Oracle

RIFANS

Rhode Island Financial/Accounting System

Agency Payables Version 12.2

Training Guide

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1 Navigation

1.1 Keyboard Shortcuts

Function	**Key**
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

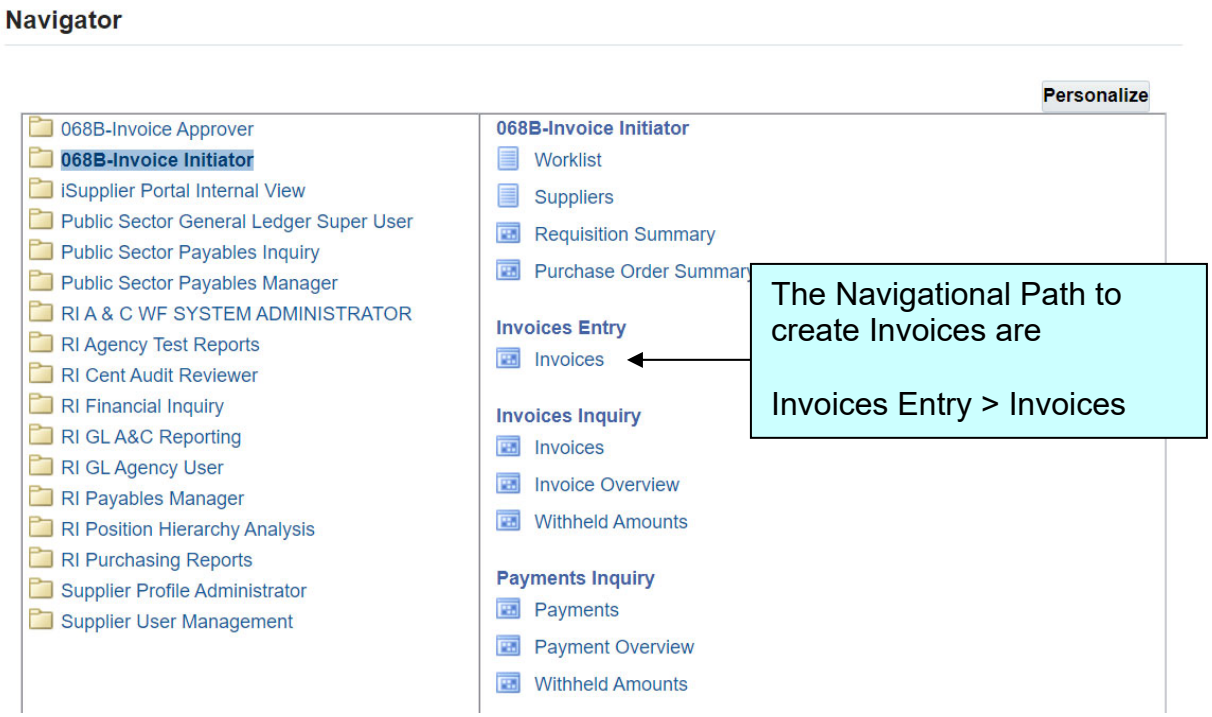
Toolbar Icons

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.	

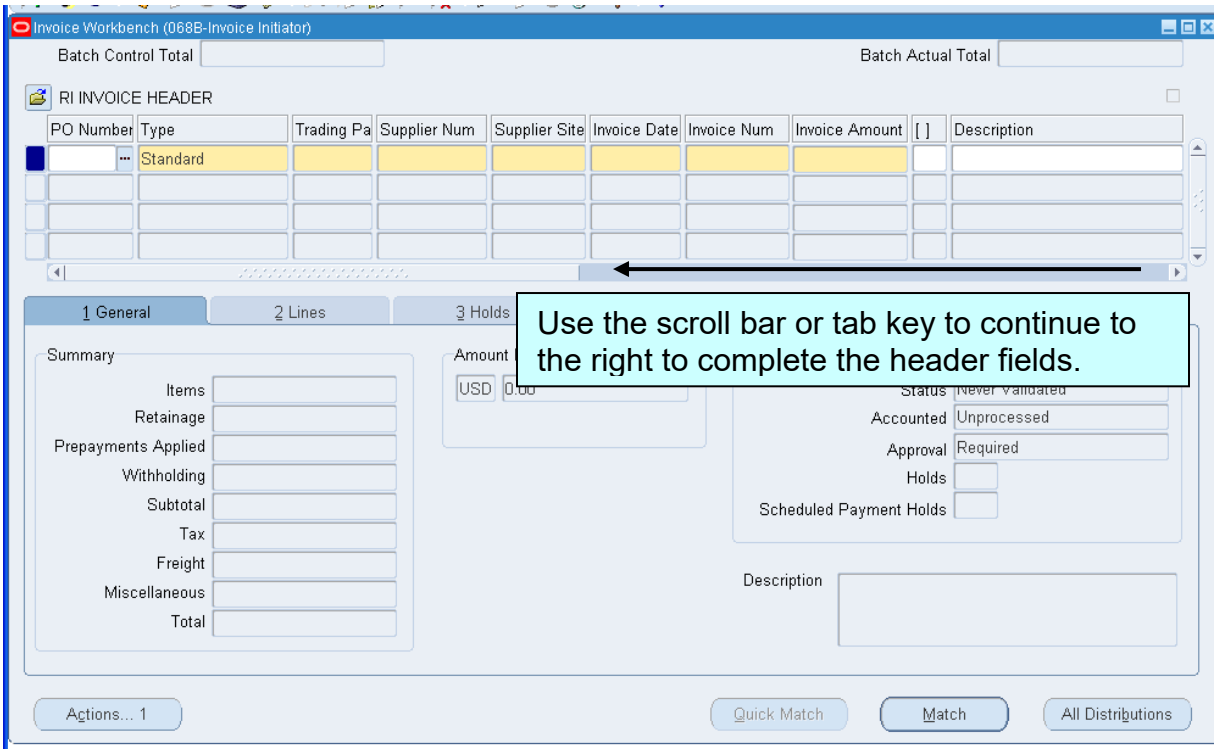
1.3 Navigation Notations

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

2 Entering Invoices



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



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

All REQUIRED fields are represented in yellow and must have data entered before you can continue. **Description** is mandatory but not represented in yellow.

Standard is the default **Type**. Standard invoice is either matched to a purchase order or a direct pay. Other **Types** include **Credit** and **Debit Memos**.

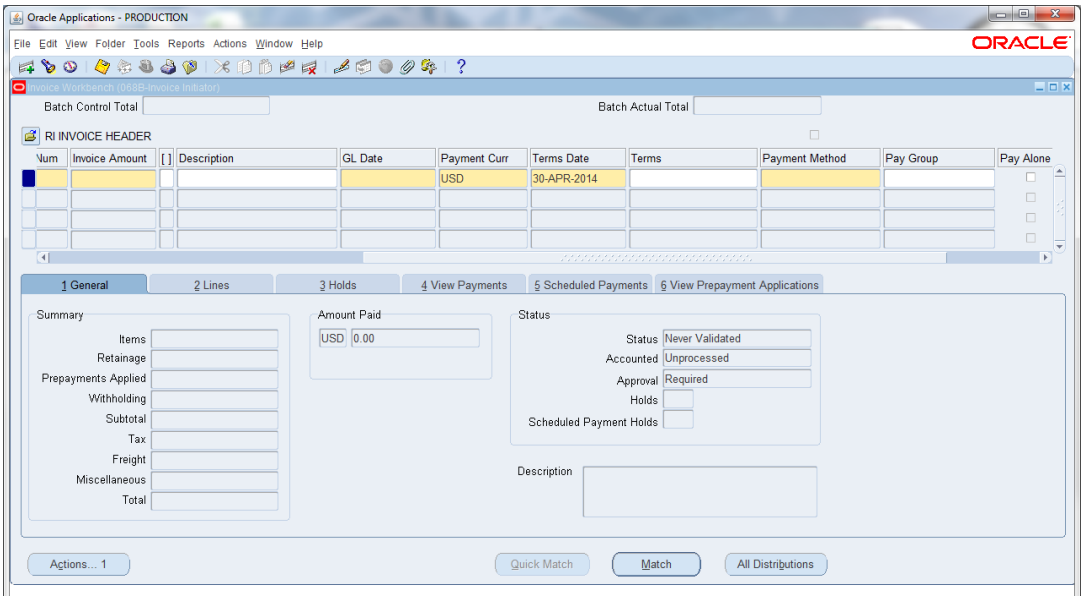
Enter the **Trading Partner** (supplier the invoice is from). This field can be searched if you know a portion of the name by using the wildcard search (%). If there is a purchase order, enter the number first and the Trading Partner will default.

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

Enter the **Invoice 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 invoice, use the following numbering sequence 24068XXX0001. **24** represents the fiscal year, **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 **Description** field is required (Note: It is *not* a yellow field). This field must contain *detailed information* 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

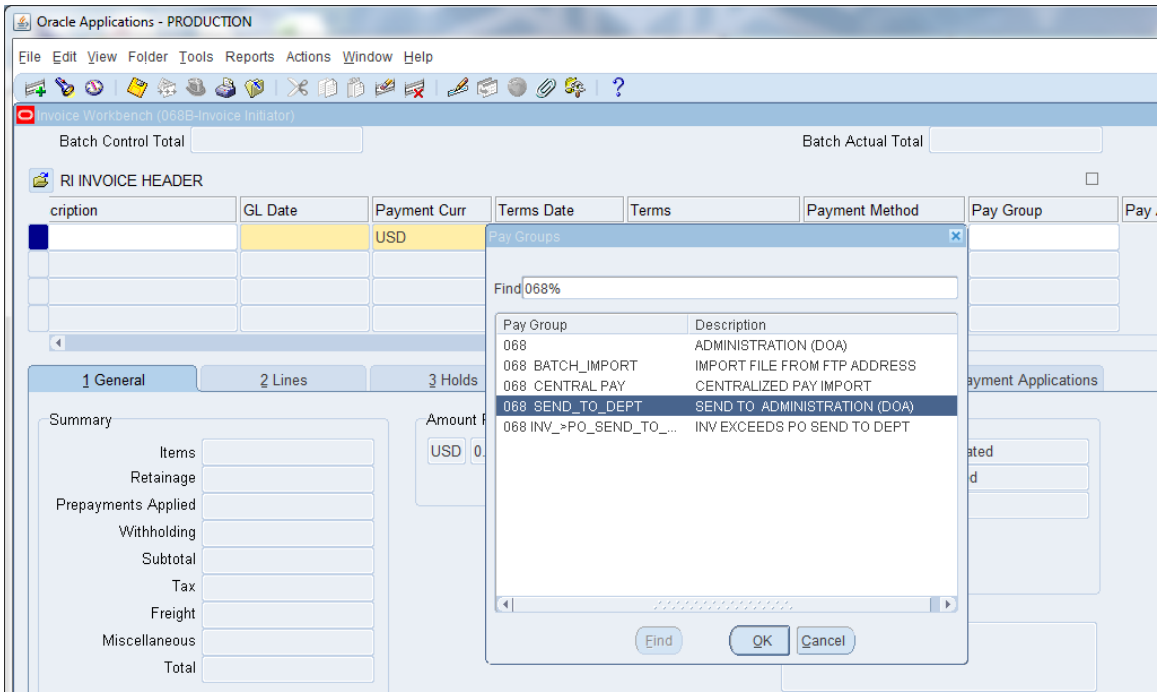
2014 SERIAL #123456, LOCATED AT DOA 4th FLOOR IN CBO is a good example of a detailed description.

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

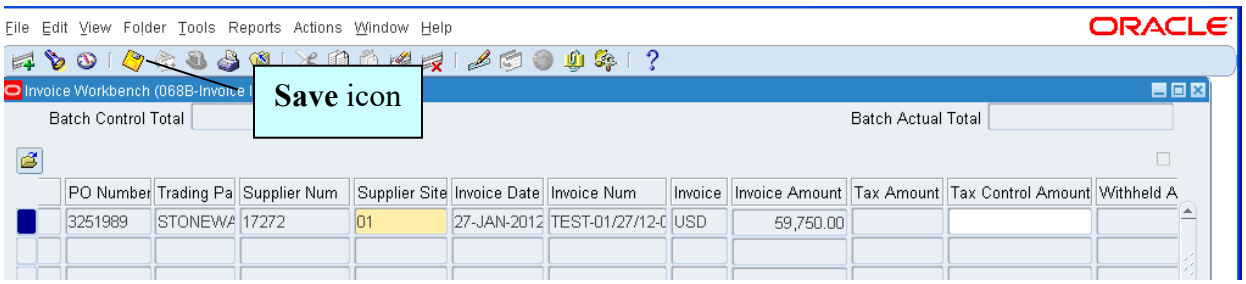
The **Terms Date**, **Terms** and **Payment Method** will be automatically populated. The **Terms Date** must be the same date as the invoice date, not the GL date.

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).

