Accounts Payable for Payable Specialists Training
Oracle Cloud Applications Implementation
Lucas County
December 2019

LUCAS COUNTY
OHIO

Table of Contents

Overview

Once purchase orders are received by procurement, the invoices are ready to be entered into Oracle. In the following training materials, this process will be presented as step by step job aids. The job aids will outline the actions necessary to complete the process of creating, validating, and sending invoices or credit memos for approval, as well as additional steps to update the invoice if needed.

Log in using your username and password to the Oracle environment and follow along with the job aid steps to complete each one. PO numbers will be provided in the attached data sheet.

Please feel free to ask any questions throughout.

PO Matched Invoice
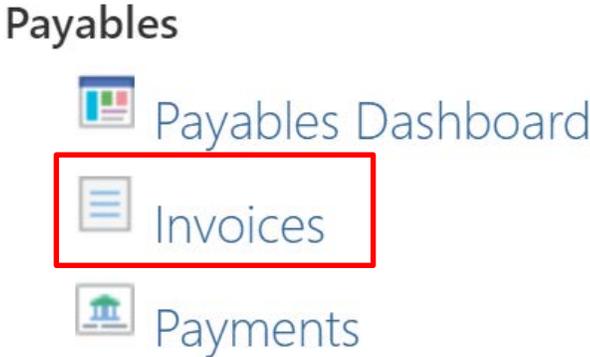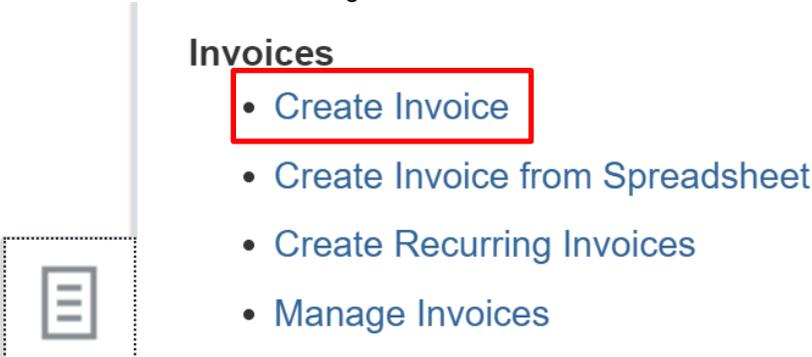
Audience: Accounts Payable Specialist

Purpose: Enter and manage invoice information including installments, accounting distributions, taxes, and approvals. Match invoices to purchase orders, and receipts. This job aid will assist you with creating and validating a PO standard invoice. Note: A physical copy of invoice should be approved first and scanned.
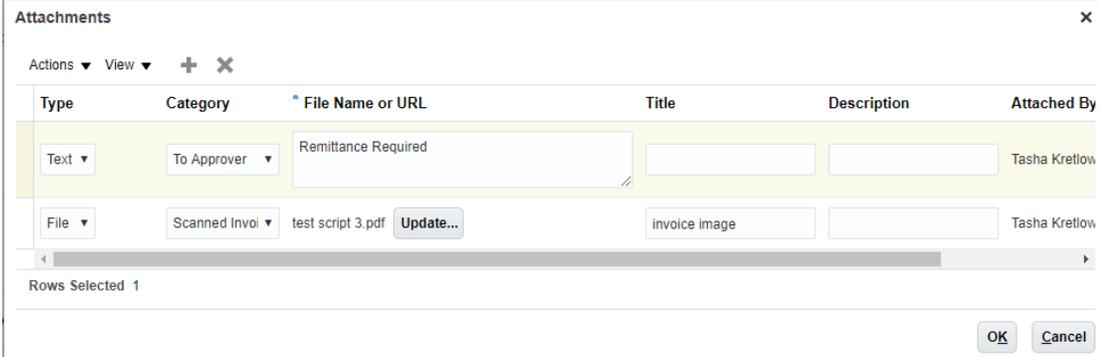
Glossary:

Invoice Types – Type of invoice to be created such as: Standard, Credit Memo, Debit Memo, etc.
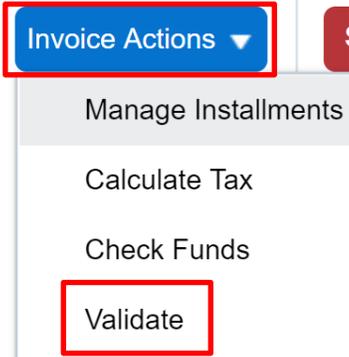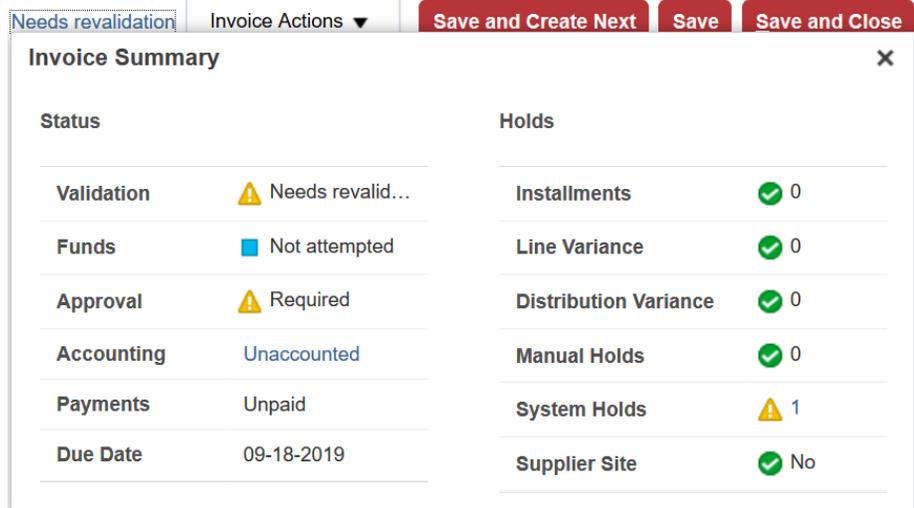
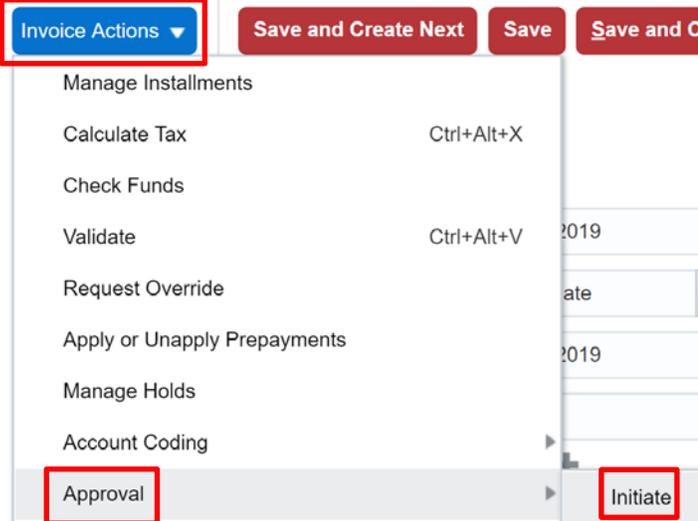*Invoice Group* – Identifier to group invoices together - most commonly department number

Description – The invoice description on check stub - has a limit of 30 characters

Step	Action
1	Go to navigator and click on **Payables**.
2	Click on **Invoices**.
3	Click on the **Task Menu** on the right side and select **Create Invoice**.
4	Enter **Identifying PO Number, Supplier Site, Invoice Group, Invoice Number, Invoice Amount, Invoice Type** as 'Standard', **Description, Invoice Date, Payment Terms (Immediate)**. -- Under Invoice header section. **Note**: The **Description** can only be "30" characters long and will print on the check.

5	Attach scanned invoice by clicking (+) icon next to Attachments in Header.
	Attachments None
6	Select **Type:** File, and **Category:** Scanned Invoice Image. Browse and select scanned invoice image, then click **OK**.
7	Attach a text comment if needed, (such as "Remittance Required" or "Hold for Pickup") by clicking (+) icon next to Attachments and selecting **Type:** Text and entering the message under **File Name or URL.** Then click **OK**
	Click **Show More** next to invoice header then navigate to **Additional Information** and enter **Customer/Account # .**

Invoice Header   Show Less

General   Accounting   Tax   **Additional Information**

Customer/Account #	
Check Message 1	
Check Message 2	
Context Value	▾
Regional Information	▾
Routing Attribute 1	
Routing Attribute 2	
Routing Attribute 3	
Routing Attribute 4	
Routing Attribute 5	

8	In Lines, click the dropdown and select **Match Invoice Lines,** and click the **Action** arrow.
	▶ **Lines** Match Invoice Lines ▾ →

9	Select the lines to match by checking the **Match** box, then click **OK**.
	Match **Line**
	☑ **Quantity** **Unit Price** *** Amount**
	☑ 3 12.00 36.00

10	**If** Freight is on the invoice but not included on the PO, then you need to Update the PO to Include freight - Repeat **Step 6**.
11	**If** Price or Quantity in the Invoice do not match the PO, then update the PO to match Invoice - Repeat **Step 6**.
12	**If** Received quantity is less than the invoiced quantity, then verify the quantity is received and perform the "Receipt against the PO" process - Repeat **Step 6**.

