

# Oracle EBS 12.2 Upgrade IACS Financials

## USER MANUAL *Matched Invoice*



# ORACLE®

|                                |                  |
|--------------------------------|------------------|
| <b>DOCUMENT RELEASE NOTICE</b> |                  |
| <b>USER MANUAL DOCUMENT</b>    |                  |
| <b>DATE OF RELEASE:</b>        |                  |
| Author(s): Akash Kundu         | Date: 10/04/2024 |
| Reviewer(s):                   | Date:            |

# 1 Introduction

## 1.1 Document Structure

This document describes step by step procedure to be followed for Receipt and Matched Invoice process of IACS in Oracle Applications. The document is organized in the following manner:

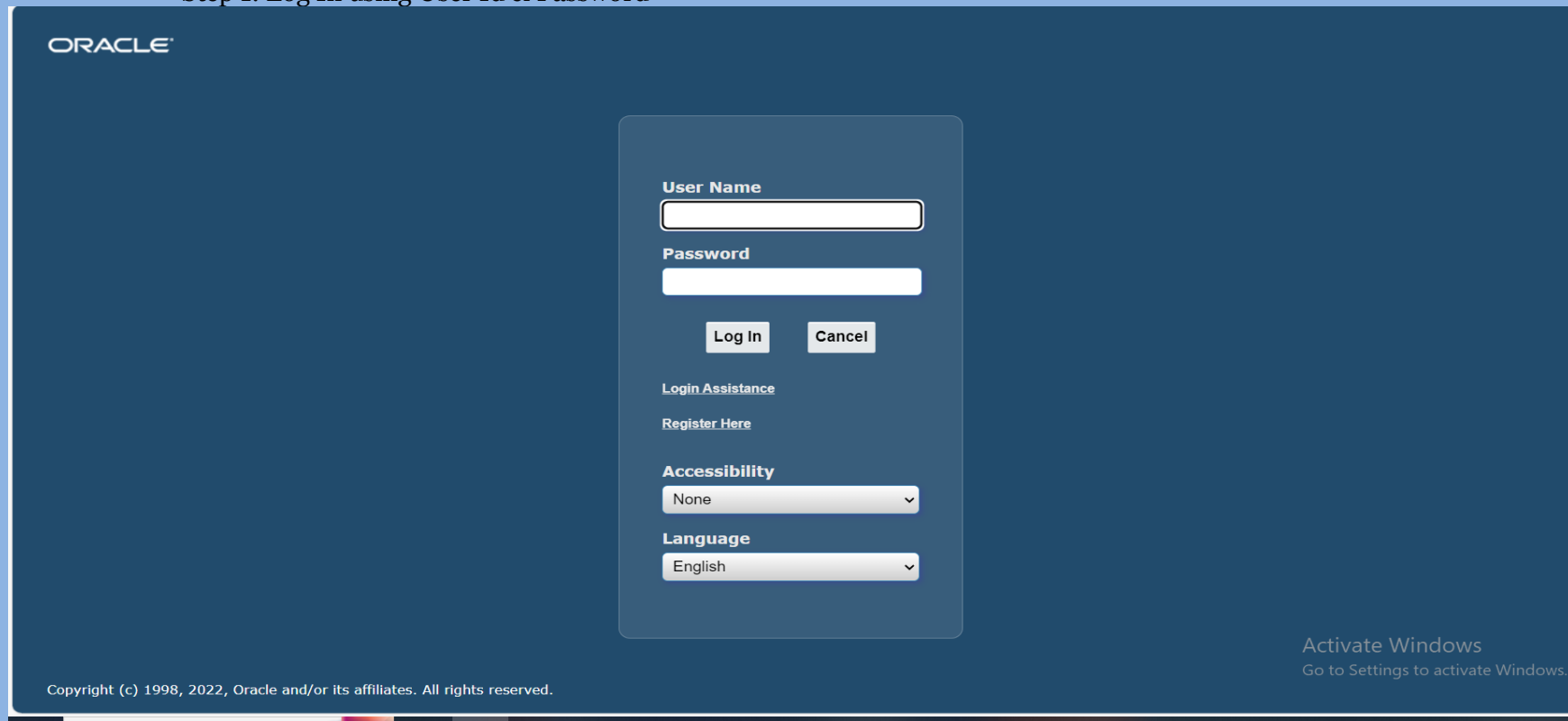
Section 1 covers the document structure along with key business processes of Receipt and Matched Invoice.

