

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



TABLE OF CONTENTS

1	Navigation.....	3
1.1	Keyboard Shortcuts.....	3
1.2	Toolbar Icons	5
1.3	Navigation Notations	6
2	8 Steps on Entering Invoices	7
2.1	Track the approval history of an invoice	18
2.2	Budgetary Controls	19
1	“Insufficient Funds” hold.....	19
2	Insufficient Budget Holds	19
3	Cash Holds.....	20
2.3	Printing an Invoice Separator sheet	21
3	Invoice with a PO match.....	26
4	Payment Inquiry.....	34
5	Canceling Invoices	36
5.1	Canceling an Entire Invoice.....	37
5.2	Reversing an Invoice Distribution	40
6	Attaching Forms Electronically	43
6.1	What circumstance would prompt electronically attaching a form to an invoice?.....	43
6.2	Attaching a SFA 12.....	43
7	Batch Invoice Import	48
7.1	Entering a Zero Dollar Invoice	49
7.2	Submitting Zero Dollar Invoice for Approval	51
7.3	Running Reports	52
8	Credit Memos.....	53
8.1	Enter a Credit Memo or Debit Memo that is not PO matched.....	53
8.2	Matching Credit Memos to Purchase Orders.....	54
9	Invoice Overview.....	55

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=301708&resp_id=-18&resp_appl_id=-18&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](#)

[Privacy Statement](#) Copyright (c) 2006, Oracle. All rights reserved.

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.				

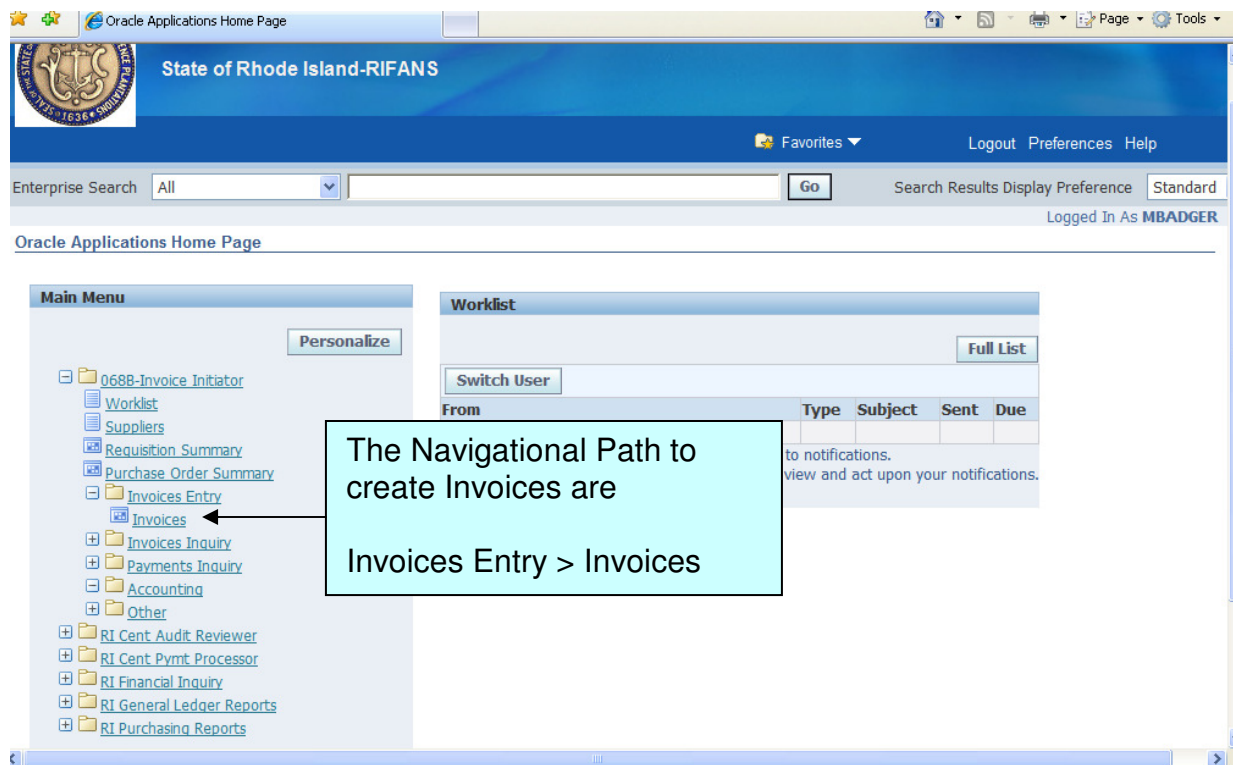
Notification List

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.

start Novell GroupWise - M... Microsoft Office ... Oracle Applications H... Version 12 training m... 1:54



Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

RI INVOICE HEADER

PO Number	Type	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	[]	Description
	Standard								

1 General 2 Lines 3 Holds

Summary

Items Retainage Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total

Amount USD 0

Approval Required Holds Scheduled Payment Holds

Description

Actions... 1 Quick Match Match All Distributions

Use the scroll bar or tab key to continue to the right to complete the remaining header fields.

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.

Oracle Applications - PRODUCTION

File Edit View Folder Tools Reports Actions Window Help

Batch Control Total Batch Actual Total

RI INVOICE HEADER

Num	Invoice Amount	Description	GL Date	Payment Curr	Terms Date	Terms	Payment Method	Pay Group	Pay Alone
				USD	30-APR-2014				

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

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

USD 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Quick Match Match All Distributions

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.

The screenshot displays the Oracle Applications - PRODUCTION Invoice Workbench (068B-Invoice Initiator) interface. The main window shows the 'RI INVOICE HEADER' section with fields for Description, GL Date, Payment Curr (USD), Terms Date, Terms, Payment Method, Pay Group, and Pay. A 'Pay Groups' dialog box is open, showing a list of Pay Groups and their descriptions. The 'Find' field contains '068%'. The list includes:

Pay Group	Description
068	ADMINISTRATION (DOA)
068 BATCH_IMPORT	IMPORT FILE FROM FTP ADDRESS
068 CENTRAL PAY	CENTRALIZED PAY IMPORT
068 SEND_TO_DEPT	SEND TO ADMINISTRATION (DOA)
068 INV->PO_SEND_TO_...	INV EXCEEDS PO SEND TO DEPT

The '068 SEND_TO_DEPT' option is highlighted. The dialog box has 'Find', 'OK', and 'Cancel' buttons at the bottom.

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

The screenshot shows the Oracle Invoice Workbench (068B-Invoice) header screen. The title bar includes 'File Edit View Folder Tools Reports Actions Window Help' and the Oracle logo. The toolbar contains various icons, with a callout box labeled 'Save icon' pointing to the save icon. The main area displays 'Batch Control Total' and 'Batch Actual Total' fields. Below these are several input fields for invoice details:

	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld A
	3251989	STONEWA	17272	01	27-JAN-2012	TEST-01/27/12-C	USD	59,750.00			

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

The screenshot shows the Oracle Invoice Workbench (068B-Invoice Initiator) Lines tab. The title bar includes 'File Edit View Folder Tools Reports Actions Window Help' and the Oracle logo. The toolbar contains various icons. The main area displays 'Batch Control Total' and 'Batch Actual Total' fields. Below these are several input fields for invoice details:

er Tax Invoice Number	Internal Recording Date	Supplier Tax Invoice Date	Supplier Tax Invoice Exchange Rate	Customs Location Code

Below the table are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '2 Lines' tab is selected. Below the tabs are 'Total' fields for 'Gross', 'Retained', and 'Net', all showing '0.00'. Below these are several input fields for line details:

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

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.