5

13	Optionally Click **Distributions, Invoice Lines**: **All** to review all accounting information, Accounting Date, and Budget Date.
14	Save and Close **Manage Distributions**.
15	Click on **Invoice Actions** and click on **Validate**. Invoice Actions ▼ Manage Installments Calculate Tax Check Funds Validate
16	Ensure the Validation status is **Validated**. **If** there is a hold, click on **Needs Revalidation** and click on the number of System Holds then resolve holds with **Steps 7-9** and revalidate. Needs revalidation Invoice Actions ▼ **Save and Create Next** **Save** **Save and Close** **Invoice Summary** ✕ **Status** **Holds** Validation ⚠ Needs revalid… Installments ✅ 0 Funds ◼ Not attempted Line Variance ✅ 0 Approval ⚠ Required Distribution Variance ✅ 0 Accounting Unaccounted Manual Holds ✅ 0 Payments Unpaid System Holds ⚠ 1 Due Date 09-18-2019 Supplier Site ✅ No

17	Click on **Invoice Actions**, go to **Approval** and select **Initiate.**
18	Click **Save and Close** or **Save and Create Next** to continue creating invoices or credit memos

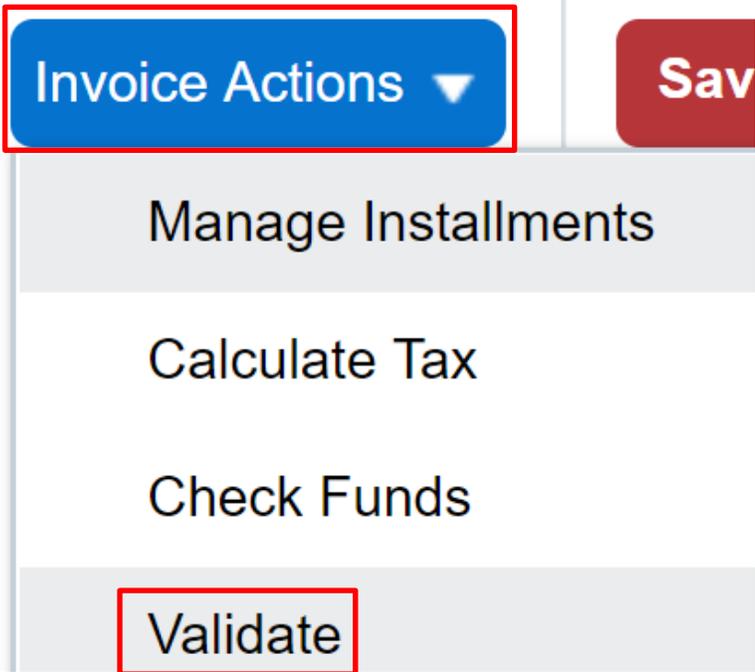## Enter Credit Memo to Existing Invoice - Matched to PO

Audience: Accounts Payable Specialist.

Purpose: A Credit Memo is a document from a supplier that provides a credit for goods or services rendered. Enter and manage invoice information including accounting distributions, taxes, and approvals. Match invoices to purchase orders, and receipts. This job aid will assist you with creating a manual credit memo invoice and post it to the ledger. Note: a physical copy of credit memo should be approved first and scanned.

Step	Action
1	Go to navigator and Click on **Payables**.
2	Click on **Invoices**.

