurs when a system transaction meets all the matching criteria except that the date of the transaction is out of the tolerance range.

- An amount exception occurs when a system transaction meets all of the matching criteria except that the amount of the transaction is outside the tolerance range.

Automatic Reconciliation Exceptions

For each one to one automatic reconciliation rule, exceptions are looked for in the following order: ambiguous, date, and amount. If an exception type is found for a given bank statement line the program stops looking for other types of exceptions using the same rule. The exceptions are presented to you in the context of the bank statement line so the appropriate matching system transaction can be selected and reconciled. If a system transaction is an exception to more than one bank statement line it can only be selected to reconcile with one of the statement lines

Bank Statement Processing and Troubleshooting: Overview

The results of the of the bank statement processing program are displayed in the Bank Statements and Reconciliation work area if a problem is encountered. The Processing Errors and Warnings region displays the following statuses:

Status	Explanation
Load Error	This status is assigned at the file level. A file fails with load errors for the following two reasons: There was an error in fetching the data. There was an error parsing the data and populating the interface tables. Such errors typically arise when the data is not compliant with its standard.
Import Error	This status is assigned at both statement level and file level. An import error at statement level indicates that the data got populated in the interface (loaded) successfully but some functional validations have failed. Example: duplicate bank statement or a transaction code not setup. An import error at file level implies that there exists at least one statement in that file that failed with an import error.
Import Warning	This status is assigned at the statement level. Statements with Import Warning imply that this statement has been imported without any errors, but the program encountered some functional validation failures which are harmless enough not to stop the import.

Depending on the status of the file or the statement and the associated issue you can use the Retry icon to restart the program from where it failed in its last run. The following table explains the different retry options available:

Status	Fields on the Retry Dialog	Action on Program Resubmission
Load Error	If the file failed during the fetch phase (no hyperlink on File ID), all the parameters that were specified during program submission will be available in the dialog. The parameters can then be updated and program resubmitted again.	The program starts all over again from the fetch phase.

Load Error	If the file failed during the load phase (there is hyperlink on the File ID). Since the file is already fetched, the parameters associated with fetching the file are not shown; rather only the Format parameter is shown. In case a wrong value for Format is specified in the earlier run, it can be corrected here and the program resubmitted again.	The program starts from the load phase. The program attempts to load the already fetched data file using the Format specified.
Import Error	Import error at file level; no fields are available on retry dialog.	The program starts the import phase for all the statements that filed with import errors under that file.
Import Error	Import error at statement level. If a statement fails with Duplicate Bank Account error then the dialog will show the bank account field. The correct bank account can be selected and program resubmitted again.	The program starts the import phase for that particular statement, using the updated bank account. The program will start the import phase for that particular statement.
Import Error	Import error at statement level, for all other import errors, no fields are available on retry dialog.	The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.

The following list of common issues and solutions can be used to troubleshoot the Bank Statement Processing program:

Issue	Solution
The program has been run and successfully completes but does not appear on the Manage Bank Statements page.	Check the Bank Statements and Reconciliation work area to verify if any processing errors have been reported for your bank statement.
The program has reported a load error for your file and you realize that the wrong file was processed and want to correct the error.	If the file was fetched (a hyperlink appears on the File ID field), you must purge the file in order to load the correct one. If the file was not fetched (no hyperlink on the File ID field), you can restart the program using the Retry option.
The program has reported a load error for your file and the file was fetched. You have figured out the problem in the data file and want to retry the program. Can you process the edited file?	No. If you want to reprocess a data file that has been fetched in the system, then you have to submit the program afresh. Once a file is fetched, subsequent retry on that file does not re-fetch the data file from its original source.
You have processed a data file where some statements imported successfully, but some failed. The failures were because of an error from the bank. They have sent the corrected file, but the file contains the other statements data that was successfully imported. What is the impact if the file is processed again?	You can process the same file without any problem. The program has the capability to detect duplicate bank statements and it flags such statements as Import Error.
A transaction or balance code A in the data file appears as B after the import. Why?	Verify if there is a code mapping defined for A that maps it to B.

A new code map group has been defined but it does not seem to be working.	Make sure the new code map group is assigned to the Format in Oracle Fusion Payments.
The program reports an import error if a transaction code is not defined, but does not report or give a warning if a balance code is missing for balances. What happens to the balance codes?	Such balances are imported by the program and they appear in the bank statements user interface. However, the balance description is empty because they are not defined in the system.
After import, some balance records have an empty balance description.	Verify if the balance codes for the balance records are defined in the balance code lookup.
The program indicates that a transaction code is not defined. Should a code map or a transaction code be defined?	If an existing internal code serves the same purpose as the new code, you can create a code map associating the new code with the existing code. If you want to use the transaction code as it is, then define the transaction code.

Manually Reconciling a Bank Statement: Explained

Manual bank statement reconciliation involves selecting bank statement lines and system transactions to be reconciled together. During reconciliation if a system transaction has not been cleared the reconciliation process clears the transaction first, and then reconciles it. Oracle Fusion Cash Management supports manual reconciliation for all matching scenarios (one to one, one to many, many to one, and many to many) and allows you to reconcile across bank statements from the same bank account.

Banks sometimes make mistakes by depositing or withdrawing incorrect amounts to bank accounts. These bank errors show up on bank statements, along with the corrections and adjustments to those errors. Banks resolve errors using two methods: reversal and adjustment.