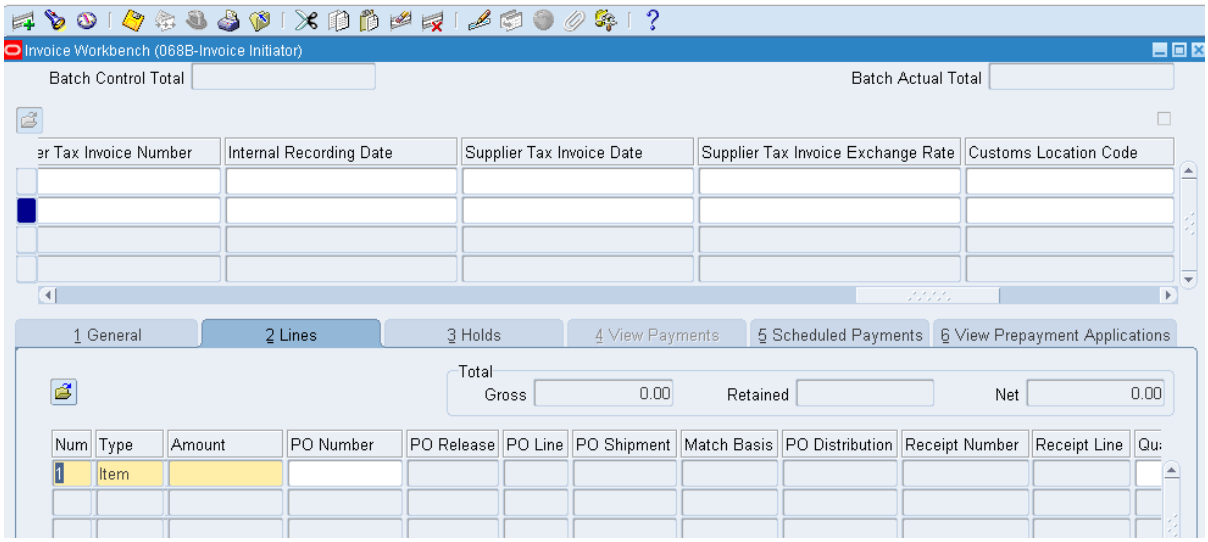
Pay Group is another field not represented in yellow but can be filled. This field is only required when a payment is to be "**Sent to Department**" Please select the **Pay Group** that shows your agency number.



Once the header has been completed, click the **Save** icon on the toolbar.



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



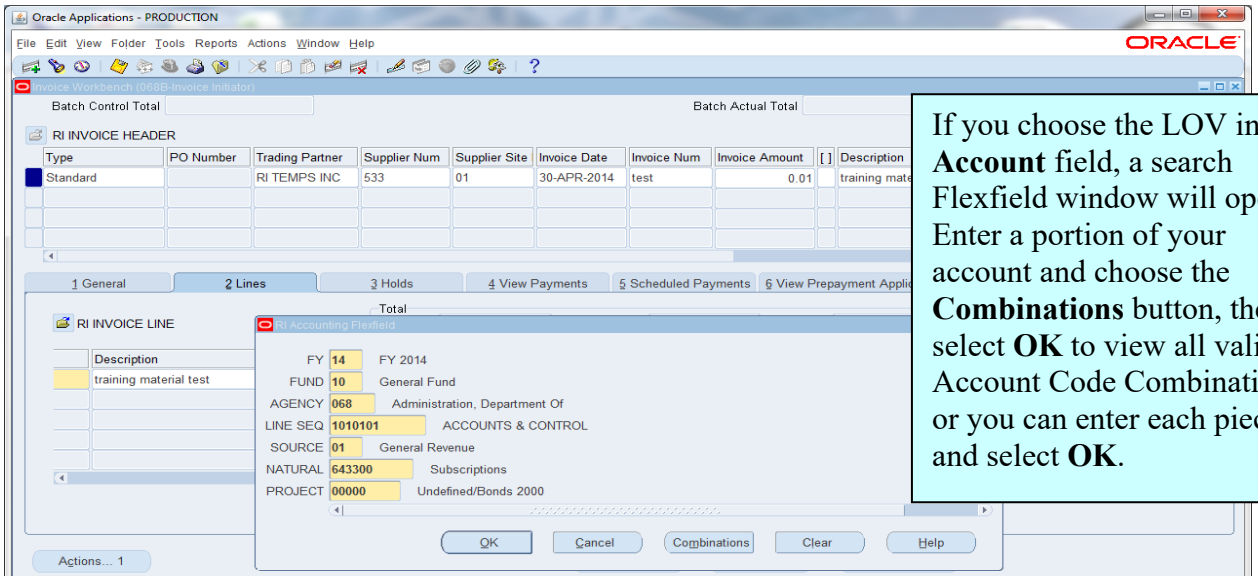
Type will always be Item.

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.

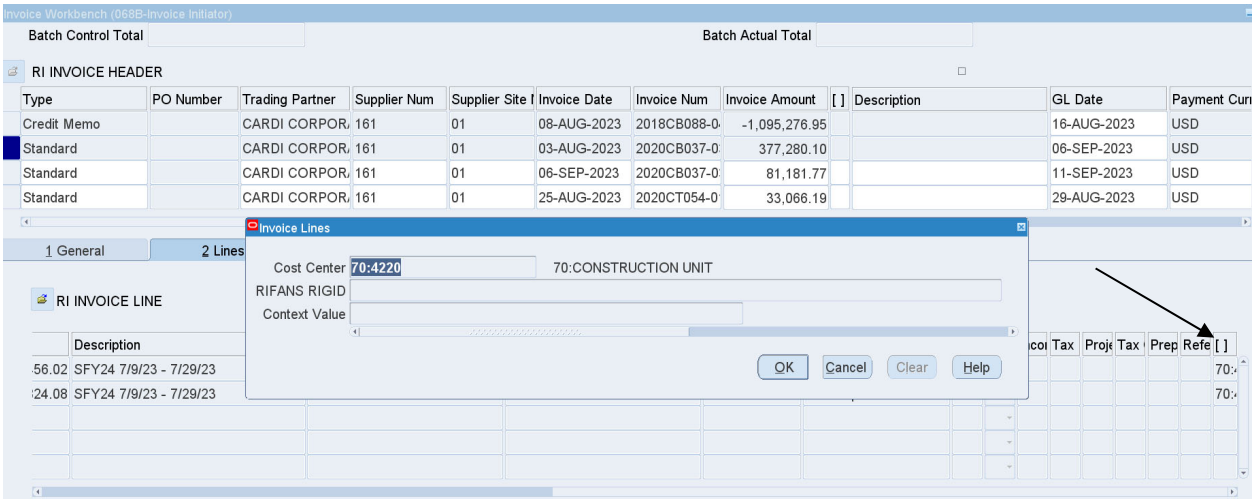
➡ Select the LOV ... to query on valid combinations.



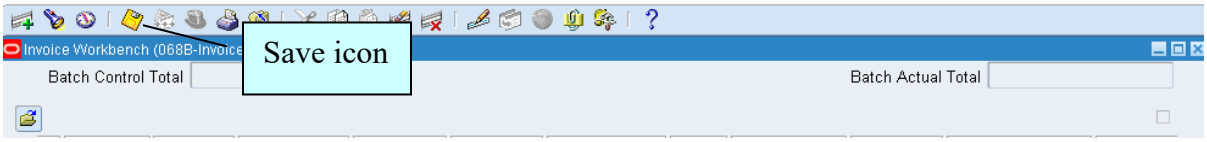
If you choose the LOV in the **Account** field, a search Flexfield window will open. Enter a portion of your account and choose the **Combinations** button, then select **OK** to view all valid Account Code Combinations or you can enter each piece and select **OK**.

Click the **OK** button.

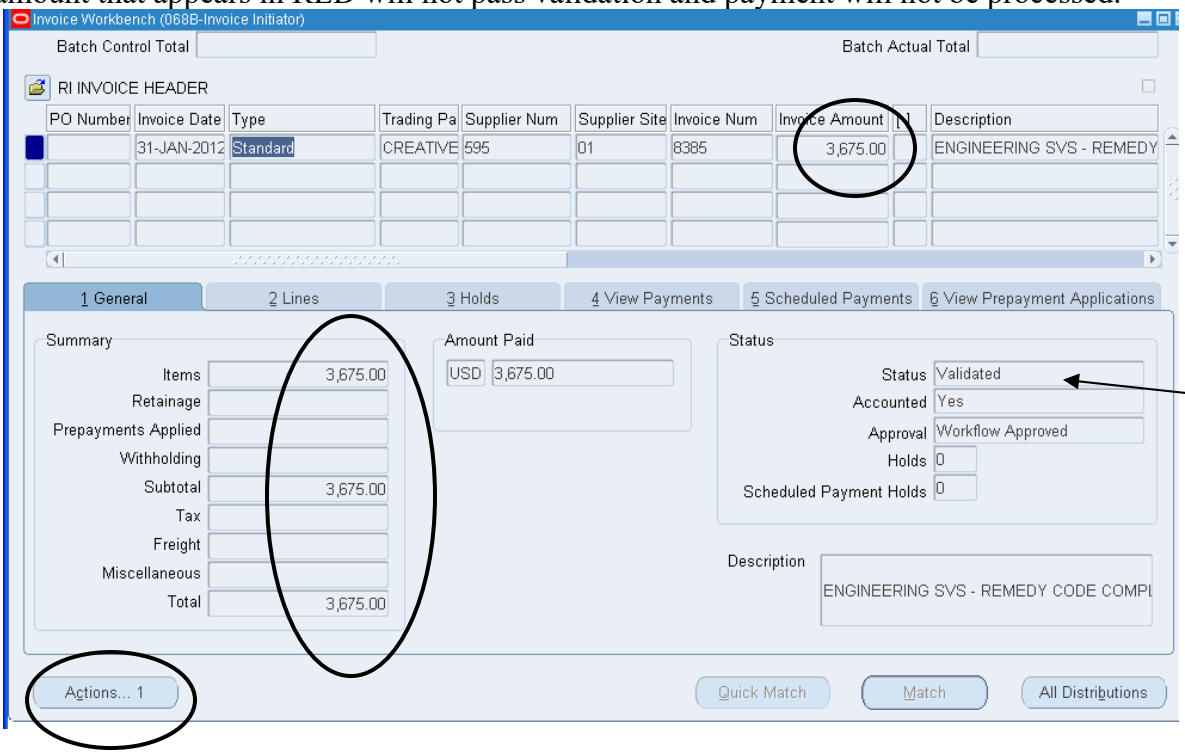
If you know the distribution account, enter in the **Default Distribution Account** field. Once you have successfully selected a valid account code combination, the **Cost Center,** and **RIGID** fields (if needed) can be entered or cancelled. To enter these fields, scroll over to the end of the line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



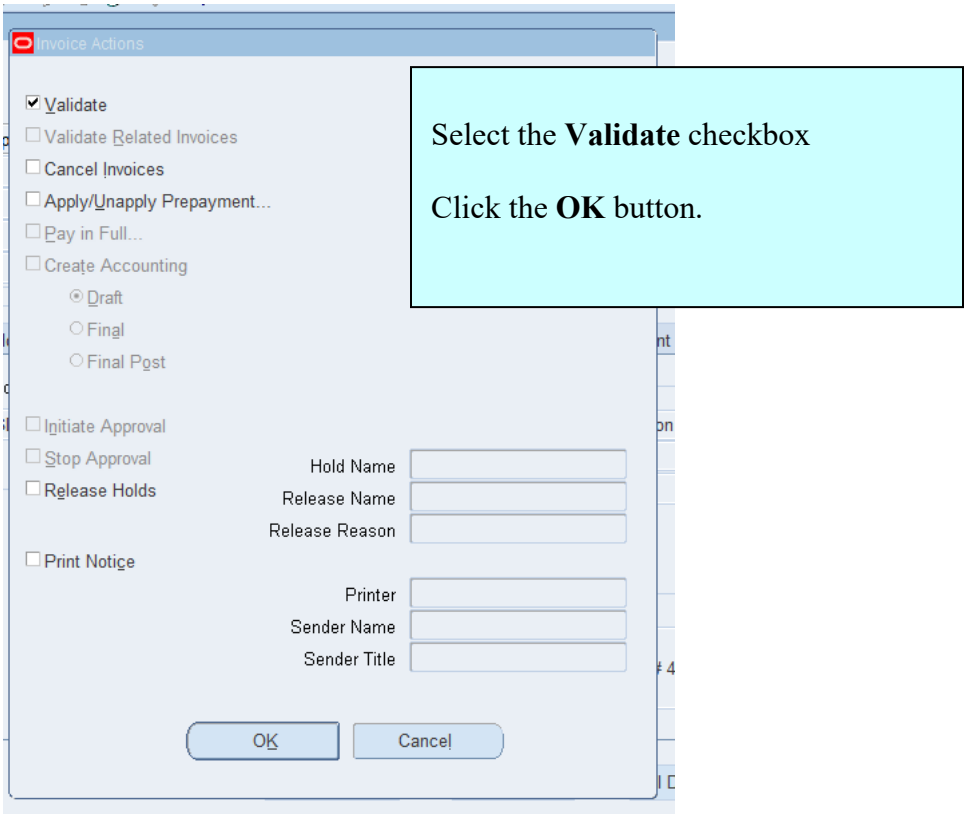
Choose the Cost Center and/or RIGID. Click **OK**. Click on the **Save** icon.



