Oracle EBS 12.2 Upgrade
IACS Financials

USER MANUAL
Matched Invoice

DOCUMENT RELEASE NOTICE	
USER MANUAL DOCUMENT **DATE OF RELEASE:**	
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:

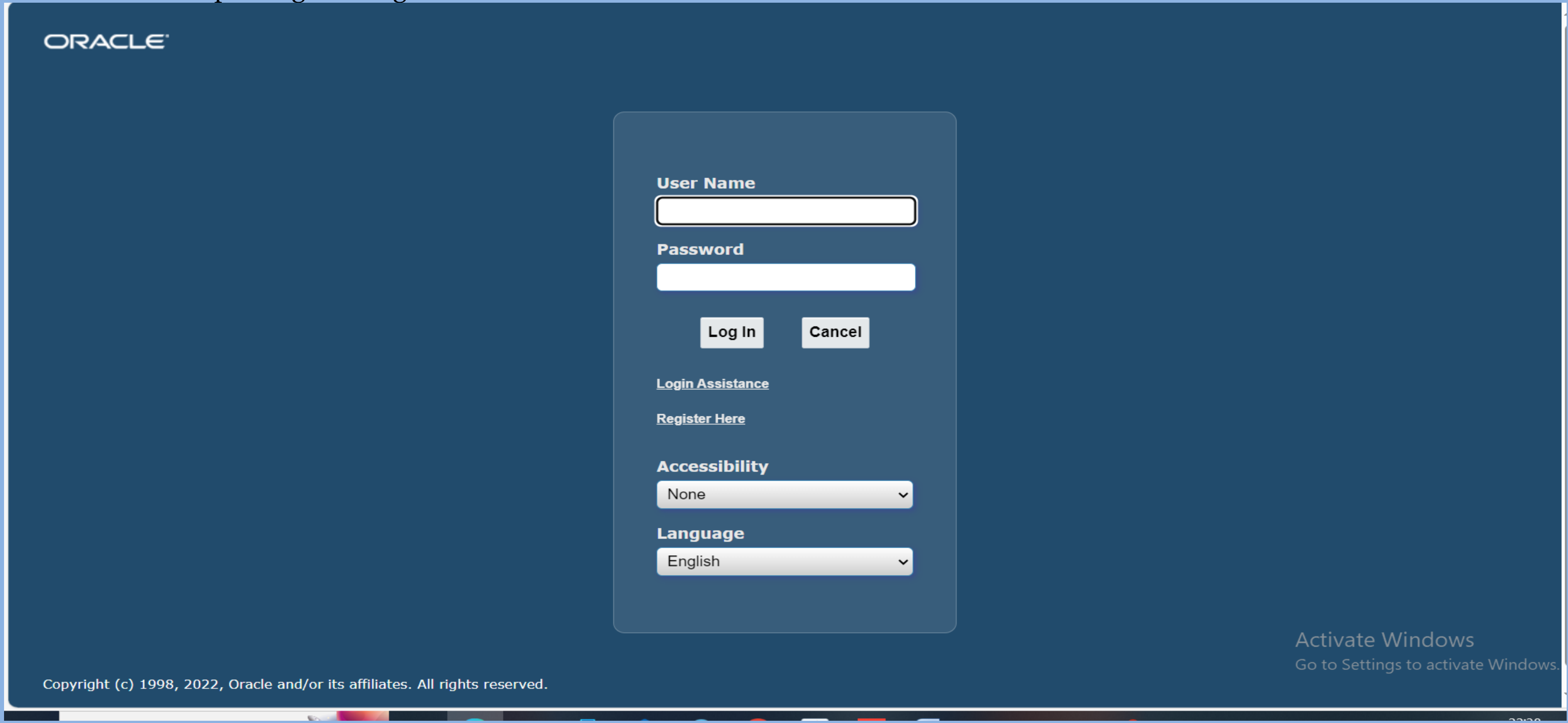
Section 1 covers the document structure along with key business processes of Receipt and Matched Invoice.