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

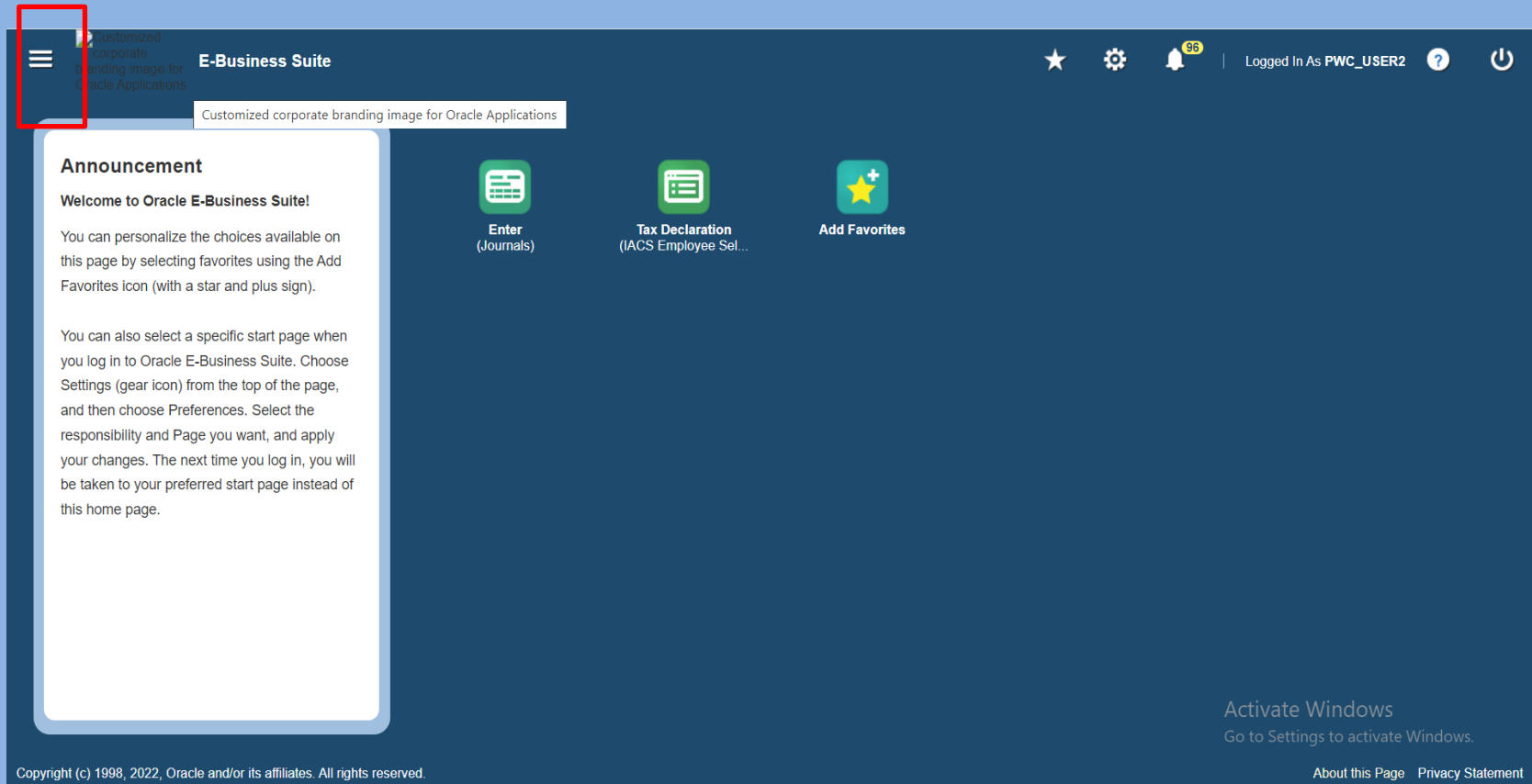
## 1.2 Key Business Processes

| SL. | BUSINESS SCENARIOS | DESCRIPTION                             |
|-----|--------------------|-----------------------------------------|
| 2   | Matched Invoice    |                                         |