Payables

    Payables Dashboard

    Invoices

    Payments

3	Click on the **Task** menu on the right side of the invoice workbench, and select **Create Invoice**.
	
	Invoices
	
	   • Create Invoice
	   • Create Invoice from Spreadsheet
	   • Create Recurring Invoices
	   • Manage Invoices
	
	Step unnecessary if **Save and Create Next** was pressed

4	Within the Invoices header section, enter **Identifying PO Number, Invoice Group, Invoice Number, Invoice Amount**, using the negative sign [-] because it is a credit**, Invoice Type** as 'Credit Memo,' **Description, Invoice Date, Payment Terms**.
5	Attach scanned credit memo by clicking the plus [**+**] icon next to **Attachments** in the Header. **Attachments** None **+**

6	Enter the following: **Type:** File **Category:** Scanned Invoice Image Browse and select scanned credit memo image Click **OK**.	
7	In **Lines**, choose **Correct Matched Invoices** if the original invoice was matched to a PO and then click the **Action** arrow. ▶ Lines Correct Matched Invoices ▼ →	
8	Select the line(s) to match by checking the box in the column labeled **Correct**. **If** a warning appears, ensure information is correct and click **OK.** The warning message is appropriate because the PO is closed and already associated to an invoice. Ensuring information is correct means checking the PO number that you typed is correct. ⚠ Warning ✕ The purchase order line corresponding to the corrected invoice line is closed. Review the purchase order line before proceeding with this correction. OK Select the **Correction Type** from the dropdown menu as appropriate and enter the quantity and/or price (always negative), then click **OK**. **If** entering price, enter the Unit Price difference as a negative number 	Correct	* Correction Type	Line		
		Quantity	Unit Price	* Amount
✓	Price Correction ▼	5	-2	-10.00		

	If entering quantity, enter the number of items returned, using a negative number	
9	Optionally Click **Distributions**, **Invoice Lines: All** to review all accounting information, Accounting Date, and Budget Date.	
10	Save and Close **Manage Distributions**.	
11	Click on **Invoice Actions** then on **Validate**.	
12	Ensure the **Validation** status is **"Validated"**.	
13	Click on the **Invoice Actions** dropdown and select **Approval** and then select **Initiate**.	

Respond to Rejected Invoice

Audience: Accounts Payable Specialist or Supervisor
Purpose: This job aid will assist you with responding to invoices that have been rejected with comments. **Note**: If the invoice was rejected due to incorrect Supplier Site, it must be canceled and remade.

Step	Action
1	Select the **Information Requested** notification from the bell icon or worklist.
2	In the invoice popup window, read any comments left by the approver under '**Comments.**' To go directly to the invoice, click the **Invoice Number hyperlink** in the header area
3	On the Invoice page, go the **Attachments** section to add a comment or a document. Click the plus sign (+), select Text to respond to the approver or select File and attach any missing items. Click **OK**.
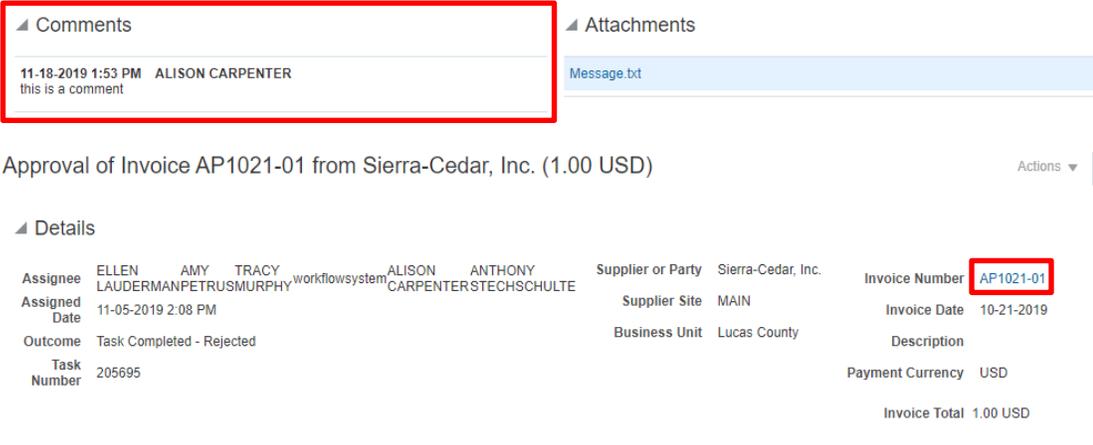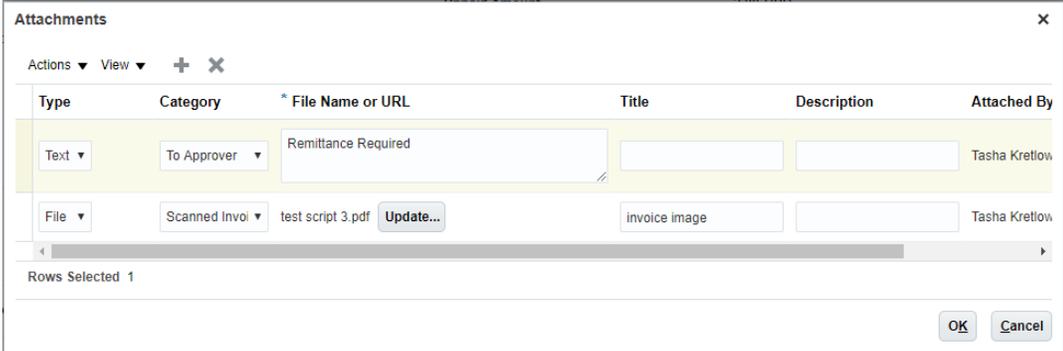
4	Under **Actions > Approval** click '**Resubmit**' to send the invoice back for approval **If** the invoice was rejected due to incorrect Supplier Site, it must be canceled and remade. Add a **Text** attachment asking the approver to cancel the invoice. Then, remake the invoice with the correct supplier site.
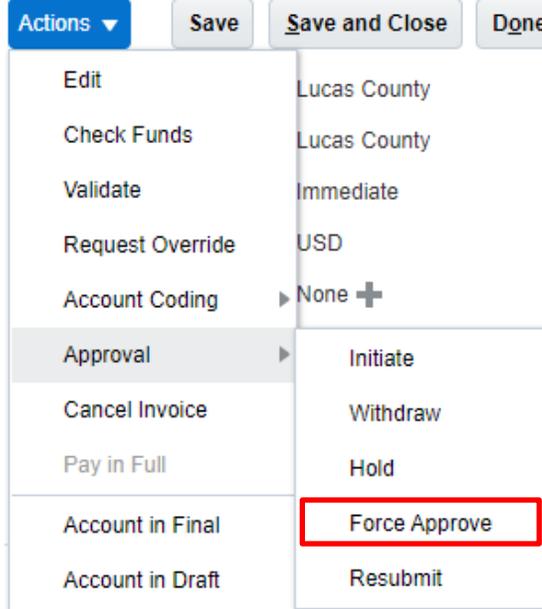
Inquire on Payment Status of an Invoice

