



## **IACS Oracle Up-gradation – Payment Entry**

**User Manual**

**Version: 1.0**

# **ORACLE®**

# 1 Introduction

## 1.1 Document Structure

This document describes step by step procedure to be followed for Single Payment and Voiding of cheques process of Virtusa in Oracle Applications. The document is organized in the following manner:

Section 1 covers the document structure along with key business processes of Single Payment and Voiding of cheques.

Section 2 covers the details of key business process flows in Oracle.

## 1.2 Key Business Processes

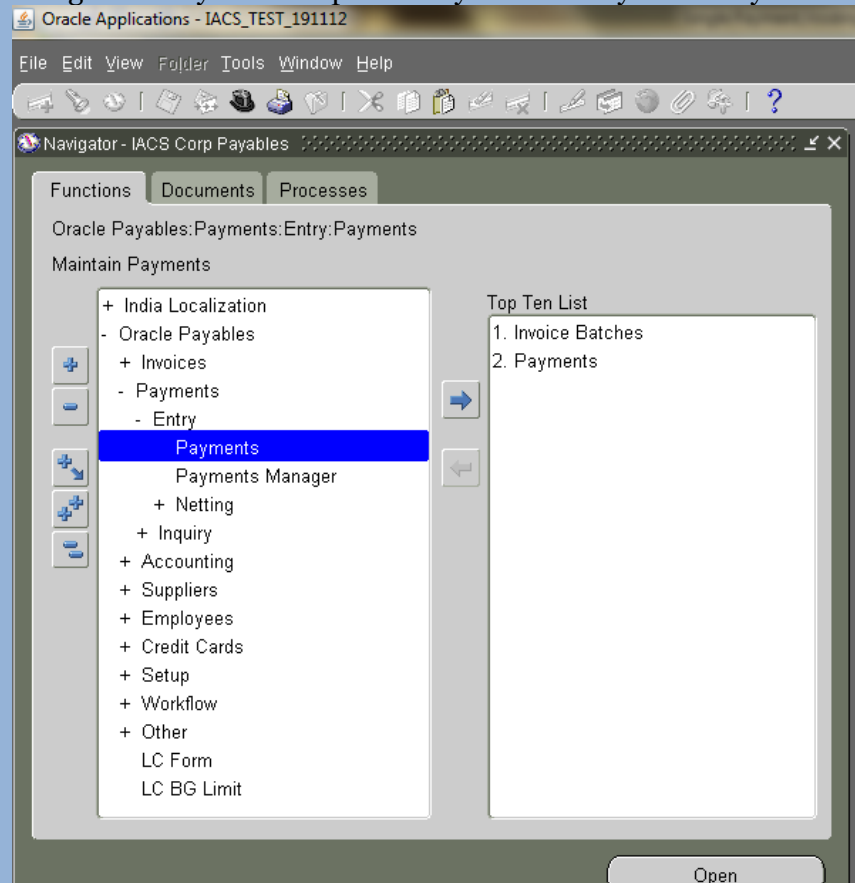
SL.	BUSINESS SCENARIOS	DESCRIPTION
1	Single Payment	
1.1	Single Payment Process	Payment of a single payables invoice
2	Voiding of cheques	
2.1	Voiding of cheques	Making the cheques void in order to reverse the payment