| 2.1 | Invoice matching   | Match Invoice with either PO or Receipt |
| 2.2 | Invoice validation | Validate the Invoice                    |
| 2.3 | Invoice approval   | Approve the Invoice                     |

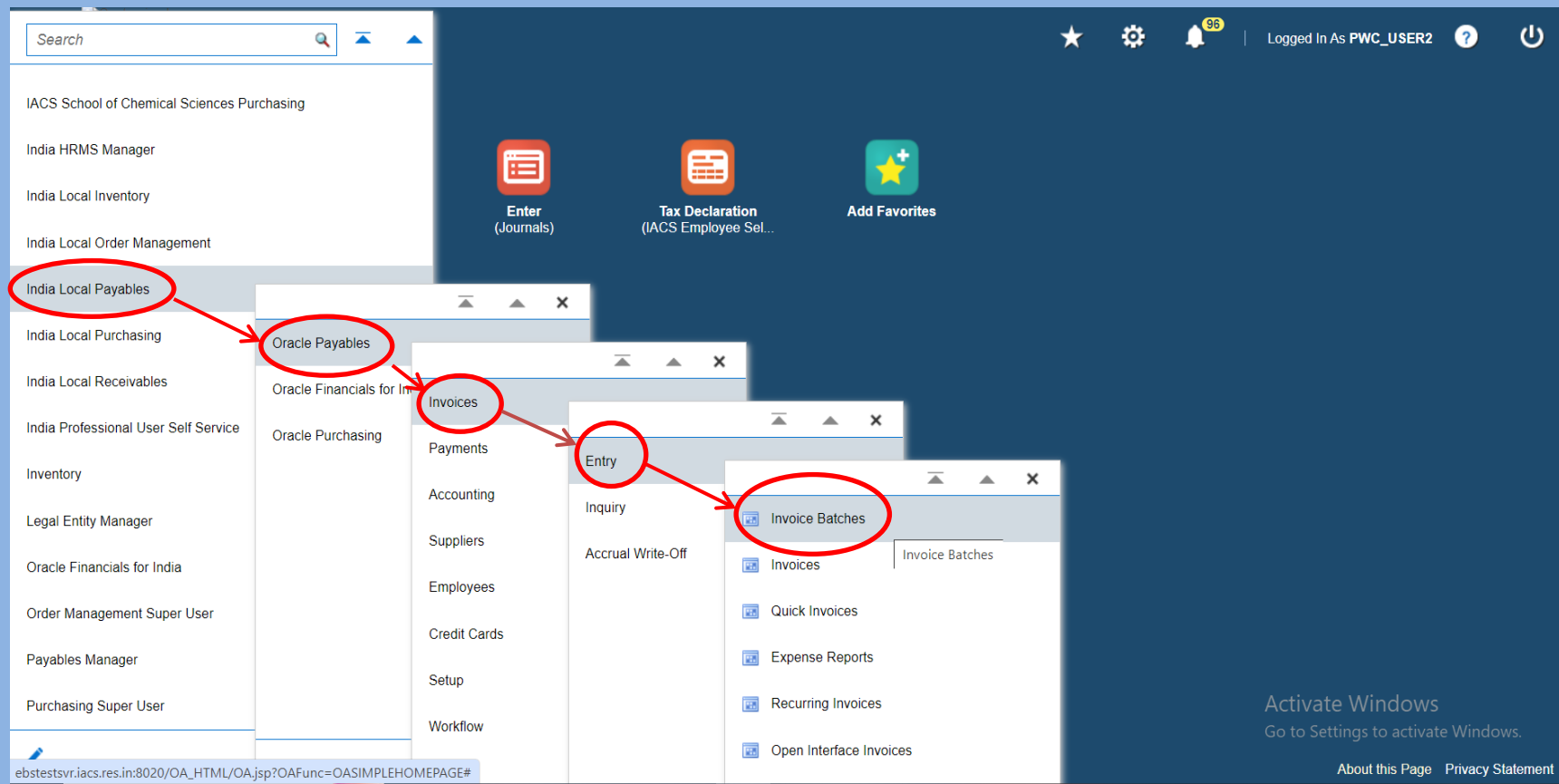
## Step 1: Log In using User Id & Password

