

Oracle
RIFANS
Rhode Island Financial/Accounting System
Agency Payables Version 12
Training Guide



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1 Navigation

1.1 Keyboard Shortcuts

<u>Function</u>	<u>Key</u>
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+UpArrow
Display Error	Shift+Ctrl+E
Down	DownArrow
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit (or Cancel Query)	F4
Help	Ctrl+H
Insert Record	Ctrl+DownArrow

List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	DownArrow
Next Set of Records	Shift+F8
Previous Block	Shift+PageUP
Previous Field	Shift+Tab
Previous Record	UpArrow
Print	Ctrl+P
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	UpArrow
Update Record	Ctrl+U

1.2 Toolbar Icons

Toolbar Icons

New	Creates a new record in the active form.	
Find . .	Displays the Find window to retrieve records.	
Show Navigator	Displays the Navigator window.	
Save	Saves any pending changes in the active form.	
Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process. Also saves any pending changes in the active form.	
Print	Prints the current screen that the cursor is in. In some cases it may print a report associated with current data.	
Close Form	Closes all windows of the current form.	
Cut	Cut the current selection to the clipboard.	
Copy	Copies current selection to the clipboard.	
Paste	Pastes from the clipboard into the current field.	
Clear Record	Erases the current record from the window.	
Delete	Deletes the current record from the database.	
Edit Field. . .	Displays the Editor window for the current field.	
Attachments. . .	Launches the Attachments window. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.	
Folder Tools	Displays the folder tool palette.	
Window Help	Displays help for the current window.	

1.3 Navigation Notations

(N)	NAVIGATION
(M)	MENU
(T)	TAB
(B)	BUTTON
(I)	ICON
(H)	HYPERLINK
(ST)	SUB TAB
(R)	RESPONSIBILITY
LOV	LIST OF VALUES
%	WILDCARD

2 8 Steps on Entering Invoices

- Receive Invoice
- Enter Invoice
- Match To PO
- View Invoice
- Validate/Initiate
- Approve
- Scan/File
- Pay Invoice

LOGIN SCREEN

http://sailapdv.doa.state.ri.us:8035/OA_HTML/RF.jsp?function_id=30170&resp_id=-1&resp_appl_id=-1&security_group_id=...

File Edit View Favorites Tools Help

Login





*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email Help_State_Portal@admin.ri.gov

Accessibility

Select a Language:
[English](#)

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start Novell GroupWise... Text for different ... v12 manual draft ... Login - Windows I... Version 12 trainin... 1:46 PM

HOME SCREEN VIEW

State of Rhode Island-RIFANS

Enterprise Search All Go Search Results Display Preference Standard Logged In As MBADGEF

Oracle Applications Home Page

Main Menu Personalize

- 068B-Invoice Initiator
- RI Cent Audit Reviewer
- RI Cent Pymt Processor
- RI Financial Inquiry
- RI General Ledger Reports
- RI Purchasing Reports

Worklist Full List

Switch User

From	Type	Subject	Sent	Due
There are no notifications in this list.				

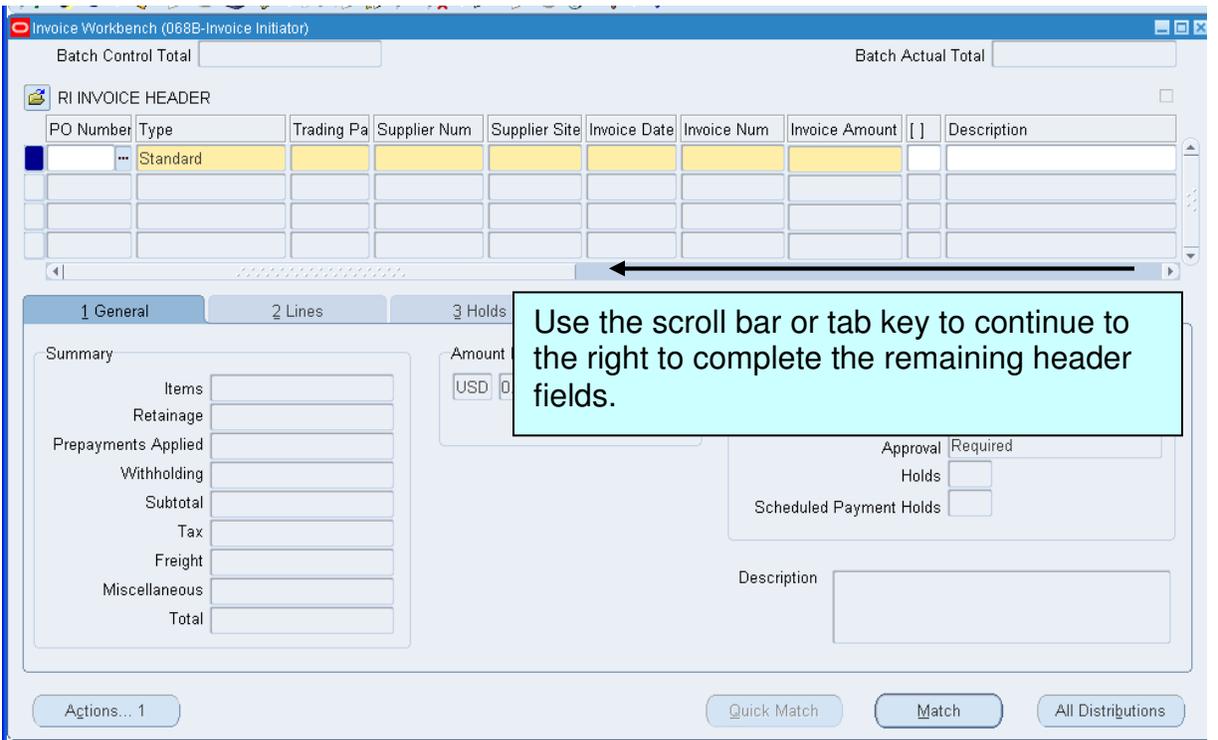
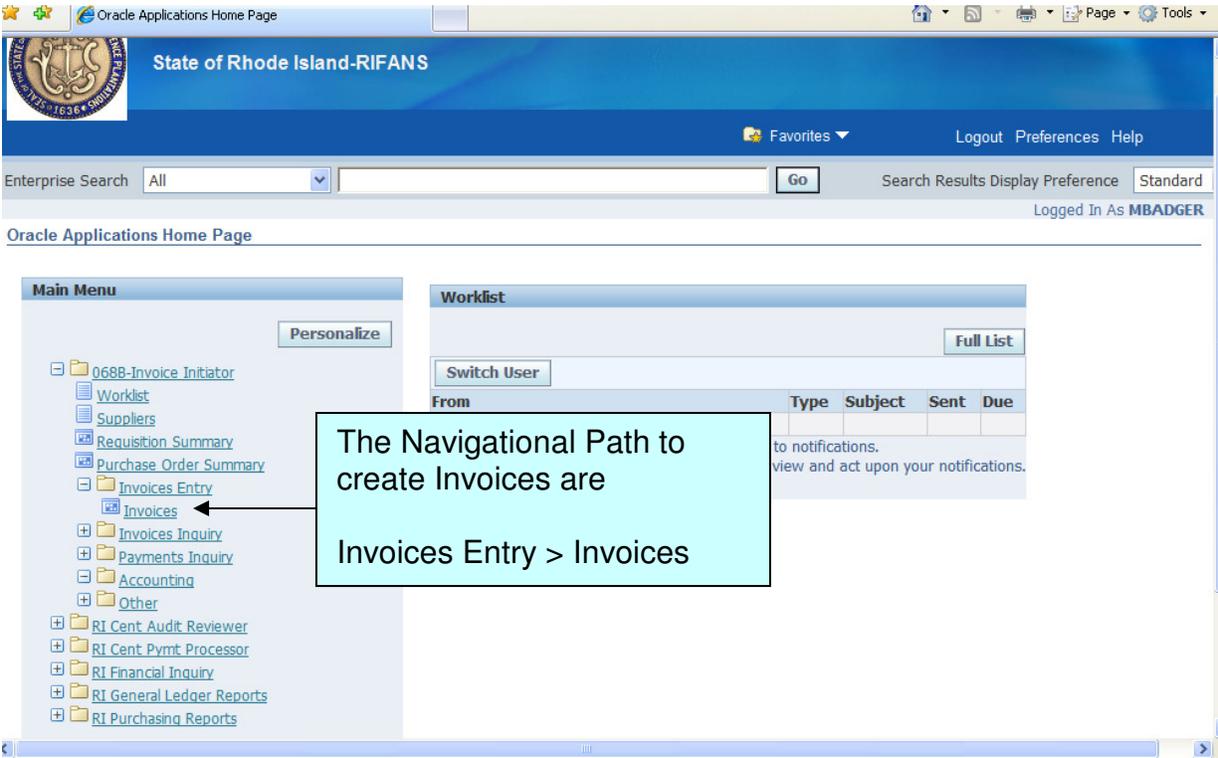
Notification List

upon your notifications.

This is the Welcome Page. From here you would select an Accounts Payable Responsibility such as: RI Agency Invoice Initiator Responsibility.

This will open a list of Navigational Paths.

Done Internet 100% 1:54



This navigational path will bring you into the Core Accounts Payable forms.

Basic information must be entered into the "header" of the Invoice Workbench. The header is the top of the document (AKA RI Invoice Header). Please use all CAPS when entering data in the invoice workbench.

All REQUIRED fields are represented in yellow. Required fields must have data entered into them before you can continue. The State requested additional fields (**Description** and **Pay Group**) be added to the header.

Description and Pay Group are mandatory but not represented in yellow.

Standard is the default **Type**. Standard invoice is either matched to a purchase order or a direct pay. There is a list of acceptable direct pay invoice payments on the Controller's website (<http://controller.admin.ri.gov>). All other payments need to be matched to a purchase order. Other **Types** include **Credit** and **Debit Memos**.

Enter the **Trading Partner** (supplier the invoice is from). This field can be searched if you know a portion of the name by using the wildcard search (%).

The **Supplier Num** and **Site** will automatically populate. Verify address is correct on the **Supplier Site** based on the remit to on the invoice.

Enter the **date** from the supplier's invoice.

Invoice number: Use the number provided on the supplier's invoice.

If you are unable to locate the invoice #, use the following numbering sequence: Purchase Order Number-Date of Service i.e. 3240000-NOV2014. For a direct pay use the following numbering sequence 14068XXX0001. The **14** represents the fiscal year (14), the **068** represents your agency number, your 3 **initials**, and the 0001 represents a sequential number beginning with 0001. You should **never** use the same document number twice.

The **Invoice Amount** is the amount due to the supplier.

The screenshot displays the Oracle Applications interface for the 'RI INVOICE HEADER' form. The form is titled 'Oracle Applications - PRODUCTION' and includes a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Reports', 'Actions', 'Window', and 'Help'. The main window shows the 'RI INVOICE HEADER' form with the following fields: 'Batch Control Total', 'Batch Actual Total', 'Num', 'Invoice Amount', 'Description', 'GL Date', 'Payment Curr' (set to USD), 'Terms Date' (set to 30-APR-2014), 'Terms', 'Payment Method', 'Pay Group', and 'Pay Alone'. Below the header is a summary section with tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The 'General' tab is active, showing a 'Summary' section with fields for 'Items', 'Retainage', 'Prepayments Applied', 'Withholding', 'Subtotal', 'Tax', 'Freight', and 'Miscellaneous'. The 'Amount Paid' field is set to 'USD 0.00'. The 'Status' section includes 'Status' (Never Validated), 'Accounted' (Unprocessed), 'Approval' (Required), 'Holds', and 'Scheduled Payment Holds'. The 'Description' field is also present.

The **Description** field is required (Note: It is *not* a yellow field). This field must contain a detailed description that will allow the supplier to determine what they are being paid for.