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

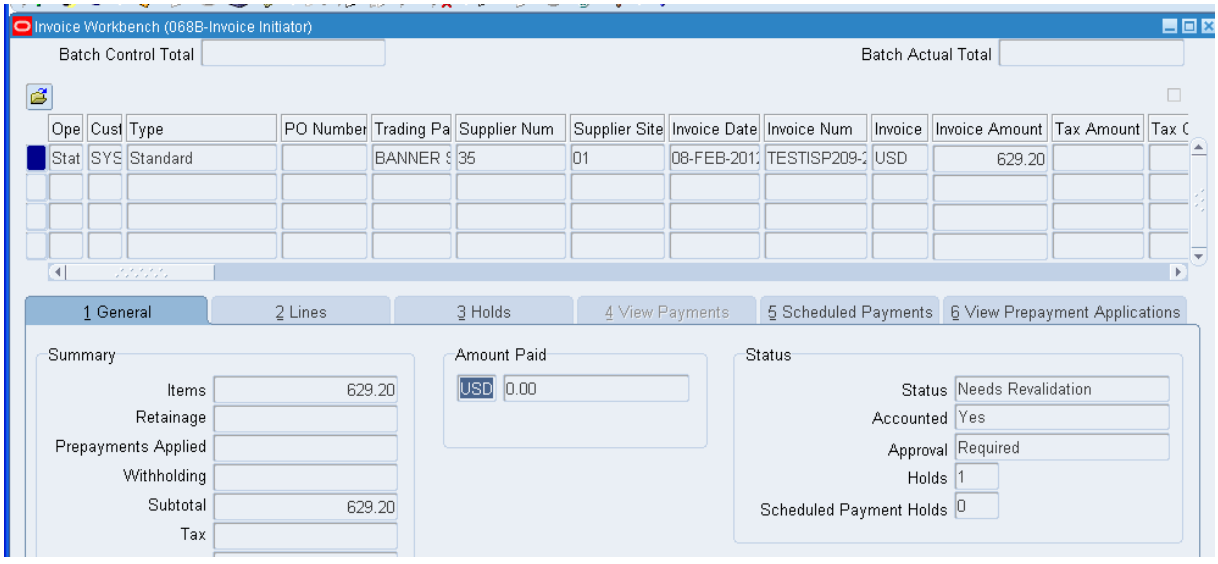


Click the **Actions…1** button.
The Invoice Actions window will populate. Click the **Validate** checkbox and then the **OK** button.

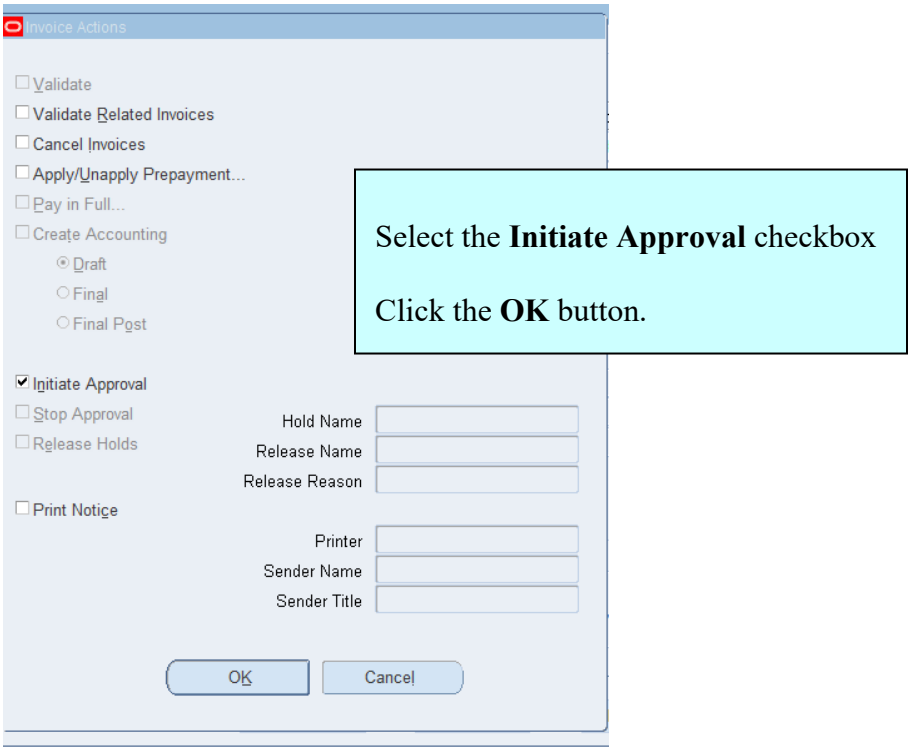


If your invoice has passed all validations, the status will be **Validated**. You cannot initiate approval if the status is not validated.

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.



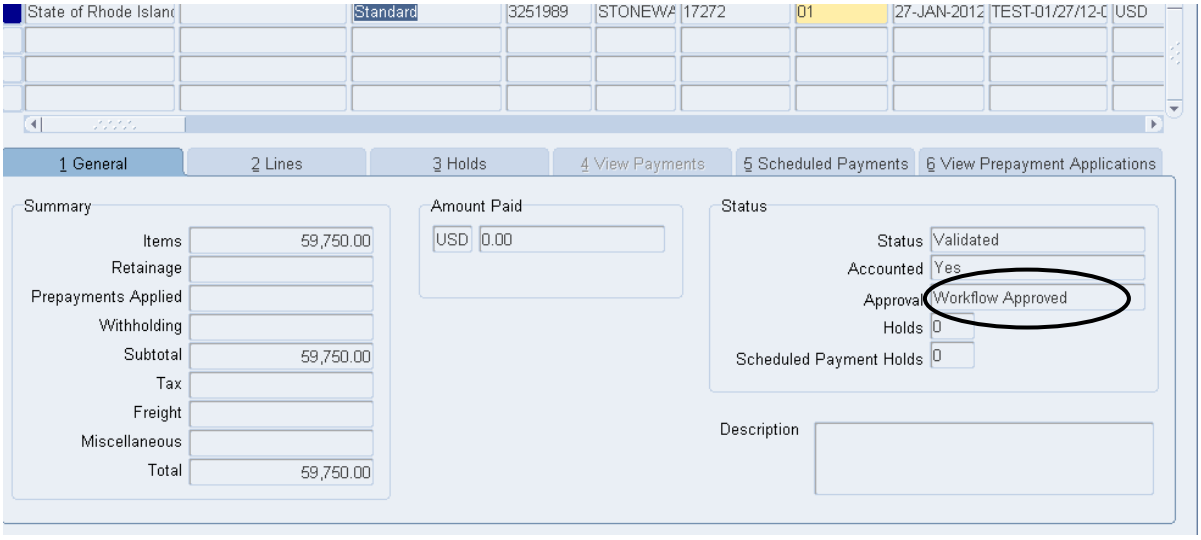
Click the **Actions…1** button again.
The Invoice Actions window will populate. Click the **Initiate Approval** checkbox and then the **OK** button.



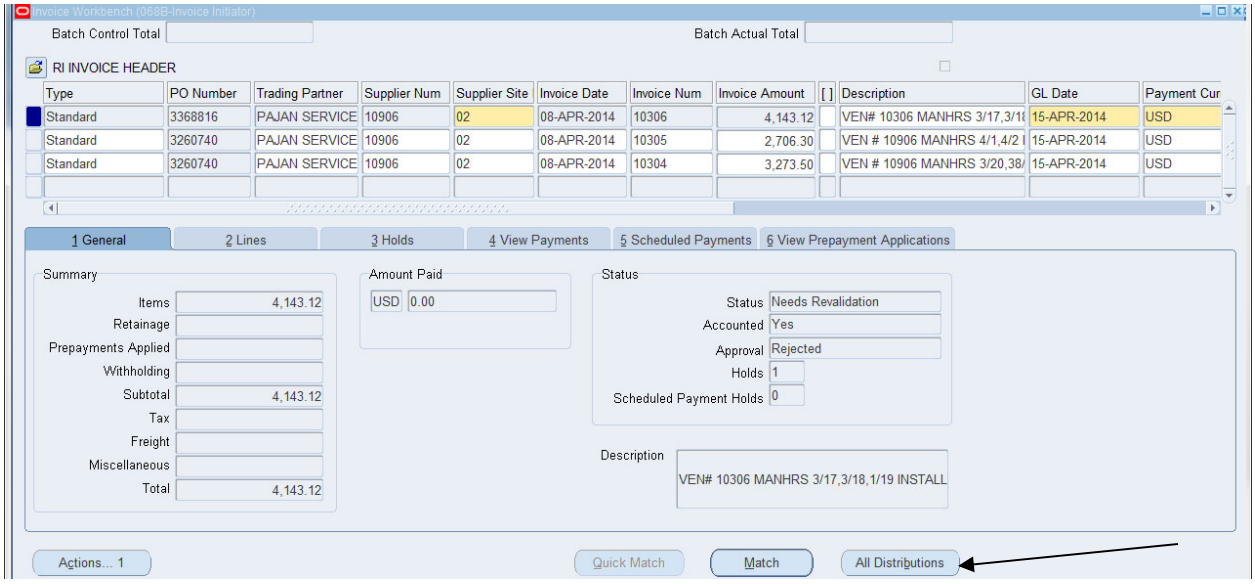
This is the action that sets workflow in action.

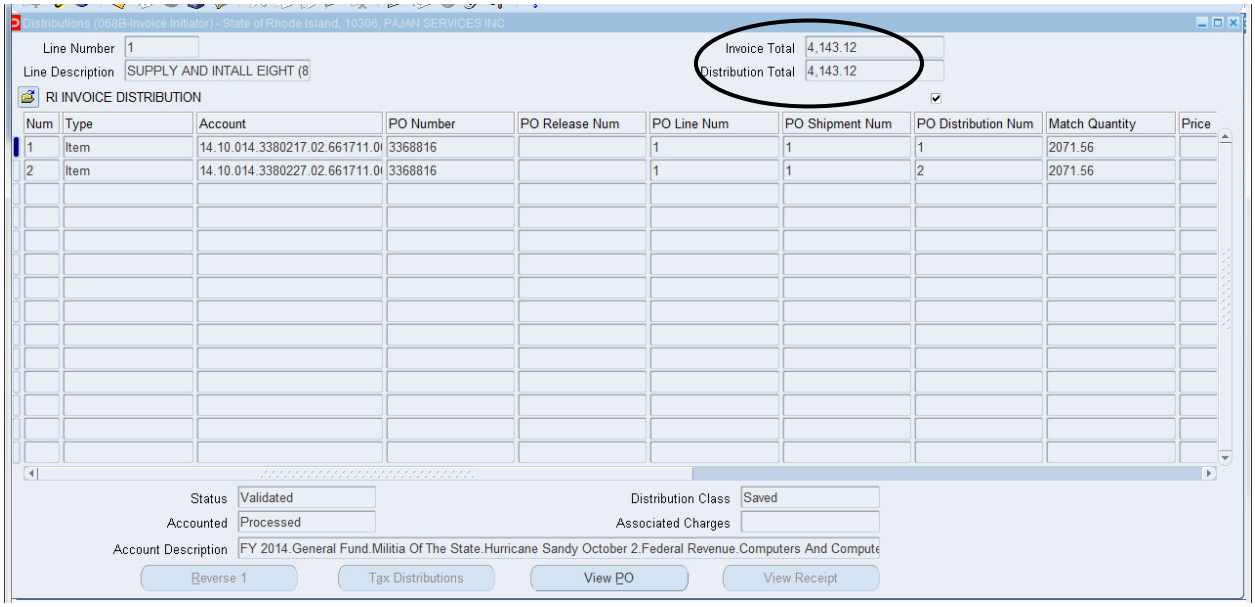
Workflow: the electronic path the document will follow to receive all necessary reviews and approvals within the system.

Once the invoice is approved, the Approval status will reflect **Workflow Approved**.



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





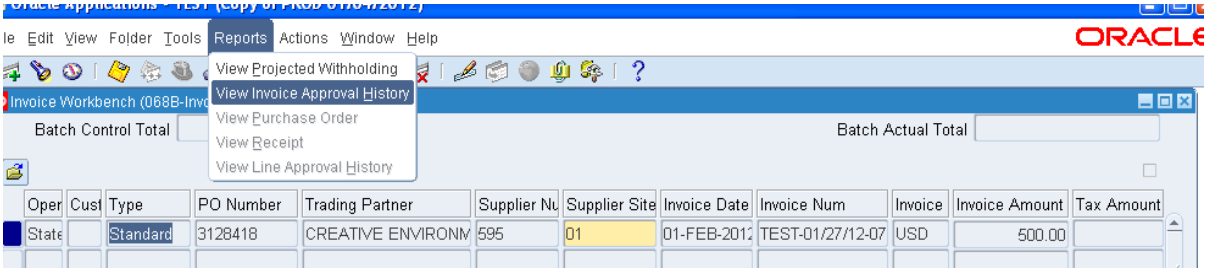
Check the upper right portion of the screen. The **Invoice Total** and the **Distribution Total** should match and be in black.

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.