The image shows a screenshot of the Oracle login interface. The background is a dark blue gradient. In the top left corner, the 'ORACLE' logo is displayed in white. Centered on the screen is a light blue rounded rectangle containing the login form. The form has two input fields: 'User Name' and 'Password', both with white text and light blue borders. Below these fields are two buttons: 'Log In' and 'Cancel', both with white text on a light blue background. Under the buttons, there are two links: 'Login Assistance' and 'Register Here', both in white text. Below the links are two dropdown menus: 'Accessibility' with 'None' selected and 'Language' with 'English' selected. In the bottom right corner of the login area, there is a 'Activate Windows' watermark with the text 'Go to Settings to activate Windows.' At the bottom left of the entire page, there is a small copyright notice: 'Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved.'

Step 2 : Click On the Three Lines on the Top Left



Step 3: Go to the India Local Payable -> Oracle Payable -> Invoice -> Entry -> Invoice Batches



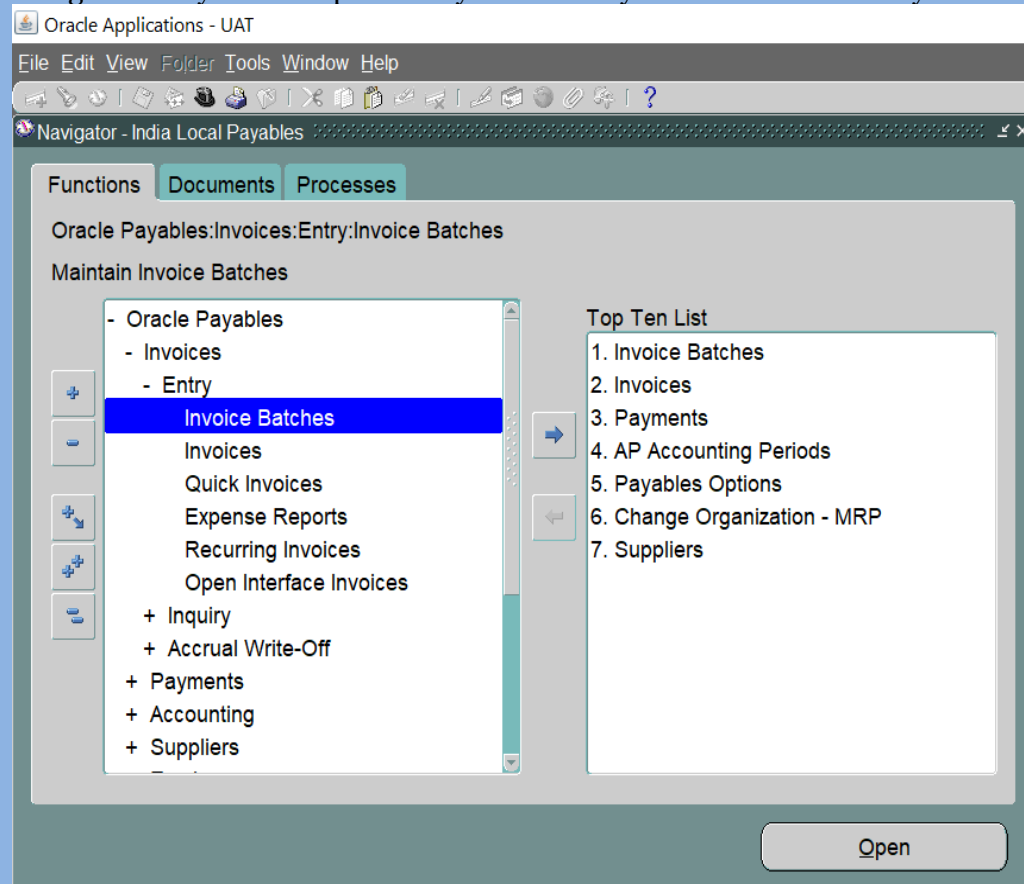
## 2 Matched Invoice

### 2.1 Invoice Matching

Screen: Invoice Screen

Purpose: To create a matched payables invoice.

Navigation: Payables Responsibility> Oracle Payables>Invoices> Entry> Invoices



Step 1: Query for the invoice batch for the particular month. Click on Invoices button.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

| Batch Name | Date        | Control Count | Control Amount | [ ] | Act |
|------------|-------------|---------------|----------------|-----|-----|
| MAR-24     | 13-MAR-2024 |               |                |     |     |
|            |             |               |                |     |     |
|            |             |               |                |     |     |
|            |             |               |                |     |     |
|            |             |               |                |     |     |

Validate 1 Invoices

+ Accrual Write-Off  
+ Payments  
+ Accounting  
+ Suppliers

Open

Step 2: Enter the PO number in the Invoice screen for which the Invoice is being created. Enter the Invoice Date, Invoice Number and Invoice Amount (enter any value). Invoice Type will be “Standard”.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total  69000

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infoter | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |

1 General 4 View Payments 5 Scheduled Payments View Prepayment Applications

Summary

Items  0.00

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Status

Scheduled

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Enter the PO number against whose receipt the matching will be done. The Supplier and Site information will flow from PO.