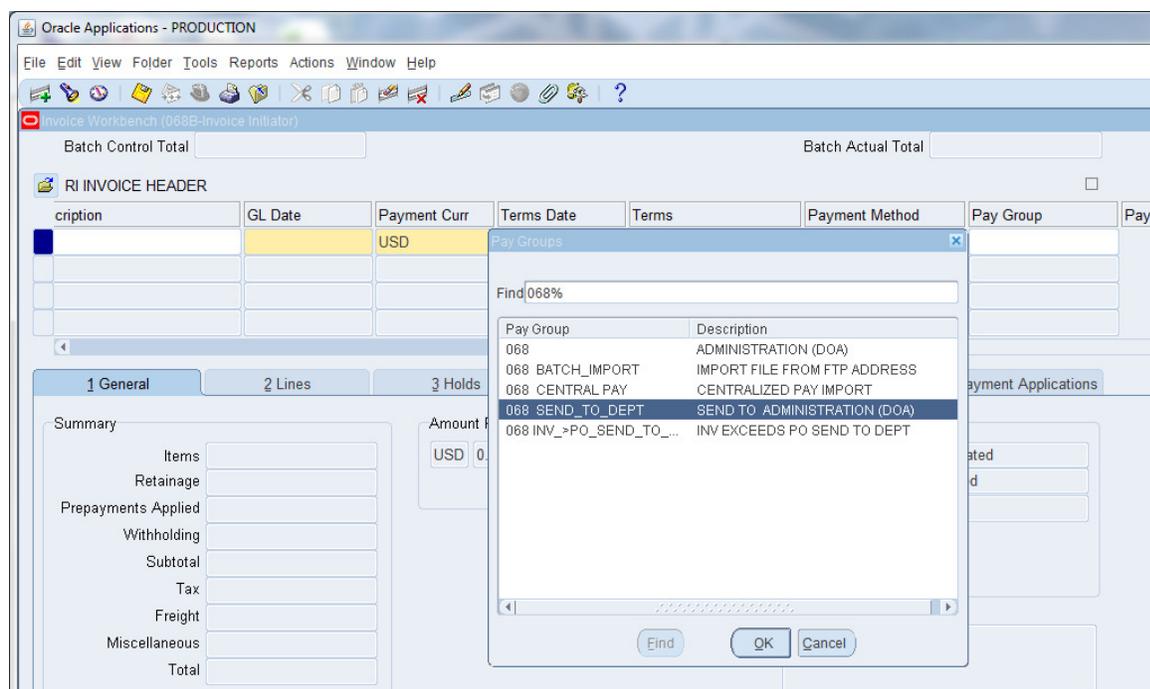
Please type this description in all CAPS. “APRIL 2014 MAINTENANCE” is not a good example of a detailed description. “ACCOUNT #9879-EJT” FOR MAINTENANCE APRIL 2014 SERIAL #123456, LOCATED AT DOA 4th FLOOR IN CBO (always include the invoice number whenever possible) is a good example of a detailed description. The first 14 characters (approximately) print on the top of the check stub.

GL Date, Payment Currency and Payment Rate Date will be automatically populated.

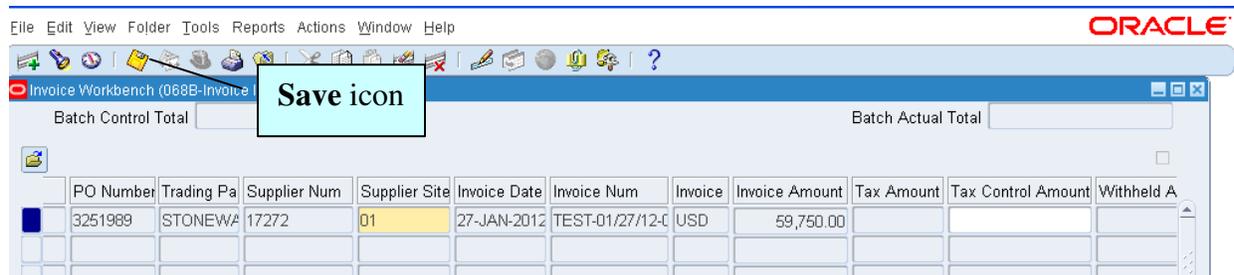
The **Terms Date, Terms and Payment Method** will be populated. The **Terms Date** must be the same date as the invoice date, not the GL date. All invoices should default to **Net 30 days** as the terms. If not, please change it to reflect **Net 30 days**.

Do *not* change the **Payment Method** as this is derived from the Supplier File. **Payment Method** is controlled by the supplier site: Check, Wire, or ACH (direct deposit).

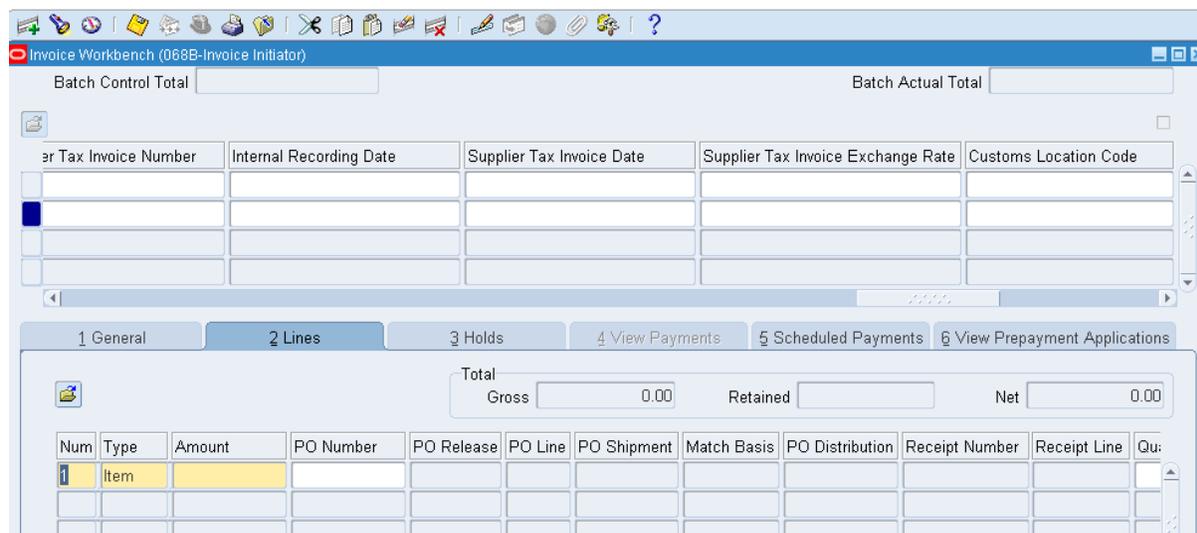
Pay Group is another field not represented in yellow but can be filled. This field is only required when a payment is to be “**Sent to Department**” Please select the **Pay Group** that shows your agency number then send to department.



After entering the **Pay Group**, save the header by clicking on the **Save** icon on the toolbar.



For Direct Pay only, after it is saved, enter your distributions by clicking on the **Lines** tab.



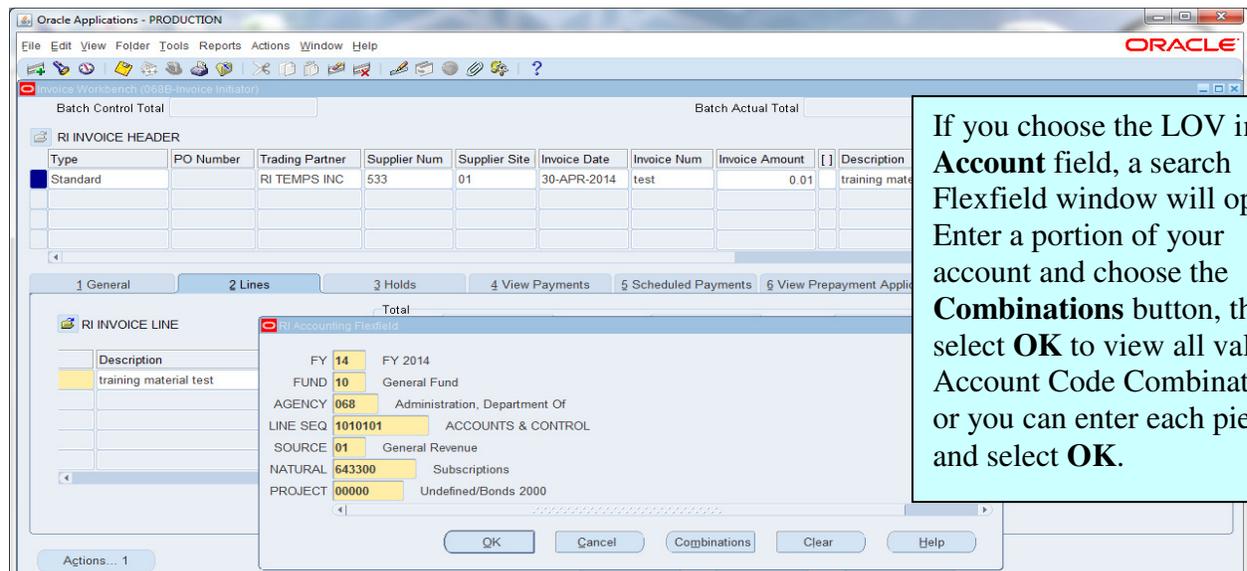
Type will always be Item.

Amount is the cost being charged to a particular state account.

GL Date defaults to current date.

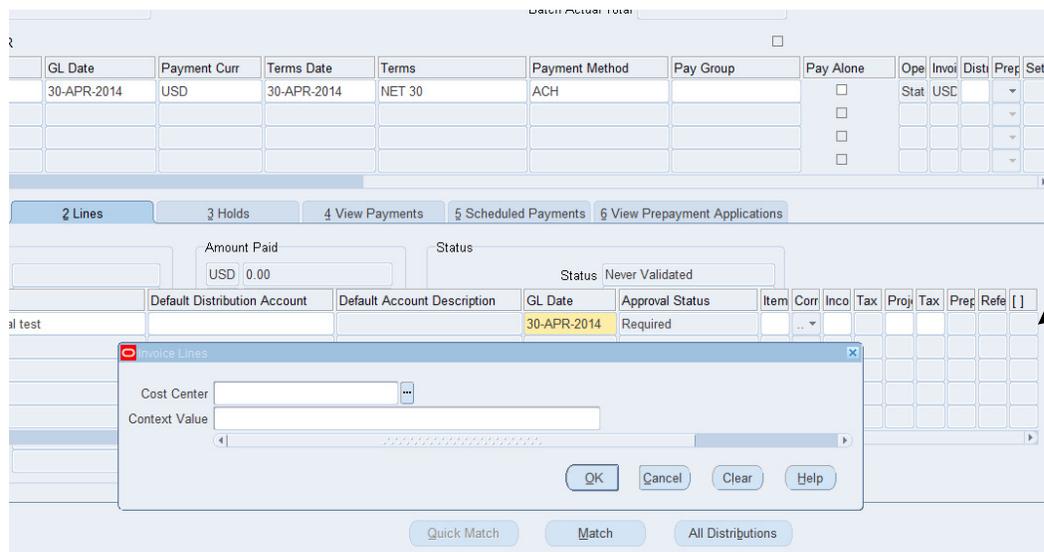
Default Distribution Account: the state account code combination to be charged.

➔ Select the LOV ... to query on valid combinations.

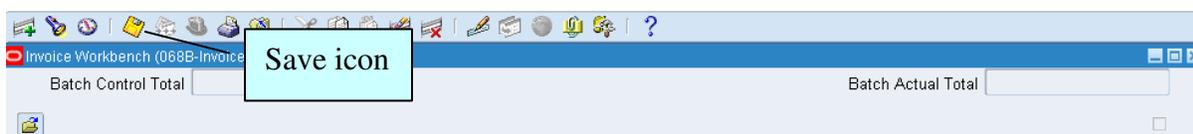


Click the **OK** button.

Or type the distribution account in the **Default Distribution Account** field. Once you have successfully selected a valid account code combination, the **Cost Center** field (if needed) can be entered or cancelled. To enter cost centers, scroll over to the end of the line and click below the flex field [brackets].



Choose the Cost Center. Click **OK**. Click on the **Save** icon.



Go back to the **General** tab. The **Distribution Total** in the lower left portion of the screen must match the amount in the **Invoice Amount** field in the header (in BLACK). A dollar amount that appears in RED will not pass validation and payment will not be processed.

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

RI INVOICE HEADER

PO Number	Invoice Date	Type	Trading Pa	Supplier Num	Supplier Site	Invoice Num	Invoice Amount	Description
	31-JAN-2012	Standard	CREATIVE	595	01	8385	3,675.00	ENGINEERING SVS - REMEDY

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

Summary

Items	3,675.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	3,675.00
Tax	
Freight	
Miscellaneous	
Total	3,675.00

Amount Paid: USD 3,675.00

Status: Validated

Accounted: Yes

Approval: Workflow Approved

Holds: 0

Scheduled Payment Holds: 0

Description: ENGINEERING SVS - REMEDY CODE COMPL

Actions... 1 | Quick Match | Match | All Distributions

Click the **Actions...1** button.

Invoice Actions

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

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK | Cancel

Select the **Validate** checkbox

Click the **OK** button.

The Invoice Actions window will populate. Click the **Validate** checkbox and then the **OK** button.

If your invoice has passed all validations, the status will be **Validated**. You cannot initiate approval if the status is not validated.

If the status is **Needs Revalidation**, select the **Holds** tab to determine the reason for the hold. Once the issue is resolved, the invoice initiator must revalidate/initiate the invoice and submit for approval.

Ope	Cust	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax C
Stat	SYS	Standard		BANNER	35	01	08-FEB-2011	TESTISP209	USD	629.20		

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

Summary

Items	629.20
Retainage	
Prepayments Applied	
Withholding	
Subtotal	629.20
Tax	

Amount Paid

USD 0.00

Status

Status	Needs Revalidation
Accounted	Yes
Approval	Required
Holds	1
Scheduled Payment Holds	0

Click the **Actions...1** button.

Invoice Actions

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting
 - Draft
 - Final
 - Final Pgst
- Initiate Approval**
- Stop Approval
- Release Holds
- Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

The Invoice Actions window will populate. Click the **Initiate Approval** checkbox and then the **OK** button.

This is the action that sets workflow in action.

Workflow: the electronic path the document will follow to receive all necessary reviews and approvals within the system.

Once the invoice is approved, the Approval status now reflects **Workflow Approved**.