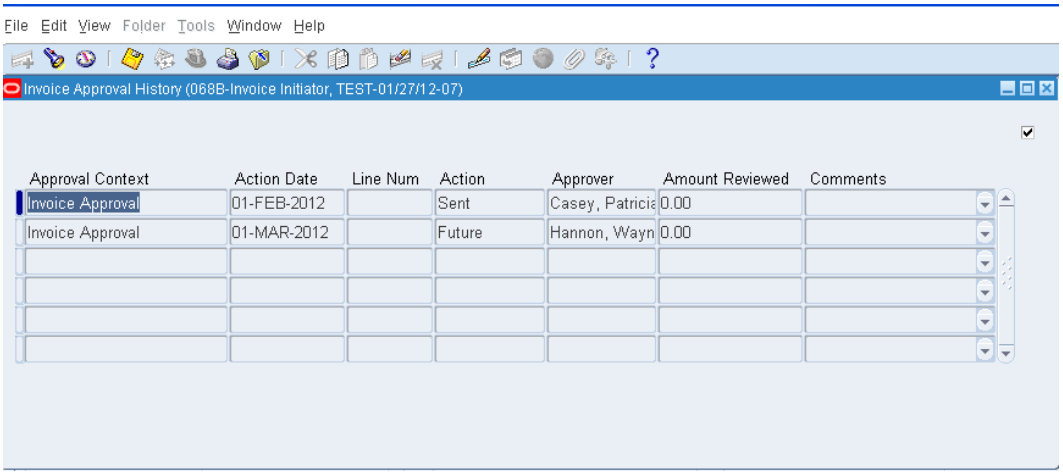
2.1 Track the approval history of an invoice

To view 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.

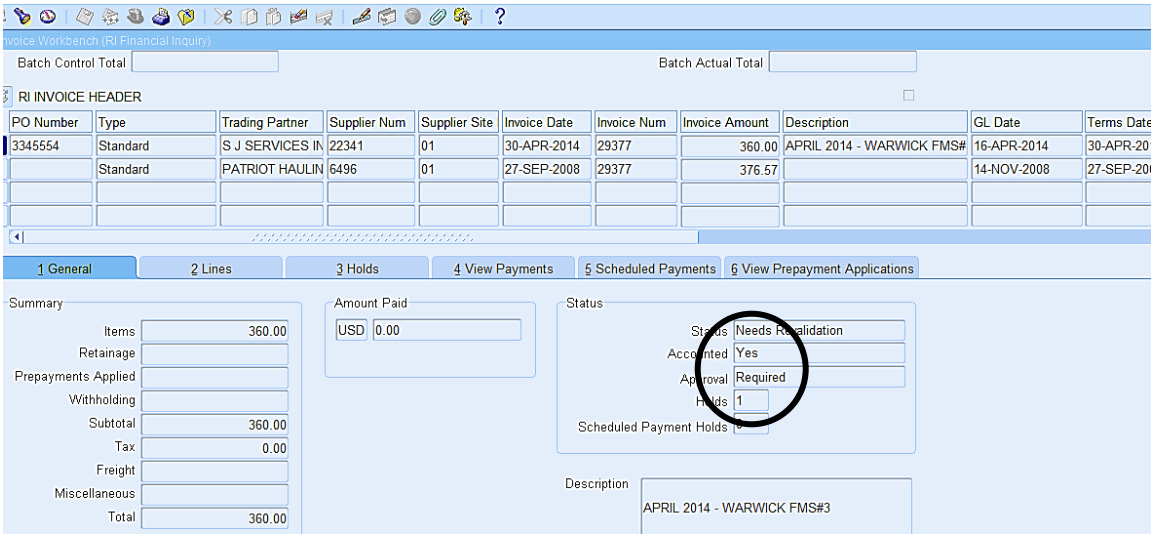
If an invoice has been rejected, look in the **Comments** section of this screen for an explanation.



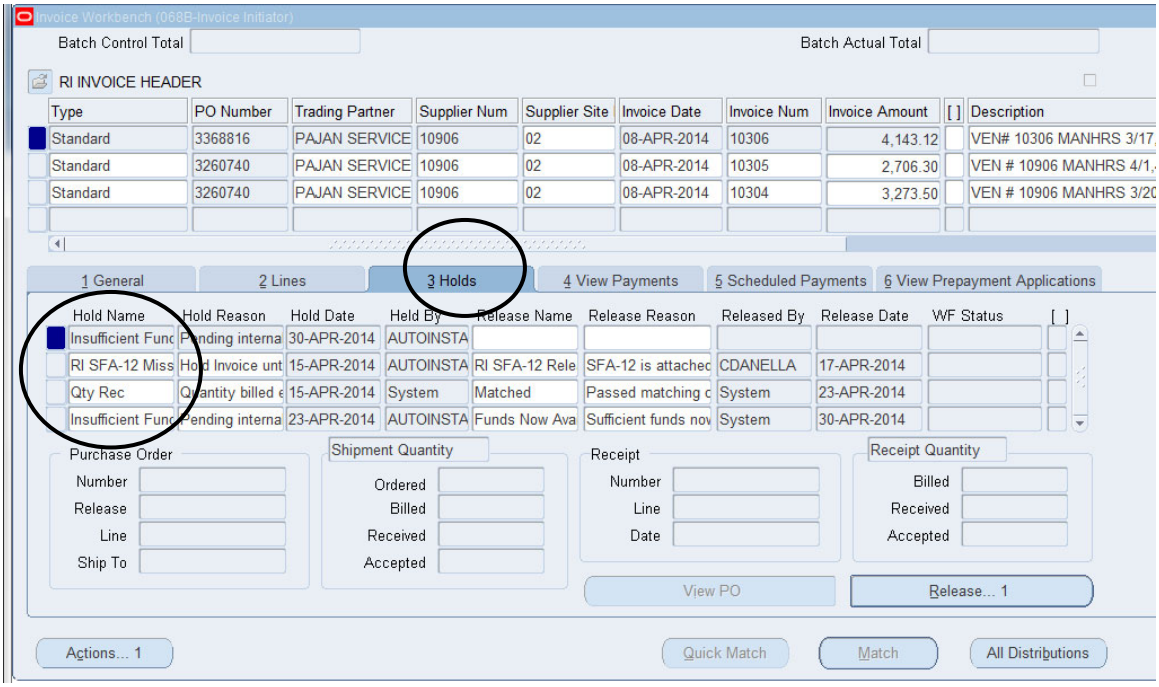
2.2 Budgetary Controls

"Insufficient Funds" hold

Items that have the status of "**Required**" need review and, possibly, action.



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



An "Insufficient funds" hold means the amount(s) being charged to the account(s) used exceed the budget set for the account.

To release the “Insufficient Funds” hold, try to validate the invoice again. If there are enough funds to cover the invoice, the hold will be released, and the invoice will validate. This hold cannot be manually removed.

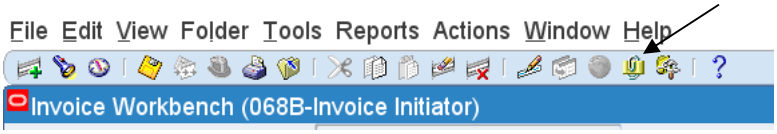
Once the invoice passes validation, the invoice will need to be submitted for approval.

2.3 Attaching a PDF Invoice or Submitting a Paper Invoice

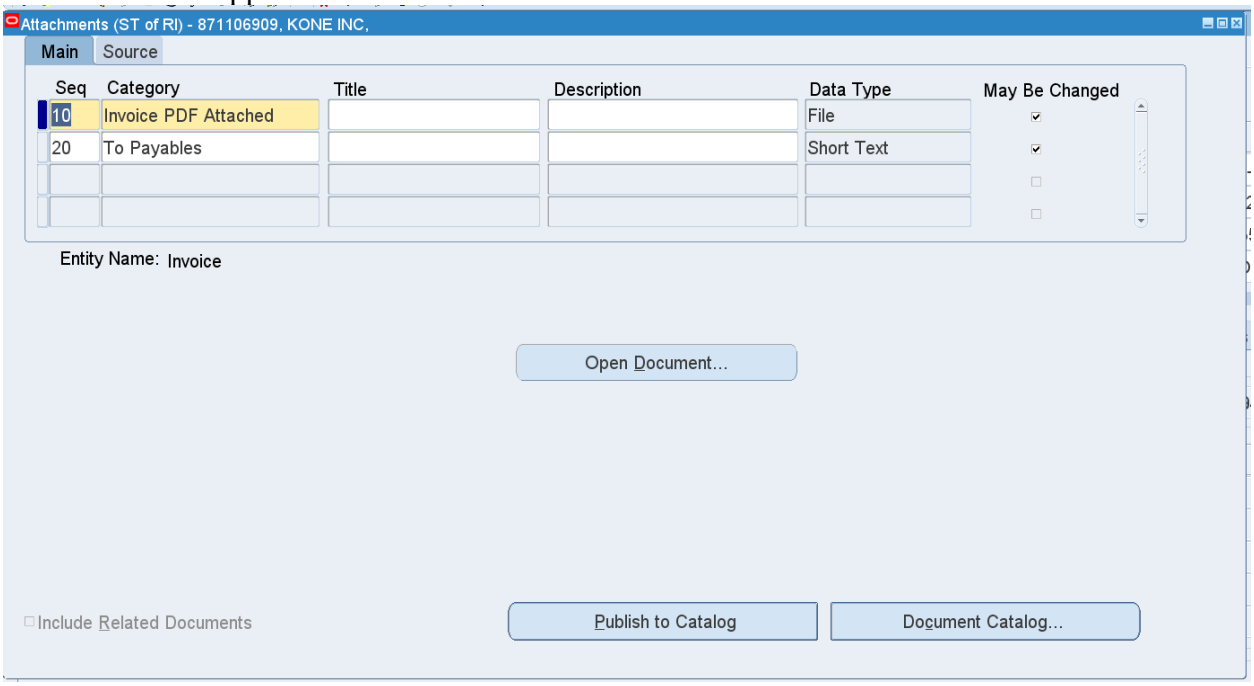
2.3.1 Attaching a PDF Invoice

Once the invoice has been created, saved, validated and workflow initiated, a copy of the invoice must be attached.

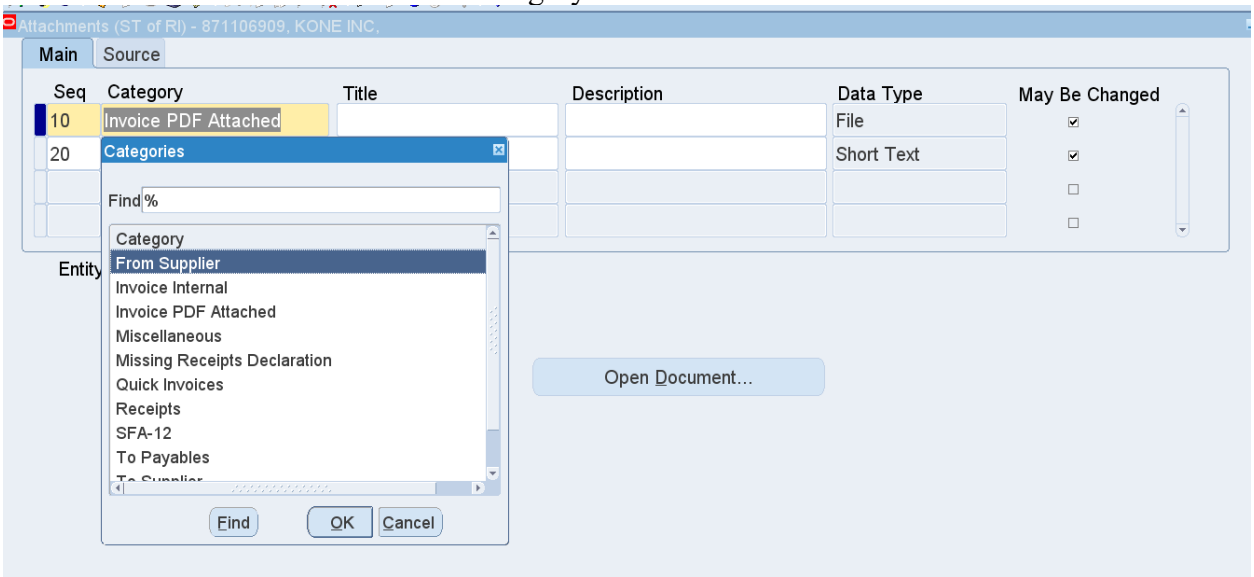
A PDF file of the invoice can be attached directly in the system. Click on the attachment icon (paperclip).



