

## 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

### Related Training

*Required Prerequisites*

R12.x Oracle E-Business Suite Essentials for Implementers

### Course Objectives

Understanding how to Process Invoices and Payments

Generating Key Payables Reports

Approving Invoices for Payment

Process, Stop, and Void Payments

Setting Up Bank Accounts

Understanding Managing Suppliers

Processing Pay Runs

Closing Payables Periods

View Accounting

## 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