State of Rhode Island | Standard | 3251989 | STONEWA | 17272 | 01 | 27-JAN-2012 | TEST-01/27/12-C | USD

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

Summary

Items	59,750.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	59,750.00
Tax	
Freight	
Miscellaneous	
Total	59,750.00

Amount Paid

USD 0.00

Status

Status: Validated

Accounted: Yes

Approval: **Workflow Approved**

Holds: 0

Scheduled Payment Holds: 0

Description

For a summary of the distributions, click the **All Distributions** button. The **All Distributions** screen is for information only. Changes cannot be made here.

Batch Control Total: Batch Actual Total:

RI INVOICE HEADER

Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description	GL Date	Payment Cur
Standard	3368816	PAJAN SERVICE	10906	02	08-APR-2014	10306	4,143.12	VEN# 10306 MANHRS 3/17,3/18	15-APR-2014	USD
Standard	3260740	PAJAN SERVICE	10906	02	08-APR-2014	10305	2,706.30	VEN # 10906 MANHRS 4/1,4/2	15-APR-2014	USD
Standard	3260740	PAJAN SERVICE	10906	02	08-APR-2014	10304	3,273.50	VEN # 10906 MANHRS 3/20,3/21	15-APR-2014	USD

Summary

Items	4,143.12
Retainage	
Prepayments Applied	
Withholding	
Subtotal	4,143.12
Tax	
Freight	
Miscellaneous	
Total	4,143.12

Amount Paid: USD 0.00

Status: Needs Revalidation

Accounted: Yes

Approval: Rejected

Holds: 1

Scheduled Payment Holds: 0

Description: VEN# 10306 MANHRS 3/17,3/18,1/19 INSTALL

Buttons: Actions... 1, Quick Match, Match, All Distributions

Distributions (069B-Invoice Initiator) - State of Rhode Island, 10306, PAJAN SERVICES INC

Line Number: 1

Line Description: SUPPLY AND INTALL EIGHT (8)

Invoice Total: 4,143.12

Distribution Total: 4,143.12

RI INVOICE DISTRIBUTION

Num	Type	Account	PO Number	PO Release Num	PO Line Num	PO Shipment Num	PO Distribution Num	Match Quantity	Price
1	Item	14.10.014.3380217.02.661711.0	3368816		1	1	1	2071.56	
2	Item	14.10.014.3380227.02.661711.0	3368816		1	1	2	2071.56	

Status: Validated

Accounted: Processed

Distribution Class: Saved

Associated Charges:

Account Description: FY 2014 General Fund Militia Of The State Hurricane Sandy October 2 Federal Revenue Computers And Comput

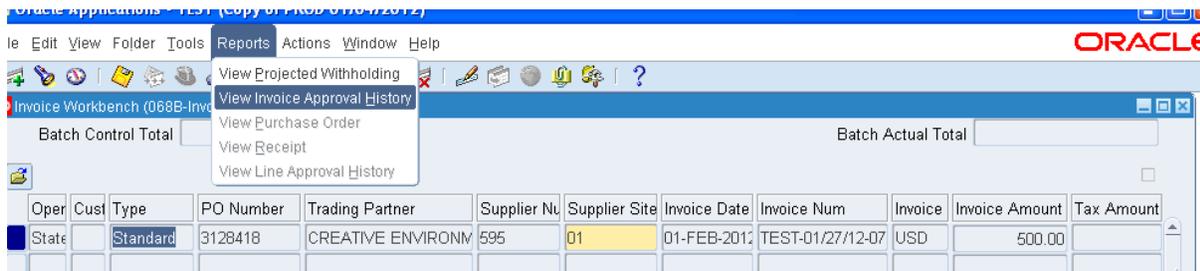
Buttons: Reverse 1, Tax Distributions, View PO, View Receipt

Check the upper right portion of the screen. The **Invoice Total** and the **Distribution Total** should match and be in black.

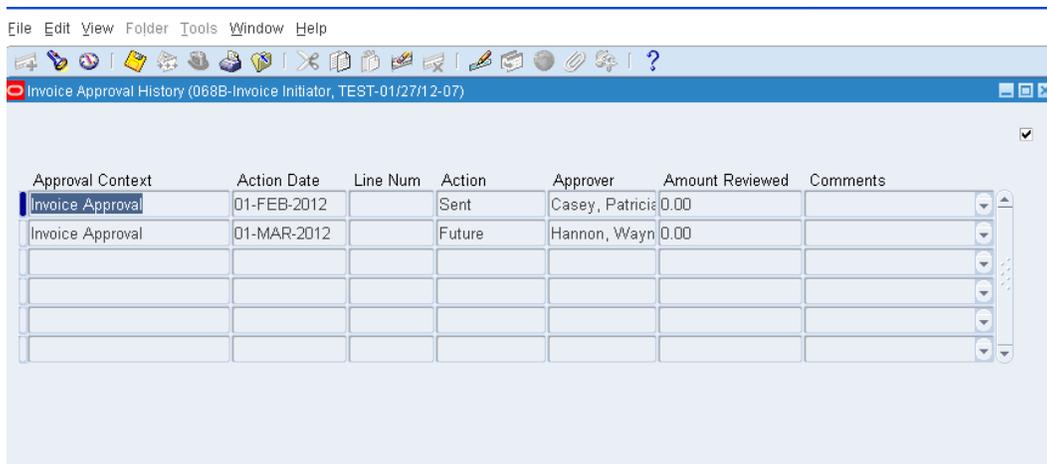
The **Invoice Total** is from the **Invoice Amount** field from the header.

The **Distribution Total** is from the **Amount** field entered on the **Lines** tab **Distribution** screen for a direct pay or brought over from the purchase order if the invoice is PO matched.

2.1 Track the approval history of an invoice



To track the status of your invoice, go to **Reports, View Invoice Approval History**.



The **Invoice Approval History** window will open. This screen will show the hierarchy list of approvers; when it was electronically received by an approver, and what actions have been taken or need to be taken.

If an invoice has been rejected, look in the **Comments** section of this screen for an explanation.

2.2 Budgetary Controls

1. "Insufficient Funds" hold

Click on the **Holds** tab to view hold reason.

Click on the **General** Tab to view status.

2. **Budget Holds:** Items that have the status of "Required" have exceeded Budget Controls.

To identify the invoice distribution line that caused the hold, click on the **Lines** tab and scroll over to the **Validation Status** field.

Oper	Cust	Type	PO Number	Trading Partner	Supplier Nu	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
State		Standard		WASTE MANAGEMEN	1000	02	01-DEC-2011	3577612-0460-5	USD	56.74	

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

Total		Gross	56.74	Retained		Net	56.74
-------	--	-------	-------	----------	--	-----	-------

r	GL Date	Distrib	Validation Status	Default Distribution Account	Default Account Description	Overlay Account
	29-DEC-2011		Needs Revalidation	12.10.014.3320106.01.640400.00	FY2012.GENERAL MILITIA OF	
	29-DEC-2011		Needs Revalidation	12.10.014.3330104.02.640400.00	FY2012.GENERAL MILITIA OF	
	29-DEC-2011		Needs Revalidation	12.10.014.3320106.01.640400.00	FY2012.GENERAL MILITIA OF	
	29-DEC-2011		Needs Revalidation	12.10.014.3330104.02.640400.00	FY2012.GENERAL MILITIA OF	

Item numbers that have a status of “Needs Revalidation” failed the funds validation and need to be researched. To release the “Insufficient Funds” hold, try to validate invoice again. If there are enough funds to cover the invoice, the hold will be released and the invoice will validate.

Go back to the **General** tab and click on the **Actions...1** button.

Once the invoice passes validation, the invoice will need to be submitted for approval. (Start the “Initiate Approval” process, see page 16 for details)

3. **Cash Holds:** Items that have the status of “**Rejected**” are on hold due to negative cash balances.

Oper	Cust	Type	PO Number	Trading Partner	Supplier Nu	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
State		Standard	3222646	UNITED WAY OF RHO	941	01	08-FEB-2012	TEST-02/08/12-01	USD	1.00	

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

Summary			Amount Paid			Status		
Items		1.00	USD		0.00	Status	Validated	
Retainage						Accounted	Yes	
Prepayments Applied						Approval	Rejected	

The invoice initiator will receive a notification of the error in the processors worklist.

<input type="checkbox"/>	Invoice										
<input type="checkbox"/>	AP Invoice	Notification: Invoice 27609 for ARDEN ENGINEERING CONSTRUCTORS LLC failed Lesser of Cash funds check						29-Dec-2011	Closed		

The notification will include a list of distribution lines whose account does not have enough cash.

Notification: Invoice 0097-001015403 for ALLIED WASTE SERVICES OF MASSACHUSETTS LLC failed Lesser of Cash funds check

To **Nieves, Carmen**
 Sent **15-Dec-2011 08:34:09**
 Closed **15-Dec-2011 14:05:02**
 ID **25400817**
 Responder **Nieves, Carmen**
 Invoice 0097-001015403 for ALLIED WASTE SERVICES OF MASSACHUSETTS LLC failed for Lesser of Cash funds check.

Supplier: ALLIED WASTE SERVICES OF MASSACHUSETTS LLC
 Supplier Site: 02
 Invoice Date: 25-NOV-2011
 Invoice Number: 0097-001015403
 Invoice Currency: USD
 Invoice Amount: 34.49
 Description: ACCT NO: 3-0097-3305208
 PO Number: 3246578
 Requester Name:
 Reuester User: CNIEVES
 Failed Lines: Invoice Distribution Line(s) 1,2 have failed.

Distribution lines that failed cash funds check.

Previous Approver's Comments:

References

[View Invoice](#)

[Return to Worklist](#)

Display next notification after my response

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Once the cash balance has been resolved, the invoice initiator must manually release the hold and resubmit the invoice for approval.

2.3 Printing an Invoice Separator Sheet

Once the invoice has been created, saved, validated and workflow initiated you can print the separator sheet. The separator sheet acts as a cover sheet for the supplier's original invoice. A separator sheet *must* be printed for every invoice created in the system. (The only exception is an invoice created by a supplier through the supplier portal.)

The supplier's bill and any other necessary backup needs to be attached to it and then sent to the Office of Accounts and Control to be scanned.

To print the separator sheet, go to View > Requests to open the find requests window.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

Click the **Submit a New Request** button.

Verify that Single Request is selected.

Click **OK**

Submit a New Request

What type of request do you want to run?

Single Request

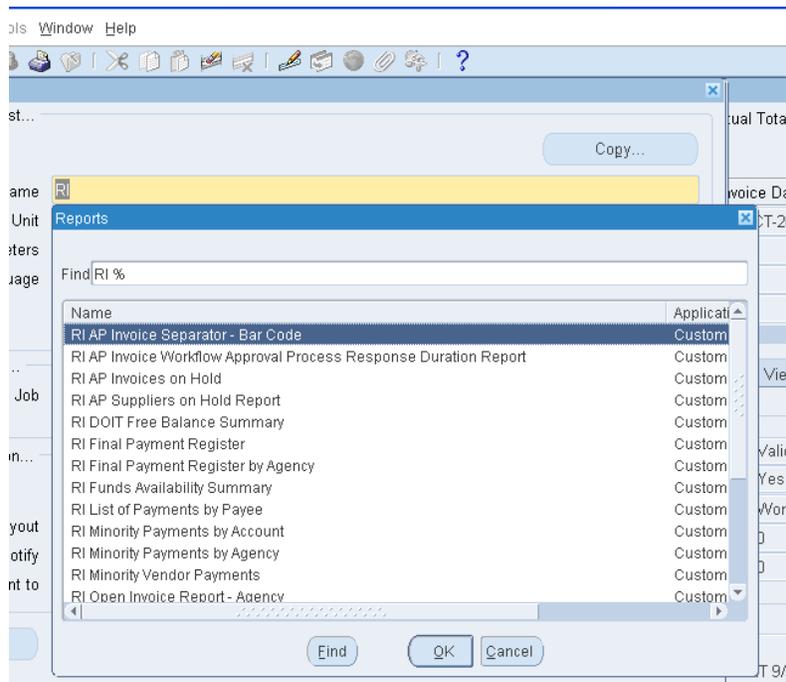
This allows you to submit an individual request.

Request Set

This allows you to submit a pre-defined set of requests.

OK Cancel

In the yellow **Name** field, type in RI and tab



A list of RI Custom reports will open. Highlight (click) the RI AP Invoice Separator – Bar Code report from the list and click **OK**.



If you are printing a Separator Sheet for a single invoice, enter the **Invoice Number**. If you are printing many Separator Sheets, enter the date you entered the invoices in both the Creation From Date field and the Creation to Date field, enter the created by name and Click **OK**. This will bring up all Separator Sheets created throughout the day in the order it was processed.

Request ID	Name	Parent	Phase	Status	Parameters
22404027	RI AP Invoice Separator - E		Pending	Normal	,, , , , 830,
22381984	RI AP Invoice Separator - E		Completed	Normal	,, , , , TESTLP405-3/2/12,
22381980	RI AP Invoice Separator - E		Completed	Normal	,, , , , test_valp2,

The **Requests** window will open and populate.

Click the **Refresh Data** button.

The **Phase & Status** fields will change from Pending:Normal to Running:Normal to Completed:Normal.

You may have to click on the **Refresh Data** button several times depending on the amount of reports in the queue.