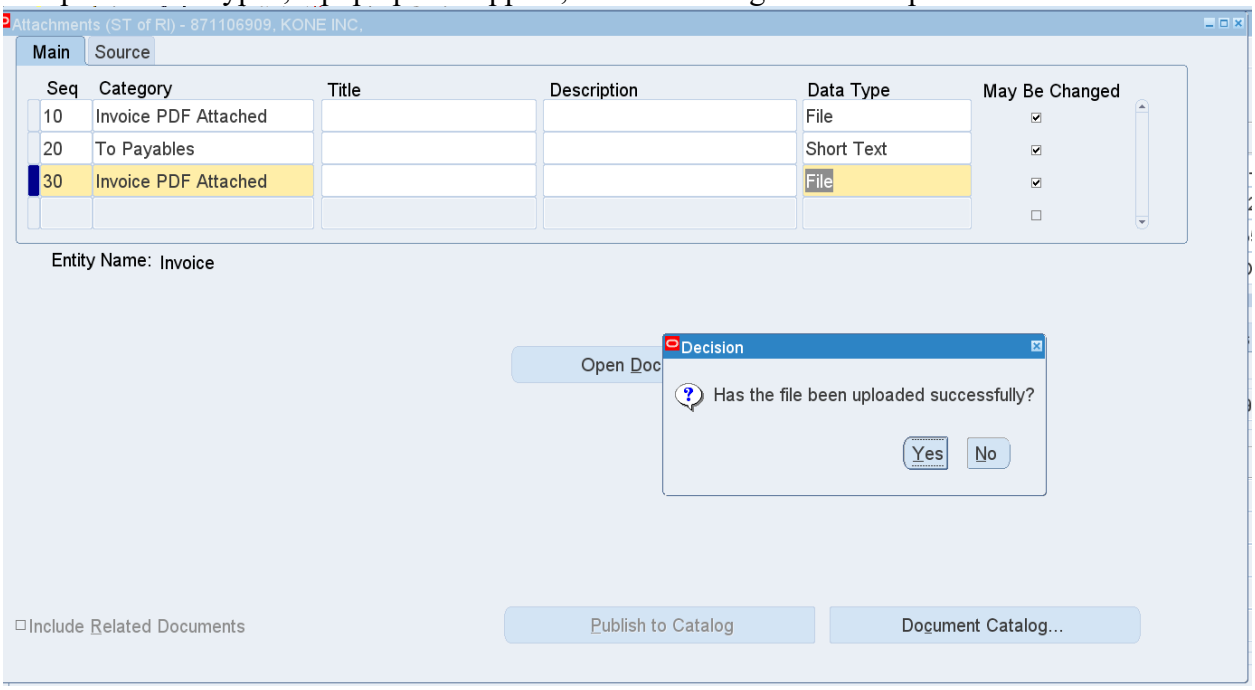
This screen will appear.

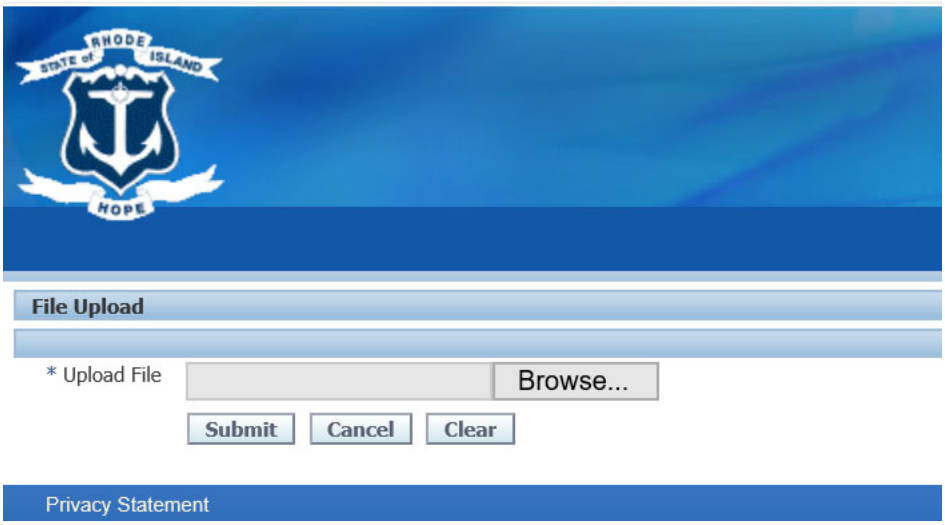


Choose the “Invoice PDF Attached” category.



Tab past “Data Type”, a pop up will appear, and a new Edge tab will open.





Click “Browse” to find where the PDF is located and click “Open”.
Once the PDF file is added, click “Submit” to upload the attachment.

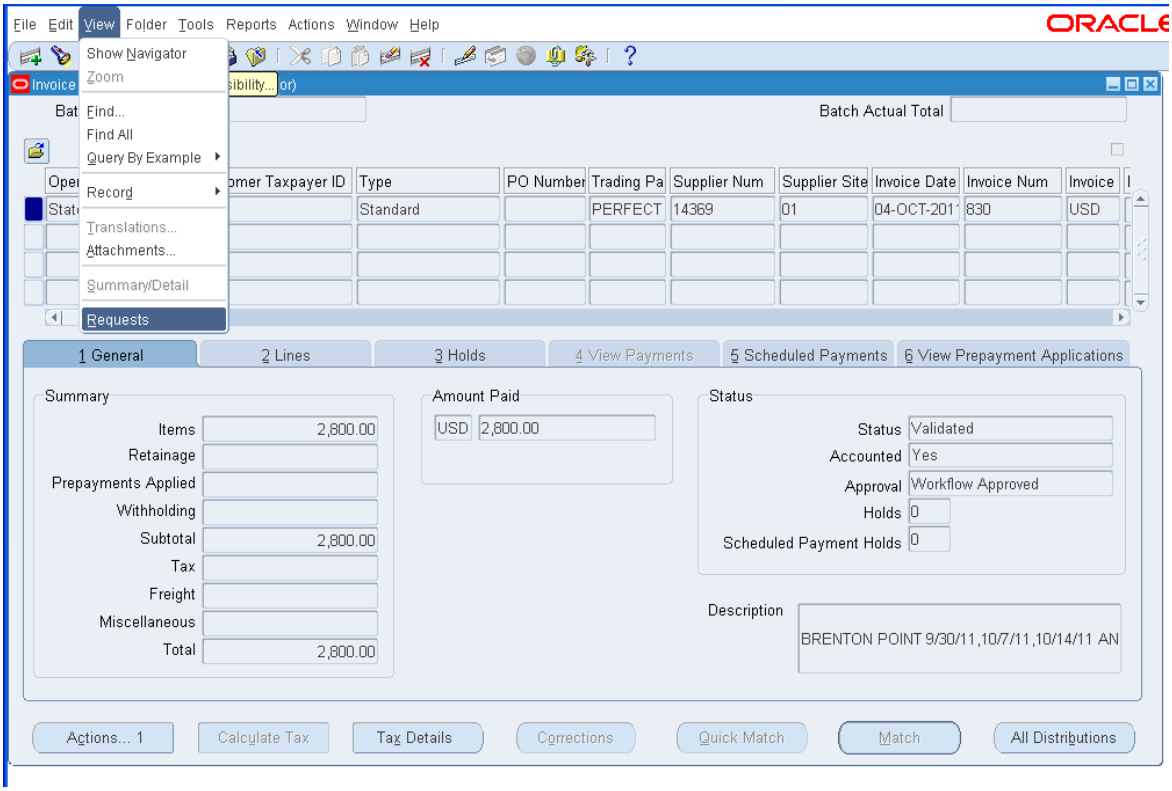
If the attachment loads properly, click Yes for “Has the file been uploaded successfully?”. If not, click No and the attachment load screen will reappear.

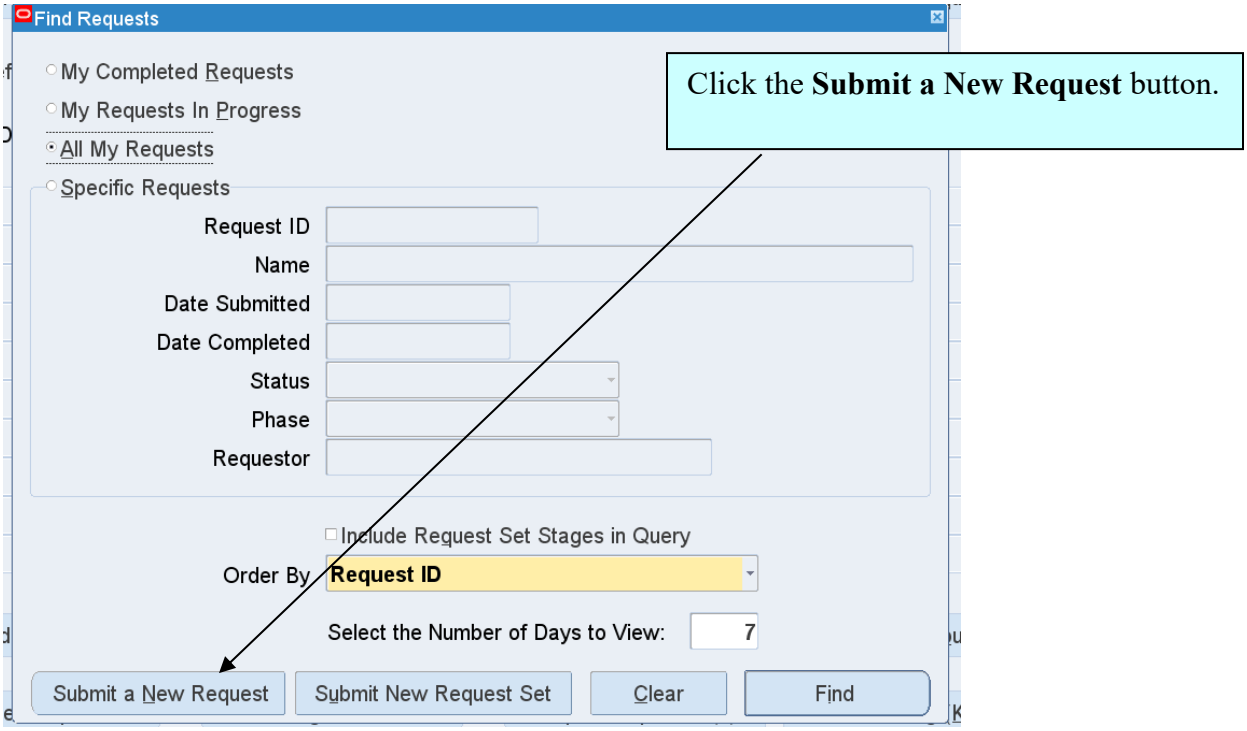
Additional backup can be attached as needed.

2.3.2 Submitting a Paper Invoice

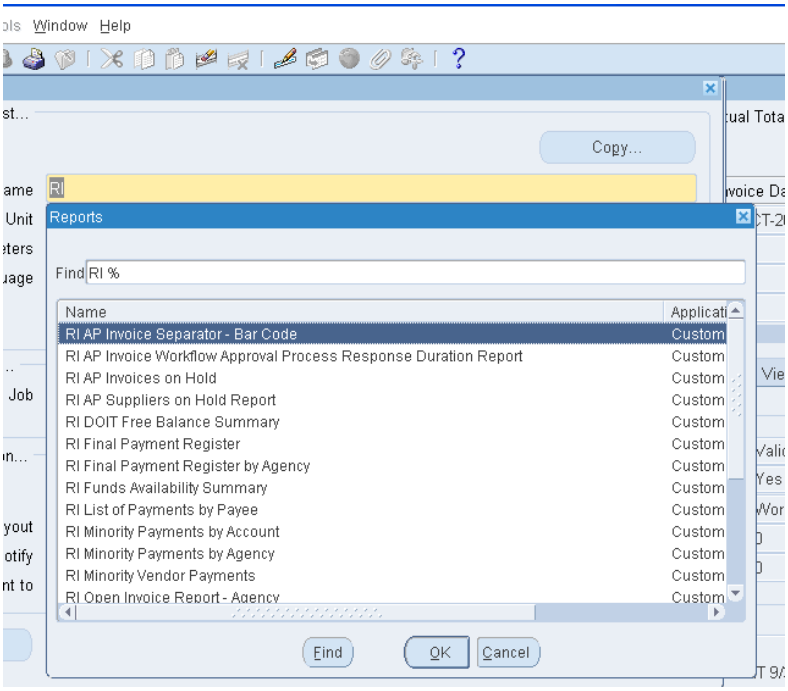
Another option is to print a separator sheet, attach it to the invoice and backup, and submit to Accounts & Control. The separator sheet acts as a cover sheet for the supplier's invoice so it can be scanned.