Enter the Invoice Date, Invoice Number and Invoice amount (any value as finally it will be matched with the receipt and calculation will be automatic).

At the end of the invoice line following Descriptive Flex Field will open and we need to fill required details in that field. After that select ok and save the line.

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total  69000

INV\_DEFAULT

| Remit-To Supplier Site | Remit-To Bank Account Name | Remit-To Bank Account Number | Release Amount Net of Tax | [ ] | ( ) |
|------------------------|----------------------------|------------------------------|---------------------------|-----|-----|
|                        |                            |                              |                           | No  | Inv |
|                        |                            |                              |                           | No  |     |
|                        |                            |                              |                           |     |     |
|                        |                            |                              |                           |     |     |

1 General 2 Lines

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Invoice

Contingency Invoice  No

Name of PI  Abhijit Basak 1012

Name of HOD  HOD Admin D99999\_3

Preparer  A Nag

Foreign PO

Supplier Invoice Number

Supplier Invoice Date

Invoice App  No

GEM Applicable

OK Cancel Clear Help

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

*Click On Match*

*Step 3: Select the “Receipt Number” from the LOV corresponding to the PO. The Match Option in Invoice Header will be “Receipt” (for 3 way matching)*

Step 3: Check the “Match” checkbox and click on “Match” button.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total Batch Actual Total 69000

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infote  | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

|                     |      |
|---------------------|------|
| Items               |      |
| Retainage           |      |
| Prepayments Applied |      |
| Withholding         |      |
| Subtotal            | 0.00 |
| Tax                 |      |
| Freight             |      |
| Miscellaneous       |      |
| Total               | 0.00 |

Amount Paid

|     |      |
|-----|------|
| INR | 0.00 |
|-----|------|

Status

|                         |                 |
|-------------------------|-----------------|
| Status                  | Never Validated |
| Accounted               | No              |
| Approval                | Required        |
| Holds                   | 0               |
| Scheduled Payment Holds | 0               |

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Find Receipts for Matching (India Local Payables) - IACS Corporate OU (NEW)