Audience: Accounts Payable Specialist
Purpose: Check the payment status and payment information of an entered invoice.

Step	Action
1	Go to navigator and click on **Payables**.
2	Click on **Invoices**. Payables Payables Dashboard Invoices Payments
3	Click on the **Task** menu on the right side and select **Manage Invoices, OR** click the **Search Icon** below the task menu. Invoices • Create Invoice • Create Invoice from Spreadsheet • Create Recurring Invoices • Manage Invoices **OR**
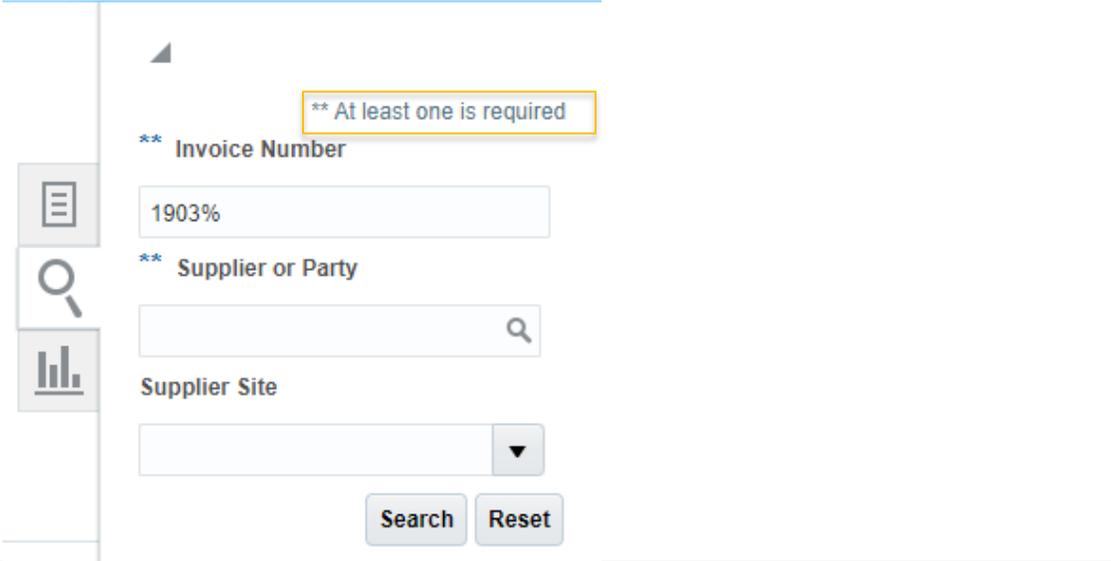
4	**Tip: If** you are searching in **Manage Invoices**, you are able to create a saved search. Click **Advanced**