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

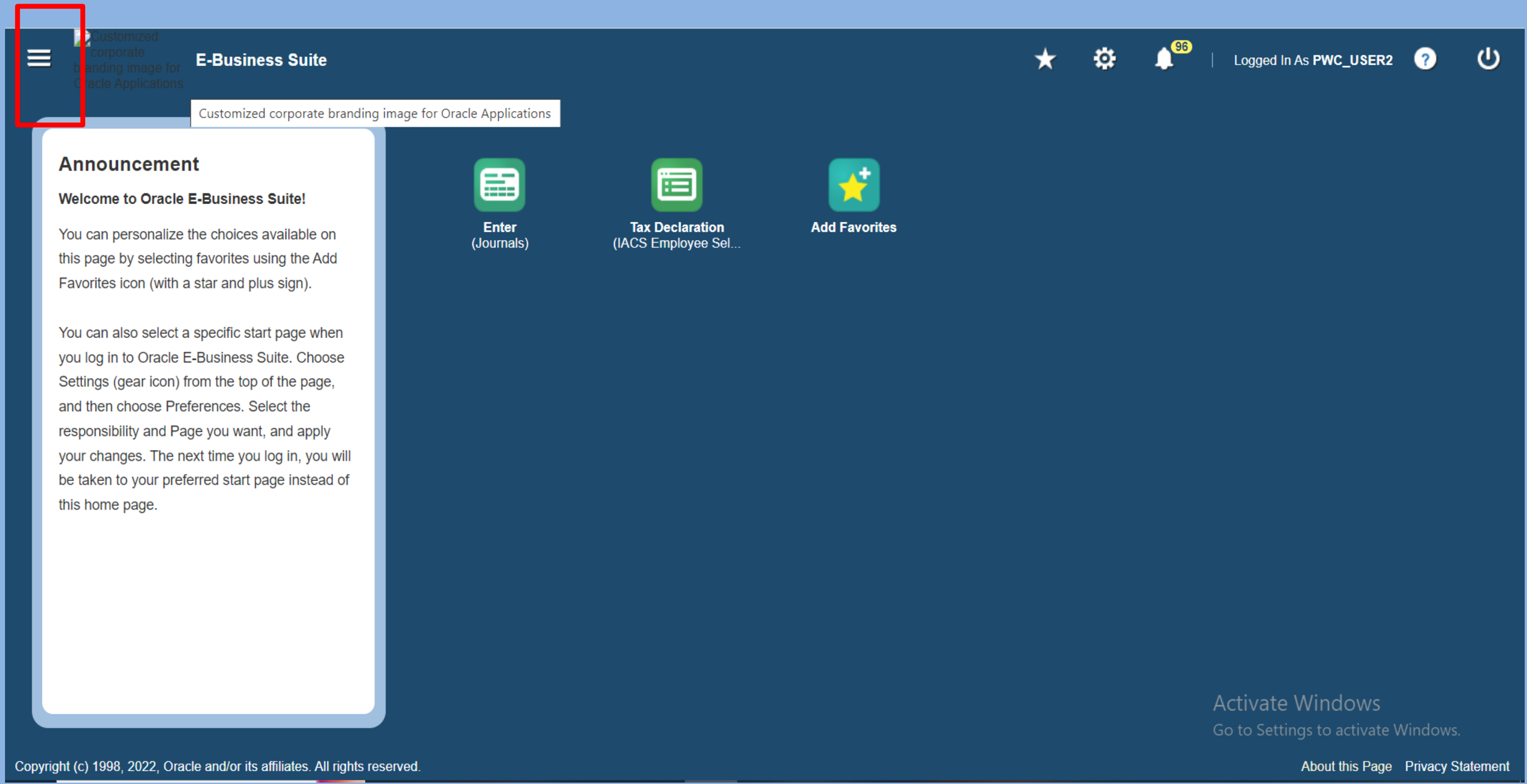
1.2 Key Business Processes

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

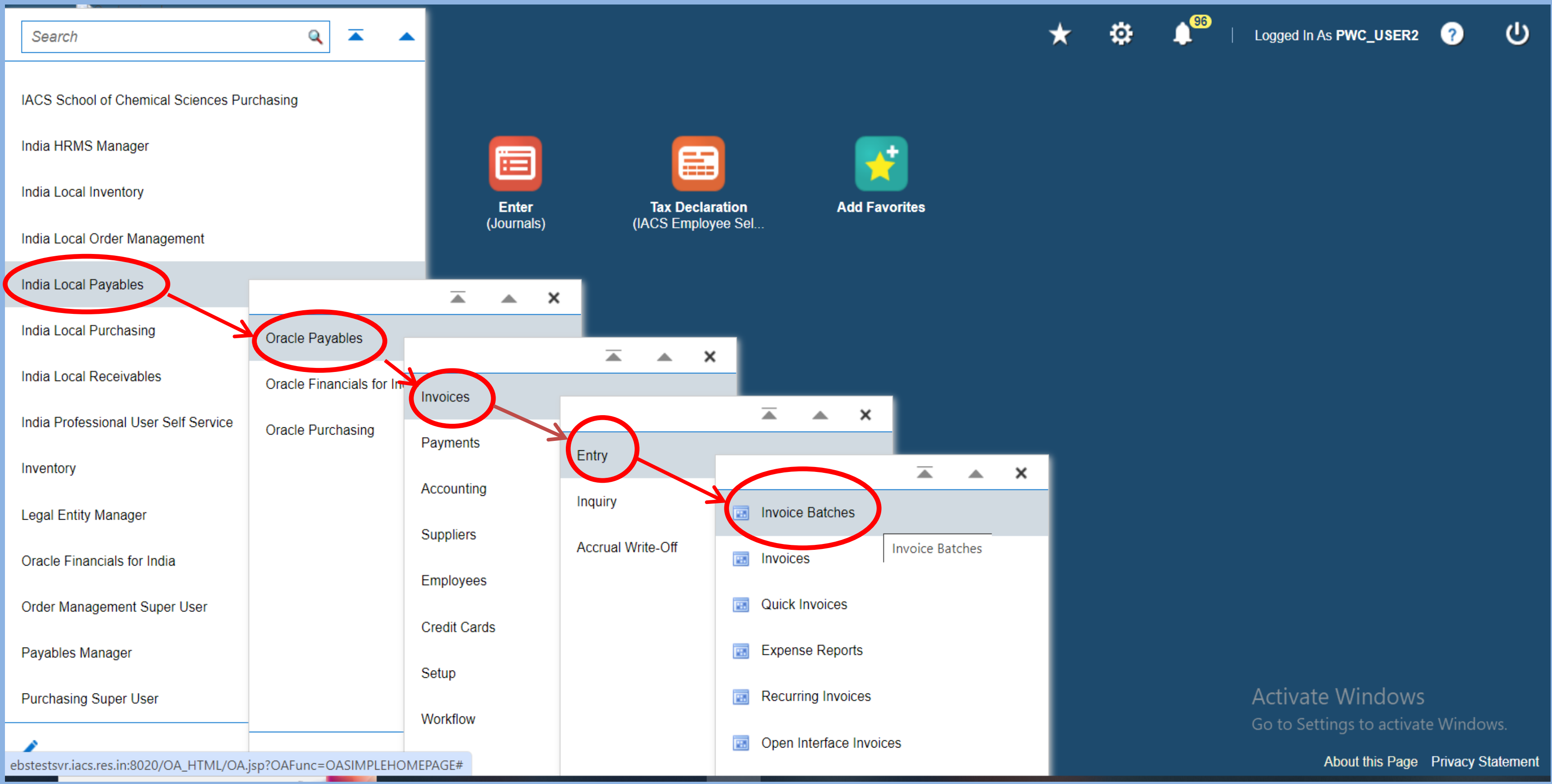
Step 1: Log In using User Id & Password



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



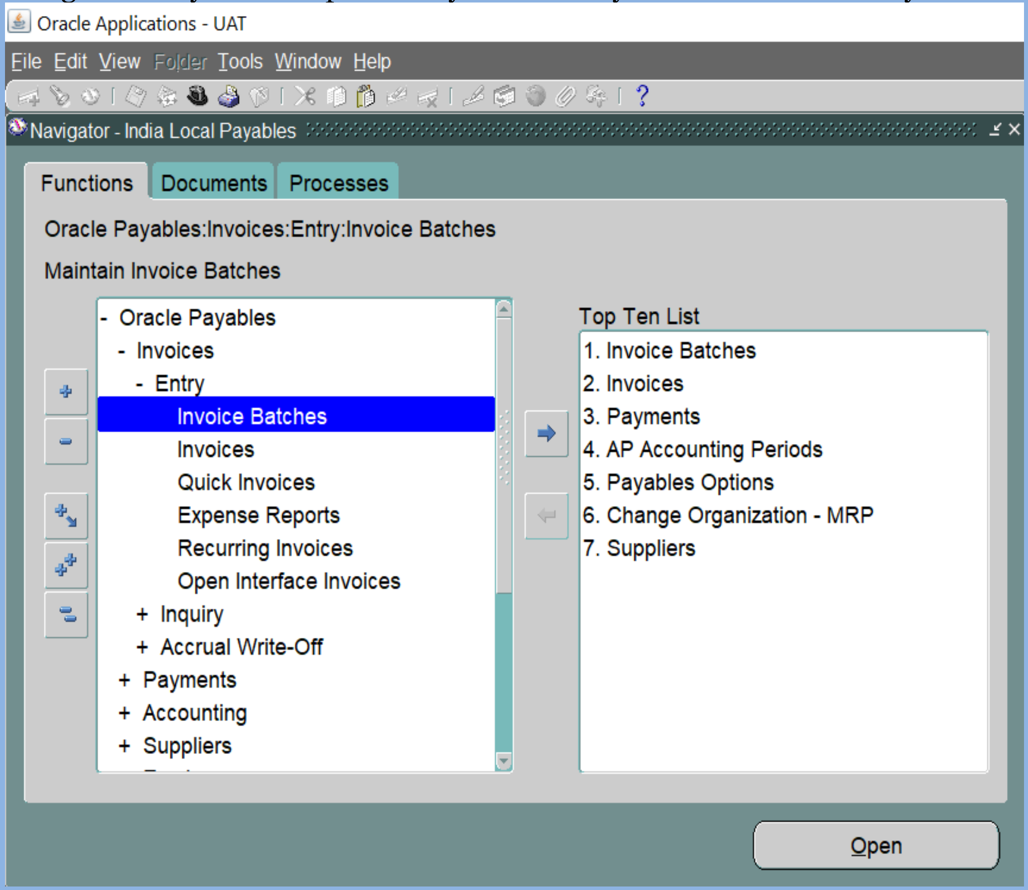
Step 3: Go to the India Local Payable -> Oracle Payable ->Invoice -> Entry -> Invoice Batches



