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