5	Then, click **Add Fields** and select **Paid Status** and if you belong to more than one department, additionally select **Invoice Group**
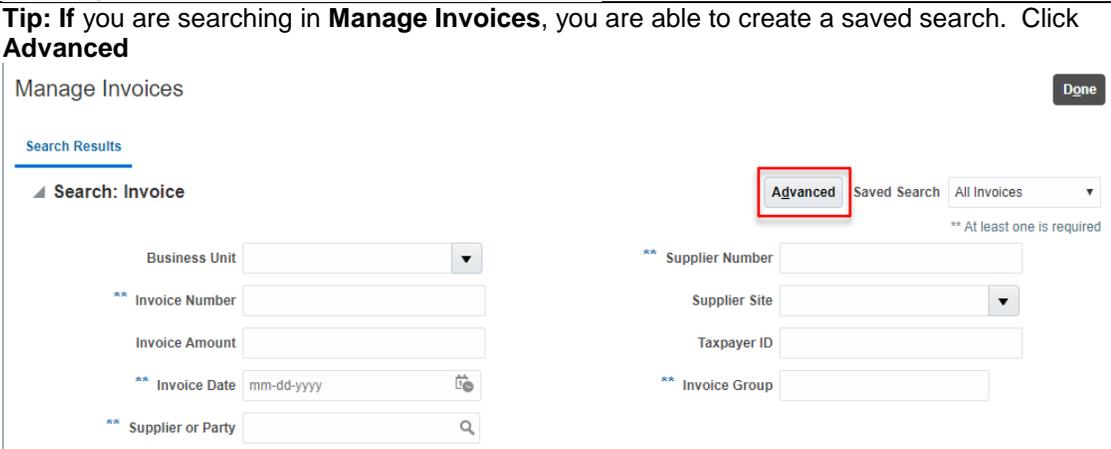
6	To track one or multiple invoice groups, enter the department numbers/invoice groups, and click **Save…**
7	In the popup window, enter a name for the search, select it as default, and **optionally**, set to run the search automatically when opening manage invoices then click **OK**
8	Now invoice group selection is set as default, select **Paid Status** as **Fully Paid** and click **Search**
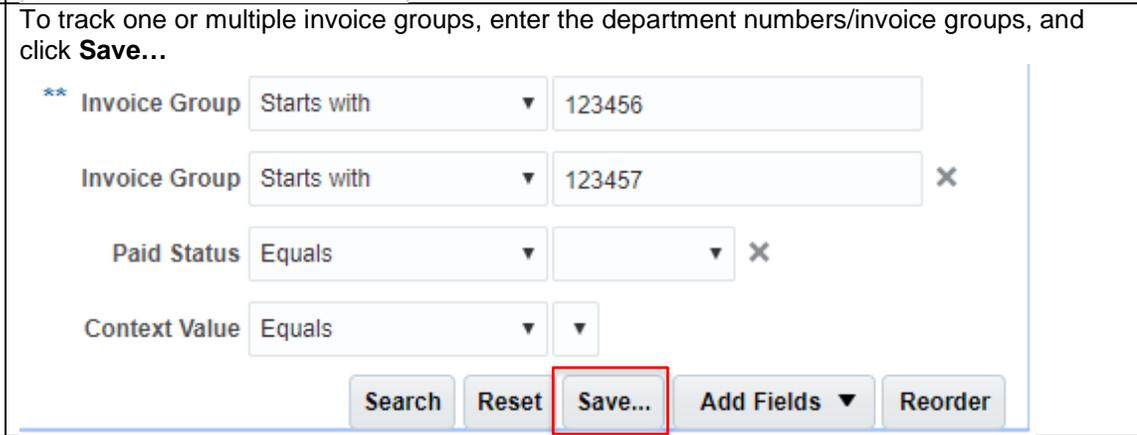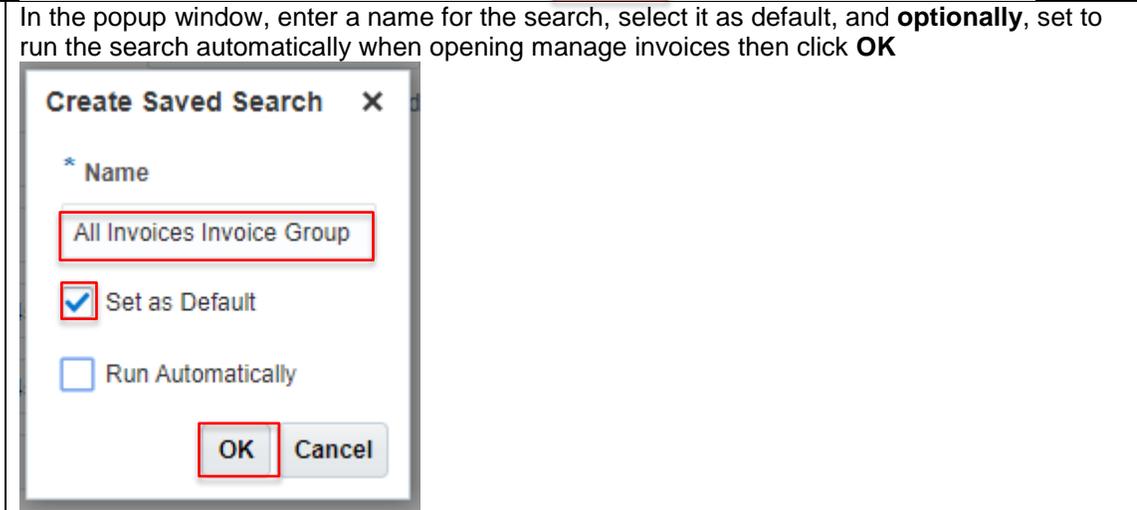
16