If you choose the LOV in the **Account** field, a search Flexfield window will open. Enter a portion of your account and choose the **Combinations** button, then select **OK** to view all valid Account Code Combinations or you can enter each piece and select **OK**.

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.

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

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.

The screenshot shows the 'Invoice Workbench (088B-Invoice Initiator)' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below these is a table with columns: Ope, Cust, Type, PO Number, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice, Invoice Amount, Tax Amount, and Tax C. The first row of data shows: Stat, SYS, Standard, BANNER, 35, 01, 08-FEB-2011, TESTISP209, USD, 629.20, and empty fields for Tax Amount and Tax C. Below the table is a tabbed interface with six tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The '1 General' tab is selected. It contains three main sections: 'Summary', 'Amount Paid', and 'Status'. The 'Summary' section has fields for Items (629.20), Retainage, Prepayments Applied, Withholding, Subtotal (629.20), and Tax. The 'Amount Paid' section has a dropdown for 'USD' and a field for '0.00'. The 'Status' section has fields for Status (Needs Revalidation), Accounted (Yes), Approval (Required), Holds (1), and Scheduled Payment Holds (0).

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

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

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-01/27/12-0 | 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

Actions... 1 Quick Match Match All Distributions

Distributions (0698-Invoice Initiator) - State of Rhode Island, 10306, PAJAN SERVICES INC

Line Number: 1 Invoice Total: 4,143.12
Line Description: SUPPLY AND INTALL EIGHT (8) 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 Distribution Class: Saved
Accounted: Processed Associated Charges:
Account Description: FY 2014.General Fund.Militia Of The State.Hurricane Sandy October 2.Federal Revenue.Computers And Compute

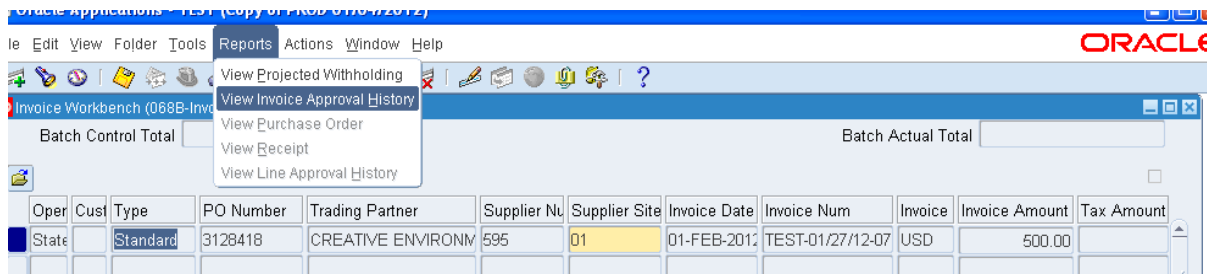
Reverse 1 Tax Distributions View PO View Receipt

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

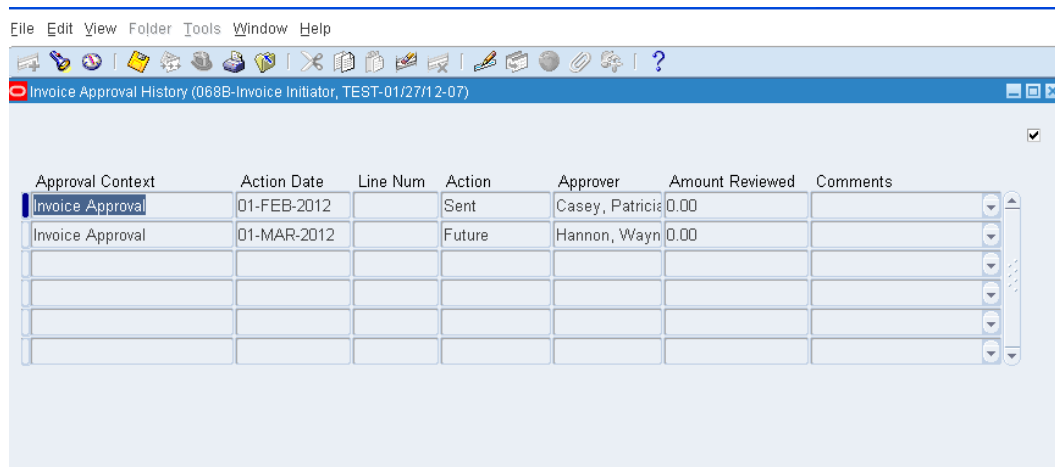
The **Invoice Total** is from the **Invoice Amount** field from the header.

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.

Invoice Workbench (068B-Invoice Initiator)

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
Standard	3368816	PAJAN SERVICE	10906	02	08-APR-2014	10306	4,143.12	VEN# 10306 MANHRS 3/17
Standard	3260740	PAJAN SERVICE	10906	02	08-APR-2014	10305	2,706.30	VEN # 10906 MANHRS 4/1
Standard	3260740	PAJAN SERVICE	10906	02	08-APR-2014	10304	3,273.50	VEN # 10906 MANHRS 3/20

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

Hold Name	Hold Reason	Hold Date	Held By	Release Name	Release Reason	Released By	Release Date	WF Status
Insufficient Funds	Pending internal	30-APR-2014	AUTOINSTA					
RI SFA-12 Miss	Hold Invoice un	15-APR-2014	AUTOINSTA	RI SFA-12 Rele	SFA-12 is attach	CDANELLA	17-APR-2014	
Qty Rec	Quantity billed	15-APR-2014	System	Matched	Passed matching c	System	23-APR-2014	
Insufficient Funds	Pending internal	23-APR-2014	AUTOINSTA	Funds Now Ava	Sufficient funds nov	System	30-APR-2014	

Purchase Order: Number Release Line Ship To

Shipment Quantity: Ordered Billed Received Accepted

Receipt: Number Line Date

Receipt Quantity: Billed Received Accepted

View PO Release... 1

Actions... 1 Quick Match Match All Distributions

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

2. Budget Holds: Items that have the status of “Required” have exceeded Budget Controls.

Invoice Workbench (RI Financial Inquiry)

Batch Control Total: Batch Actual Total:

RI INVOICE HEADER

PO Number	Type	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description	GL Date	Terms Date
3345554	Standard	S J SERVICES IN	22341	01	30-APR-2014	29377	360.00	APRIL 2014 - WARWICK FMS#	16-APR-2014	30-APR-2014
	Standard	PATRIOT HAULIN	6496	01	27-SEP-2008	29377	376.57		14-NOV-2008	27-SEP-2008

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

Summary

Items	Amount Paid
Items	360.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	360.00
Tax	0.00
Freight	
Miscellaneous	
Total	360.00

Amount Paid: USD 0.00

Status: Needs Revalidation

Accounted: Yes

Approval: Required

Holds: 1

Scheduled Payment Holds: 0

Description: APRIL 2014 - WARWICK FMS#3

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-201	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	

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)

- | 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

Items

Retainage

Prepayments Applied

Amount Paid

USD 0.00

Status

Status Validated

Accounted Yes

Approval Rejected

<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

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice

Batch Actual Total

Supplier Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
	Standard		PERFECT	14369	01	04-OCT-201	830	USD