Once **Completed: Normal** appears in the Phase and Status field, select the **View Output** button.



Initiated By	MGRREGGON
Creation From Date:	
Creation To Date:	

Invoice Number: 910

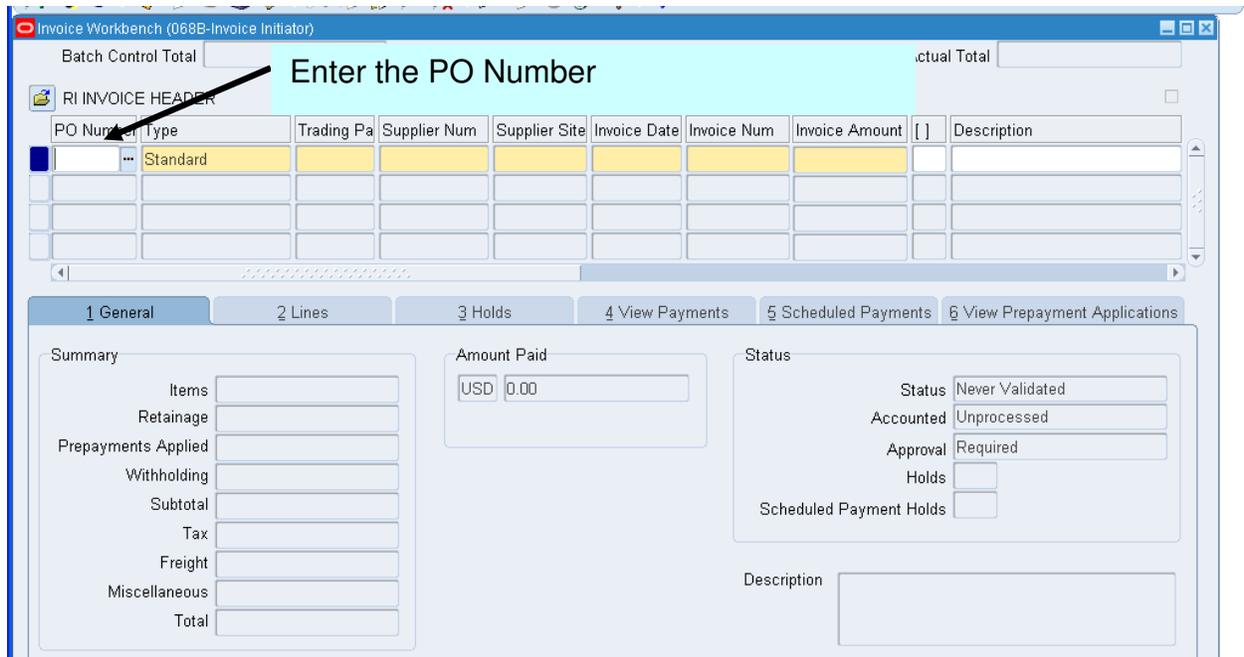
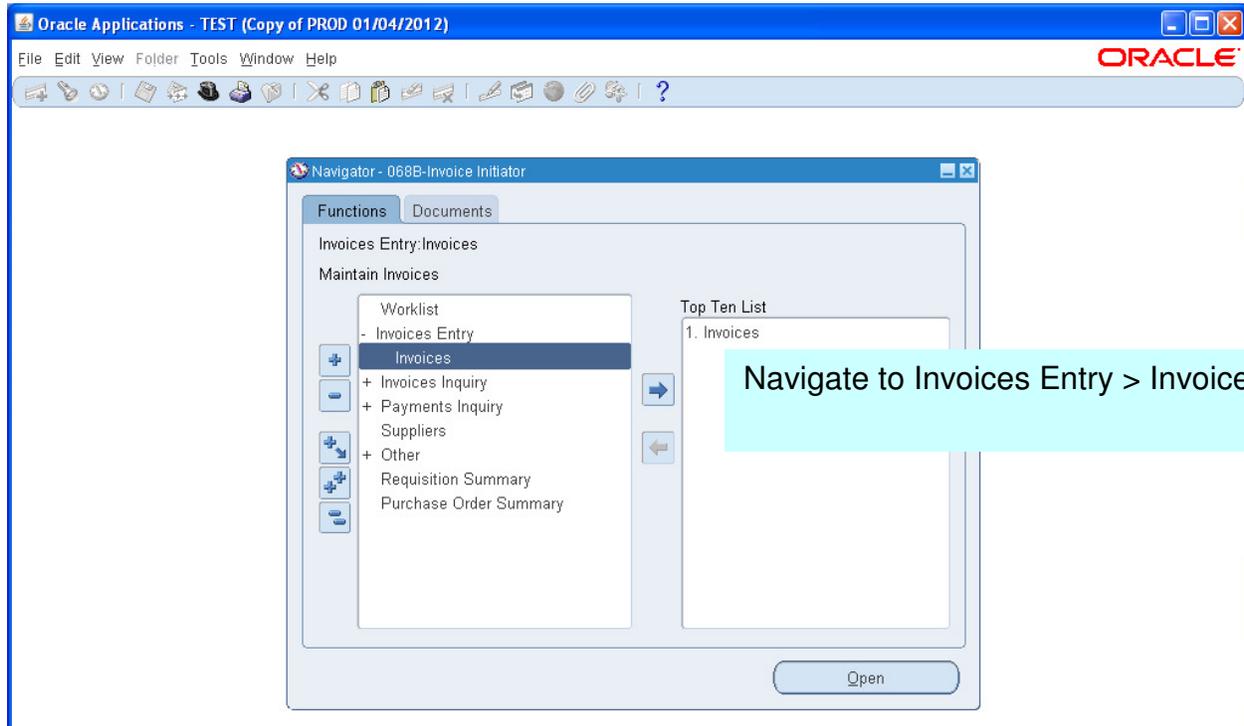
Invoice ID:	1698571	
Supplier Number:	14169	
Supplier Name:	PERFECT TOUCH LANDSCAPING LLC	
Creation Date:	21-OCT-11	
Invoice Date:	04-OCT-11	
Original Amount:	2,900.00	
Pay Group:		
Invoice Type:	STANDARD	
Summary of Distribution By	Agency	DistAmount:
Agency	RT4	2,900.00
GL Date:	21-OCT-11	

The barcodes are a link between scanning software at the Office of Accounts & Control and Oracle.

Print this out, attach the supplier's backup (invoice) and send to Accounts and Control to be scanned within five (5) business days from the creation date. Approvers are instructed to look for the attached scanned documents prior to approving documents.

Failure to submit timely can result in delay in payments.

3 Invoice with a PO match



Enter the purchase order number in the **PO Number** field. Click **Tab**. Should default to **Standard** type.

The Supplier (Trading Partner) information will automatically populate from the Purchase Order. Check Site address against invoice.

1. Complete the rest of the mandatory fields (yellow) in the header. For more detailed instructions on mandatory fields, see pages 10 and 11.

PO Number	Type	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description
3260600	Standard	EASTERN BAG & PAPER	1873	01				

2. Click on the **Match** button.

Supplier Name: EASTERN BAG & PAPER CO, Number: 1873, Site: 01

Purchase Order Num: 3260600, Release: , Line: , Shipment:

Ship To: , Deliver To: , Item: , Item Desc: , Shipment Item Desc: , Supplier Item: , Project: , Task: , Need-By Dates: , Category:

Buttons: Find, Clear, Cancel

Description: TEST FOR GUIDE

1. The purchase order number that was entered in the PO Number field should be listed in the **Purchase Order Num** field. (NOTE: If there is a release number, it would be entered in the **Release** field.)
2. Click the **Find** button.

- Qty Invoiced
- Unit Price
- Match Amount

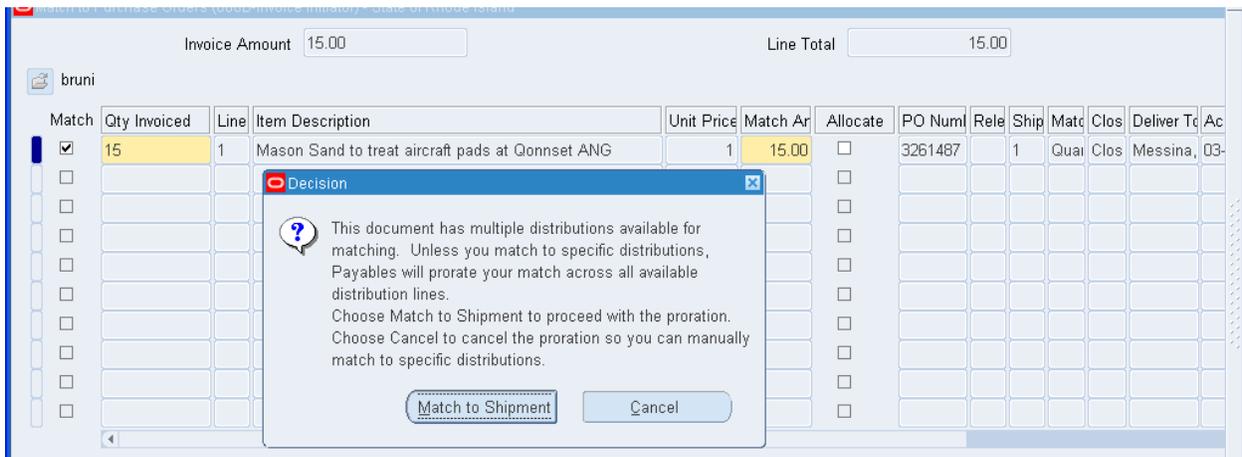
Fields will be populated. **Only the Qty Invoiced field should be edited.** The **Unit Price** field defaults from the purchase order and should **never** be changed. The **Match Amount** field is a calculated field and should **never** be changed.

➡ If this invoice will result in a *partial payment*, edit the **Qty Invoice** field accordingly to reflect what you are being invoiced for. ←

EXAMPLE: If the PO is for 12 monthly payments, the **Qty Invoiced** field would reflect 12. If you are paying one month, edit that field to reflect 1.

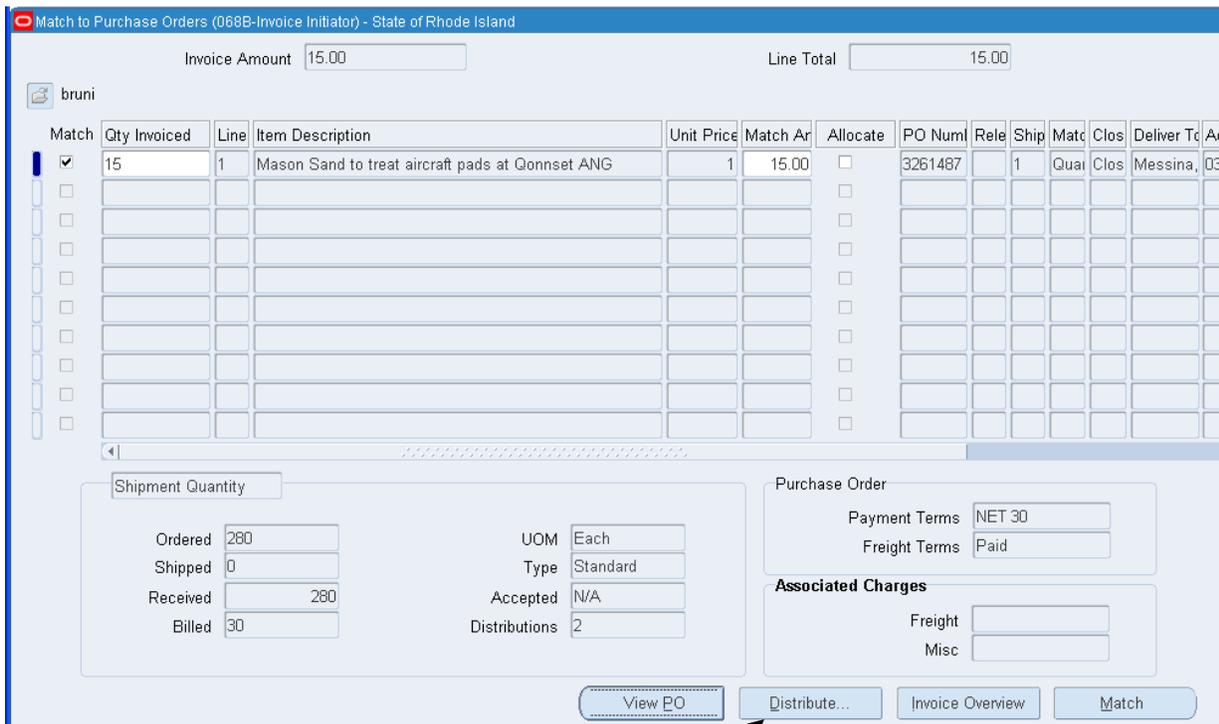
Once edit is completed click the **Match** button at the bottom of the Match to Purchase Order window. See page 14 and 15 for validation and initiation process.

If multiple distributions are available, the following screen will appear.



You can click the **Match to Shipment** button and Payables will prorate the match across all available distribution lines.

To match to individual distributions, click the **Cancel** button.



Click the **Distribute...** button.