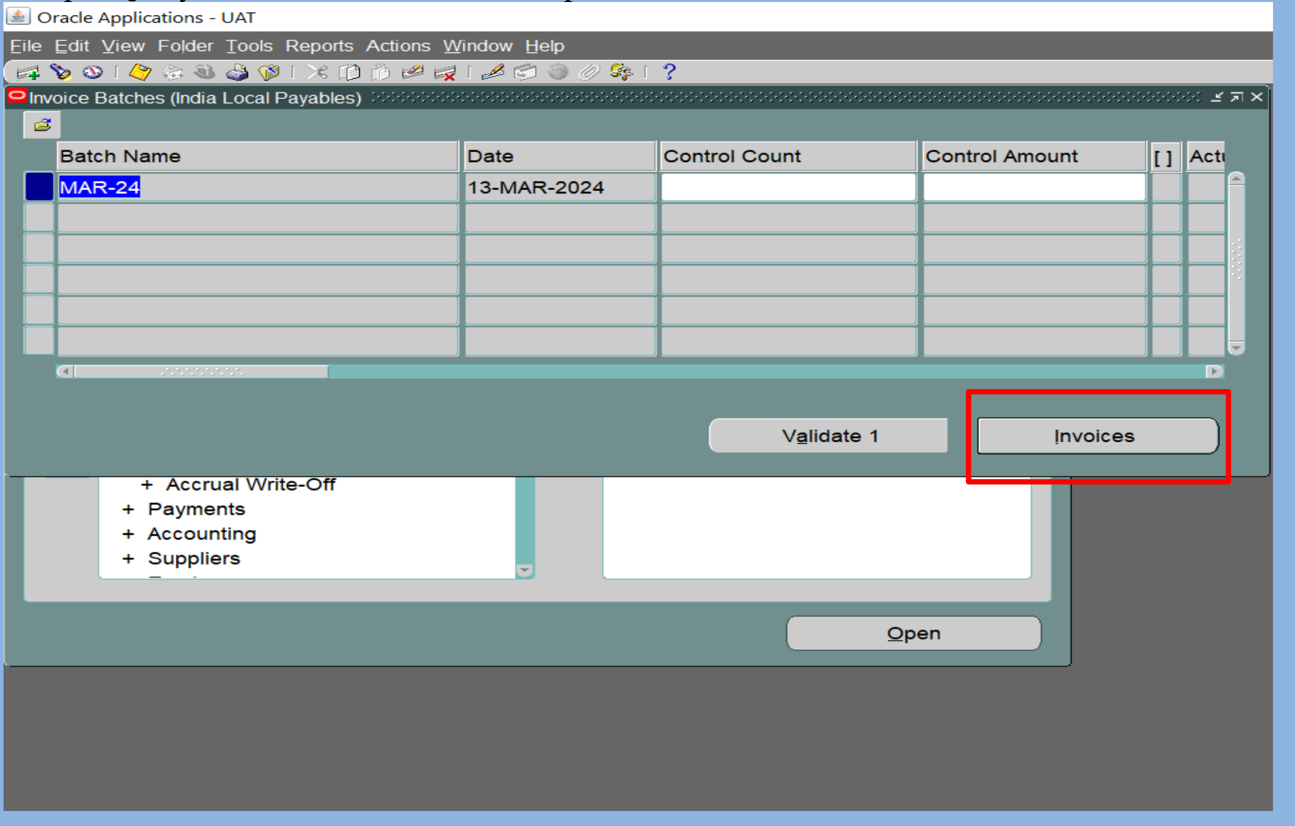
2 Matched Invoice

2.1 Invoice Matching

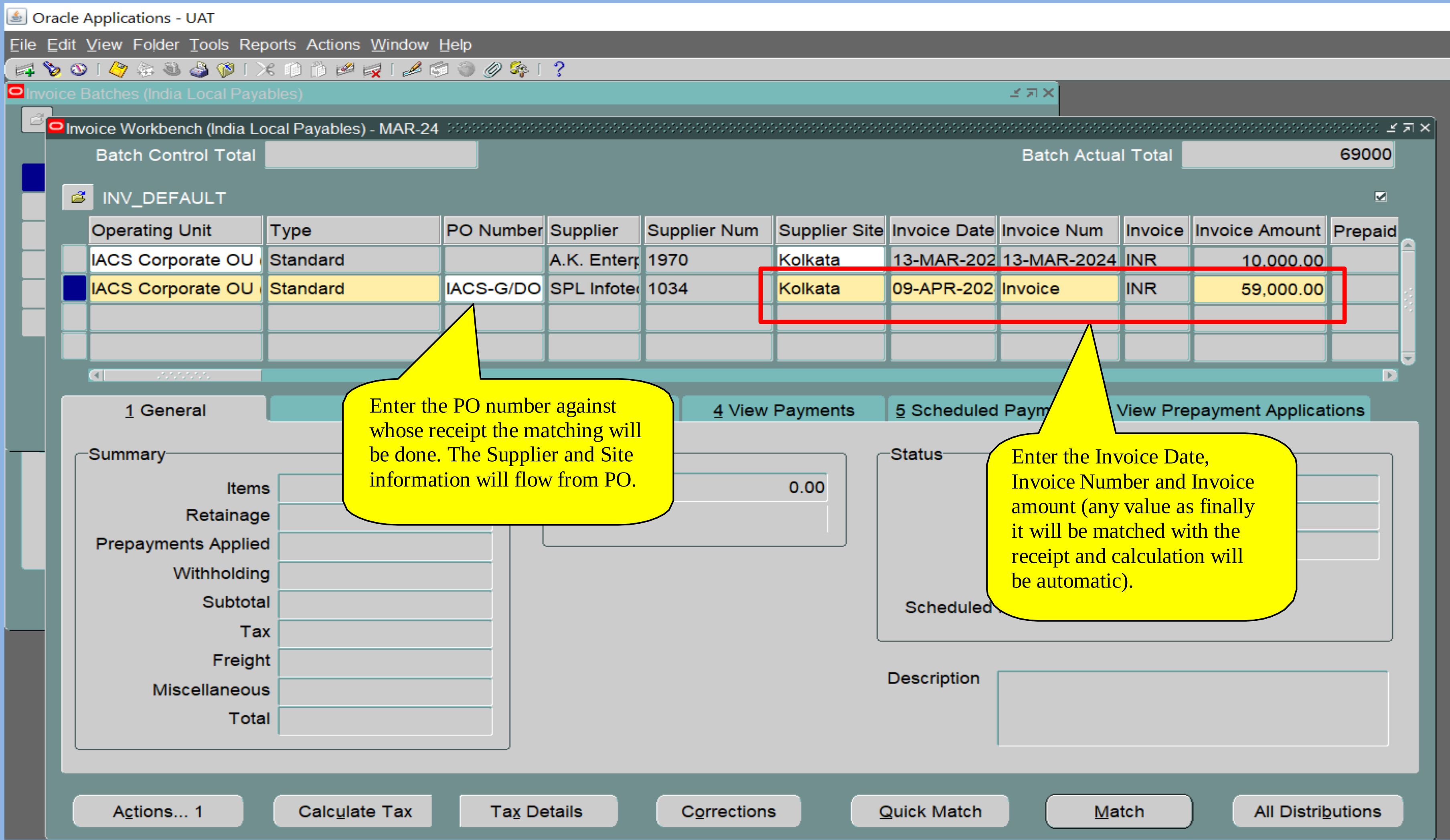
Screen: Invoice Screen
Purpose: To create a matched payables invoice.
Navigation: Payables Responsibility> Oracle Payables>Invoices> Entry> Invoices