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

Summary

Items	2,800.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	2,800.00
Tax	
Freight	
Miscellaneous	
Total	2,800.00

Amount Paid

USD 2,800.00

Status

Status	Validated
Accounted	Yes
Approval	Workflow Approved
Holds	0
Scheduled Payment Holds	0

Description

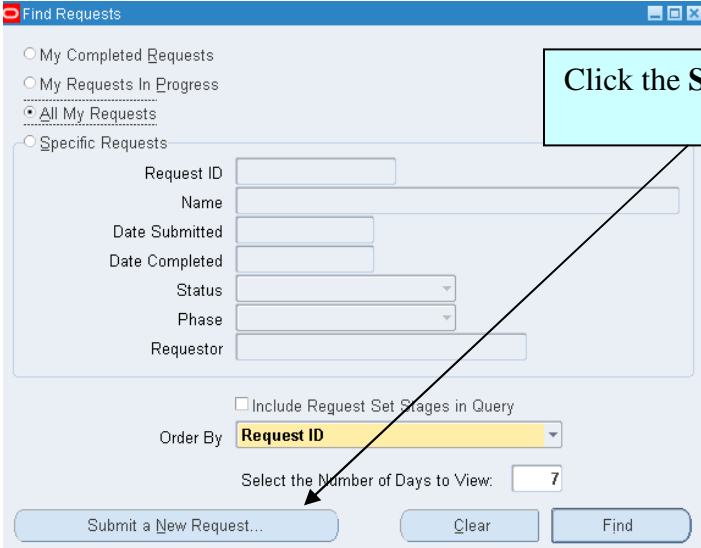
BRENTON POINT 9/30/11,10/7/11,10/14/11 AN

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

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.)

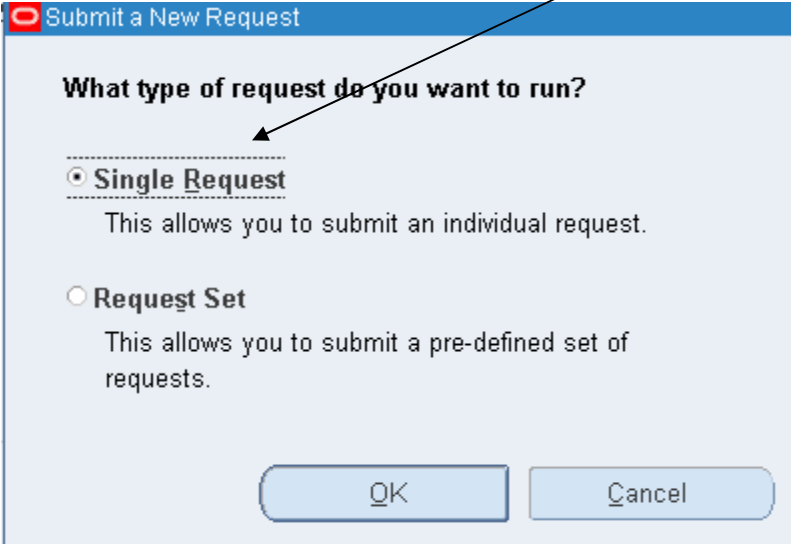
The supplier's bill and any other necessary backup needs to be attached to it and then sent to the Office of Accounts and Control to be scanned.

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



The 'Find Requests' dialog box contains several sections. At the top, there are radio buttons for 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these are input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. A checkbox labeled 'Include Request Set Stages in Query' is present. Below that is an 'Order By' dropdown menu set to 'Request ID'. At the bottom, there is a text input for 'Select the Number of Days to View:' with the value '7'. Three buttons are at the bottom: 'Submit a New Request...', 'Clear', and 'Find'. An arrow points from a text box to the 'Submit a New Request...' button.

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

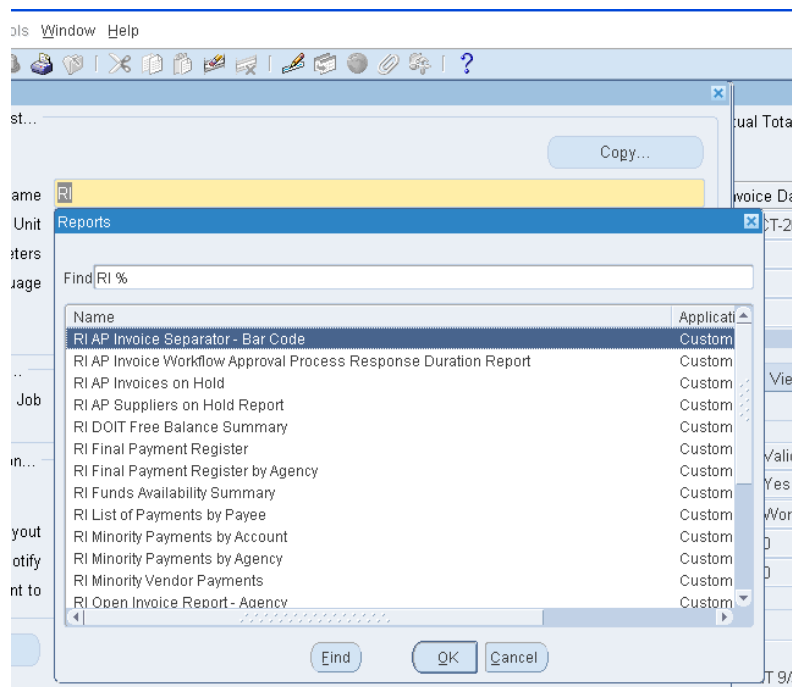


The 'Submit a New Request' dialog box has a title bar and a main area with the question 'What type of request do you want to run?'. There are two radio button options: 'Single Request' (selected) and 'Request Set'. Below 'Single Request' is the text 'This allows you to submit an individual request.' Below 'Request Set' is the text 'This allows you to submit a pre-defined set of requests.' At the bottom are 'OK' and 'Cancel' buttons. An arrow points from a text box to the 'Single Request' radio button.

Verify that Single Request
is selected.

Click **OK**

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**.

Supplier Name

Creation From Date (e.g. 3-APR-2006)

Creation To Date (e.g. 3-APR-2006)

Pay Group

Agency

Created By

Invoice Num 830

Batch Description

OK Cancel Clear Help

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.

Submit Request

Run this Request...

Copy...

Name: RI AP Invoice Separator - Bar Code

Operating Unit: State of Rhode Island

Parameters:830:

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: RI AP Bar Code for Invoices

Options...

Notify:

Print to: noprint

Delivery Options

Help (C) Submit Cancel

Click the **Submit** button.

Requests

Refresh Data Find Requests Submit a New Request...

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,

Hld Request View Details... View Output

Cancel Request Diagnostics View Log...

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.