Matching

Type **Item**

Supplier

Name **SPL Infotech** Number **1034**

Site **Kolkata** Tax Registration

Purchase Order

Num **IACS-G/DOFFIC/** Release Line Shipment

Receipt Num **2305000008**

Packing Slip

Item

Supplier Item

Container

Receipt Date

Shipped Date

Need-By Dates

Deliver To

Waybill/Airbill

Shipment Item Desc

Task

LCM Shipment Number

Cost Factor

Charge Party

**We can match using receipt no from searching from LOV. And click on find**

Cancel Clear **Find**

Total **0.00**

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

69000

Invoice Amount Prepaid

10,000.00

59,000.00

Payment Applications

Validated

d

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Match to Receipts (India Local Payables) - IACS Corporate OU (NEW)

Invoice Amount 59,000.00  
Line Total 50,000.00

| Match                               | UOM    | Qty Invoiced | Unit Price | Match Amount | Freight/Misc             | Receipt Num | Receipt Line Num | Receipt Date | Need-By |
|-------------------------------------|--------|--------------|------------|--------------|--------------------------|-------------|------------------|--------------|---------|
| <input checked="" type="checkbox"/> | Number | 5            | 10000      | 50,000.00    | <input type="checkbox"/> | 2305000008  | 1                | 08-APR-2024  | 25-APR- |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |
| <input type="checkbox"/>            |        |              |            |              | <input type="checkbox"/> |             |                  |              |         |

Select the line and Click on match

**Purchase Order**

|               |           |
|---------------|-----------|
| UOM           | Number    |
| Ordered       | 10        |
| Shipped       | 0         |
| Unit Price    | 10000     |
| Payment Terms | Immediate |
| Freight Terms |           |
| Type          | Standard  |
| Distributions | 1         |

**Receipt Quantity**

|              |        |
|--------------|--------|
| UOM          | Number |
| Billed       | 0      |
| Received     | 10     |
| Returned     | 5      |
| Net Received | 5      |
| Accepted     | 5      |

**Associated Charges**

|         |  |
|---------|--|
| Freight |  |
| Misc    |  |

View Receipt Distribute... Invoice Overview Match

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 4: Go to “Lines” tab, to see the line items (base line + tax lines). Then go to the “General” tab, the “Total” amount is marked in red as there is a mismatch between the line amount and header amount.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total 69000

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infote  | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total  
Gross 59,000.00 Retained  Net 59,000.00

| Num | Type      | Amount    | PO Number     | PO Release | PO Line | PO Shipment | Match Basis | PO Distribution | Receipt Number | Receipt Line | Qu |
|-----|-----------|-----------|---------------|------------|---------|-------------|-------------|-----------------|----------------|--------------|----|
| 1   | Item      | 50,000.00 | IACS-G/DOFFIC |            | 1       | 1           | Quantity    | 1               | 2305000008     | 1            | 5  |
| 2   | Miscellan | 4,500.00  |               |            |         |             |             | 1               |                |              |    |
| 3   | Miscellan | 4,500.00  |               |            |         |             |             | 1               |                |              |    |

DISCARD DATE  Discard Line 3 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infote  | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |
|                   |          |           |             |              |               |              |             |         |                |         |
|                   |          |           |             |              |               |              |             |         |                |         |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

|                     |           |
|---------------------|-----------|
| Items               | 50,000.00 |
| Retainage           |           |
| Prepayments Applied |           |
| Withholding         |           |
| Subtotal            | 50,000.00 |
| Tax                 |           |
| Freight             |           |
| Miscellaneous       | 9,000.00  |
| Total               | 59,000.00 |

Amount Paid

INR

Status

|                         |                 |
|-------------------------|-----------------|
| Status                  | Never Validated |
| Accounted               | No              |
| Approval                | Required        |
| Holds                   | 0               |
| Scheduled Payment Holds | 0               |

The Amount is not marked in red as the invoice line and header amount match

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 5: Click on the Actions button to validate the Invoice

## 2.2 Invoice Validation

Step1: Go to “Actions” button. Check the “Validate” checkbox and click on “OK”. The Invoice status changes to “Validated”

The screenshot displays the Oracle Applications - UAT interface. The main window is titled "Invoice Batches (India Local Payables)". A sub-window titled "Invoice Actions" is open, showing a list of actions with the "Validate" checkbox checked. A red arrow points from the "Validate" checkbox to the "OK" button. A callout box on the right states: "Status changes from 'Never Validated' to 'Validated'".