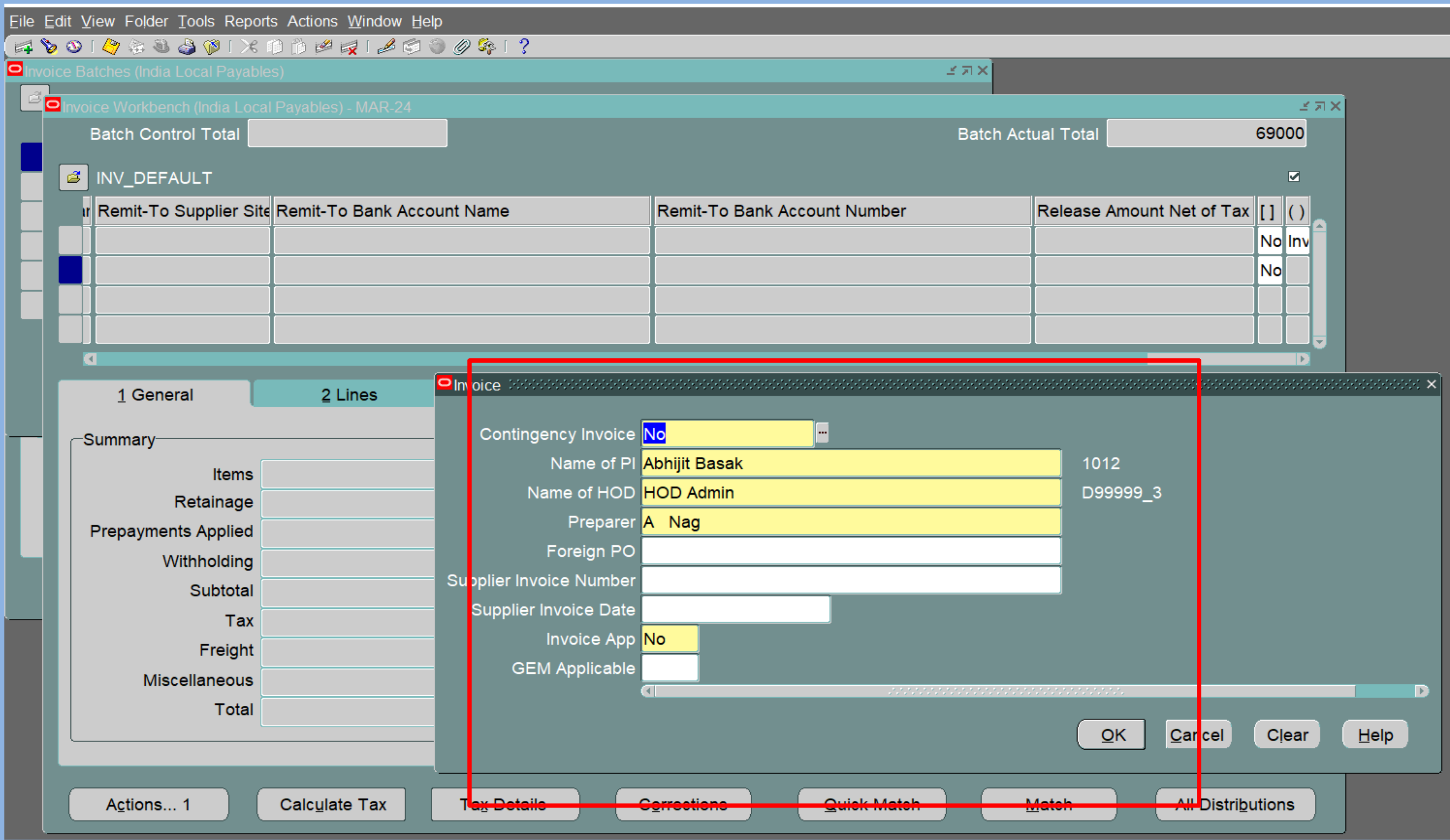
Step 1: Query for the invoice batch for the particular month. Click on Invoices button.



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 Infotec
1034
Kolkata
09-APR-202
Invoice
INR
59,000.00
1 General
4 View Payments
5 Scheduled Paym
View Prepayment Applications
Summary
Items
Retainage
Prepayments Applied
Withholding
Subtotal
Tax
Freight
Miscellaneous
Total
0.00
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).

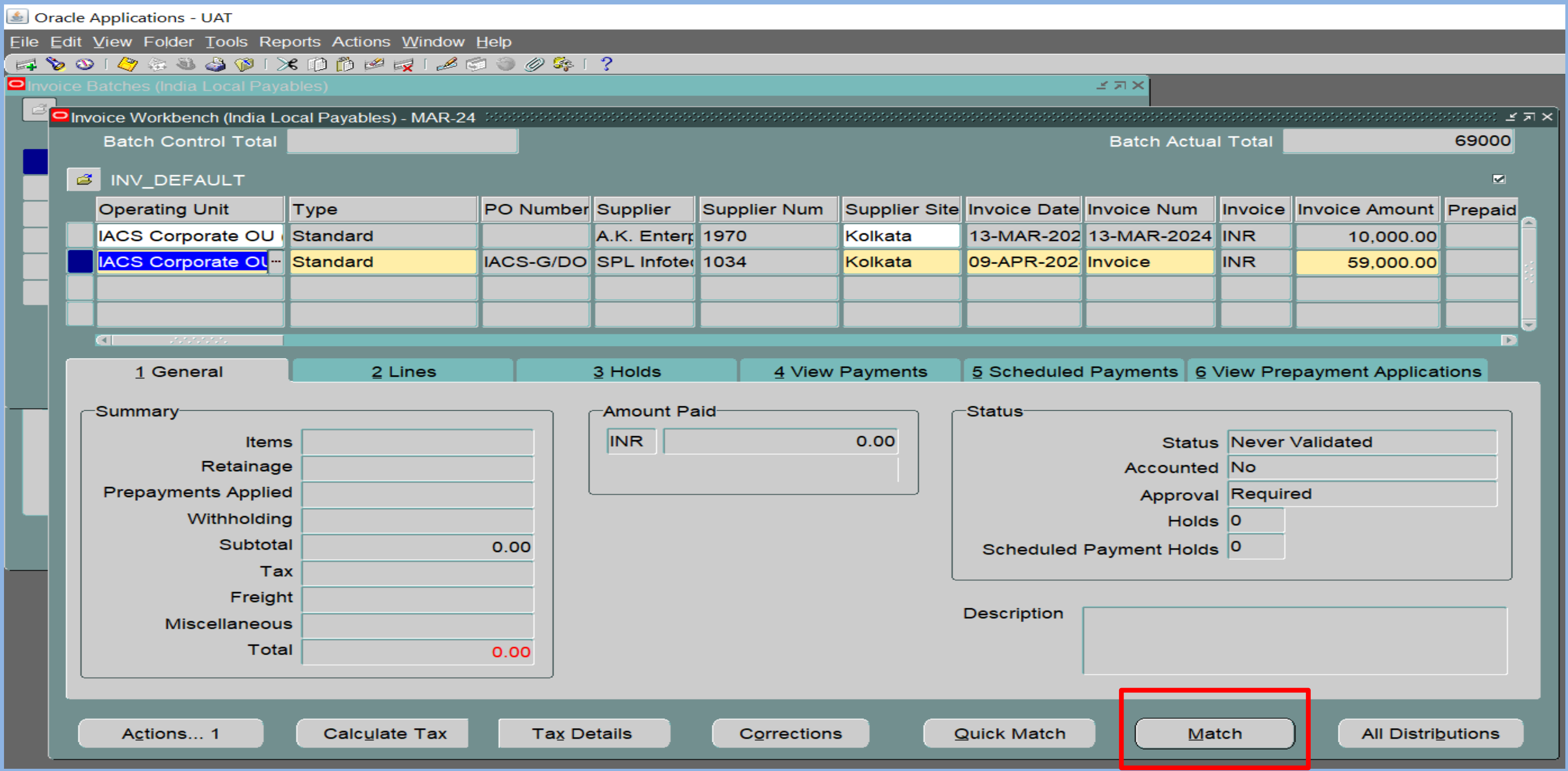
At the end of the invoice line following Descreptive Flex Fied will open and we need to fill required details in that field. After that select ok an save the line.

