

List Of Reports

- 1) Invoice Approval
- 2) Invoice Aging report
- 3) Payment register
- 4) AP trial Balance
- 5) Payables Posted Invoice Register
- 6) Period Close Exception report
- 7) Unaccounted Transactions Report
- 8) Run Accrual Write Off
- 9) AP Period End Close

Glossary

Term	Definition
Always Take Discount	A Payables feature you use to always take a discount on a supplier's invoice if the payment terms for the invoice include a discount.
credit memo	A document that partially or fully reverses an original invoice
disbursement type	A feature you use to determine the type of payment for which a payment document is used
distribution line	A line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.
Electronic Funds Transfer (EFT)	A method of payment in which your bank transfers funds electronically from your bank account into another bank account
invoice batch	A Payables feature that allows you to enter multiple invoices together in a group
Invoice Import	An Oracle Payables process you use to import invoices from non-Oracle payables systems and to create invoices from Payables expense reports.
Pay Group	A feature you use to select invoices for payment in a payment batch
payment term	The due date and discount date for payment of a transaction



ORACLE ACCOUNTS PAYABLES

QUICK REFERENCE GUIDE

Logging On

Connecting to Applications

Oracle ERP software is web-based technology which can be accessed through a standard web browser by launching the browser and entering the Oracle application URL provided by your system administrator into the browser's address field.

We recommend you save the URL as a browser favorite or as a desktop icon for easy access in the future.

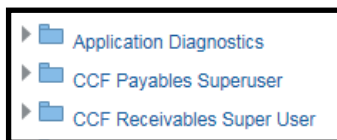
Logging on to Oracle Applications

Once connected to the system, the page below will appear and you will be prompted to enter your user name and password.

1. Type the user name that has been assigned to you in the "User Name" field.
2. Enter your password in the "Password" field.
3. Click the Login button or press the Enter key.

Responsibility Navigator

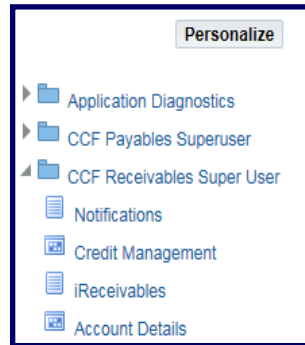
After logging into the system, you will see a list of "responsibilities" (see example below). A responsibility limits the functions you can perform and the data you can access within the Oracle applications. Users can be assigned one or more responsibilities, and several users can share the same responsibility.



Click on the appropriate responsibility to view its available forms.

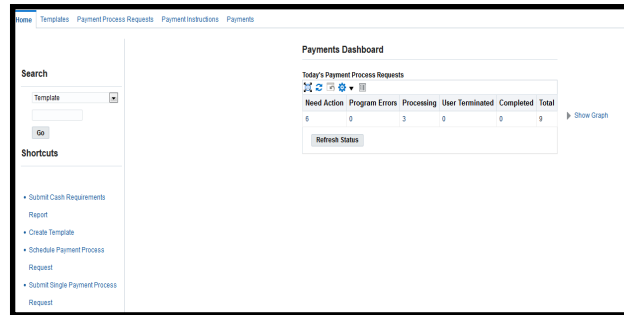
Web Forms and Forms

After a responsibility is selected, the forms that are available for that responsibility will be displayed

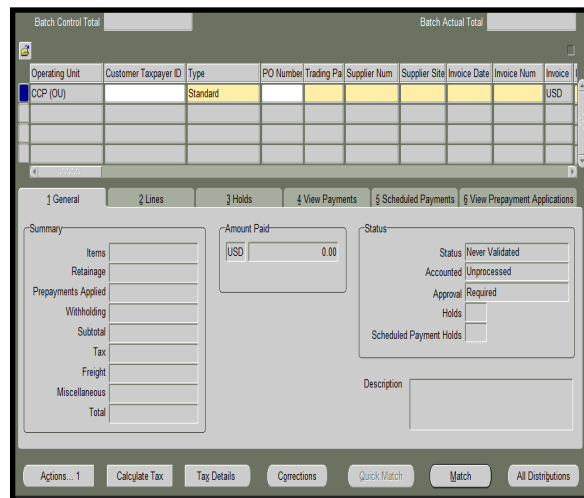


Please note that the forms come in 2 formats: "Web Forms" and "Professional Forms". The format in which a form is generated is not user selectable. Some forms are only available in web format while others are only available in the professional format.

Selecting a Web Form that is preceded by the icon on the left will open a new page in your browser window (see below).



Clicking on a Professional Form (which is preceded by the icon on the left) will launch the selected form in an Oracle Navigator Window.



Process Flow

