

QRG – Accounts Payable – Invoice or Credit Note Matched to Purchase Orders

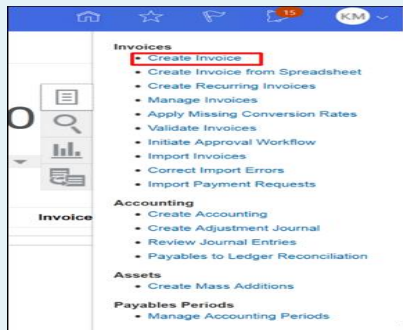
1. Create Invoice

Prerequisites:

- User has Payables permission assigned
- Supplier created
- Supplier Site is assigned
- Payment Terms assigned
- PO is created, approved, and receipted

Note: Process Summary - After login to the system navigate to Payables > Invoice > Create Invoice. Enter the header details and Navigate to “Match” options at line level. A window will open, through which you can select the PO to match the invoice to. All other steps are the same as standard invoice entry.

Step 1. Under **Task** list, click on **Create Invoice**.



Step 2. Add Invoice Received field by Clicking Show More Invoice payments are calculated from this field in combination with the payment terms. In Identifying PO field, enter the full Purchase order number and click tab to populate the supplier details and site will appear and are not editable. If the supplier or site is incorrect, you will need to cease invoice entry and contact the requisitioner to raise a correct purchase order. Enter all required information such as **Amount**, **Invoice Number** etc. In the case of matching a credit note, figures must be entered with a minus symbol in front, Type changed to Credit Memo and details of original invoice such as voucher number, date original invoice paid must be entered in Description. After entering the information click on “**Match**” button to **Match Invoice Line** with Purchase order.

2. Match Invoice or Credit Note to PO

Step 3. As soon as you click on “Match” button, the system will take you to the PO match page as shown below. Select the related line information, complete line details, again using the minus symbol if entering a credit note, and click Apply then OK.

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3. Tax Holds

Step 4. After application, you return to the invoice entry screen.

The screenshot displays the Oracle Accounts Payable Invoice Entry interface. The top navigation bar includes the Oracle logo and various utility icons. Below the navigation bar, the 'Invoice Actions' section contains buttons for 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main content area is divided into two primary sections: 'Invoice Header' and 'Lines'.

The 'Invoice Header' section contains the following fields:

- Identifying PO: WMBC300056
- Business Unit: Walsh Council BU
- Supplier: Brt Suppliers
- Supplier Number: 10001
- Supplier Site: HO
- Legal Entity: Walsh Council
- Invoice Group: Walsh_group1

The 'Lines' section displays a table with the following columns:

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1002	Standard	1.00							

Note: All of the other actions related to invoice are the same as Standard invoice (Unmatched) creation.

Tax Holds

Invoices may have a small difference in the value of the VAT calculated. To change VAT amounts, click the triangle to the left of the word Taxes. Click Edit taxes. Amend the value of the VAT, Save, and check the amounts at the bottom of the screen agree. This must be done before Validation.

Further Support

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

QRG – Accounts Payable – Various Actions on Invoice (including VAT)

1. Manage Invoice

Step 1. Once an invoice is created, all changes / actions must be done on Tasks > Manage invoices.

Step 2. Go to **Task** list and click on **Manage Invoice**.

Step 3. Search for the invoice and open it.

Step 4. Click on the “Validated” link (shown in red box below) to view the invoice summary.

Oracle AP Invoice Summary window showing details for invoice 05/AUG/2019. The window includes fields for Invoice Date, Invoice Type, Supplier or Party, Supplier Site, and Address. It also displays a table of invoice details with columns for Workflow Type, Line, Action, Approver, Action Date, Reviewed Amount, Comments, and Hold Reason. A red box highlights the 'Validated' link in the top right corner of the window.

Step 5. Click on the Invoice amount link to view the Invoice totals like item, freight, VAT, CIS etc.

Oracle AP Invoice Totals window showing details for invoice 05/AUG/2019. The window includes fields for Invoice Date, Invoice Type, Supplier or Party, Supplier Site, and Address. It also displays a table of invoice details with columns for Workflow Type, Line, Action, Approver, Action Date, Reviewed Amount, Comments, and Hold Reason. A red box highlights the 'Invoice Totals' link in the top right corner of the window.

2. Invoice Actions

Step 6. Click on the orange symbol (shown in red box below) to view supplier detailed information.

Oracle AP Supplier Information window showing details for supplier 0001121746 (CONTRACT AND HOME BLINDS LTD). The window includes fields for Supplier Name, Supplier Site, Supplier Address, Supplier Phone, Supplier Fax, and Supplier Email. A red box highlights the orange symbol in the top right corner of the window.

Step 7. Click on Actions > Edit > Invoice Actions to view other information

Oracle AP Invoice Actions window showing details for invoice 05/AUG/2019. The window includes fields for Invoice Date, Invoice Type, Supplier or Party, Supplier Site, and Address. It also displays a table of invoice details with columns for Workflow Type, Line, Action, Approver, Action Date, Reviewed Amount, Comments, and Hold Reason. A red box highlights the 'Invoice Actions' link in the top right corner of the window.

- Manage Instalments: To view instalments, Payment Method, Bank account, Pay Group, discount on instalments etc.
- Manage Holds: To view the holds, and take any necessary action
- Approval: To initiate approval, resubmit and other approval actions
- View Approval and Notification History: To view the approval flow of the invoice.
- Other options: Account in draft, Post to Ledger etc

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