Match to Purchase Order Distributions (068B-Invoice Initiator) - State of Rhode Island

Control Quantity: 15 Control Amount: 15.00
 Actual Quantity: 15 Actual Amount: 15.00

Match	Num	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account	Deliver To	Project
<input checked="" type="checkbox"/>	1	15	1	15.00	12.10.014.3330105.02.6	12.10.014.3330105.02.6	Messina, Linda C	
<input type="checkbox"/>	2		1		12.10.014.3320107.01.6	12.10.014.3320107.01.6	Messina, Linda C	
<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"/>								

Distribution Quantity: UOM: Each, Ordered: 210, Billed: 22.5, Delivered: 210

Account Description:
 Match: FY2012.GENERAL MILITIA OF THE STATE.AIR NATIONAL GUARD -
 Variance: FY2012.GENERAL MILITIA OF THE STATE.AIR NATIONAL GUARD -

Buttons: Cancel, Match

The **Match** window will populate. Click in the checkbox under **Match** next to the line you are invoicing against. Fill in the **Quantity Invoiced** field and tab. The **Match Amount** is a calculated field and should never be changed. Click the **Match** button.

Match to Purchase Orders (068B-Invoice Initiator) - State of Rhode Island

Invoice Amount: 15.00 Line Total: 15.00

bruni

Match	Qty Invoiced	Line	Item Description	Unit F	Match Ar	Allocate	PO Num	Rele	Ship	Matc	Clos	Deliver To	Acct	Ship To	Closed	Buyer
<input type="checkbox"/>						<input type="checkbox"/>					Clos				Closed	
<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"/>										

Close this window.

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

Op#	Cust	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Cor
Stat		standard	3260600	EASTERN BAG	1873	01	06-MAR-201	TEST1-3/6/12	USD	16.26		

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

Summary

Items	16.26
Retainage	
Prepayments Applied	
Withholding	
Subtotal	16.26
Tax	
Freight	
Miscellaneous	
Total	16.26

Amount Paid: USD 0.00

Status: Never Validated, Accounted No, Approval Required, Holds 0, Scheduled Payment Holds 0

Description: TEST FOR GUIDE

The main screen will re-appear. NOTE: The Summary total reflects the correct amount and is black. Congratulations, the accounting was brought over from the PO.

To double check the distributions click the **All Distributions** button.

Distributions (068B-Invoice Initiator) - State of Rhode Island, TEST1-3/6/12, EASTERN BAG & PAPER CO

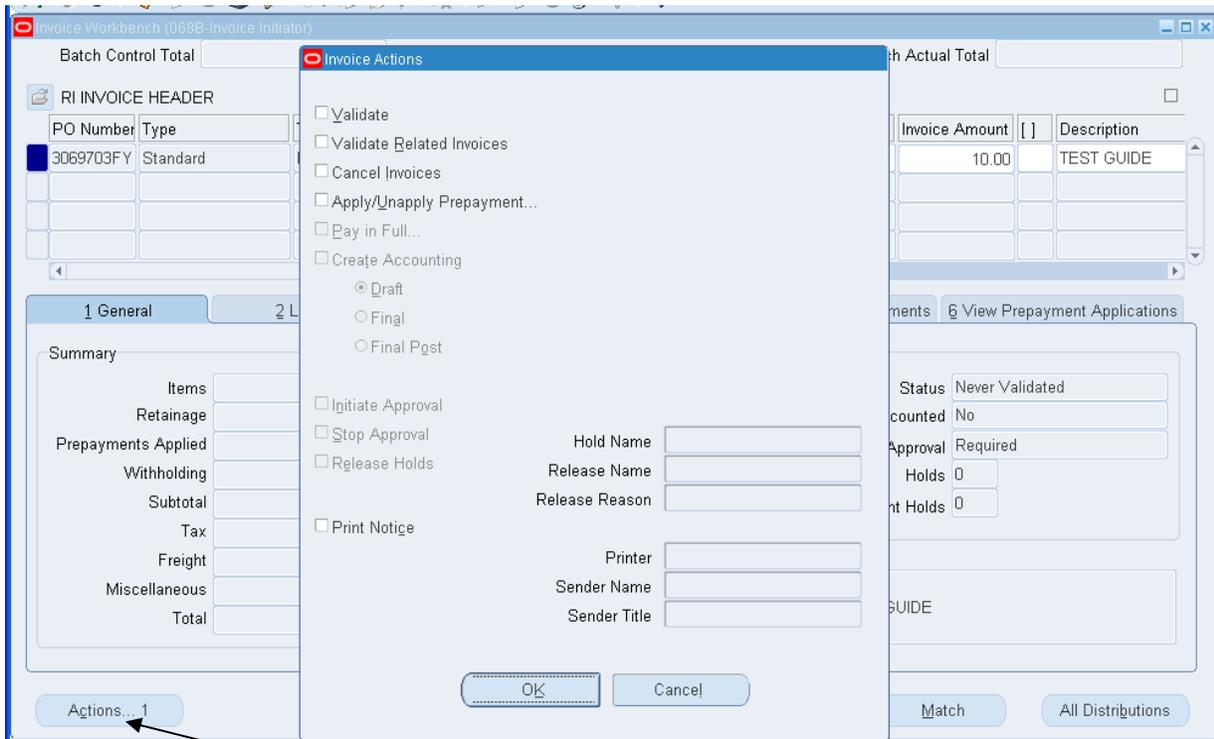
Line Number 1 Invoice Total 16.26
 Line Description 161 trays 5 compartment Distribution Total 16.26

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	16.26	06-MAR-2012	12.53.077.3140102.09.649600.00		161 trays 5 compartment

You should see the accounting that was selected for the PO.
 You can then close the Distribution window.

Status: Never Validated, Distribution Class: Saved, Accounted: Unprocessed, Associated Charges:
 Account Description: FY2012.CENTRAL DISTRIBUTION CENT.CORRECTIONS, DEPARTMENT O.MERCHANDISE INVENTORY, Othe

Reverse 1 Tax Distributions View PO View Receipt

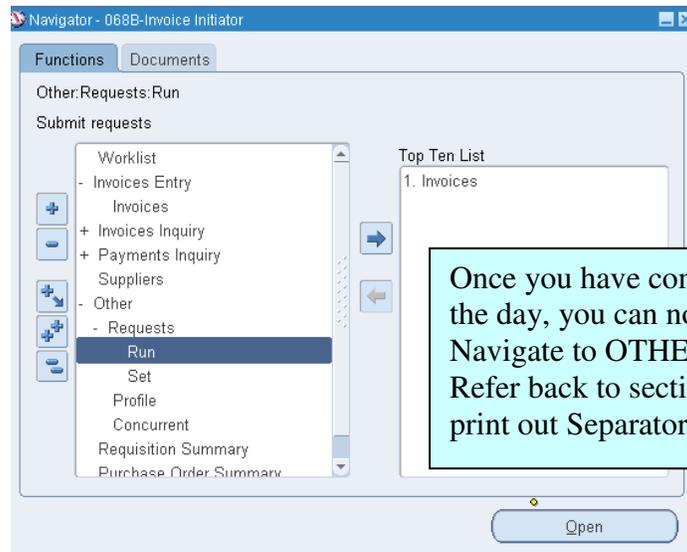


Click the **Actions...1** button

Select the **Validate** checkbox. Click the **OK** button.

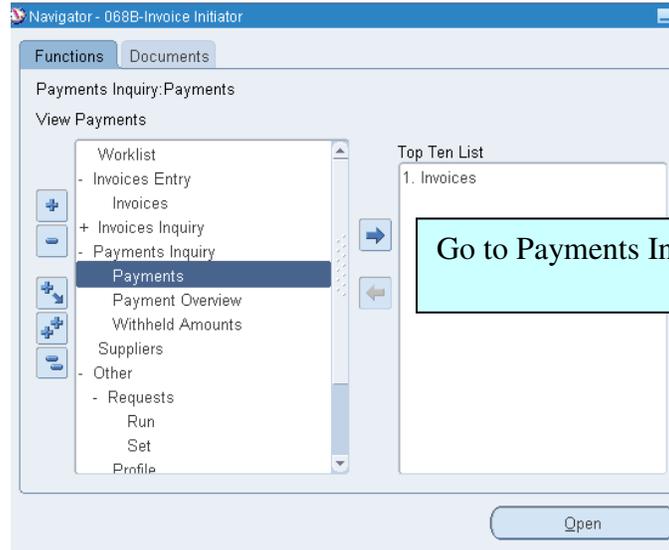
Click the **Actions ...1** button

Select the **Initiate Approval** checkbox. Click the **OK** button.



Once you have completed entering invoices for the day, you can now print the Separator Sheet. Navigate to **OTHER > REQUESTS > RUN:** Refer back to section 2.3 for Instructions to print out Separator Sheets

4 Payment Inquiry



The screenshot shows the 'Find Payments' dialog box. The 'Payment' section contains fields for Numbers, Dates, Amounts, Operating Unit, Payment Method, and Payment Process Profile. The 'Payee' section contains fields for Payee Name (with 'CORE%' entered), Supplier Number, Taxpayer ID, Supplier Site, Paid To Name, and Remit To Account. The 'Voucher Audit' section contains fields for Category, Sequence Name, Number From, and Number To. The 'Status' section contains fields for Status, Dates, and Accounted. At the bottom, there are 'Clear', 'New', and 'Find' buttons. A 'Payment Overview' button is visible at the bottom right of the dialog box.

1. Enter any known search criteria
(Example: Supplier Name %)
2. Click **Find**
NOTE: % = wildcard

Payments (068B-Invoice Initiator)

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01
Payme	State of Rhode Island	CORE BUSINESS TECHNOLOG	555	01

Number	Date	Amount	GL Date	Payment Amount []
110267	23-JUN-2006	1,377.00	18-JUL-2006	1,377.00
110266	23-JUN-2006	984.00	18-JUL-2006	984.00
110265	23-JUN-2006	984.00	18-JUL-2006	984.00
110263	23-JUN-2006	984.00	18-JUL-2006	984.00
110262				753.50
110261				591.00

The **Payments** window will populate. This will show the payments made. You can click on each invoice at the bottom to see the description. For further detail, select the **Invoice Overview** button.

Invoice Overview

Accounting Processed

Payment Overview

Invoice Overview (068B-Invoice Initiator)

Trading Partner: CORE BUSINESS TECHNOLOGIES Site: 01
 Supplier Num: 555 Operating Unit: State of Rhode Island
 Invoice Num: 110267 Type: Standard Date: 23-JUN-2006
 Batch Name: Currency: USD Amount: 1,377.00
 Voucher: Unpaid: 0.00
 PO Number: 3000364 Release: Unapplied
 Receipt Num: Settlement Date:

Invoice Status: Approval: Not Required
 Status: Validated
 Accounting: Processed
 Payment: Fully Paid

Description: Annual full coverage svc agreement from

Active Hold Reason

Scheduled Payments				Actual Payments	
Curr	Amount	Remaining	Due Date	Held	Paid By / Paid On
USD	1,377.00	0.00	23-JUN-2006	<input type="checkbox"/>	1000000028 - AC / 18-JUL-2006

Payment Amount []

1,377.00
984.00
984.00
984.00
753.50
591.00

Invoice Workbench

Invoice Overview

Accounting Processed

Payment Overview

The **Invoice Overview** screen will show you more info regarding the payment (check # or ACH #, PO#, Paid on Date. For further detail, click the **Invoice Workbench** button.

The invoice screen is the place to review the Description section again. Click the **All Distributions** button for more info on the originating agency.

5 Canceling Invoices

Only invoice initiators can cancel unpaid invoices or reverse distributions. You can cancel any unvalidated invoice, or a validated invoice that does not have any effective payments or accounting holds. If an invoice has a hold that prevents accounting, you must release the hold before you cancel the invoice.

You cannot cancel an invoice that is selected for payment in a payment batch. You can cancel an invoice that was paid with a payment that is now voided, if the invoice status is now Unpaid. A cancelled invoice does not show up in your invoice liability reports and you cannot pay or adjust a cancelled invoice.

Alternatively, you can cancel a portion of an invoice by reversing one or more distribution lines. This does not cause the entire invoice to be cancelled, but it does negate the effect of an incorrect distribution. New distributions (containing the correct information) would likely be added after one or more distribution lines are reversed.