9	The search results will show the payment status of an invoice such as below.

Search Results

▶ **Search: Invoice**

Actions ▼ View ▼ ⊞ ✎ ⧉ ⬚ ⊟ Detach Validate Pay in Full Approval ▼ Post ▼

Invoice Number ▲▼	Invoice Date	Supplier or Party	Approval Status	Unpaid Amount	Invoice Amount	Validation Status	Paid Status
123456-99	08-16-2019	C & L Sanitation Inc.	Required	300.00 USD	300.00 USD	Not validated	Not paid
191023-01	10-23-2019	Sierra-Cedar, Inc.	Required	2.00 USD	2.00 USD	Needs revalidation	Not paid
PO190011b	09-10-2019	Office Depot, Inc.	Not required	0.00 USD	0.00 USD	Canceled	Not paid
PO190011c	09-10-2019	Office Depot, Inc.	Resubmit for approval	0.00 USD	16.00 USD	Validated	Fully paid

Last Updated 12/26/2019

10	**If,** you do **not** see the paid status as an available column, click **View** and then **Columns.**
11	Click the box that says **Paid Status** and ensure it has a checkmark.
12	To move the column, click to highlight, and drag to the position desired
13	Click on the **Invoice Number** from the search results to view the invoice information in depth.

14	Click on the **Payments** tab to view Check number, Payment Status, Payment Date, and other information.

Manage Invoices

Search Results   PO190011c

Invoice Details

Invoice Date	09-10-2019	**Invoice Amount**	
Invoice Type	Standard		
Supplier or Party	Office Depot, Inc.	**Applied Prepayments**	
Supplier Site	MAIN	**Unpaid Amount**	
Address	P.O. Box 630813, Cincinnati, OH-45263-0813	**Holds**	0
		Notes	

Lines   Holds and Approvals   **Payments**   Installments

Payments

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address
60000041	Checking	Voided	No	Office Depot, Inc.	09-11-2019	16.00 USD	P.O. Box 630813, CINCINNATI, OH 45263-0813
60000088	Checking	Negotiable	No	Office Depot, Inc.	11-06-2019	16.00 USD	P.O. Box 630813, CINCINNATI, OH 45263-0813

19

Request for Invoice Distribution Correction

Audience: Accounts Payable Supervisor, Manager, or Specialist
Purpose: This job aid will assist you with Updating invoice distribution after payment.