1698571



14169



PERFECT-TOUCH-LANDSC



21-OCT-11



PERFECT-TOUCH-LANDSC



21-OCT-11

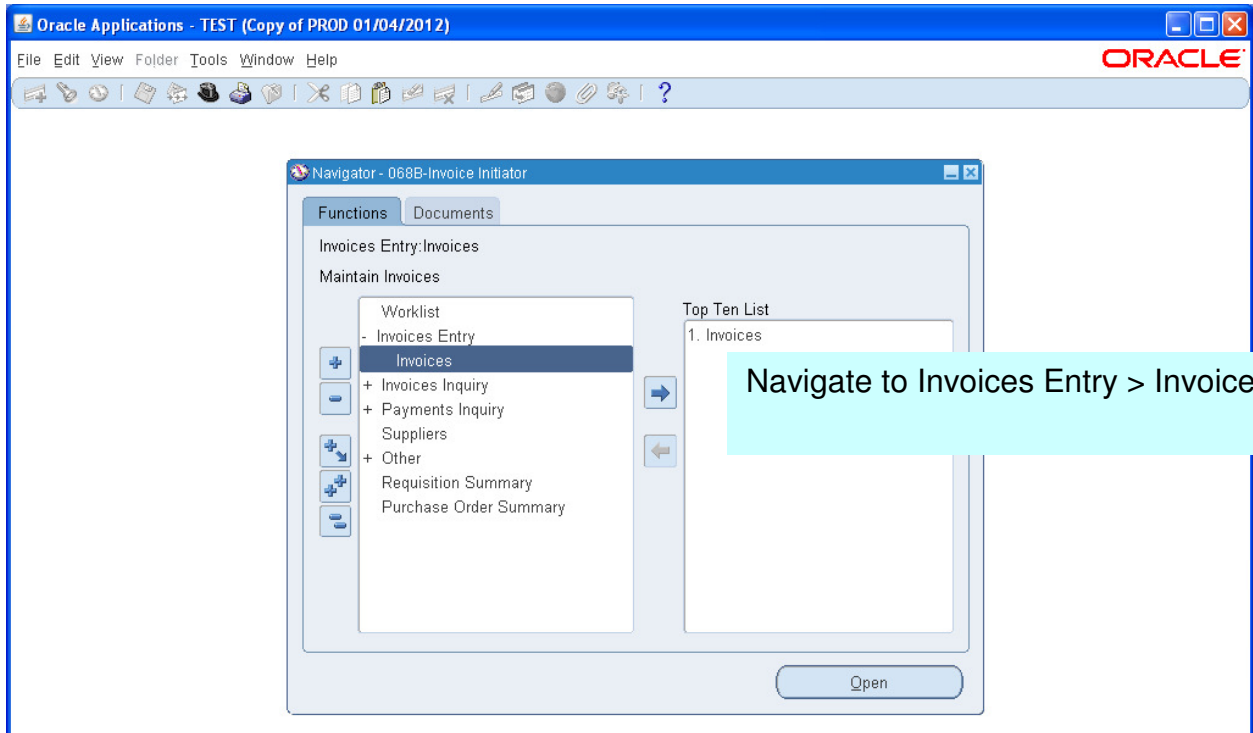
Initiated By	MGR22608	
Creation From Date:		
Creation To Date:		
Invoice Number: 910		
Invoice ID:	1698571	
Supplier Number:	14169	
Supplier Name:	PERFECT TOUCH LANDSCAPING LLC	
Creation Date:	21-OCT-11	
Invoice Date:	04-OCT-11	
Original Amount:	2,800.00	
Pay Group:		
Invoice Type:	STANDARD	
Summary of Distribution By	Agency	DistAmount:
Agency	874	2,800.00
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



The screenshot shows the "Invoice Workbench (068B-Invoice Initiator)" form. A light blue callout box with the text "Enter the PO Number" points to the "PO Number" field. The form includes a "Batch Control Total" field, a "RI INVOICE HEADER" section, and a table with columns: PO Number, Type, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, and Description. The "Type" field is set to "Standard". Below the table are tabs for "1 General", "2 Lines", "3 Holds", "4 View Payments", "5 Scheduled Payments", and "6 View Prepayment Applications". The "1 General" tab is active, showing a "Summary" section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. The "Amount Paid" section shows "USD 0.00". The "Status" section includes fields for Status (Never Validated), Accounted (Unprocessed), Approval (Required), Holds, and Scheduled Payment Holds. A "Description" field is at the bottom right.

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.

RI INVOICE HEADER

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

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

Summary

Items
Retainage
Prepayments Applied
Withholding
Subtotal
Tax
Freight
Miscellaneous
Total

Amount Paid
USD 0.00

Status
Status: Never Validated
Accounted: Unprocessed
Approval: Required
Holds:
Scheduled Payment Holds:

Description

Actions... 1 Quick Match Match All Distributions

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

Find Purchase Orders for Matching (068B-Invoice Initiator) - State of Rhode Island

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

Purchase Order
Num: 3260600
Release: Line: Shipment:

Ship To
Item
Supplier Item
Need-By Dates

Deliver To
Item Desc
Project

Shipment Item Desc
Task
Category

Find Clear Cancel

Freight
Miscellaneous
Total: 0.00

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.

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 Price	Match Ar	Allocate	PO Num1	Rele	Ship	Matc	Clos	Deliver To	Ac
<input checked="" type="checkbox"/>	15	1	Mason Sand to treat aircraft pads at Gonnset ANG	1	15.00	<input type="checkbox"/>	3261487		1	Quar	Clos	Messina, 03-	

Decision

This document has multiple distributions available for matching. Unless you match to specific distributions, Payables will prorate your match across all available distribution lines.

Choose Match to Shipment to proceed with the proration.

Choose Cancel to cancel the proration so you can manually match to specific distributions.

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.

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 Price	Match Ar	Allocate	PO Num1	Rele	Ship	Matc	Clos	Deliver To	Ac
<input checked="" type="checkbox"/>	15	1	Mason Sand to treat aircraft pads at Gonnset ANG	1	15.00	<input type="checkbox"/>	3261487		1	Quar	Clos	Messina, 03-	

Shipment Quantity

Ordered	280
Shipped	0
Received	280
Billed	30

UOM: Each

Type: Standard

Accepted: N/A

Distributions: 2

Purchase Order

Payment Terms: NET 30

Freight Terms: Paid

Associated Charges

Freight:

Misc:

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

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

Ope	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

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

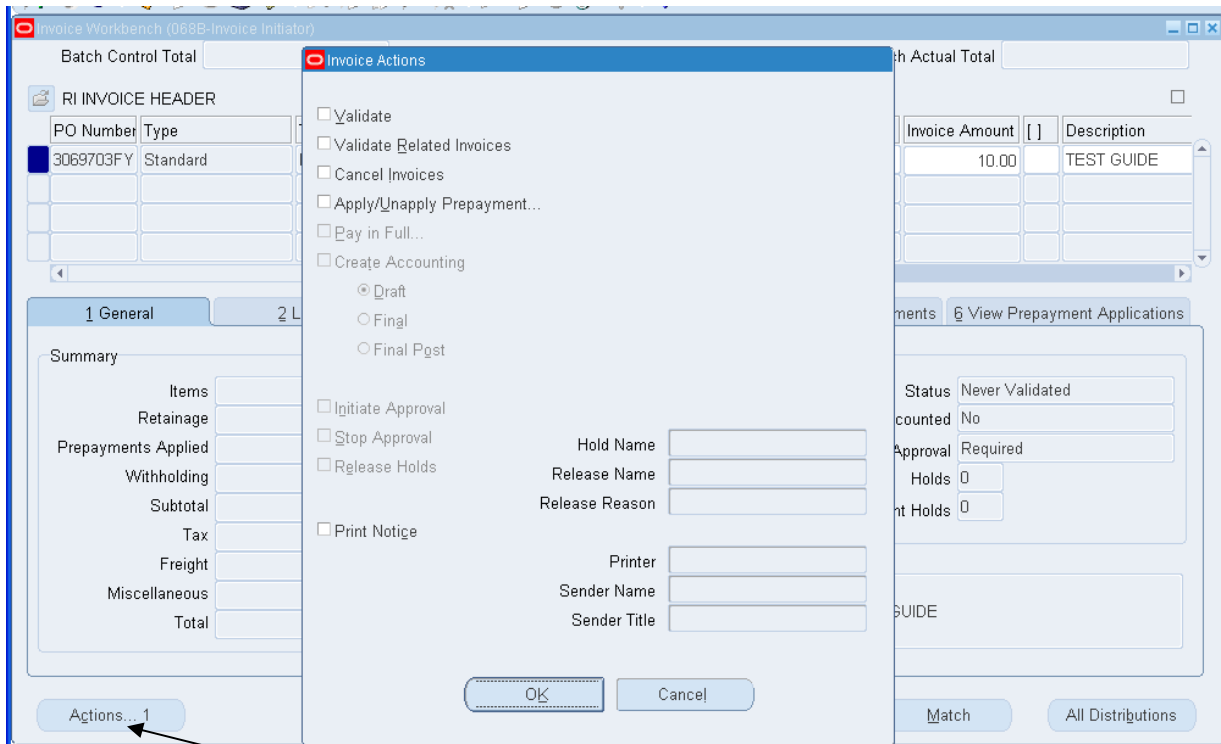
You should see the accounting that was selected for the PO.
You can then close the Distribution window.