5.1 Canceling an Entire Invoice

Oracle Payables

N → Invoice Entry → Invoices

Invoices

How to Find your Invoice

1. Enter Find mode, by clicking on the **Flashlight** icon.

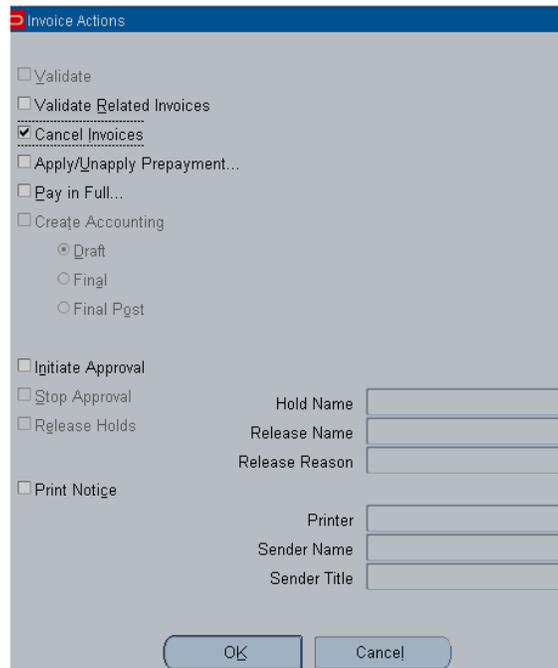
The screenshot shows the 'Find Invoices' window with the following fields and values:

- Trading Partner:** Name: VERIZON NE INC, Supplier Number: 968, Supplier Site: (empty), Taxpayer ID: (empty), PO Num: (empty), PO Shipment: (empty).
- Invoice:** Number: (empty), Type: (empty), Amounts: (empty) - (empty), Dates: (empty) - (empty), Terms: (empty), Pay Group: (empty), Invoice Batch: (empty), Currency: (empty).
- Invoice Status:** Status: (empty), Approval: (empty), Accounting: (empty), Payment: (empty).
- Voucher Audit:** Category: (empty), Name: (empty), Numbers: (empty) (empty).
- Holds:** Status: (empty), Name: (empty), Reason: (empty).

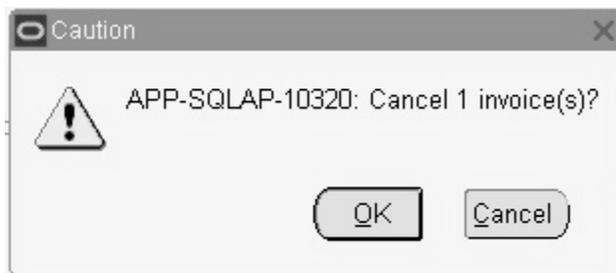
Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find.

2. Enter your search criteria in the Find Invoices window, such as the **Invoice Number**, **Supplier Name** or **Supplier Number**.
3. Click the **Attachment** button (Paperclip with Yellow Note): Add a note to the invoice with the reason for the cancelation, fill in all required fields: See screen shots.

5. Click the **Actions...1** button.



6. Check the **Cancel Invoices** box.
7. Click the **OK** button to verify that you truly want to cancel this invoice.



Note: When Payables cancels an invoice, it sets the invoice amount to zero, sets all scheduled payments to zero, and reverses all invoice distributions and any matches to purchase order shipments and distributions. Payables also submit Invoice Validation for the invoice and, if there are no accounting holds on the invoice, updates the status of the invoice to Cancelled.

5.2 Reversing an Invoice Distribution

Oracle Payables

N → Invoice Entry → Invoices

How to Find your Invoice

1. Enter Find mode, by clicking on the **Flashlight** icon.

Find Invoices

Trading Partner
Name: VERIZON NE INC
Supplier Number: 968
Supplier Site:
Taxpayer ID:
PO Num:
PO Shipment:

Invoice
Number:
Type:
Terms:
Pay Group:
Amounts: -
Invoice Batch:
Dates: -
Currency:

Invoice Status
Status:
Approval:
Accounting:
Payment:

Voucher Audit
Category:
Name:
Numbers:

Holds
Status:
Name:
Reason:

Calculate Balance Owed... Clear New Find

2. Enter your search criteria in the Find Invoices window, such as the **Invoice Number**, **Supplier Name** or **Supplier Number**.
3. Click the **Find** button.

How to Reverse an Invoice Distribution

4. Select the invoice you want to amend by placing your cursor on it.
5. Click on the Lines tab
6. Select the line you want to discard. Click the **Discard Line 1** button.

Num	Type	Amount	PO	PO	PO	PO	Mat	PO	Rec	Rec	Qua	UON	Unit	Des	Fina	Reql	GL Date	Dist	Default Distribution Account
1	Item	64.26															21-FEB-2012		12.12.070.3900118.02.648400.C

Discard Line 1 Distributions Allocations

7. The amount is set to zero. The invoice total and distribution total are not in balance.

Invoice Workbench (RI Agency Invoice Initiator)

Batch Control Total: Batch Actual Total:

Open	Cust	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax C
Stat		Standard	3260600	EASTERN	1873	01	06-MAR-201	TEST1-3/6/12	USD	16.26		

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

Summary

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

Amount Paid: USD

Status: Needs Revalidation

Accounted: No

Approval: Required

Holds: 0

Scheduled Payment Holds: 0

Description: TEST FOR GUIDE

8. If an invoice was matched to a PO, Click on the **Match** button and continue to re-match. The new matched amount shows and the invoice is back in balance.

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

Total: Gross Retained Net

Nurr	Type	Amount	PO	PO	PO	PO	Matr	PO	Rec	Rec	Qua	UON	Unit	Description	Fina	Req	GL Date	Dist	Default Distribution Account
1	Item	0.00	0.260		1	1	Qua	1			0	Cas	16.2	161 trays 5 c	...	Gels	06-MAR-2012		
2	Item	16.26	260		1	1	Qua	1			1	Cas	16.2	161 trays 5 c	...	Gels	06-MAR-2012		

9. Click the **All Distributions** tab and all the activity shows.

File Edit View Folder Tools Reports Actions Window Help

Distributions (RI Agency Invoice Initiator) - State of Rhode Island, TEST1-3/6/12, EASTERN BAG & PAPER CO

Line Number: Invoice Total:

Line Description: Distribution Total:

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	16.26	06-MAR-2012	12.53.077.3140102.09.649600.0		161 trays 5 compartment
2	Item	-16.26	06-MAR-2012	12.53.077.3140102.09.649600.0		161 trays 5 compartment
1	Item	16.26	06-MAR-2012	12.53.077.3140102.09.649600.0		161 trays 5 compartment

Status: Never Validated | Distribution Class: Saved

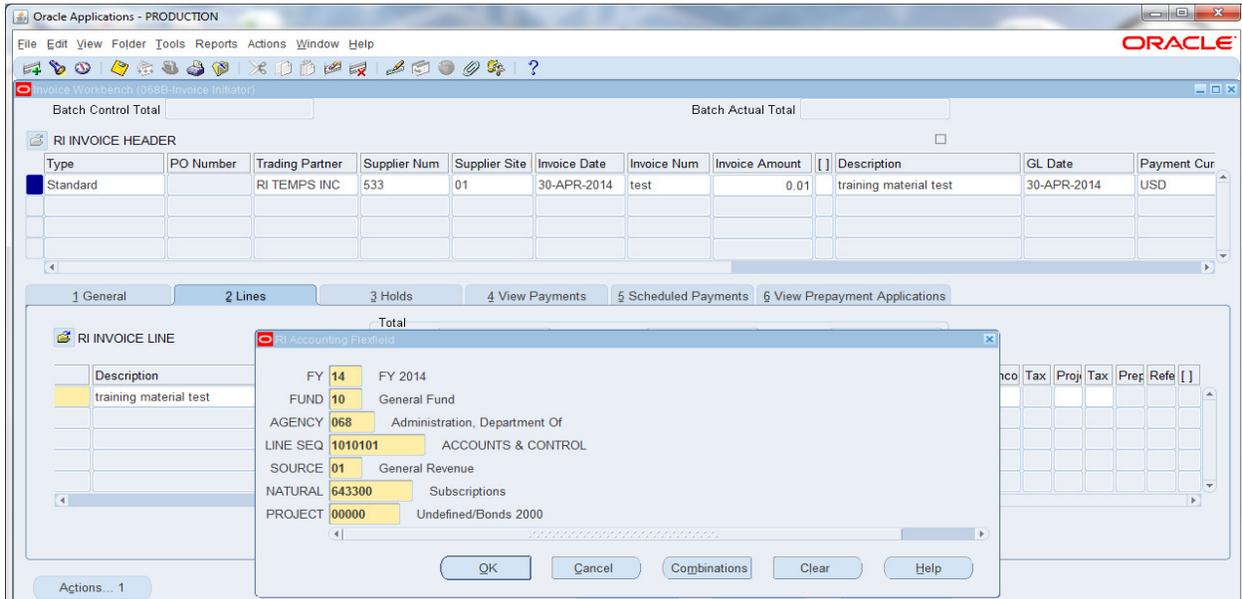
Accounted: Unprocessed | Associated Charges:

Account Description: FY2012.CENTRAL DISTRIBUTION CENT.CORRECTIONS, DEPARTMENT O.MERCHANDISE INVENTORY.Othe

Reverse 1 | Tax Distributions | View PO | View Receipt

10. When processing a Direct Pay, using the Lines tab, re-enter accounting by entering the account number or you can choose the LOV (...) button in the **Account** field; a search Flexfield window will open. Enter a portion of your account and choose the **Combinations** button, and then select **OK** to view all valid Account Code Combinations or you can enter each piece and select **OK**.

Screen Shot of Entering Accounting for Direct Pay



6 Attaching Forms Electronically

6.1 What circumstance would prompt electronically attaching a form to an invoice?

- SFA-12 forms
- Attendance lists for meetings that fall under the A-36 guidelines
- Justifications/Certifications

6.2 Attaching an SFA 12

- Go to the Controllers website: <http://controller.admin.ri.gov>
- Click the **Capital Assets** link

The screenshot shows the website for the Rhode Island Department of Accounts and Control. The browser address bar displays "Rhode Island Department of Accounts and Control". The page header includes "RI.gov" and "State of Rhode Island Office of Accounts and Control". A navigation menu on the left lists various sections, with "Capital Assets" highlighted. The main content area is titled "Welcome" and contains the following text:

Welcome

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures.

The major activities of this office include the administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the maintenance of control accounts of assets for all departments and agencies; the operation of financial, accounting and cost systems for all departments and agencies; the preaudit of all state expenditures; the approval of vouchers drawn on the General Treasurer; and the preparation of financial statements required by departments and agencies, the Governor or the General Assembly.

This office is also responsible for the preparation and/or coordination of several publications, including the Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

[CLICK HERE TO GO TO THE RIFANS/RISAIL FINANCIAL STATEMENTS WEB SITE*](#)
*You are about to enter an area designated only for employees of the State of Rhode Island. If you are not an employee of the State of Rhode Island, please do not attempt to enter this area.

Department of Administration
Office of Accounts and Control
State Controller: Marc A. Leonetti

On the right side of the page, there are sections for "Related Links" and "Press Releases".

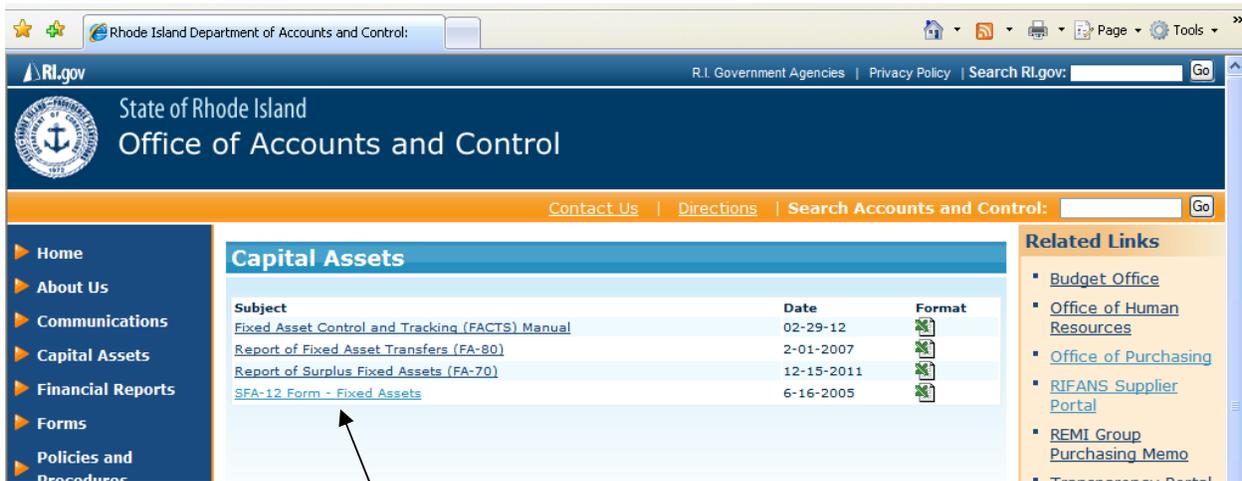
Related Links

- [Budget Office](#)
- [Office of Human Resources](#)
- [Office of Purchasing](#)
- [RIFANS Supplier Portal](#)
- [REMI Group Purchasing Memo](#)
- [Transparency Portal](#)
(A review of department spending is just one click away)