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



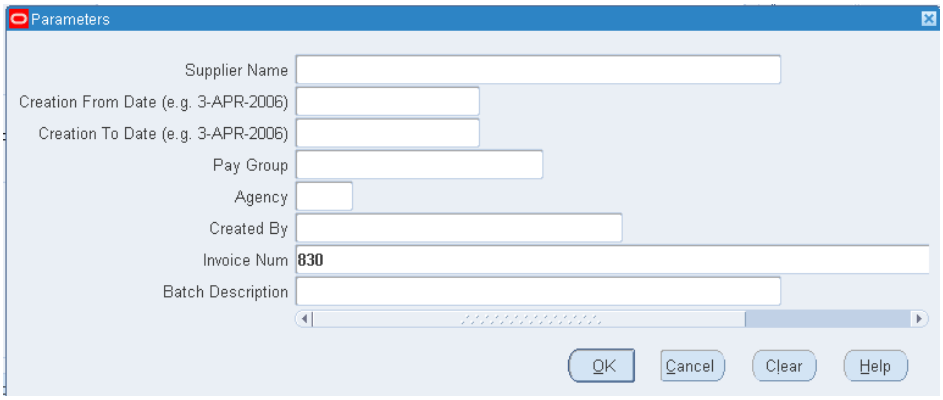


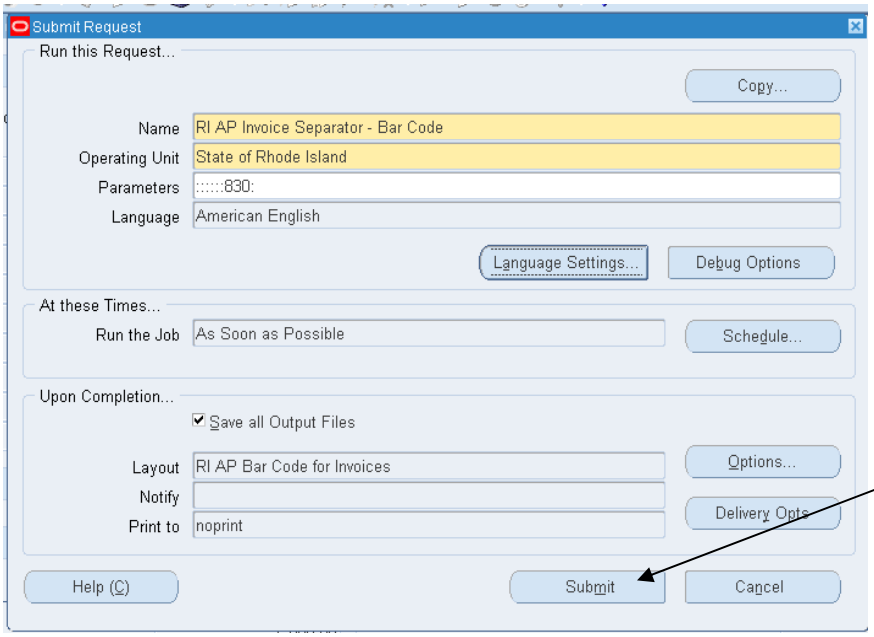
In the yellow **Name** field, type in RI and tab



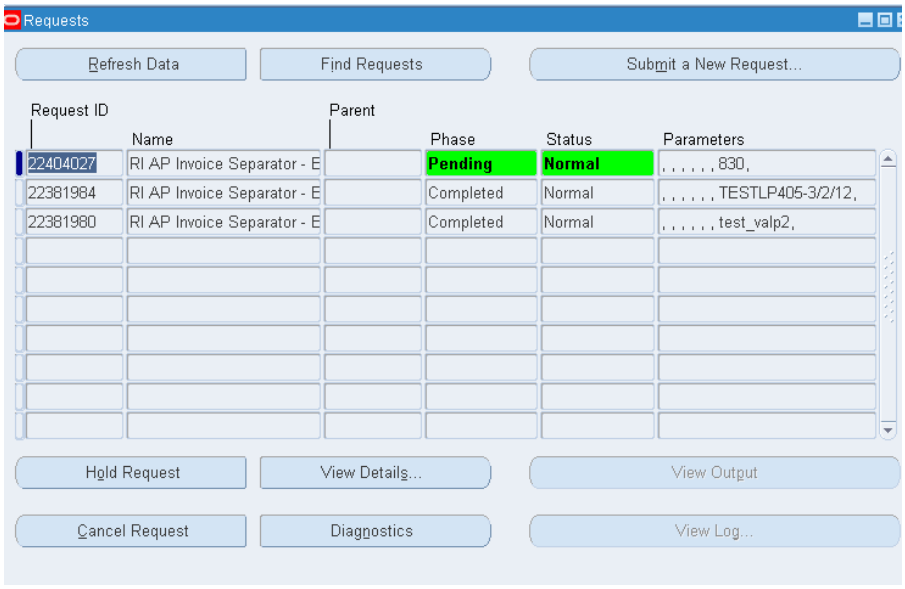
A list of RI Custom reports will open. Highlight (click) the RI AP Invoice Separator – Bar Code report from the list and click **OK**.

If you are printing a Separator Sheet for a single invoice, enter the I**nvoice 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 username who created the invoices in the **Created By** field, and Click **OK**. This will bring up all Separator Sheets created throughout the period in the order it was processed.





Click the **Submit** button.



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

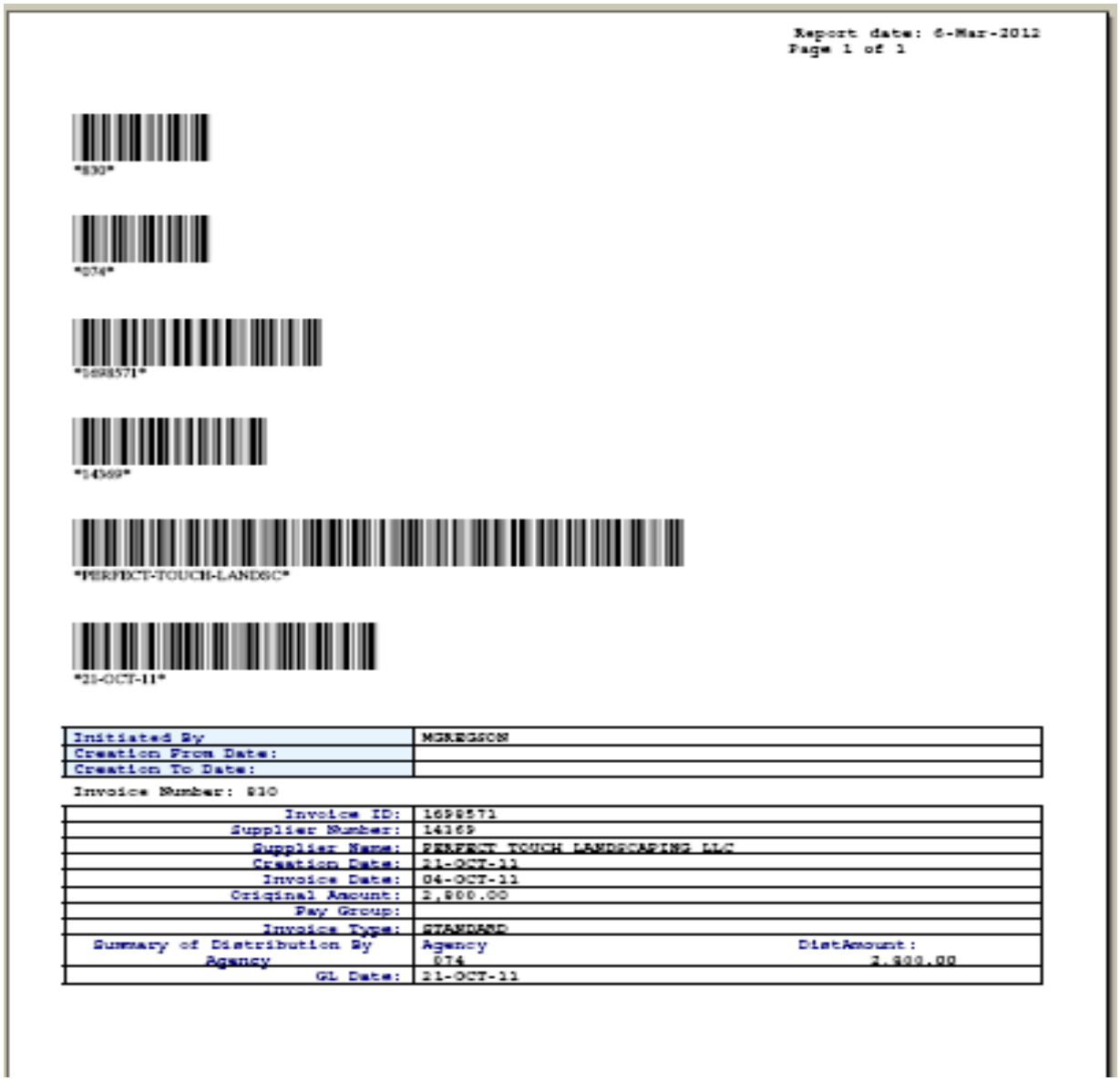
Click the **Refresh Data** button.

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 number of reports in the queue.

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

A view of a completed separator sheet is on the next page.



Report date: 6-Mar-2012
Page 1 of 1

930

074

1698571

14169

PERFECT-TOUCH-LANDSC

21-OCT-11

Initiated By	MGREGSON
Creation From Date:	
Creation To Date:	

Invoice Number: 930

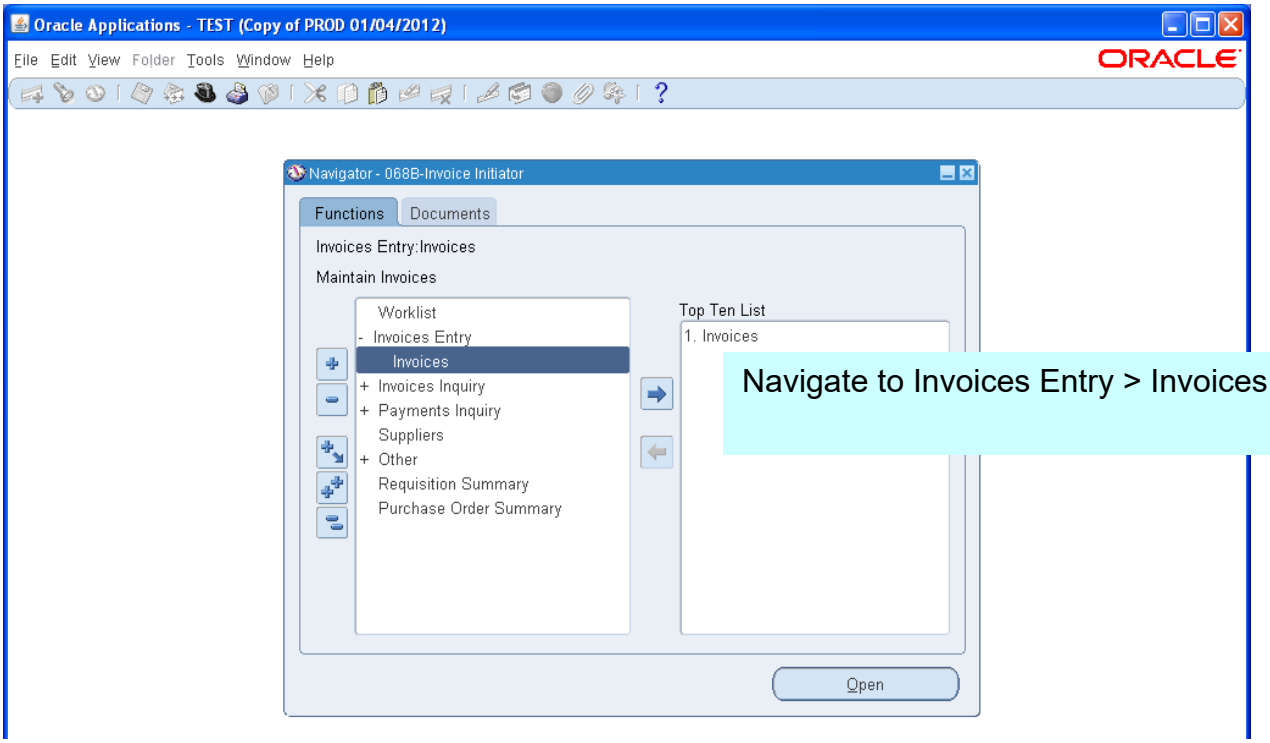
Invoice ID:	1698571	
Supplier Number:	14169	
Supplier Name:	PERFECT TOUCH LANDSCAPING LLC	
Creation Date:	21-OCT-11	
Invoice Date:	04-OCT-11	
Original Amount:	2,900.00	
Pay Group:		
Invoice Type:	STANDARD	
Summary of Distribution By Agency	Agency 074	DistAmount: 2,900.00
GL Date:	21-OCT-11	

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

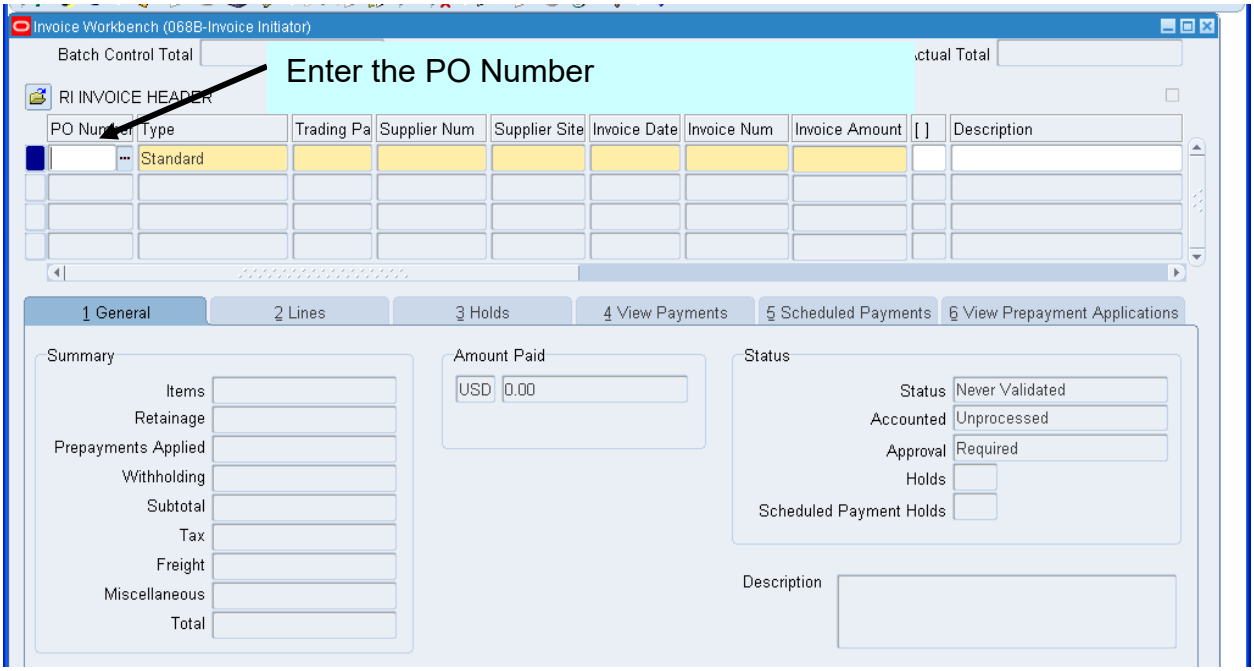
Print this out, attach the supplier's backup (invoice) and send to Accounts and Control to be scanned within five (**5)** business days from the creation date. Approvers are instructed to look for the attached scanned documents prior to approving documents.