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

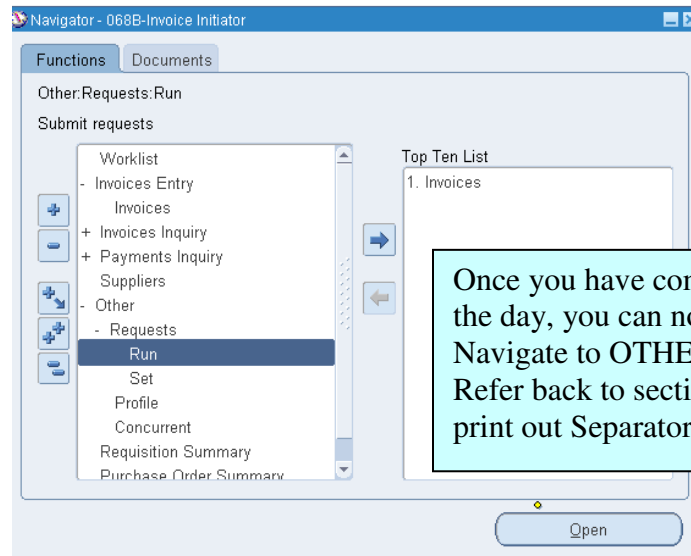


Click the **Actions...1** button

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

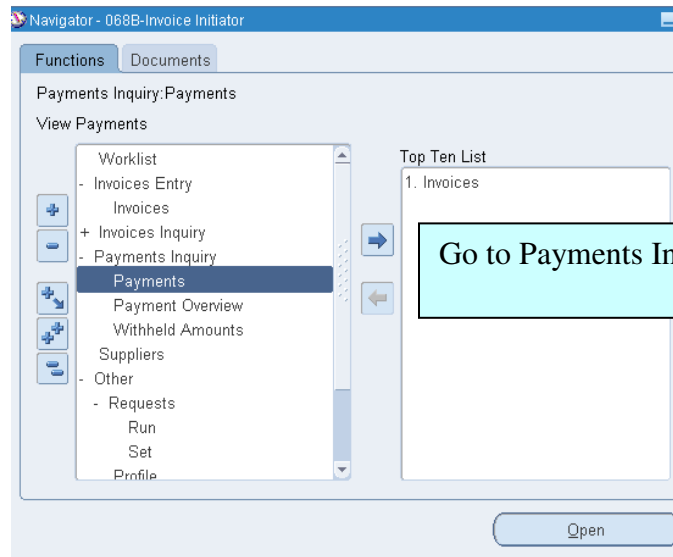
Click the **Actions ...1** button

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', 'Payment Process Profile', 'Bank Account', 'Document Name', and 'Payment Process Request'. 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 are 'Clear', 'New', and 'Find' buttons. A 'Payment Overview' button is 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.

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
Batch Name		Currency	USD
Voucher		Date	23-JUN-2006
PO Number	3000364	Amount	1,377.00
Receipt Num		Unpaid	0.00
Release		Unapplied	
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

Curr	Amount	Remaining	Due Date	Held
USD	1,377.00	0.00	23-JUN-2006	<input type="checkbox"/>

Actual Payments

Paid By	Paid On
1000000028 - AC	18-JUL-2006

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.

Invoice Workbench

Accounting Processed

Payment Overview

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

RI INVOICE HEADER

PO Number	Type	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description
	Standard	Steven Cris	40918	OFFICE	18-APR-201	TESTLP8-4/1E	10.00	TEST WHAT PRINTS ON CHEC

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

Summary

Items	10.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	10.00
Tax	
Freight	
Miscellaneous	
Total	10.00

Amount Paid

USD 10.00

Status

Status Validated

Accounted Yes

Approval Workflow Approved

Holds 0

Scheduled Payment Holds 0

Description

TEST WHAT PRINTS ON CHECK FOR EMPLC

All Distributions

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), PO Num: (empty), Taxpayer ID: (empty), PO Shipment: (dropdown).
- Invoice:** Number: (empty), Type: (dropdown), Amounts: (empty) - (empty), Dates: (empty) - (empty), Terms: (dropdown), Pay Group: (dropdown), Invoice Batch: (empty), Currency: (empty).
- Invoice Status:** Status: (dropdown), Approval: (dropdown), Accounting: (dropdown), Payment: (dropdown).
- Voucher Audit:** Category: (empty), Name: (empty), Numbers: (empty) - (empty).
- Holds:** Status: (dropdown), 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.

Seq line: Category: Description: Tab over to Data Type; select your text. Click ok.

Seq	Category	Title	Description	May Be Changed
7615	Invoice Internal		Filenet - press cntrl and click to	<input type="checkbox"/>
7625	To Payables	CANCEL INVOICE	AS PER AGENCY REQUEST	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Invoice

☐ Include Related Documents

Seq	Category	Data Type	File or URL
7615	Invoice Internal	Web Page	http://doit-fnwebae-01.ri.gov:9080/DOAWorkplace/Fairfa
7625	To Payables		

Entity Name: Invoice

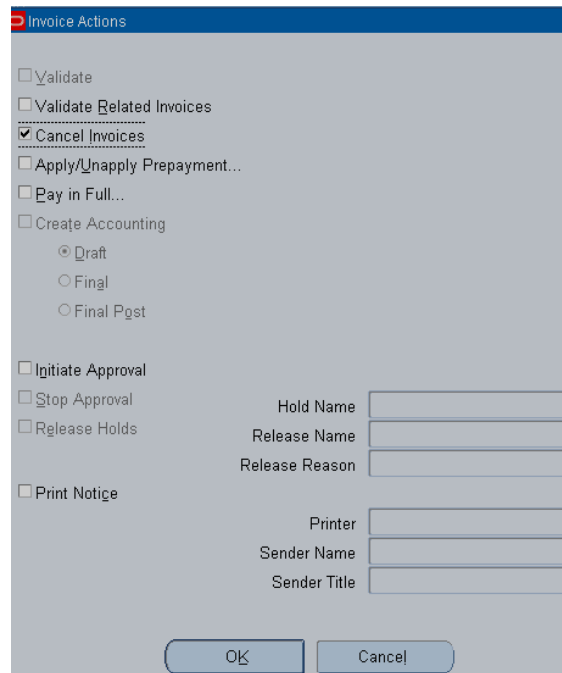
☐ Include Related Documents

How to Cancel your Invoice

4. Select the invoice you want to cancel by placing your cursor on it.

PO Number	Type	Trading P	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description
	Standard	Steven Cr	40918	OFFICE	18-APR-2011	TESTLP8-4/18	10.00	TEST WHAT PRINTS ON CHECK