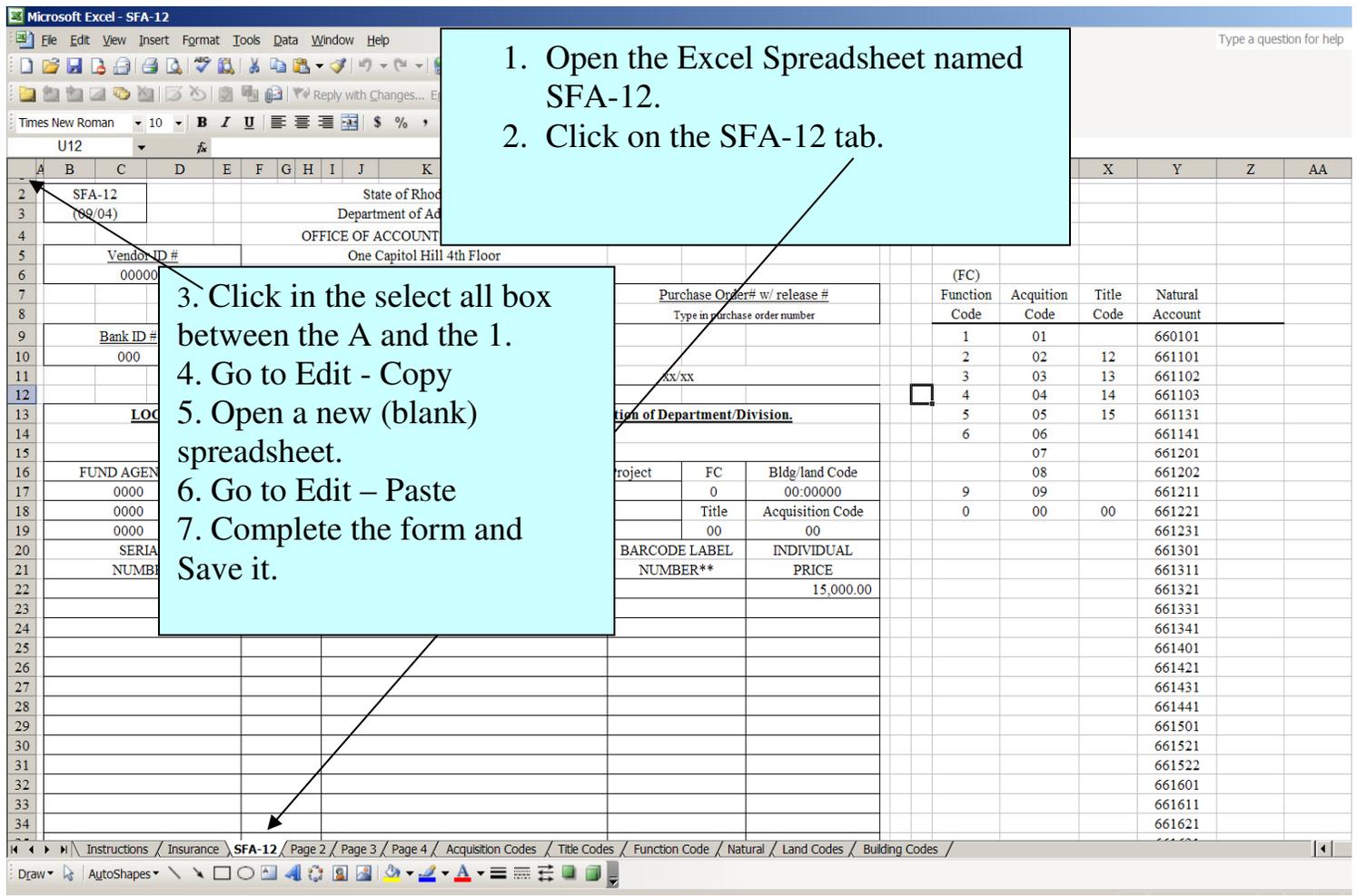
Press Releases

05/03/2012 09:30 EDT
[Toastmasters Program Brings Public Speaking Education to RIDOC Inmates](#)

05/03/2012 09:00 EDT
[HEALTH Now Recruiting Pharmacy Board Members](#)



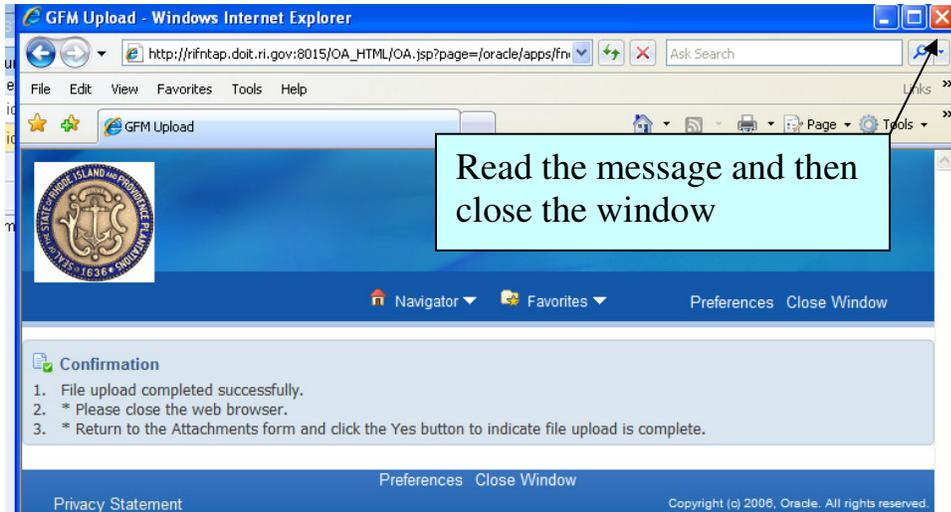
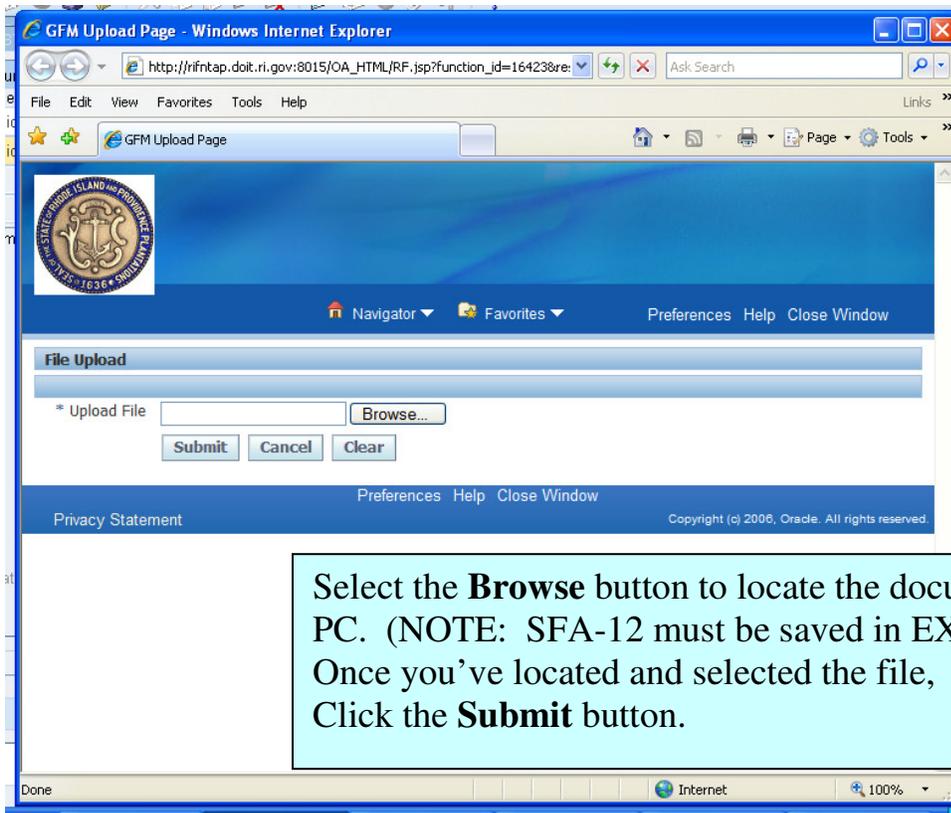
Click the **SFA-12 Form – Fixed Assets** link. Click **Save** if prompted. **NOTE:** Change the Save in location to a location of your choice before saving the document.

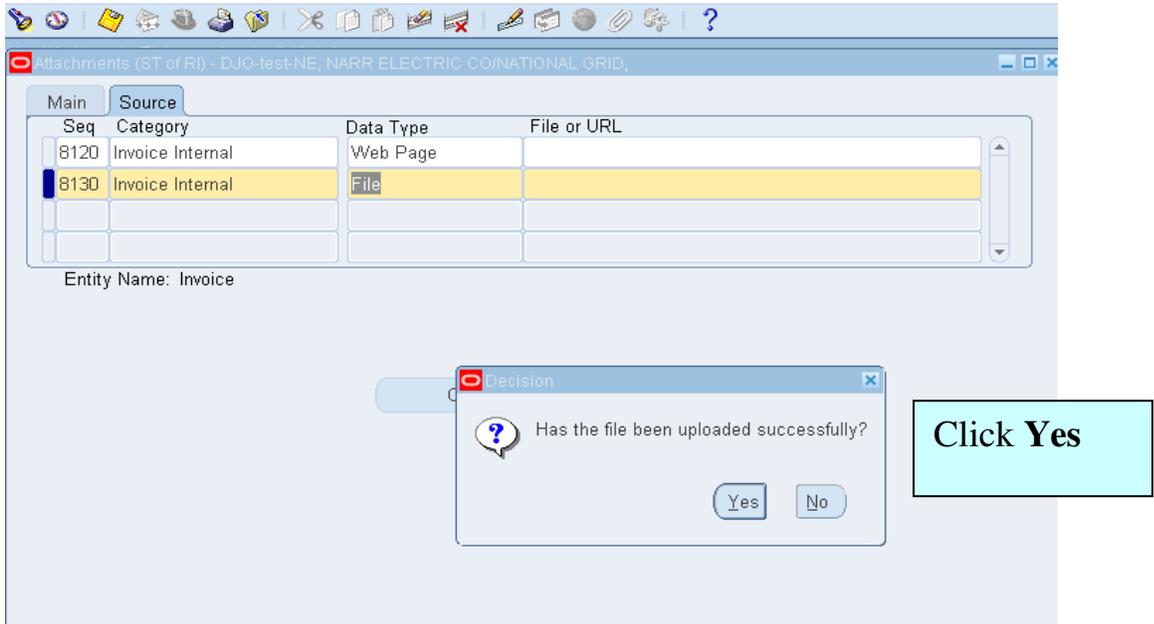


After the supplier has sent their bill to be paid, go to the Invoices Entry > Invoice screen to begin the process of creating a payment document in RIFANS.

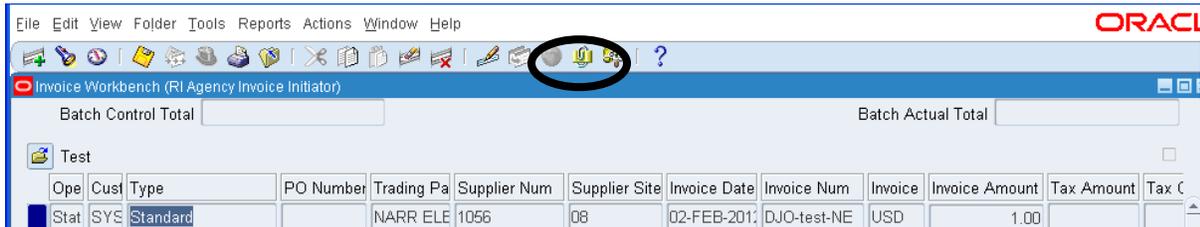
Once the header is completed and saved, select the **Paperclip** icon.

Complete the Attachment screen
Category = SFA-12
Description = Enter a brief description
Date Type = File
 Note: If you do not have a file to attach but would like to attach a statement:
 Select **SHORT TEXT** instead of **FILE** in the **Data Type** field. This enables a field for you to enter in a message.
Click OK





You may attach multiple documents by selecting the next line down on the attachment screen.



Once you have entered and saved your Distributions, closed the Distribution window & returned to the header, the **Paperclip** icon will show a small, yellow slip to denote that there is an attachment.

7 Batch Invoice Import

This procedure covers how to prepare and process transactions that fall under the following descriptions:

- In-State or Out-of-State travel reimbursements.
- Utility payments and other payments allowed per CFO 09-02.
- Centralized monthly billings that would be inefficient to manually enter into the system.
- One-time suppliers that should not be considered suppliers in the system.

There are two main steps involved **preparing** for the batch import of invoices:

1. Enter a zero-dollar invoice, being sure to attach supporting documentation.
2. Submit the zero-dollar invoice for approval.

You must call the DOIT Service Desk to be set-up before you can import batch invoices.

1. Email the Service Desk at Ent.servicedesk@ri.gov and request to be set-up for RIFANS batch import process. Be certain to include **all** of the following information:
 - Employee Name
 - Contact Information (Telephone Number and Email Address)
 - Location (Agency, Department or Division, Address, Building, Room #)
 - Version of Microsoft Access on your PC. To determine the version, open Access. Click on **Help**. Click on **About**.
 - Maximum number of different types of invoices that you anticipate generating in a day. (Provide one batch number from us for each type of invoice if creating more than one payment batch per day.)
 - Batch Description (A description of the payment to be associated to the assigned batch number that will be given to the users)

The Service Desk will set-up the software and process.

2. After the Service Desk completes the process and shows you how to use it, generate a report that will give you the **zero-dollar invoice number**; the **total records**; and the **total amount**.
3. Create the zero-dollar invoice in RIFANS. This step must be performed **BEFORE** you FTP your batch.
4. Send the invoice voucher and all back-up documentation to the Controller's office.