Reconciling Corrections and Adjustments to Bank Errors

Correcting bank errors using the reversal and adjustment method are described in the following example:

A check was generated for \$100.00, but the bank recorded this payment as \$10.00 by mistake. On your bank statement, you will see an entry of \$10.00 (payment).

Using the reversal method, the bank reverses the whole error transaction amount so that the error entry and the reversal entry net out to zero. Then, the bank makes another transaction entry for the correct transaction amount. In this example, a reversal entry of \$10.00 (receipt) is created to offset the original error entry, and a new correction entry is created of \$100.00 (payment). With the reversal method, the error and reversal statement lines as well as the new correction entry line should all be reconciled to the check transaction.

Using the adjustment method, the bank simply creates a new transaction entry to make up for the difference between the original transaction amount and the error entry. In this example, the bank generates a new adjustment entry of \$90.00 (payment), which is the difference between the original error amount of \$10.00 (payment) and the correct amount of \$100.00 (payment). With the adjustment method, the error line and adjustment line should be reconciled to the check transaction.

External Cash Transactions: Overview

External cash transactions are transactions related to cash activity that has not been recorded within the system. There are four sources of external transactions:

- Manual Entry
- Import
- Balancing Transactions: Transactions created during reconciliation to record amount differences between the statement line and system transaction that may be due to bank fees, exchange rates, or other charges.
- Bank Statement: The bank statement transaction creation program allows you to configure rules to create transactions from unreconciled statement lines to record items such as bank charges, interest, or other miscellaneous items.

Glossary

accounting event class

Categories that classify transaction types and group event types for accounting rules.

accounting event type

Represents a business operation that may have an accounting impact.

amount correction

A supplier invoice that adjusts the amount of an invoice that was matched to a services-based purchase order or receipt. Amount corrections can also adjust the amount of an unmatched invoice.

ATO

Abbreviation for Assemble to Order. Represents the ability for a user to define the component make up of a product at the very moment of ordering that product.

automatic offset

A method for balancing invoice and payment journal entries that cross primary balancing segment values.

business unit

A unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy.

declaration des honoraries (DAS2)

Declaration of payments to contractors. In France, companies that do business with independent contractors declare to tax authorities all payments to contractors each year for each supplier.

delivery channel

Text that is included on an electronic payment that tells the bank how to execute the payment. For example, "Print a check and hold it for collection by the payee."

descriptive flexfield

Customizable expansion space, such as fields used to capture additional descriptive information or attributes about an entity, such as customer cases. Information collection and storage may be configured to vary based on conditions or context.

disbursement bank account

The deploying company's bank account.

distribution set

A predefined group of accounts used to automatically create invoice distributions for an invoice not matched to a purchase order.

document category

A high level grouping of person documents such as visas, licences, and medical certificates. Document subcategories provide further grouping of document categories.

document payable

An item that is ready to be paid. Equivalent to an installment in Oracle Fusion Payables.

ESS

Acronym for Enterprise Storage Server. An application that optimizes data storage.

extract

An XML file that contains the superset of data relevant to a payment file.

installment

Any of several parts into which a debt or other sum payable is divided for payment at successive fixed times.

invoice distribution

Accounting information for an invoice line, such as accounting date, amount, and distribution combination. An invoice line can have one or more invoice distributions.

invoice tolerance

Allowed variance between invoice, purchase order, and receipt information. If any of the variances defined exceed the tolerances specified, the invoice validation process places the invoice on hold.

manual payment

A payment created outside of Oracle Fusion Payables, but recorded in the application.

natural account segment

A chart of accounts segment used to categorize your accounting transactions by account type: asset, liability, owner's equity, revenue, or expense.

Oracle BI Publisher

An Oracle application that performs the following formatting tasks for Oracle Fusion Payments: 1) formats extracted data into a message, such as a settlement

batch or payment file, that can be understood by the payment system, 2) supports remittance advice formatting and delivery.

payment document

A set of documents, such as check stock, on which checks and promissory notes can be printed or written. This term can also refer to an individual document upon which a payment is printed.

payment process profile

A setup entity which drives processing behavior for each document payable, payment, and payment file.

payment process request

A grouping of documents payable, for which a calling product requests payment. Synonymous with Pay Run in Oracle Fusion Payables.

payment system

An external organization that provides financial settlement services. The payment system can be the bank at which the deploying company has its bank accounts or it can be a third-party processor that connects companies and financial networks.

price correction

A supplier invoice that adjusts the unit price of an invoice that was matched to a purchase order or receipt.

primary balancing segment value

A segment value used to represent a legal entity in the chart of accounts and automatically balance all intercompany and intracompany transactions and journal entries.

primary ledger

Main record-keeping ledger.

quantity correction

A supplier invoice that adjusts the quantity of an invoice that was matched to a purchase order or receipt.

quick payment

A single payment that you create for one more invoices without submitting a payment process request.

secondary ledger

An optional, additional ledger that is associated with the primary ledger for an accounting setup. Secondary ledgers can represent the primary ledger's data in

another accounting representation that differs in chart of accounts, accounting calendar, currency, subledger accounting method and ledger processing options.

separate remittance advice

A notice sent to a payee that lists the invoices that the deploying company has paid electronically to that payee's bank account.

single payment

An individual payment that is one of the following types: manual, refund, or quick.

skipped prenumbered payment document

A prenumbered payment document that is skipped during printing.

source product

The product that owns a transaction and submits the request for disbursement or funds capture to Oracle Fusion Payments.

third-party payee

The external party, such as a supplier, receiving disbursements from the first party payer.

withholding tax group

A collection of one or more withholding tax codes.