

QRG – Accounts Payable – Invoice Validation

1. Manage Invoices

Step 1. To Validate, pass Invoices over to another member of the team.

Step 2. Click Payables, Tasks, Manage Invoices

Step 3. On the Search screen enter the Invoice Group and click Search. All invoices entered into that Group will be shown and their Status will be Never Validated. Click the Invoice Number shown on the left of the screen to bring the details up and click Actions then Edit. Check all details as before and once checked Click Actions then Validate.

Step 4. When the invoice is validated the invoice may be placed on hold automatically. If a hold is applied see Step 7.

Step 5. When the invoice is validated and it does not need an order, or has an order matched to it which is correctly receipted, it will reserve, account and initiate approval by itself.

Invoice Summary

Status		Holds	
Validation	Validated	Installments	0
Funds	Reserved	Line Variance	0
Approval	Initiated	Distribution Variance	0
Accounting	Accounted	Manual Holds	0
Payments	Unpaid	System Holds	0
Due Date	27/07/20	Supplier Site	No

Step 6. If it does not have an order and should have one it puts the invoice on hold, initiates approval and emails the approver who, once they approve it, the system then reserves, accounts and releases the hold by itself.

2. Holds & Approvals

Step 7. However, if there is another reason such as tax or distributions not balancing it will apply a hold. The conditions should be corrected and the hold removed manually if necessary using the field on the screens where holds can be removed in a similar way as now, entering a reason from the drop down box - as in R12 holds can only be removed if the conditions causing the hold(s) are corrected

Manage Holds

Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Date	Details
Distribution variance	Total of invoice distributions does not e		1	System	06/07/20 15:38				
Distribution variance	Total of invoice distributions does not e		3	System	06/07/20 15:38				
Distribution variance	Total of invoice distributions does not e		4	System	06/07/20 15:38				

Buttons: Save and Close, Cancel

Step 8. Depending on the role assigned to the user concerned as to which holds they can apply or remove, holds can be put on by the user either when entering or after an invoice has been searched for, there is a Holds and Approvals field on the first screen you get to before you click Edit, and is also an option under Invoice Actions on the Create Invoice screen:

Invoice Details

Invoice Date: 06/07/20, Invoice Amount: 232.38 GBP, Business Unit: Watford Council (U)

Supplier or Party: JUST SOLUTIONS GROUP LTD, Applied Payments: 0.00 GBP, Payment Business Unit: Watford Council (U)

Supplier Site: CUS TAX, Unpaid Amount: 232.38 GBP, Payment Terms: 210, Payment Currency: GBP

Address: UNIT 45, COVENTRY, CV5 7AL, Holds: 0, Attachments: None

Approval and Notification History

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval	Initiated	06/07/20 16:33	InvoiceHld	232.38 GBP			
Invoice approval	Assigned to	06/07/20 16:33	San Tub	0.00 GBP			
Invoice approval	Expired	06/07/20 16:40	Workflow opt...	0.00 GBP			

Holds

Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Released By	Date	Details
No holds.										

3. Approval & Notification History

Step 9. Click the + to add a hold and then the down arrow in the name field to give you a list of possible reasons:

The screenshot shows the Oracle Accounts Payable Invoice Validation interface. The top section displays invoice details: Invoice Date (08/03), Invoice Amount (22.38 GBP), Business Date (08/03/2018), Supplier (J&J SOLUTIONS GROUP LTD), Applied Payments (0.00 GBP), Payment Business Date (08/03/2018), Supplier Site (T05104), Unpaid Amount (22.38 GBP), Payment Terms (10), Address (TNT 41 COVENTRY, CV5 7TL), Holds (0), Payment Currency (GBP), and Attachments (None). Below this, the 'Approval and Notification History' section is active, showing a table with columns: Action, Action Date, Approver, Reviewed Amount, Comments, and Hold Reason. The table contains three rows of data. A sidebar on the left lists various actions like 'Invoice entered', 'Invoice entered', 'Cancel invoice', etc. The bottom section shows a 'Details' table with columns: Reason, Details, Hold By, Date, Name, Reason, Released By, Date, and Details.

Step 10. To remove, click the downward arrow to remove if your role allows it. You can see who the invoice is assigned for approval or who has approved the invoice.

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Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.