## 2.1 Payment Process

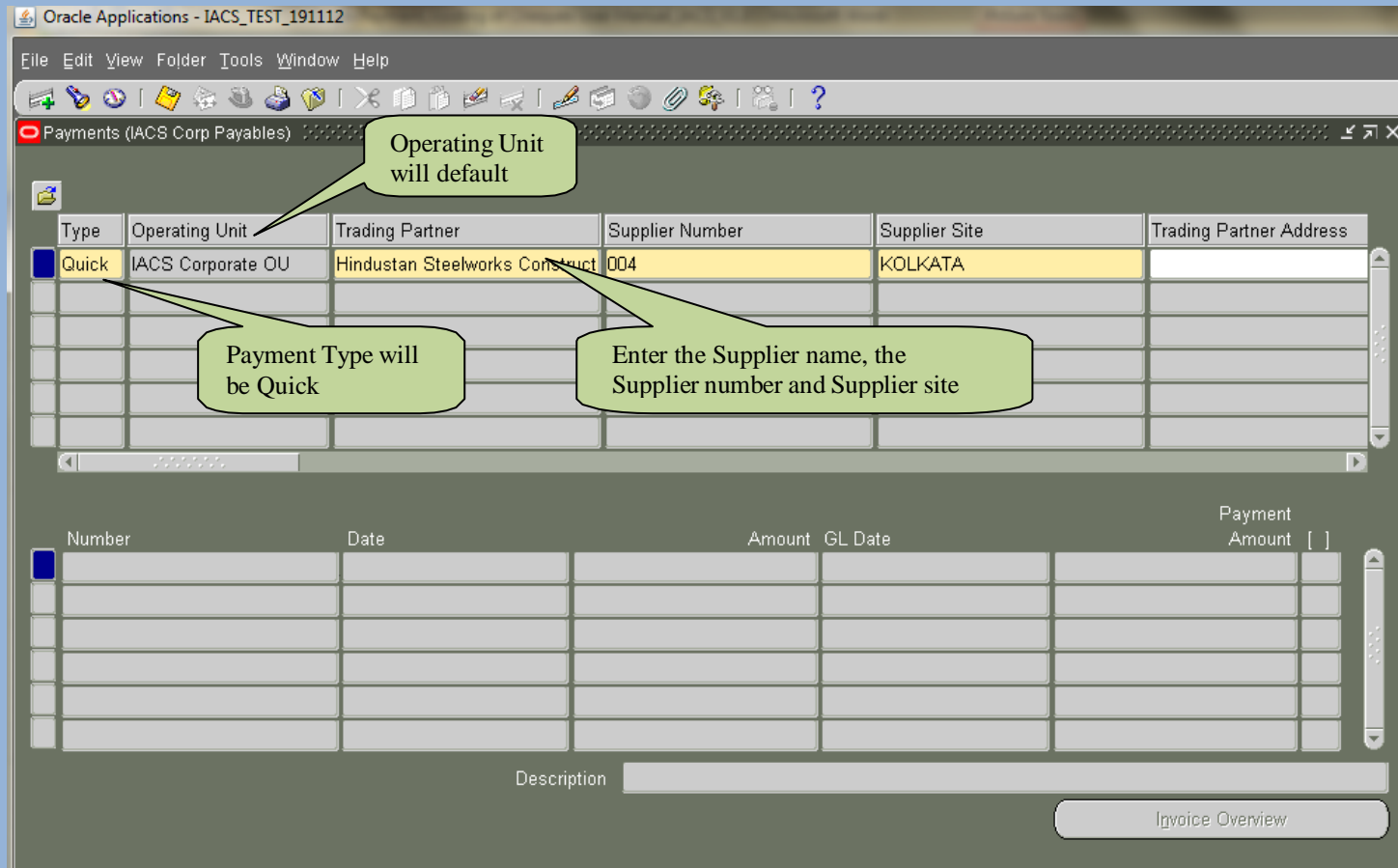
Screen: Payment Entry Screen

Purpose: To make a payment in the payables module.

Navigation: Payables Responsibility> Oracle Payables>Payments> Entry> Payments



Step 1: The Operating Unit will default. Select the payment “Type” as “Quick” Enter the Supplier name in the “Trading Partner” field. The “Supplier Number” and “Supplier Site” will default from the Supplier Master.  
 Step 2: Enter the “Payment Date”, “Bank Account” and “Payment Process Profile”.



Oracle Applications - IACS\_TEST\_191112

File Edit View Folder Tools Window Help

Payments (IACS Corp Payables)

Payment Date	Payment Amount	Bank Account	Account Currency	Payment Currency	Payment Method	Payment Document
28-JAN-2013		SBI-JU-11079699	INR	INR	Check	

Enter Payment Date

Select Bank Account from LOV

Payment Method will default from Supplier Site. If any other Payment Method is to be applied, select from the LOV.

Select Payment Document to generate document number

Number	Date	Amount	GL Date	Amount [ ]

Description

Invoice Overview

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File Edit View Folder Tools Window Help

Payments (IACS Corp Payables)

Num	Payment Process Profile	Remit-To Supplier Nam	Remit-To Supplier Site	Remit-to Account	Payment Address
	IACS_Payment_Process_Profile			XXXXXXXXXXXX7415	

Select Payment Process Profile from the LOV

Number	Date	Amount	GL Date	Payment Amount [ ]

Description

Invoice Overview

Step 3: Click on “Enter/Adjust Invoices” and select the invoices pending for payment for the particular supplier.

Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available [ ]
1002	5000.00	0.00	5000.00	0.00

Payment Amount:   
Total: 5000.00

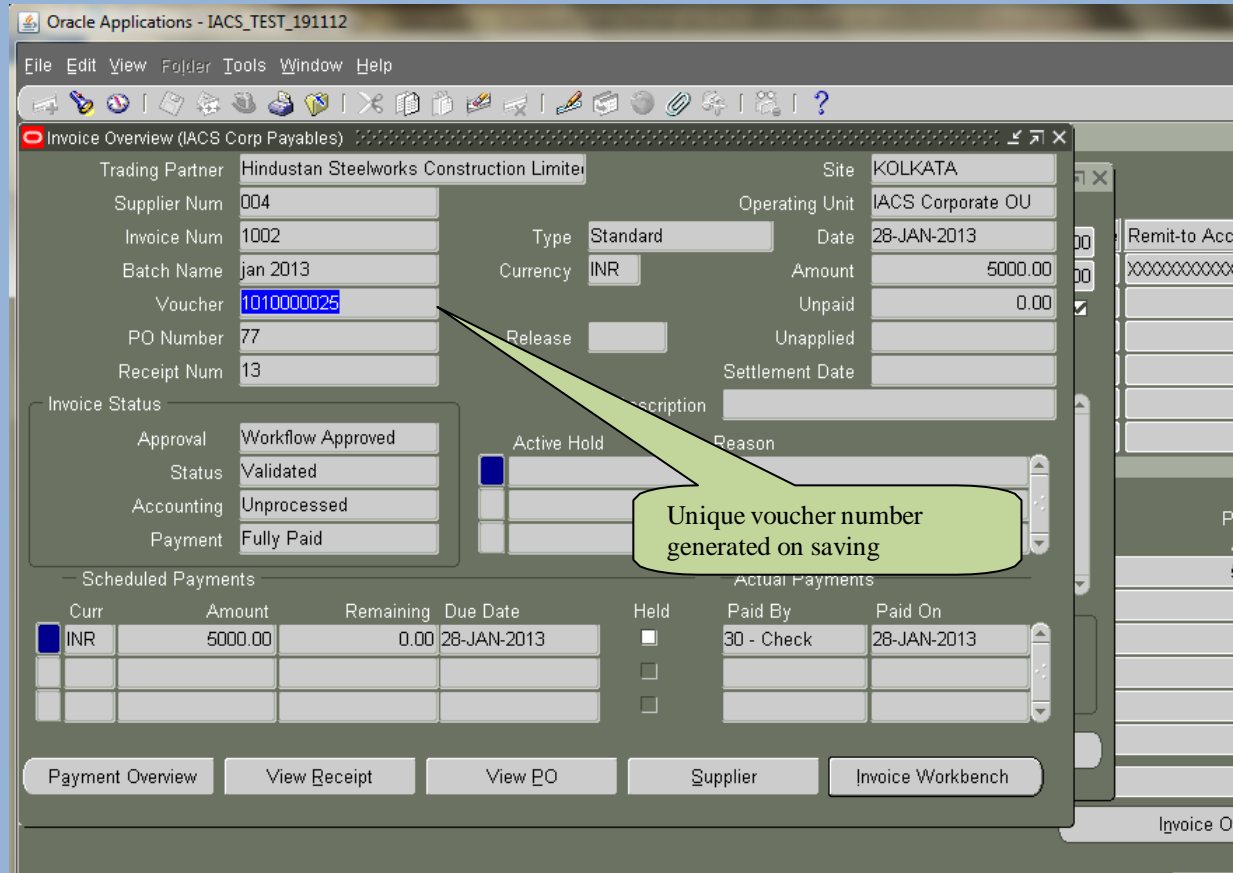
Remit-to Account: XXXXXXXXXXXXXXX7415  
Payment:

Interest Invoice Number:   
Interest Invoice Amount:

Invoice Overview

Accounting Unprocessed

Step 4: On saving, the Voucher number for the Payment made will be generated.





Step 5: Click on “Payment Overview” to check the payment details.

Step 6: The Status of the Payment will be “Negotiable”.

**Payment Overview (IACS Corp Payables)**

Operating Unit	IACS Corporate OU
Number	30
Currency	INR
Amount	5000.00
Date	28-JAN-2013
Payment Process Request	Quick Payment: ID=21000
Voucher	
Status	Negotiable
Cleared Amount	
Cleared Date	
Void Date	
Maturity Date	

**Payee**

Paid To Name	Hindustan Steelworks Construction Limit
Taxpayer ID	
Supplier Number	004
Site	KOLKATA
Address	P-34A, Gariahat Road (South) Kolkata, India

**Bank**

Name	State Bank of India
Account	SBI-JU-11079699244
Payment Process Profile	IACS_Payment_Process_Profile

**Invoices**

Number	Amount Paid	GL Date	Description
1002	5000.00	28-JAN-2013	

Buttons: Invoice Overview, Bank, Supplier, Payments

Accounting: Unprocessed

Actions... 1, Enter/Adjust Invoices, **Payment Overview**