5. 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

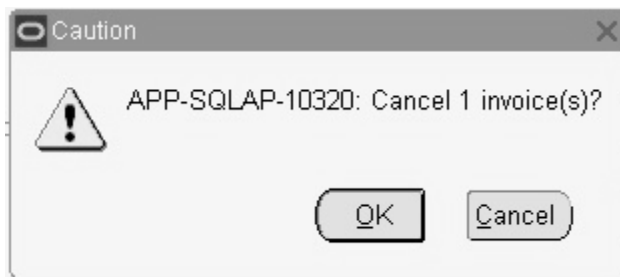
Printer

Sender Name

Sender Title

OK Cancel

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:

Amounts: -

Dates: -

Terms:

Pay Group:

Invoice Batch:

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	Req	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

- 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: 0.00 Batch Actual Total: 0.00

Op	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 0.00

Status: Needs Revalidation

Accounted: No

Approval: Required

Holds: 0

Scheduled Payment Holds: 0

Description: TEST FOR GUIDE

- 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 16.26 Retained 0.00 Net 16.26

Num	Type	Amount	PO	PO	PO	PO	Mat	PO	Rec	Rec	Qua	UON	Unit	Description	Fina	Req	GL Date	Dist	Default Distribution Account
1	Item	0.00	0.26		1	1	Qua	1			0	Cas	16.2	161 trays 5 c	...	Gels	06-MAR-2012		
2	Item	16.26	26		1	1	Qua	1			1	Cas	16.2	161 trays 5 c	...	Gels	06-MAR-2012		

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

Distributions (RI Agency 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	12.53.077.3140102.09.649600.0		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

The screenshot displays the Oracle Applications interface for 'PRODUCTION'. The main window is titled 'RI INVOICE LINE' and shows a table with columns: Type, PO Number, Trading Partner, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, Description, GL Date, and Payment Cur. The first row is selected, showing 'Standard' type, 'RI TEMPS INC' trading partner, '533' supplier number, '01' supplier site, '30-APR-2014' invoice date, 'test' invoice number, '0.01' invoice amount, 'training material test' description, '30-APR-2014' GL date, and 'USD' payment currency.

The '2 Lines' tab is active. Below the table, the 'RI Accounting Flexfield' dialog is open, showing the following values:

FY	14	FY 2014
FUND	10	General Fund
AGENCY	068	Administration, Department Of
LINE SEQ	1010101	ACCOUNTS & CONTROL
SOURCE	01	General Revenue
NATURAL	643300	Subscriptions
PROJECT	00000	Undefined/Bonds 2000

The dialog has buttons for OK, Cancel, Combinations, Clear, and Help.

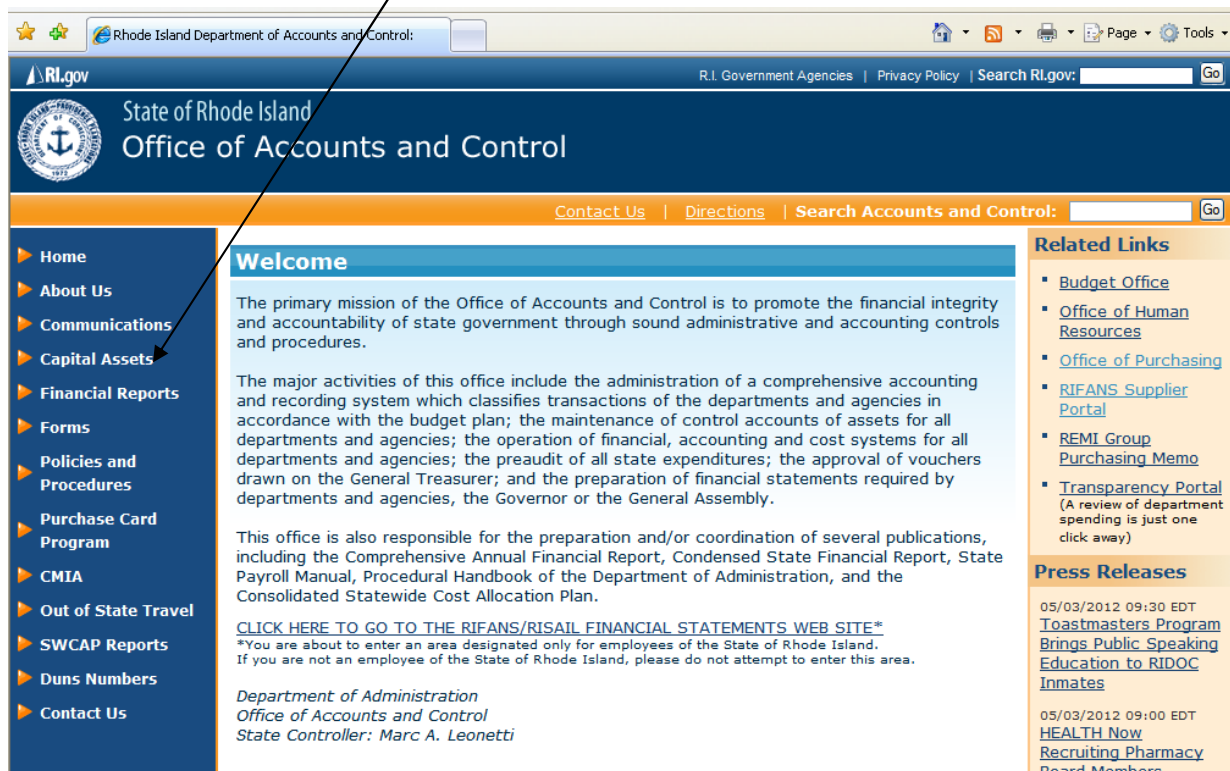
6 Attaching Forms Electronically

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



Rhode Island Department of Accounts and Control: Page Tools

RI.gov R.I. Government Agencies | Privacy Policy | Search RI.gov: Go

State of Rhode Island
Office of Accounts and Control

[Contact Us](#) | [Directions](#) | [Search Accounts and Control:](#) [Go](#)

- ▶ Home
- ▶ About Us
- ▶ Communications
- ▶ Capital Assets
- ▶ Financial Reports
- ▶ Forms
- ▶ Policies and Procedures

Capital Assets

Subject	Date	Format
Fixed Asset Control and Tracking (FACTS) Manual	02-29-12	
Report of Fixed Asset Transfers (FA-80)	2-01-2007	
Report of Surplus Fixed Assets (FA-70)	12-15-2011	
SFA-12 Form - Fixed Assets	6-16-2005	

Related Links

- [Budget Office](#)
- [Office of Human Resources](#)
- [Office of Purchasing](#)
- [RIFANS Supplier Portal](#)
- [REMI Group Purchasing Memo](#)
- [Transparency Portal](#)

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.