Failure to submit timely can result in delay in payments.

3 Invoice with a PO match

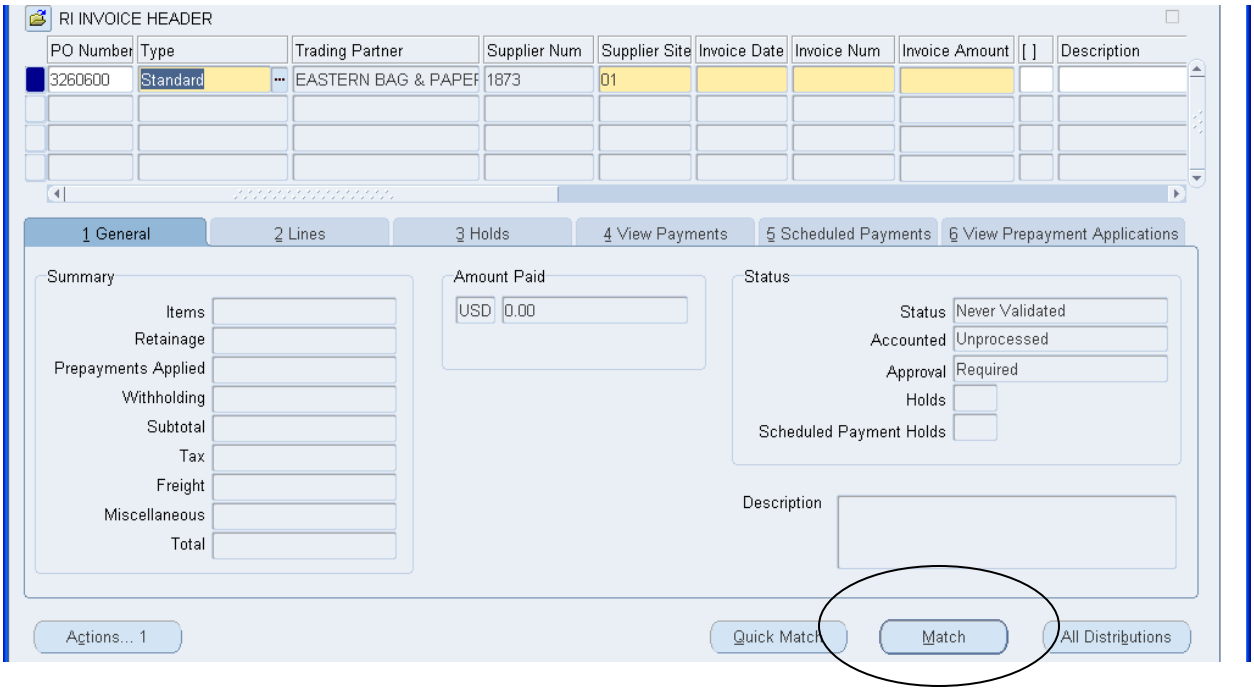


Enter the purchase order number in the **PO Number** field. Click **Tab**.

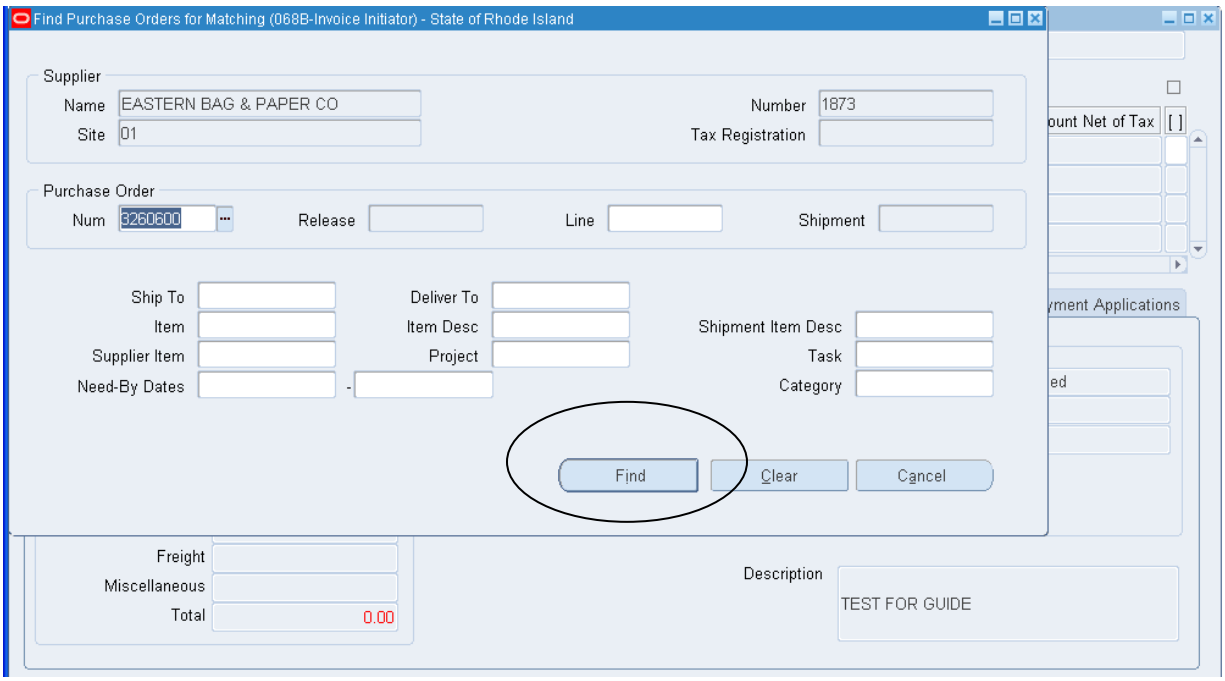


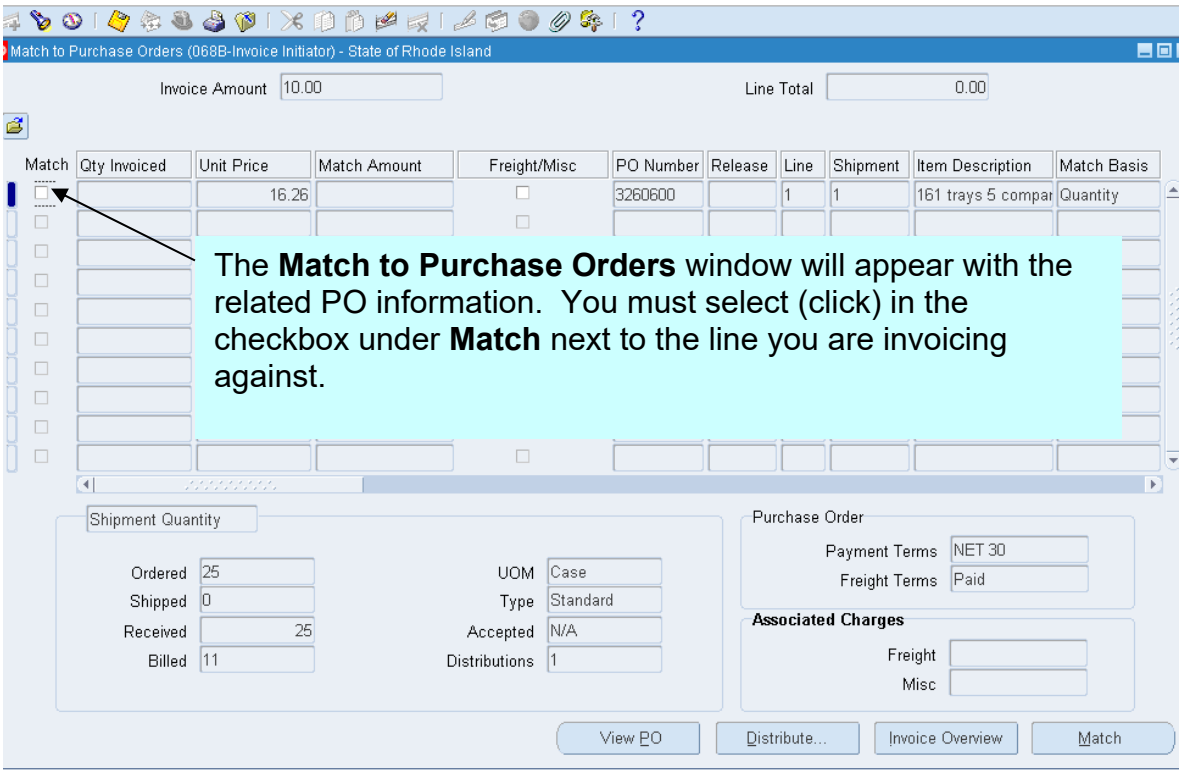
The Supplier (Trading Partner) information will automatically populate from the Purchase Order. Check Site address against invoice and updated, if needed.

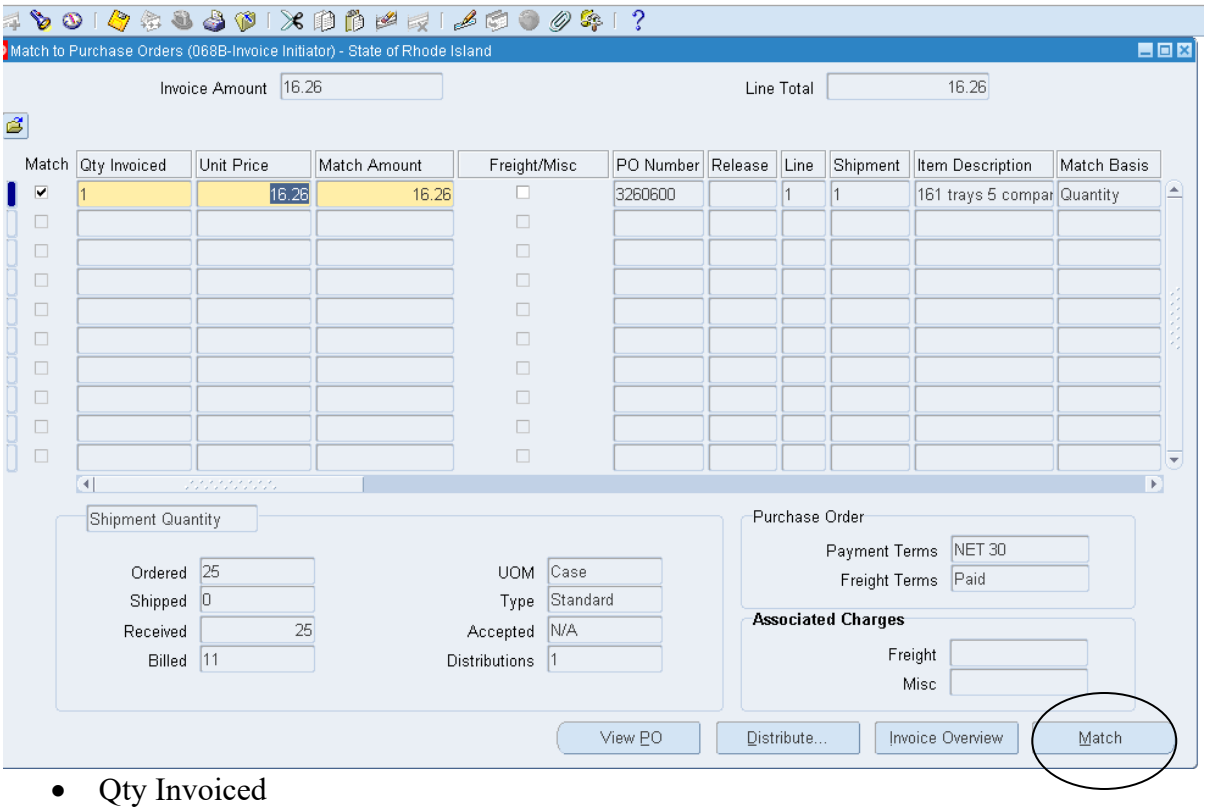
1. Complete the rest of the mandatory fields (yellow) in the header. For more detailed instructions on mandatory fields, see pages 9 and 10.
2. Click on the **Match** button.