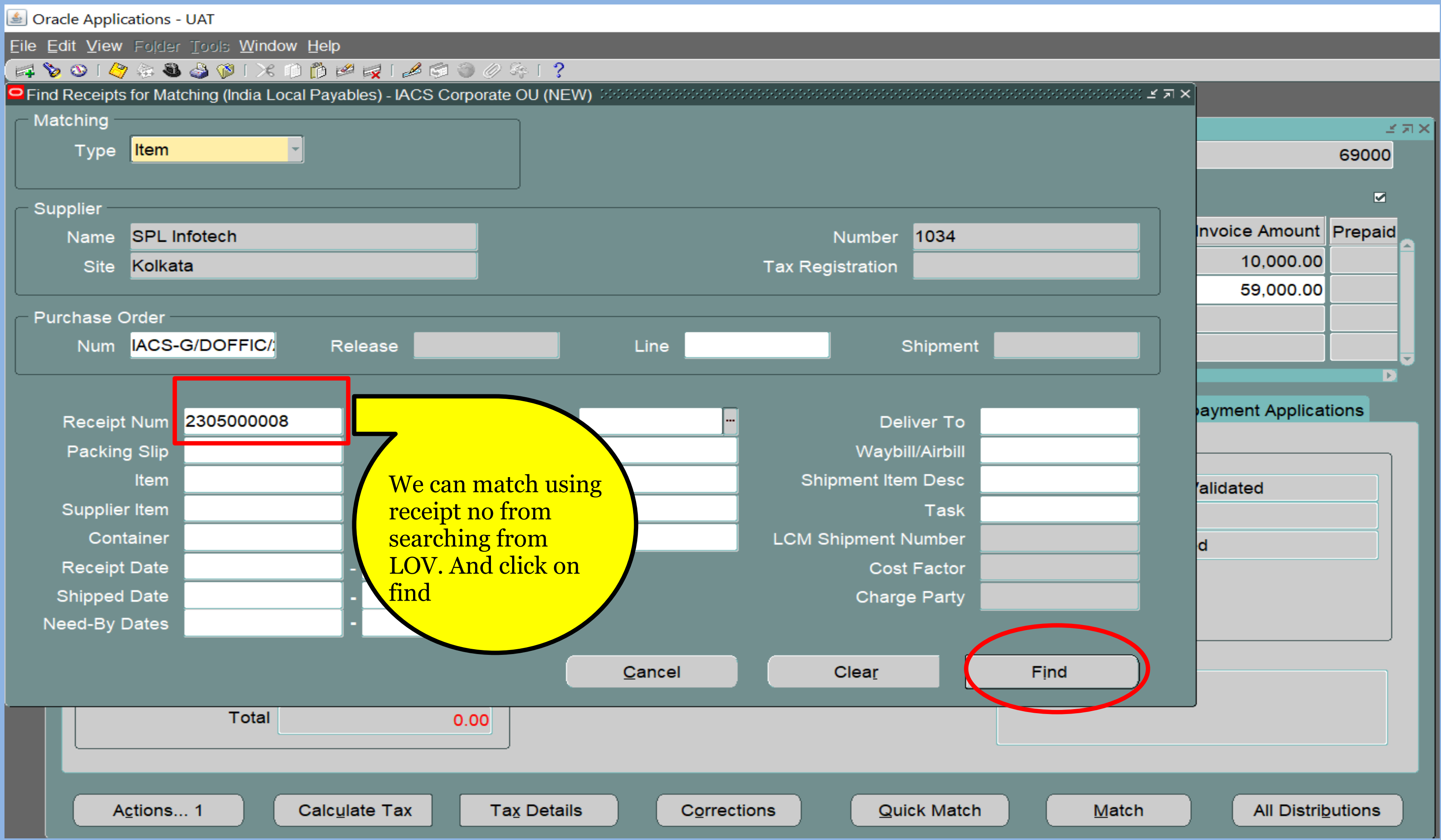


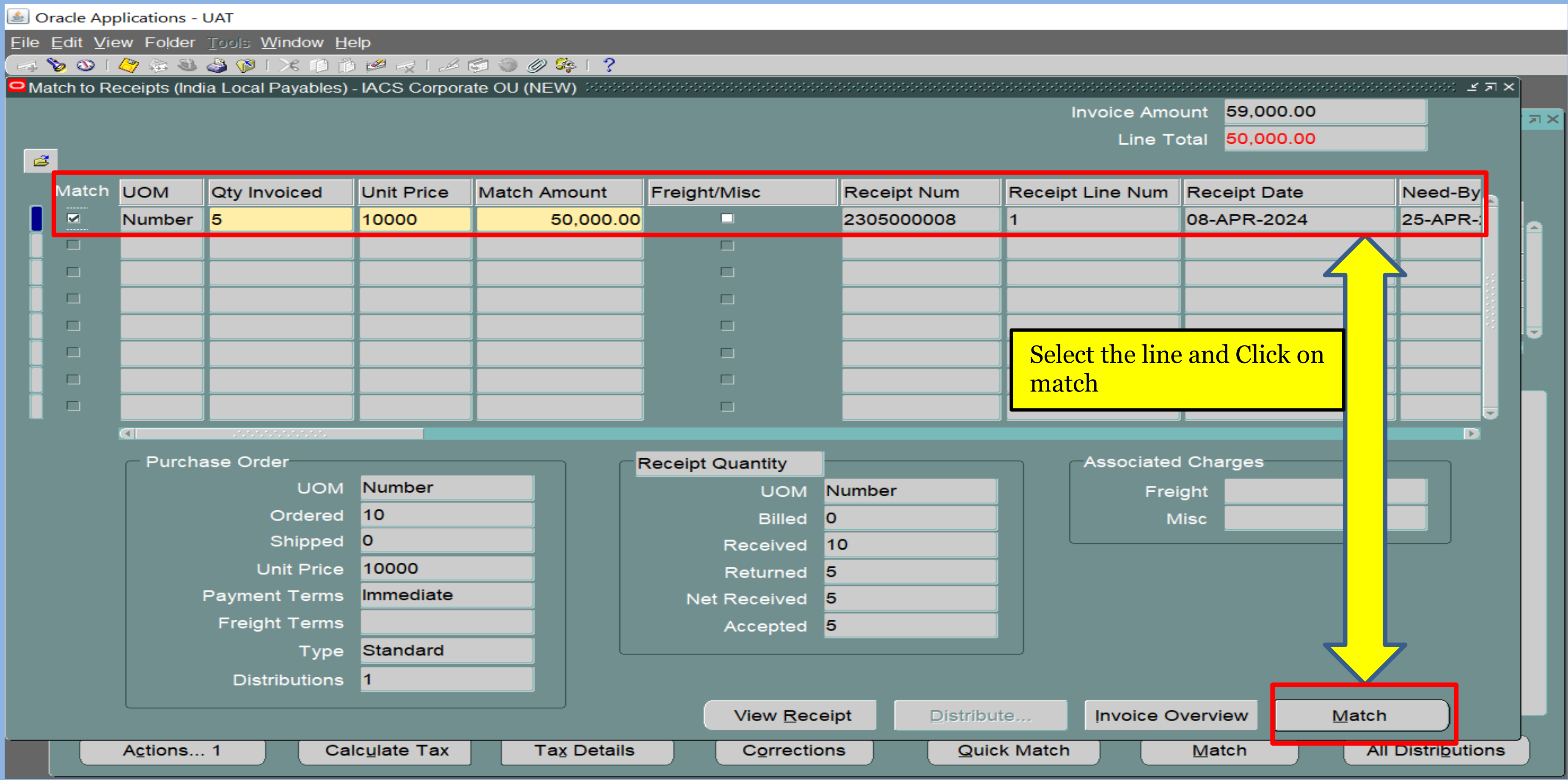
Click On Match

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