Microsoft Excel - SFA-12

File Edit View Insert Format Tools Data Window Help

Times New Roman 10 B I U Type a question for help

U12

A	B	C	D	E	F	G	H	I	J	K
2	SFA-12									
3	(89/04)									
4										
5	Vendor ID #									
6	00000									
7										
8										
9	Bank ID #									
10	000									
11										
12										
13	LOC									
14										
15										
16	FUND AGEN									
17	0000									
18	0000									
19	0000									
20	SERIAL									
21	NUMBER									
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										

1. Open the Excel Spreadsheet named SFA-12.

2. Click on the SFA-12 tab.

3. Click in the select all box between the A and the 1.

4. Go to Edit - Copy

5. Open a new (blank) spreadsheet.

6. Go to Edit – Paste

7. Complete the form and Save it.

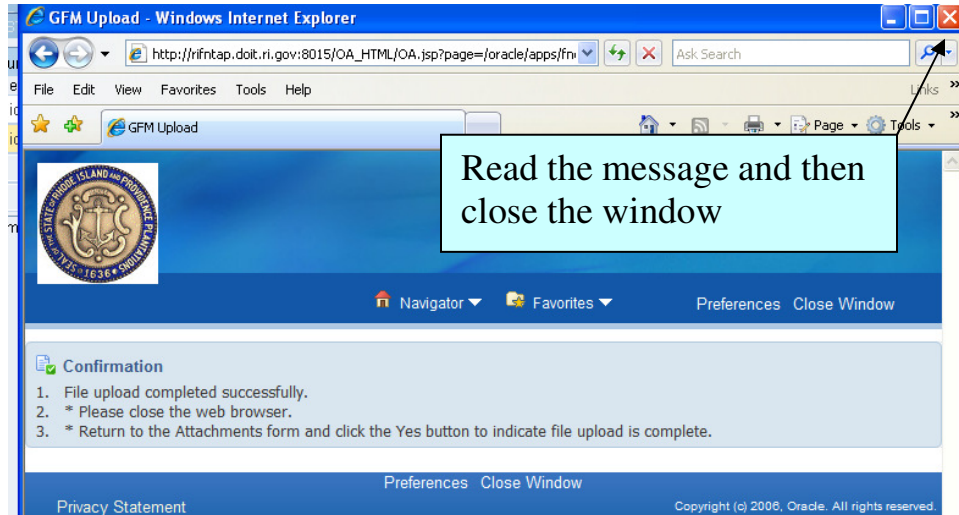
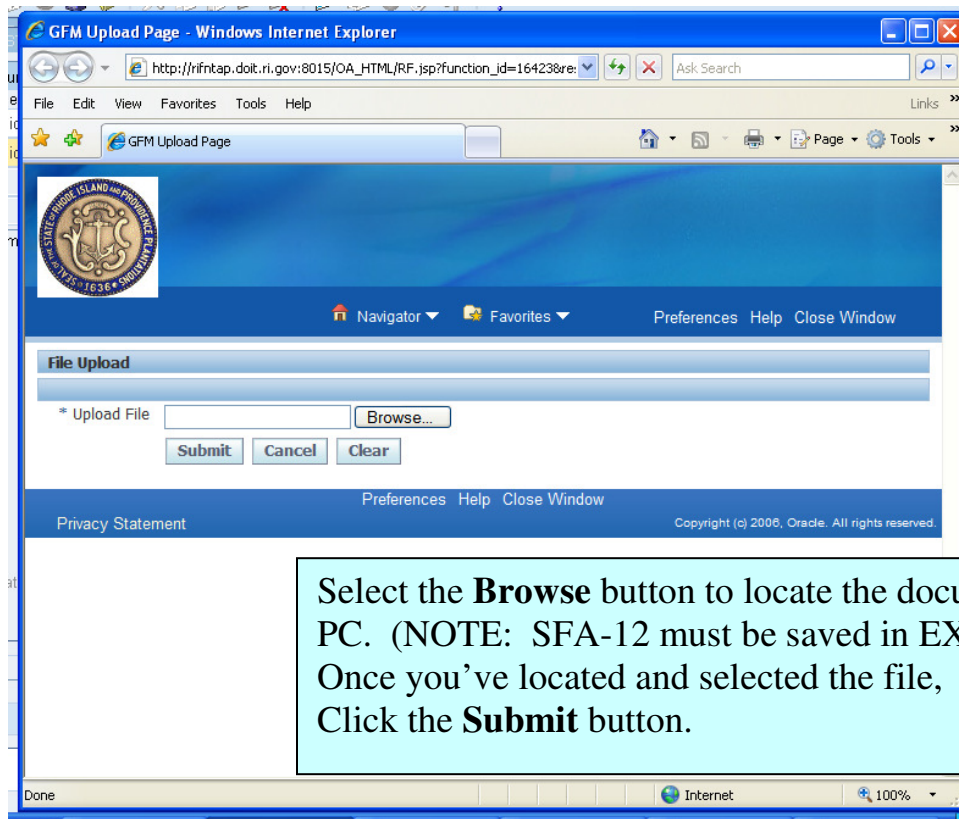
Purchase Order# w/ release #			(FC)	Acquisition	Title	Natural
Type in purchase order number			Code	Code	Code	Account
			1	01		660101
			2	02	12	661101
			3	03	13	661102
			4	04	14	661103
			5	05	15	661131
			6	06		661141
				07		661201
				08		661202
			9	09		661211
			0	00	00	661221
						661231
						661301
						661311
						661321
						661331
						661341
						661401
						661421
						661431
						661441
						661501
						661521
						661522
						661601
						661611
						661621

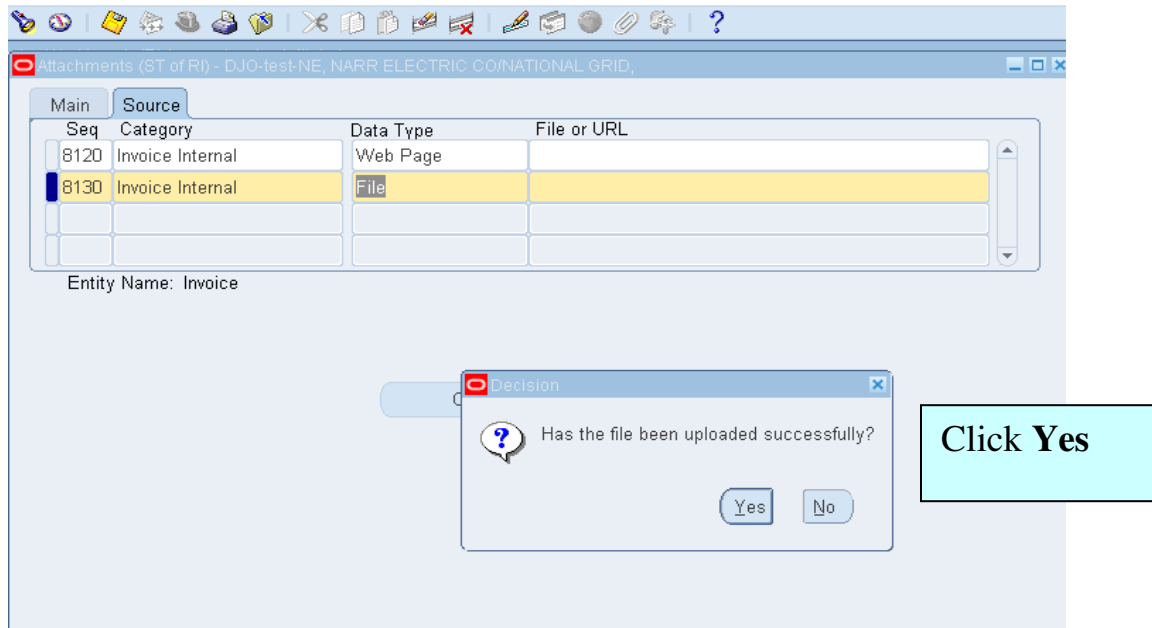
Instructions / Insurance / SFA-12 / Page 2 / Page 3 / Page 4 / Acquisition Codes / Title Codes / Function Code / Natural / Land Codes / Building Codes

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.