**Invoice Actions Dialog Box:**

- ☒ Validate
- ☐ Validate related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
  - ☐ Draft
  - ☐ Final
  - ☐ Final Post
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

**Buttons:** OK, Cancel

**Background Window (Invoice Batches):**

- Batch Control Total: 69000
- Operating Unit: IACS Corporate OU, Type: Standard
- Summary: Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, Total
- Invoice Table:

| Invoice  | Invoice Amount | Prepaid |
|----------|----------------|---------|
| 2024 INR | 10,000.00      |         |
| INR      | 59,000.00      |         |

**Status:** Never Validated

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total 69000

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infote  | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

|                     |           |
|---------------------|-----------|
| Items               | 50,000.00 |
| Retainage           |           |
| Prepayments Applied |           |
| Withholding         |           |
| Subtotal            | 50,000.00 |
| Tax                 |           |
| Freight             |           |
| Miscellaneous       | 9,000.00  |
| Total               | 59,000.00 |

Amount Paid

|     |      |
|-----|------|
| INR | 0.00 |
| INR | 0.00 |

Status

|                         |           |
|-------------------------|-----------|
| Status                  | Validated |
| Accounted               | No        |
| Approval                | Required  |
| Holds                   | 0         |
| Scheduled Payment Holds | 0         |

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Status changes from "Never Validated" to "Validated"

Next step is to initiate the Invoice for Approval.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR-24

Batch Control Total  Batch Actual Total 69000

INV\_DEFAULT

| Operating Unit    | Type     | PO Number | Supplier    | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Prepaid |
|-------------------|----------|-----------|-------------|--------------|---------------|--------------|-------------|---------|----------------|---------|
| IACS Corporate OU | Standard |           | A.K. Enterp | 1970         | Kolkata       | 13-MAR-202   | 13-MAR-2024 | INR     | 10,000.00      |         |
| IACS Corporate OU | Standard | IACS-G/DO | SPL Infote  | 1034         | Kolkata       | 09-APR-202   | Invoice     | INR     | 59,000.00      |         |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

|                     |           |
|---------------------|-----------|
| Items               | 50,000.00 |
| Retainage           |           |
| Prepayments Applied |           |
| Withholding         |           |
| Subtotal            | 50,000.00 |
| Tax                 |           |
| Freight             |           |
| Miscellaneous       |           |
| Total               |           |

Amount Paid

|     |      |
|-----|------|
| INR | 0.00 |
| INR | 0.00 |

Status

|                         |           |
|-------------------------|-----------|
| Status                  | Validated |
| Accounted               | No        |
| Approval                | Required  |
| Holds                   | 0         |
| Scheduled Payment Holds | 0         |

Description

Click on the Actions button

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Check the Initiate Approval checkbox and click on OK.

Oracle Applications - UAT

File Edit View Folder Tools Reports Actions Window Help

Invoice Batches (India Local Payables)

Invoice Workbench (India Local Payables) - MAR 24

Batch Control Total

INV\_DEFAULT

| Operating Unit    | Type     |
|-------------------|----------|
| IACS Corporate OU | Standard |
| IACS Corporate OU | Standard |

1 General 2 Lines

Summary

| Items | Retainage | Prepayments Applied | Withholding | Subtotal | Tax | Freight | Miscellaneous | Total |
|-------|-----------|---------------------|-------------|----------|-----|---------|---------------|-------|
|       |           |                     |             |          |     |         |               |       |

Actions... 1 Calculate Tax

Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices CANCEL DATE

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Draft

☐ Final

☐ Final Post

☐ Force Approval

☒ Initiate Approval

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

Actual Total 69000

| Invoice  | Invoice Amount | Prepaid |
|----------|----------------|---------|
| 2024 INR | 10,000.00      |         |
| INR      | 59,000.00      |         |

6 View Prepayment Applications

Status Validated

Entered No

Approval Required

Holds 0

Holds 0

Match All Distributions