Note: If you are taking over for someone, you will still want to contact the Service Desk so they can get you the proper software, sign on, training, etc.

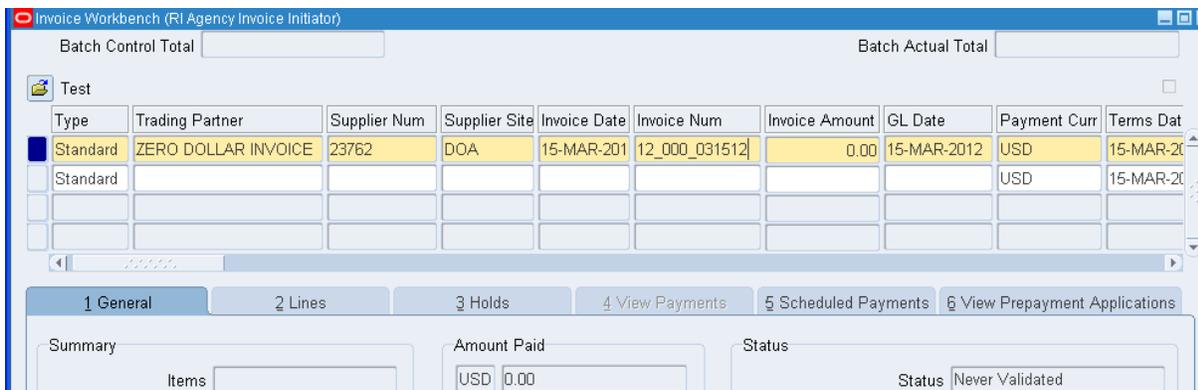
7.1 Entering a Zero Dollar Invoice for Non-Cabinet Level Users

Oracle Payables

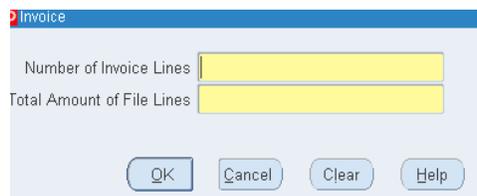
N → Invoice Entry → Invoices

Invoices

How to Enter Zero Dollar Invoice Details



1. In the **Type** field, leave the default of Standard.
2. The **Trading Partner Name** is Zero Dollar Invoice, Supplier number is 23762.
3. The **Invoice Date** is the date of the batch.
4. The **Invoice Number** is the number generated from your batch.
5. Format: FY_BatchNumber_InvoiceMonthDateYear. Example: 12_000_051512 for May 15, 2012
6. The **Invoice Amount** is zero. Once you hit **Tab**, a pop-up window will appear. In this window, enter in the number of invoice lines and the total amount of the batch from the file. Click **OK**.



7. Scroll to the right and enter the batch description in all CAPS in the Description field.

NOTE: Please enter a detailed description of what the payments are in the batch.

Payment Curr	Terms Date	Terms	Payment Method	Description	Tax Amount	Tax Control Amount	Withheld Amount
USD	15-MAR-2012	IMMEDIATE	Check				
USD	15-MAR-2012						

Example: DESCRIPTION: CHILD SUPPORT

8. The **Terms Date** field is the current date. Enter/verify other required information (yellow fields).

9. Enter appropriate **Paygroup** for the agency. The paygroup will be the agency number and batch import for the description, i.e. 068BATCH_IMPORT.

10. Click **Save**.

11. Click on the **Lines** tab.

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu:
1	Item	0.00									

- **Type** will generally be Item.
- **Amount** is zero.
- **GL Date** defaults to current date.
- **Default Distribution Account** is the state account code combination to be charged.

12. To manually enter the accounts (See page 13 for instructions).

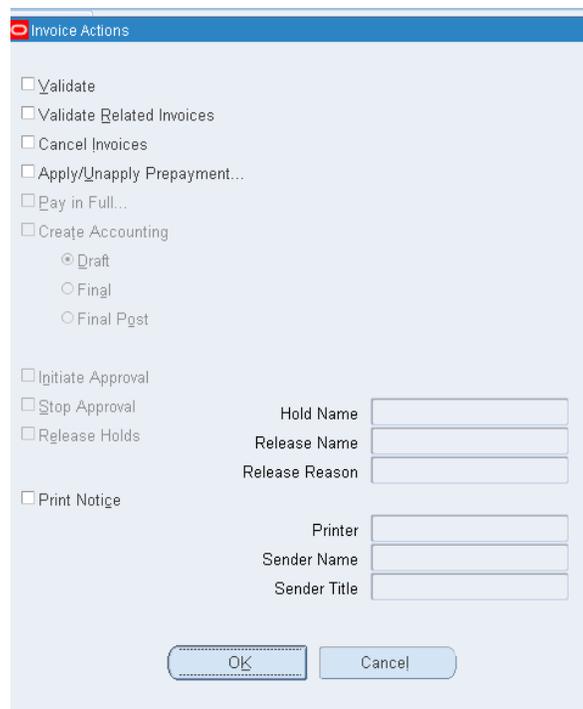
7.2 Submitting Zero Dollar Invoice for Approval

Based on Oracle workflow and approval setup steps, various invoice types will be routed for approval to different parties. This setup should be transparent to the end user, meaning each invoice is submitted using the same exact method, but is then routed appropriately.

1. From the Invoices window, press the **Actions... 1** button.



2. Click the **Validate** checkbox and click **OK**, then click the **Initiate Approval** checkbox. Select whichever approval checkbox is available; both will not be available at the same time.

A screenshot of the 'Invoice Actions' dialog box. It contains several checkboxes: 'Validate', 'Validate Related Invoices', 'Cancel Invoices', 'Apply/Unapply Prepayment...', 'Pay in Full...', 'Create Accounting', 'Initiate Approval', 'Stop Approval', 'Release Holds', and 'Print Notice'. Under 'Create Accounting', there are radio buttons for 'Draft', 'Final', and 'Final Post'. To the right, there are text input fields for 'Hold Name', 'Release Name', 'Release Reason', 'Printer', 'Sender Name', and 'Sender Title'. At the bottom, there are 'OK' and 'Cancel' buttons.

3. Click the **OK** button.

NOTE: During approval, Oracle Payables places a hold on an invoice if the distribution total does not equal the invoice amount. A distribution variance hold prevents payment and transfer to the general ledger.

7.3 *Running Reports*

Oracle Payables

N → Other > Requests > Run

Submit a New Request

1. Assure **Single Request** is selected
2. Click the **OK** button
3. Report Name: Choose from LOV (List of Values)

Parameter Window Opens

4. Fill in parameter
5. Click the **OK** button
6. Click the **Submit** button

Request Window Opens

7. Click the **Reference Data** button
8. Click the **View Output** button

8 Credit Memos

8.1 Enter a Credit Memo or Debit Memo that is not PO matched.

The screenshot shows the Oracle Invoice Workbench interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Reports', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Invoice Workbench (068B-Invoice Initiator)'. The interface is divided into several sections:

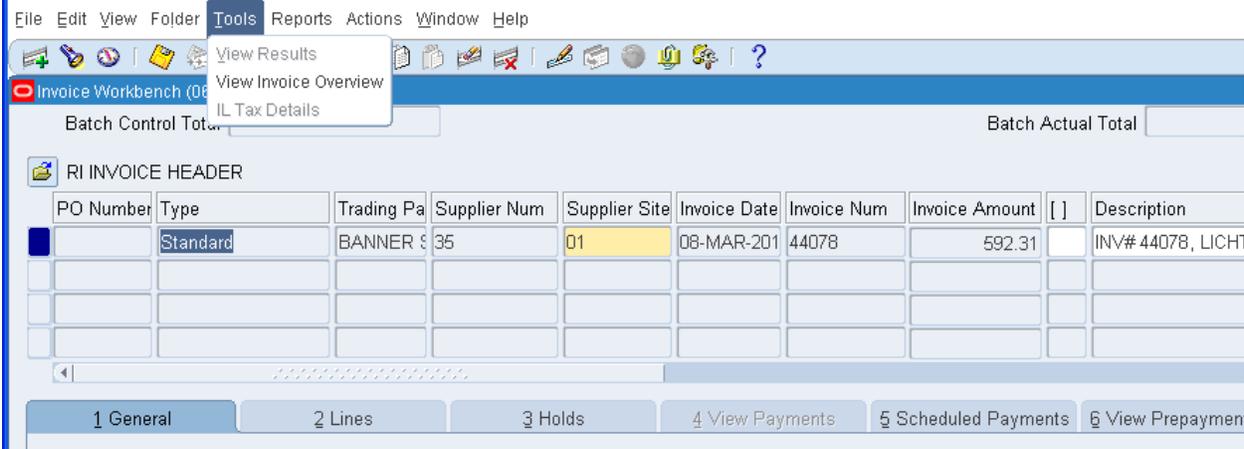
- Batch Control Total** and **Batch Actual Total** fields.
- RI INVOICE HEADER** section with a table of invoice data. The first row has 'Credit Memo' in the 'Type' column.
- Summary** section with fields for 'Items', 'Retainage', 'Prepayments Applied', and 'Withholding'.
- Amount Paid** section with a field showing 'USD 0.00'.
- Status** section with fields for 'Status' (Never Validated), 'Accounted' (Unprocessed), 'Approval' (Required), and 'Holds'.

1. Enter either a Credit Memo or Debit Memo **Invoice** type.
2. Enter a negative invoice amount and all other basic invoice information.
3. Enter **Immediate** payment terms if appropriate.
4. Enter Distributions in the Lines tab.
5. If the credit is against an existing invoice, use CM_ and the original invoice number you are crediting as the invoice number, for example CM_123.
6. Validate and initiate the credit memo.

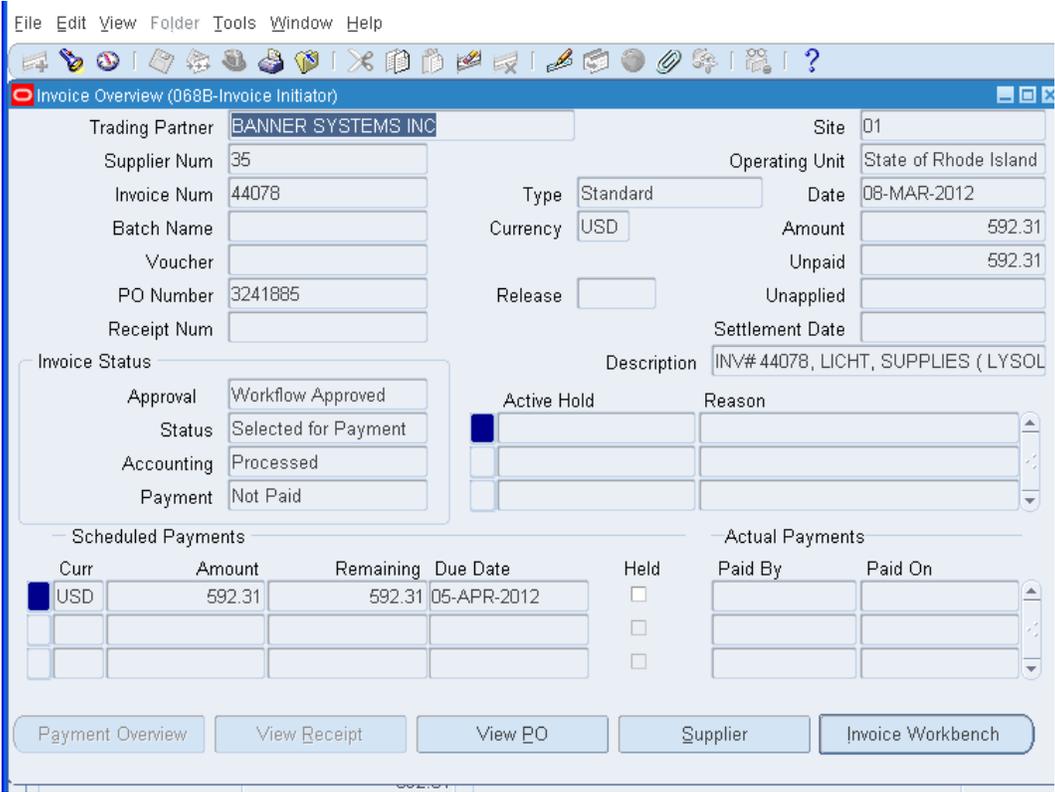
8.2 *Matching Credit Memos to Purchase Orders*

1. Enter a Credit Memo as **Invoice** type.
2. Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions.
3. Select the **Match** button. The Find Purchase Orders window opens.
4. Enter search criteria for the purchase order you want to match to and choose the **Find** button. This opens the Match to Purchase Orders window.
5. Select the appropriate box to **Match** the line to be credited.
6. Enter the credit amount by entering a negative amount in the **Qty Invoiced** field (yellow mandatory field).
7. Click the **Match** button.
8. Click the **Save** icon.
9. Verify that the Summary total reflects the correct amount and is black on the **General** tab. Double check the distributions by clicking the **All Distributions** button. Close the Distributions window.
10. Validate and Initiate the credit memo.

9 Invoice Overview



The **Invoice Overview** button has been changed to a drop-down menu. Choose **Tools > View Invoice Overview**.



The **Invoice Overview** screen opens.