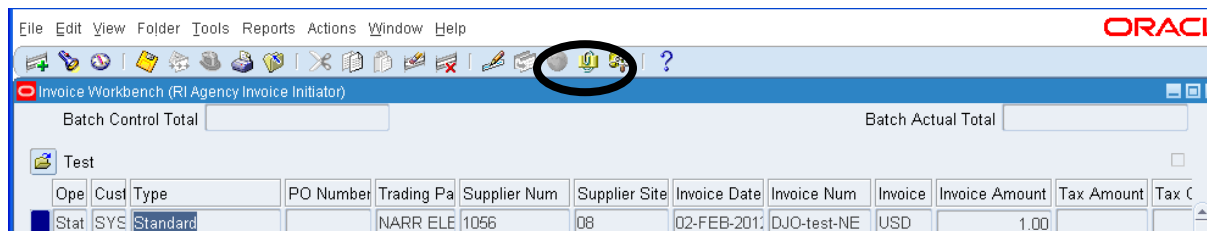
Once the header is completed and saved, select the **Paperclip** icon.

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

The screenshot shows the Oracle Invoice Workbench interface. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below these is a 'Test' checkbox. The main data table has columns: Type, Trading Partner, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, GL Date, Payment Curr, and Terms Dat. The first row is highlighted in yellow and contains the following data: Type: Standard, Trading Partner: ZERO DOLLAR INVOICE, Supplier Num: 23762, Supplier Site: DOA, Invoice Date: 15-MAR-201, Invoice Num: 12_000_031512, Invoice Amount: 0.00, GL Date: 15-MAR-2012, Payment Curr: USD, Terms Dat: 15-MAR-20. Below the table are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. At the bottom, there is a 'Summary' section with 'Items' and 'Amount Paid' (USD 0.00) and a 'Status' section with 'Status' (Never Validated).

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**.

The screenshot shows a small pop-up window titled 'Invoice'. It has two input fields: 'Number of Invoice Lines' and 'Total Amount of File Lines'. Both fields are currently empty. At the bottom of the window are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

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										

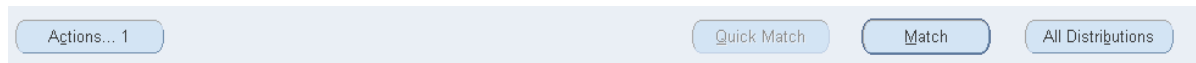
- **Type** will generally be Item.
- **Amount** is zero.
- **GL Date** defaults to current date.
- **Default Distribution Account** is the state account code combination to be charged.

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

7.2 Submitting Zero Dollar Invoice for Approval

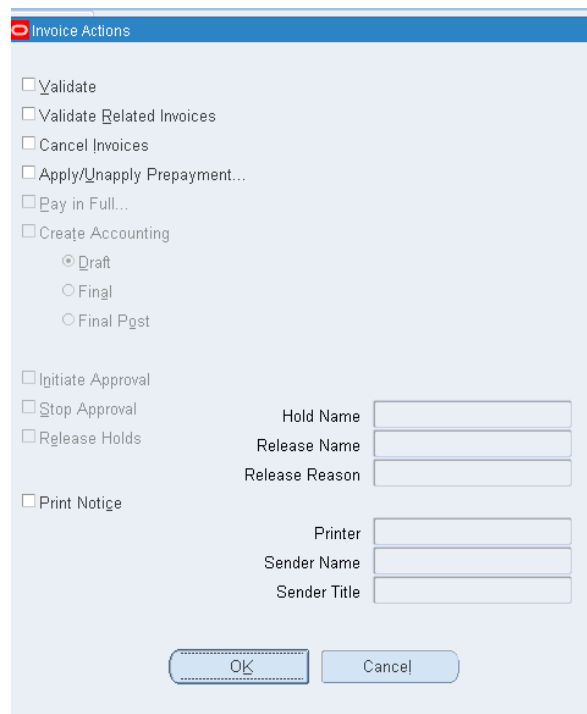
Based on Oracle workflow and approval setup steps, various invoice types will be routed for approval to different parties. This setup should be transparent to the end user, meaning each invoice is submitted using the same exact method, but is then routed appropriately.

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



A horizontal toolbar with four buttons: 'Actions... 1', 'Quick Match', 'Match', and 'All Distributions'. The 'Actions... 1' button is highlighted with a light blue background.

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.



The 'Invoice Actions' dialog box contains the following options and fields:

- ☐ 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

Fields on the right side:

- Hold Name:
- Release Name:
- Release Reason:
- Printer:
- Sender Name:
- Sender Title:

Buttons at the bottom:

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.

Oracle Invoice Workbench (068B-Invoice Initiator) interface showing the RI INVOICE HEADER section. The interface includes a menu bar (File, Edit, View, Folder, Tools, Reports, Actions, Window, Help) and a toolbar. The main area displays a table for invoice details with columns: PO Number, Type, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, and Description. The 'Type' column is highlighted with a yellow background and contains the text 'Credit Memo'. Below the table are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '1 General' tab is active, showing a 'Summary' section with fields for Items, Retainage, Prepayments Applied, and Withholding. To the right of the summary is the 'Amount Paid' section with a field for 'USD 0.00'. Further right is the '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 screenshot shows the 'Invoice Workbench (068B)' window. The 'Tools' menu is open, and 'View Invoice Overview' is selected. The main area displays a table with invoice details:

PO Number	Type	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	[]	Description
	Standard	BANNER S	35	01	08-MAR-201	44078	592.31		INV# 44078, LICHT

At the bottom, there are tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment.

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

The screenshot shows the 'Invoice Overview (068B-Invoice Initiator)' window. It displays various fields for invoice details:

- Trading Partner: BANNER SYSTEMS INC
- Supplier Num: 35
- Invoice Num: 44078
- Batch Name:
- Voucher:
- PO Number: 3241885
- Receipt Num:
- Site: 01
- Operating Unit: State of Rhode Island
- Type: Standard
- Date: 08-MAR-2012
- Currency: USD
- Amount: 592.31
- Unpaid: 592.31
- Release:
- Unapplied:
- Settlement Date:
- Description: INV# 44078, LICHT, SUPPLIES (LYSOL

Invoice Status section:

- Approval: Workflow Approved
- Status: Selected for Payment
- Accounting: Processed
- Payment: Not Paid

Scheduled Payments table:

Curr	Amount	Remaining	Due Date	Held
USD	592.31	592.31	05-APR-2012	<input type="checkbox"/>

Actual Payments section:

Paid By	Paid On

At the bottom, there are buttons: Payment Overview, View Receipt, View PO, Supplier, Invoice Workbench.

The **Invoice Overview** screen opens.