11i Oracle Payables Fundamentals - LVC

Duration: 4 Days

What you will learn

In this course, participants learn how to set up and use Oracle Payables to manage the accounts payable process. Participants learn how to manage suppliers, process invoices as well as payments and generate key reports. Participants also learn how to approve invoices for payment, process stop and void payments, setup bank accounts and process payment batches. Finally, the students learn how to close accounts payable periods and transfer accounting details to the general ledger.Participants will learn how the Payables application fits into Oracle's e-Business Suite of applications. This is accomplished through a series of tutorials, supplemented with hands-on exercises.

Describe how the payables process fits into the Oracle eBusiness suite of applications

Import/Enter invoices and invoice distributions

Identify Payables integration points

Apply prepayments and advances

Define suppliers and supplier sites

Identify key reports

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Audience
Functional Implementer
Sales Consultants

Prerequisites
Required Prerequisites
11i eBusiness Suite Essentials for Implementers

Suggested Prerequisites
Working experience with accounts payables and purchasing

Course Objectives
Understand how Oracle products use supplier information
Import invoices or invoice information to create invoices in Payables
Enter invoices using Quick Invoices
Use the Payment Workbench
Set up bank accounts
Enter expense report templates
Apply advances
Describe the period closing process in Payables and Purchasing

Reconcile accounts payable transactions for the period
Set up supplier tax information
Identify tax types, tax codes, and tax groups
Identify the withholding tax process
Process automatic withholding tax invoices
Understand the Payables process flow within the Oracle eBusiness suite of applications
Identify the key areas in the Payables process

Course Topics

Procure to Pay Lifecycle Overview
Describing the procure to pay process flow
Describing the key areas in the procure to pay process
Describing how the procure to pay process fits into the Oracle eBusiness suite of applications

Payables Overview
Describing the Payables process flow
Describing the key areas in the Payables process
Identifying Payables integration points
Identifying Payables open interfaces

Suppliers
Defining suppliers
Defining supplier sites
Identifying key reports
Using setup options
Identifying implementation considerations

Invoices
Importing and entering invoices and invoice distributions
Applying prepayments and advances
Matching invoices to purchase orders
Applying and releasing holds
Understanding invoice approval workflow
Validating invoices for payment

Quick Invoices
Using Quick Invoices
Entering invoice records
Entering purchase order matched invoice records
Entering price corrections
Finding and modifying invoice records
Adding invoice records
Creating invoices from invoice records

Payments
Describing the process of issuing payments
Setting up bank accounts
Processing single payments
Processing payment batches
Processing stop and void payments

Expense Reports and Credit Cards
Describing the expense report process
Entering expense report templates
Entering expense reports
Applying advances
Identifying key expense related reports
Setting up credit card programs

Period Close
Describing the period closing process in Payables and Purchasing
Reconciling accounts payable transactions for the period

Appendix 1: Invoice Tax
Setting up supplier tax information
Describing supplier and supplier sites regions
Identifying tax validations
Entering taxes on invoices
Identifying tax types, tax codes, and tax groups
Submitting invoice validations
Using tax control methods
Identifying tax code defaults

Appendix 2: 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