

## R12.2 Oracle Payables Management Fundamentals

**Duration:** 4 Days

### What you will learn

This R12.x Oracle Payables Management Fundamentals training teaches you how to set up and use Oracle Payables to manage the accounts payable process. You'll learn how to create and manage suppliers and supplier bank accounts, process individual and recurring invoices, match invoices to purchase orders or receipts and more.

Learn To:

- Manage suppliers.
- Process invoices and payments.
- Generate key payables reports.
- Import and approve invoices and expense reports for payment.
- Process, stop, and void payments.
- Set up bank accounts.

### Benefits to You

Customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1 will walk away with a deep understanding of how Payables integrates with other Oracle Applications. Develop the knowledge and skills to use multiple distribution methods and process various types of payments.

### Audience

- End Users
- Functional Implementer
- Project Manager

### 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