)

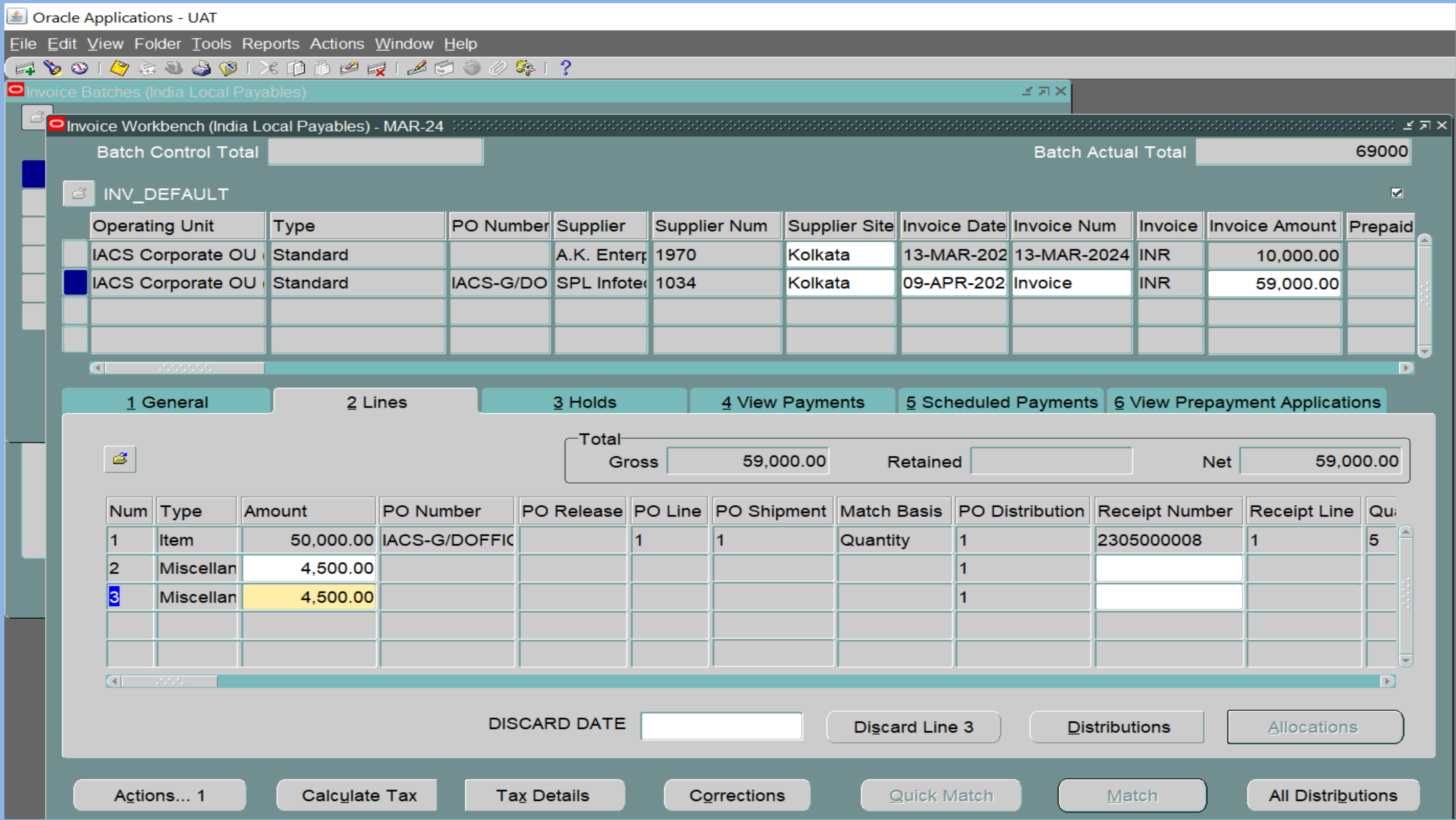
Step 3: Check the “Match” checkbox and click on “Match” button.