Step	Action
1	Go to navigator and click **Payables**. (If you already have a paid invoice open, skip steps 1-3 and go to editing, in step 4)
2	Click **Invoices**. Payables Payables Dashboard Invoices Payments
3	Enter an **Invoice Number** and click the **Search** button to go to the Invoice. ** Invoice Number ** Supplier or Party Supplier Site Search Reset
4	**If invoice is already paid, click invoice Actions > Edit**. Actions ▼ Save Sa Edit Check Funds Validate
5	You are going to add one line to credit the original account, and then add a second line to charge the purchase to the new account.
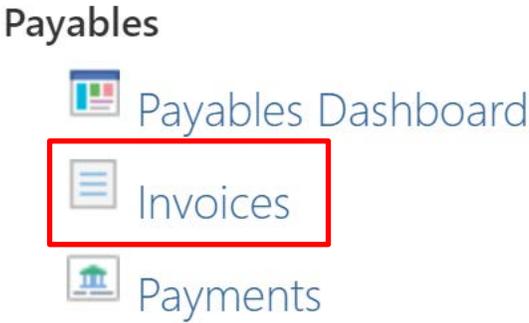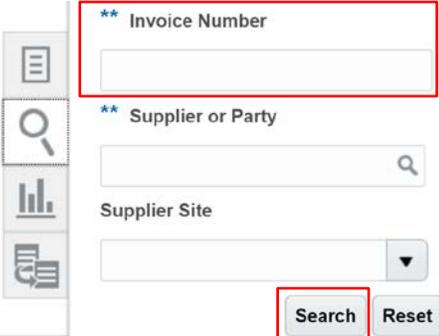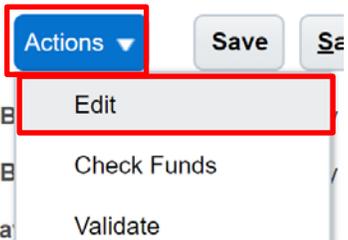
	Under **Lines** expansion, click the **Add** button (+) to create the credit line 	
6	Enter a negative amount with the **same** distribution as the original. **Tip:** To ensure correct data entry of the account, you could click the Distributions tab, copy the account number and then return to this screen and paste the account number as the distribution combination for the negative line. Repeat step 5 and step 6 to add the second line with the **new** distribution	
7	Click **Save**.	
8	The invoice status will be "Needs Revalidation".	
9	Go to **Invoice Actions > Validate**. 	
10	Ensure the status is now **Validated**.	
11	Click **Save**.	
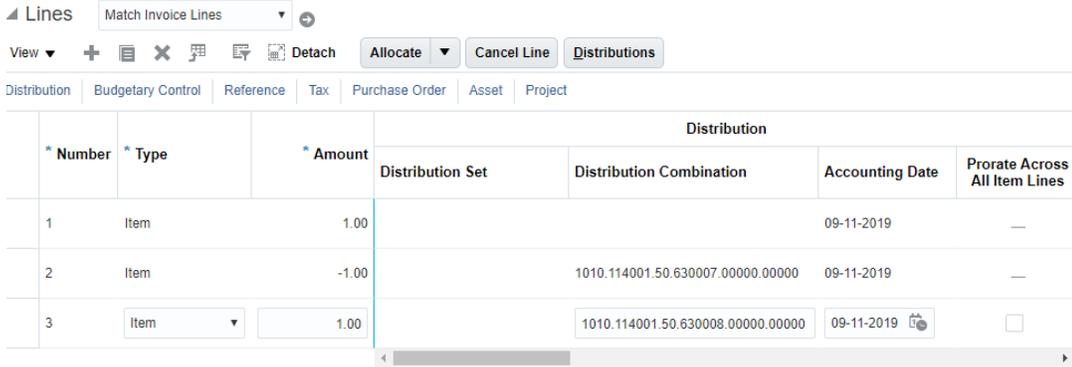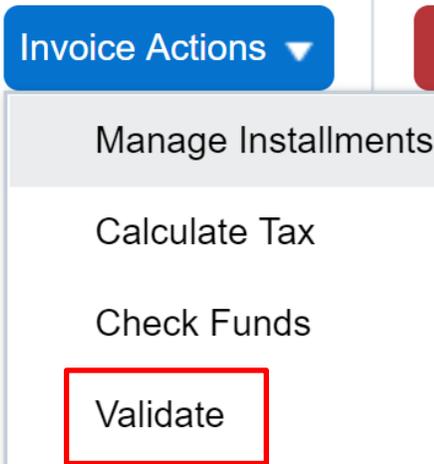
12	Go to **Invoice Actions > Approval > Resubmit**.
13	Press **Save & Close**.

The menu shown displays:

Validated | Invoice Actions ▼

- Manage Installment
- Calculate Tax
- Check Funds
- Validate
- Request Override
- Apply or Unapply P...
- Manage Holds
- Account Coding
- Approval
- View Approval and
- Cancel Invoice
- Delete Invoice
- Pay in Full

Submenu:
- Initiate
- Withdraw
- Hold
- Force Approve
- Resubmit