
R12.x Oracle Payables Management Fundamentals

Duration: 4 Days

What you will learn

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

In this course, participants learn how to set up and use Oracle Payables to manage the accounts payable process. They learn how to create and manage suppliers and supplier bank accounts, process individual and recurring invoices, match invoices to purchase orders or receipts, use multiple distribution methods, and process various types of payments. Other topics included in the course cover how Payables integrates with other Oracle Applications, how to import invoices or employee expense reports, and how to use invoice approval.

Learn To:

Manage Suppliers

Process Invoices and Payments

Generate Key Payables Reports

Approve Invoices for Payment

Process, Stop, and Void Payments

Set Up Bank Accounts

Audience

End Users, Functional Implementer, Project Manager

Course Topics

Procure to Pay Overview

Describing the Procure to Pay Process Flow

Describing how the Procure to Pay Process Fits Across the eBusiness Suite Applications

Payables Overview

Overview of Payables Processes

Understanding Supplier Entry

Understanding Invoice Entry

Understanding Payments

Analyzing Payables Integration Points

Using Payables Open Interfaces to Import Data

Suppliers

Understanding the Procure to Pay Lifecycle

Defining Supplier and Supplier Sites

Identifying the Key Reports

Understanding Setup Options

Analyzing Implementation Considerations

Invoices

- Importing and Entering Invoices and Invoice Distributions
- Matching Invoices to Purchase Orders
- Validating Invoices
- Applying and Releasing Holds
- Understanding the Invoice Approval Workflow
- Generating Key Reports
- Analyzing Setup Options
- Analyzing Implementation Considerations

Payments

- Describing the Payments Process
- Setting Up Banks and Bank Accounts
- Entering Single Payments
- Processing Multiple Payments
- Understanding how to Review Payments
- Understanding how to Adjust Payments
- Analyze Setting up and Creating Bills Payable
- Creating, Applying, and Releasing Holds on Prepayments

Expense Reports and Credit Cards

- Describing the Expense Reports Process
- Understanding how to Enter Expense Report Templates
- Entering Expense Reports
- Understanding how to Apply Advances
- Identifying the Key Expense Reports
- Understanding how to Set Up Credit Card Programs

Period Close

- Describing the Period Closing Process in Payables
- Describing the Period Closing Process in Purchasing
- Reconciling Payables Transactions for the Period
- Identifying Key Programs and Reports
- Understanding Setup Options
- Understanding Implementation Considerations

1099 Reporting

- Describing How to Enable 1099 Suppliers
- Entering Invoices for 1099 Suppliers
- Updating the 1099 Information

Understanding the 1099 Setup Options

Understanding Implementation Considerations

Transaction Taxes in Payables

Describing how Transaction Taxes are Calculated

Inserting Manual Tax Lines

Updating Transaction Tax Lines

Viewing Tax Summary and Details

Identifying Key Reports

Understanding Setup Options

Withholding Tax

Identifying the Withholding Tax Process

Using Withholding Tax Options

Processing Manual Withholding Tax Invoices

Creating Withholding Tax Invoices

Processing Automatic Withholding Tax Invoices

Analyzing Standard Key Reports

Advances and Progressive Contract Financing

Understanding the Purpose of Complex Service Contracts

Identifying Advances, Contract Financing, and Progress Payment Invoices

Calculating Retainage

Recouping Prepaid Amounts for Complex Service Contract