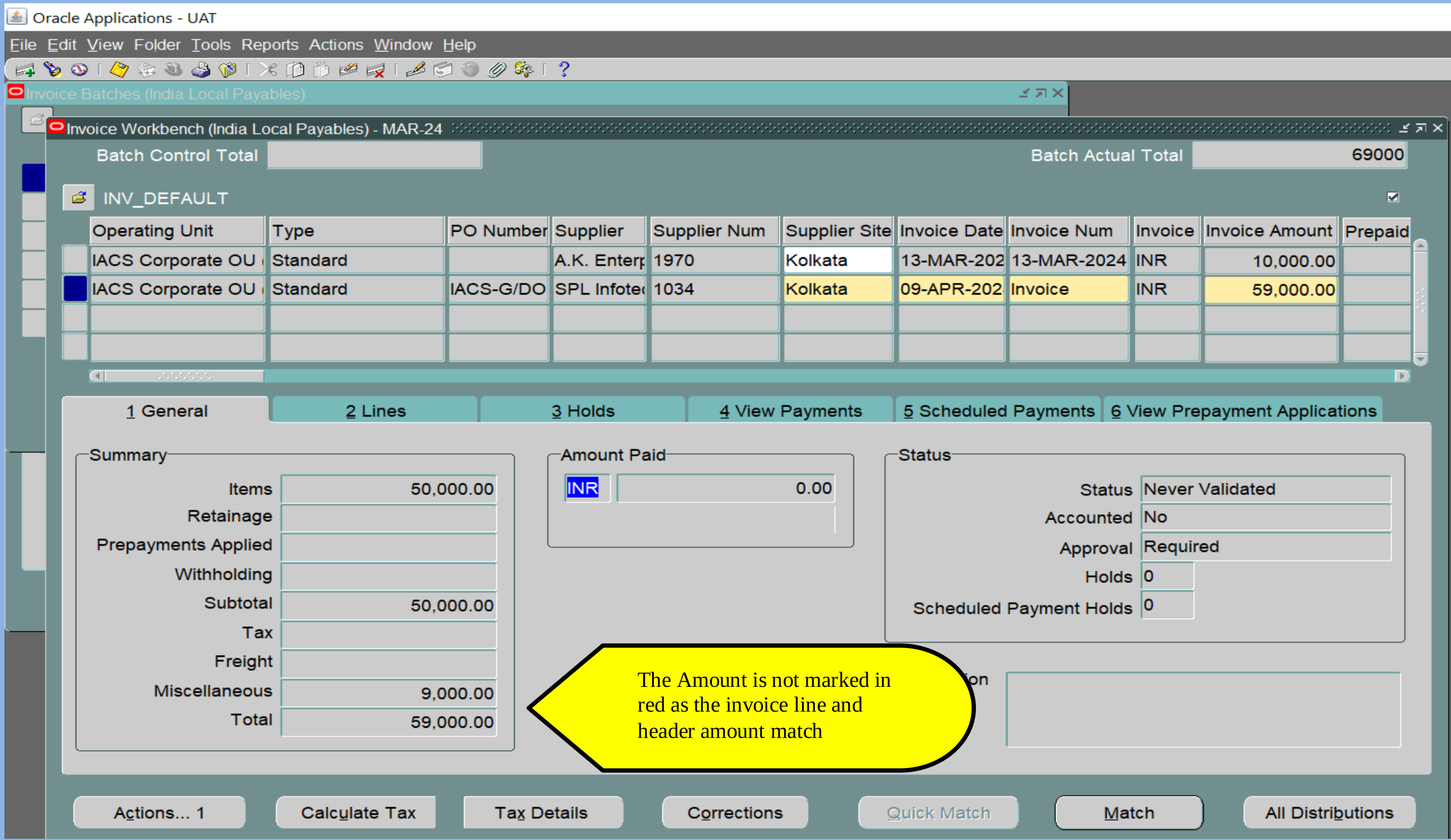



Oracle Applications - UAT
File Edit View Folder Tools Window Help
Find Receipts for Matching (India Local Payables) - IACS Corporate OU (NEW)
Matching
Type
Item
Supplier
Name
SPL Infotech
Site
Kolkata
Number
1034
Tax Registration
Purchase Order
Num
IACS-G/DOFFIC/
Release
Line
Shipment
Receipt Num
2305000008
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
69000
Invoice Amount
Prepaid
10,000.00
59,000.00
Total
0.00
Actions... 1
Calculate Tax
Tax Details
Corrections
Quick Match
Match
All Distributions


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
Number
5
10000
50,000.00
2305000008
1
08-APR-2024
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.

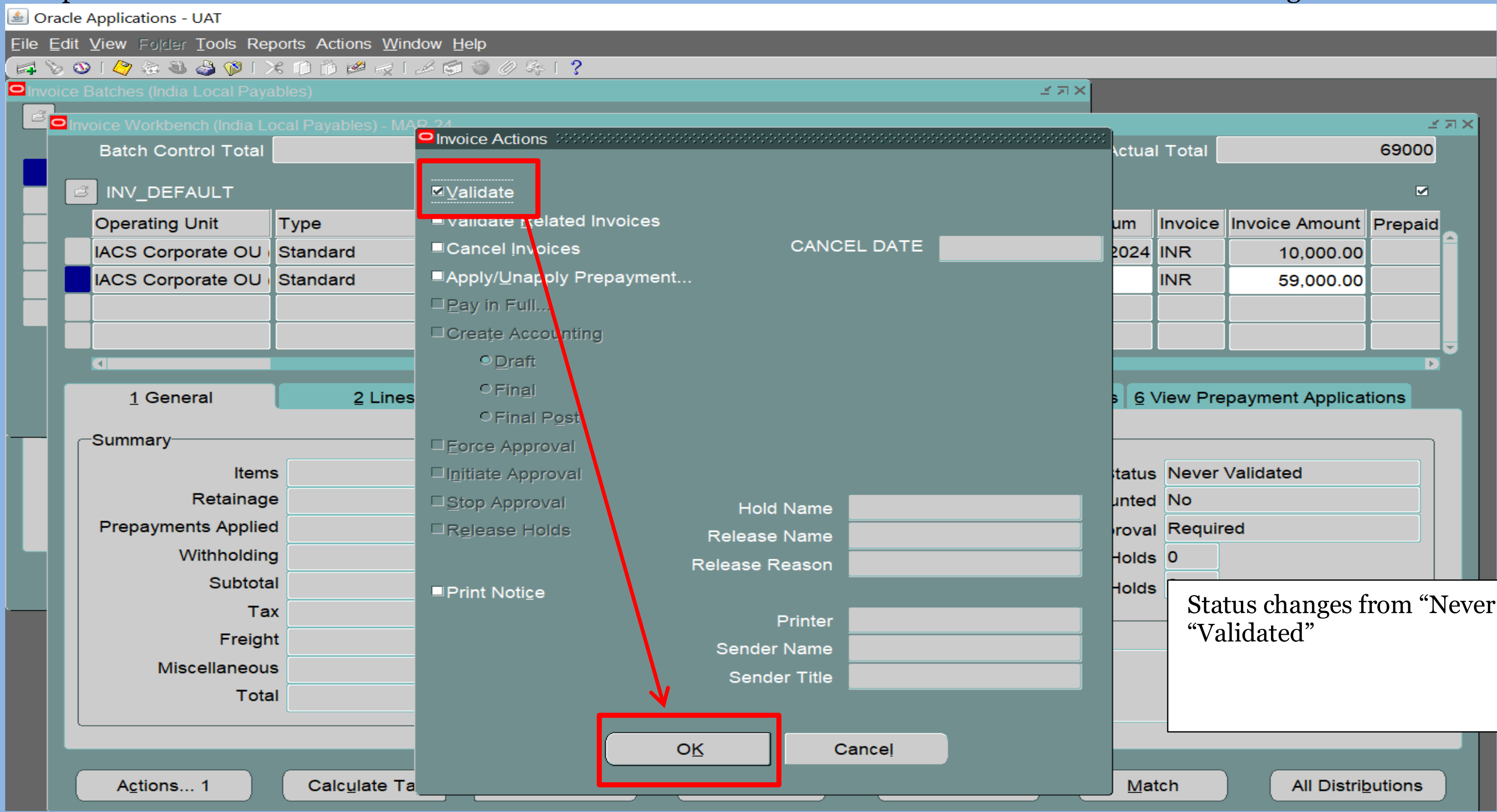



Oracle Applications - UAT
File Edit View Folder Tools Reports Actions Window Help
Invoice Batches (India Local Payables)
Invoice Workbench (India Local Payables) - MAR-24
Batch Control Total
Batch Actual Total
69000
INV_DEFAULT
Operating Unit
Type
PO Number
Supplier
Supplier Num
Supplier Site
Invoice 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-G/DO
SPL Infotec
1034
09-APR-202
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
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

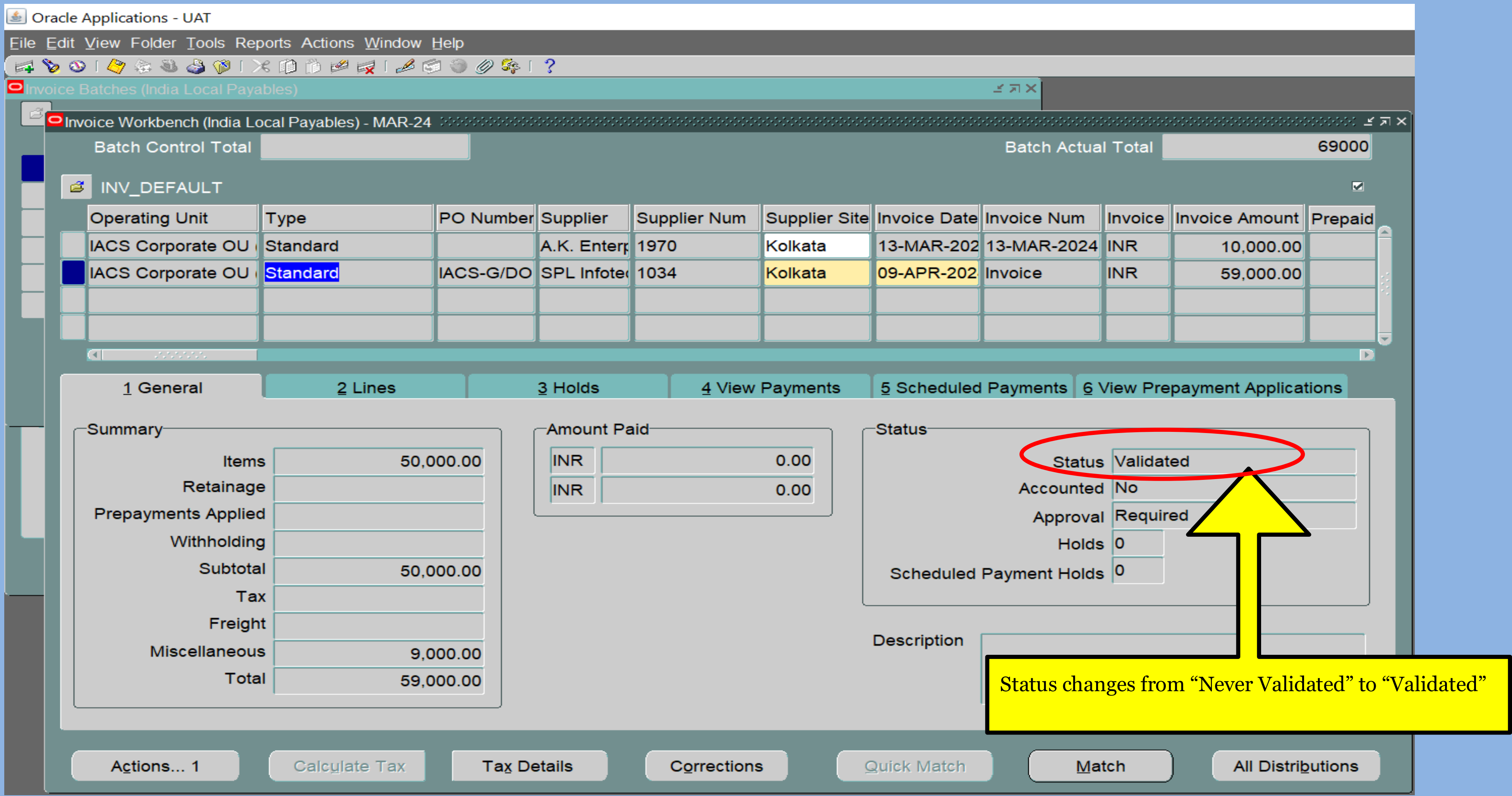
Step 5: Click on the Actions button to validate the Invoice

2.2 Invoice Validation

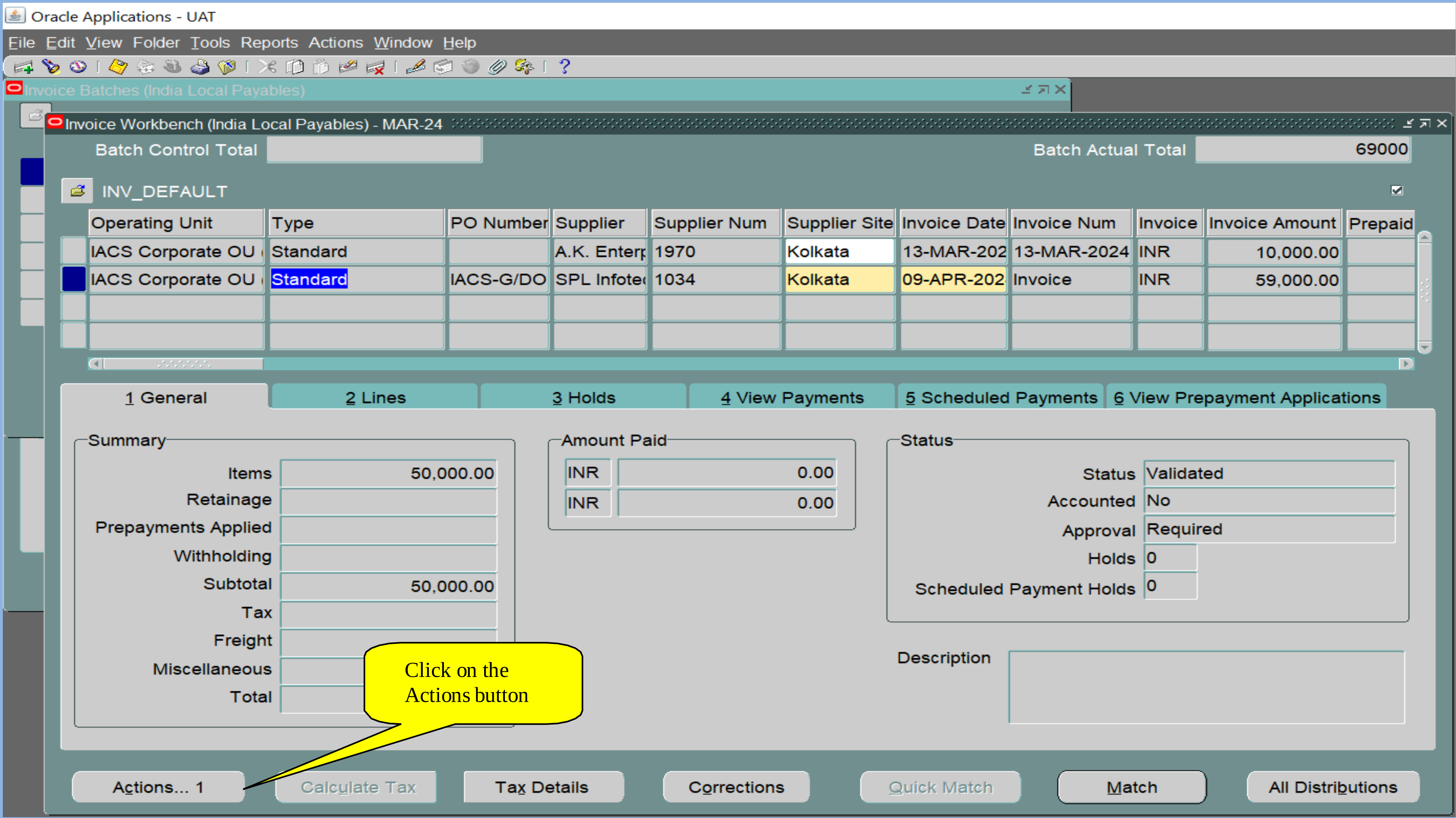
Step1: Go to “Actions” button. Check the “Validate” checkbox and click on “OK”. The Invoice status changes to “Validated”



Status changes from “Never Validated” to “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 Infotec | 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
Status changes from “Never Validated” to “Validated”
Actions... 1
Calculate Tax
Tax Details
Corrections
Quick Match
Match
All Distributions

Next step is to initiate the Invoice for Approval.



Check the Initiate Approval checkbox and click on OK.