3. 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 need to be entered in the **Release** field.)
4. Click the **Find** button.







- Qty Invoiced
- Unit Price
- Match Amount

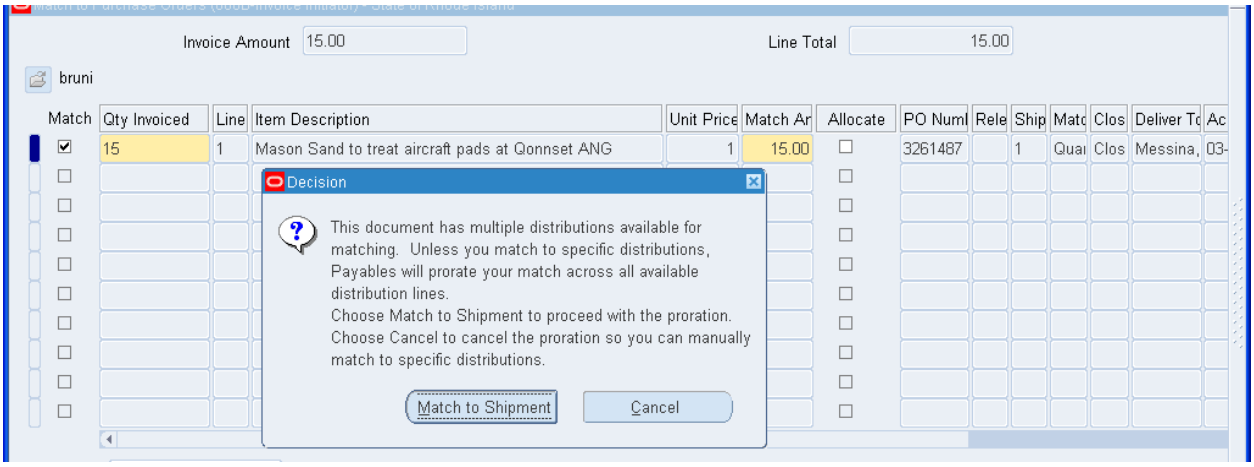
These fields will be auto populated. **Only the Qty Invoiced field should be edited**. The **Unit Price** field defaults from the purchase order and should **never** be changed. The **Match Amount** field is a calculated field and should **never** be changed.

➡ 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.

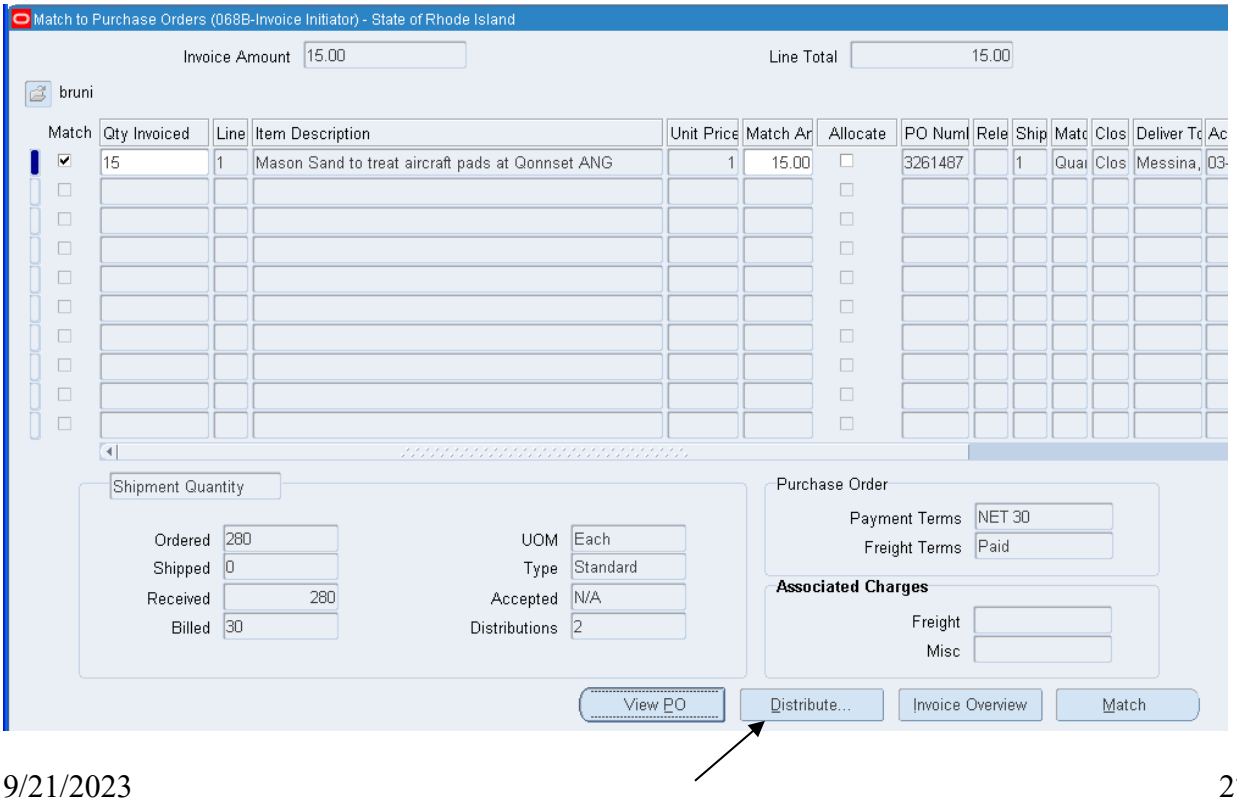
Once edit is completed click the **Match** button at the bottom of the Match to Purchase Order window. See page 14 and 15 for validation and initiation process.

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



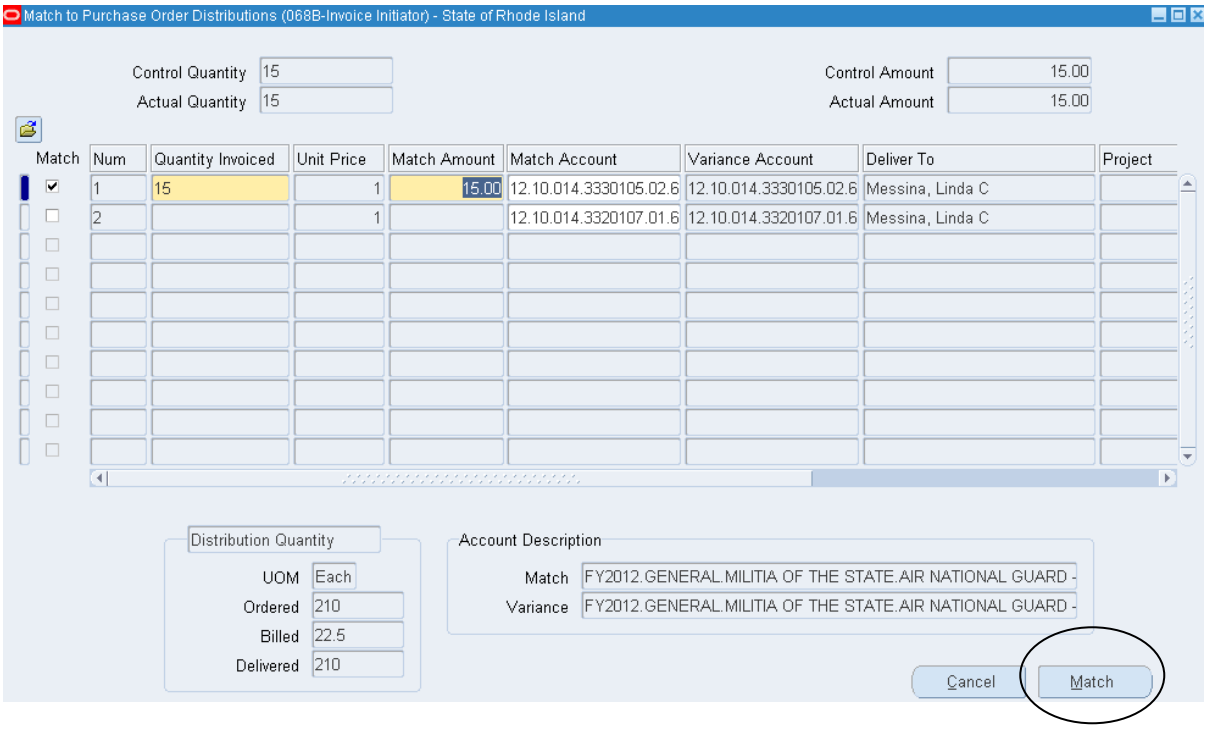
You can click the **Match to Shipment** button and Payables will prorate the match across all available distribution lines.

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

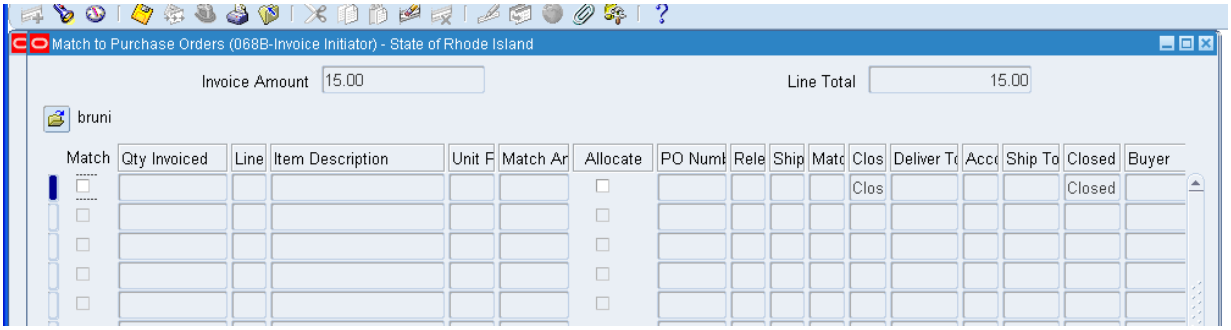


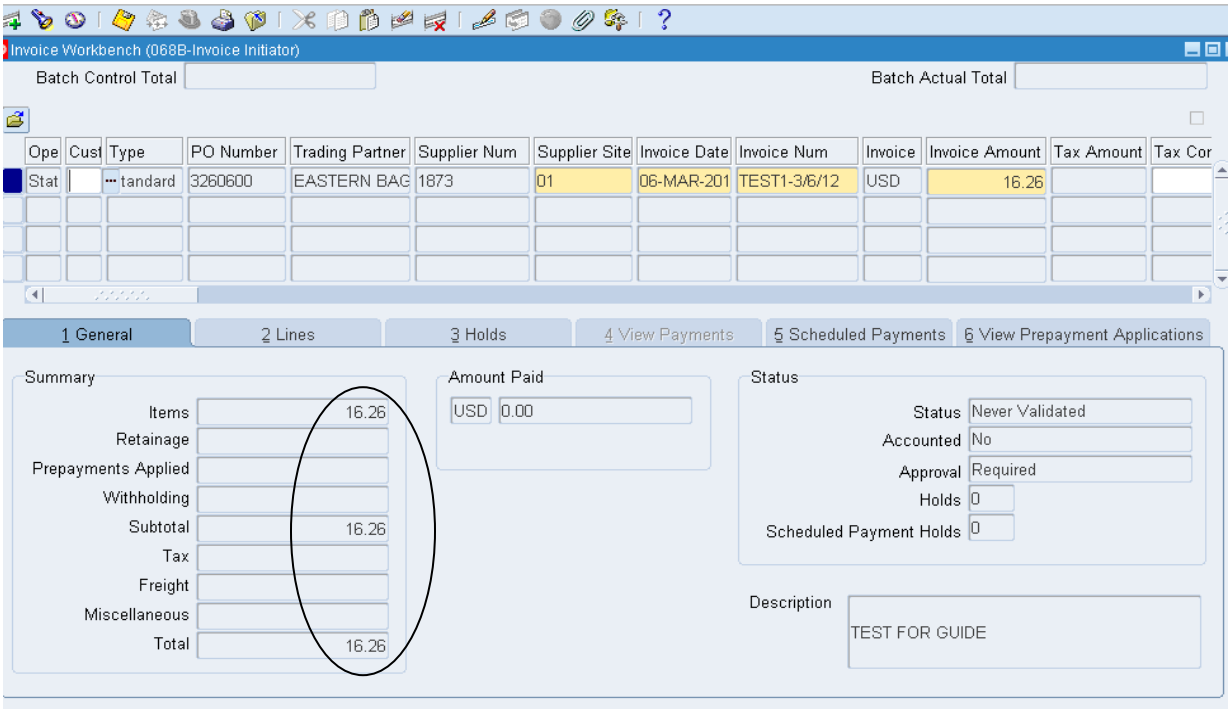
The **Match to Purchase Order Distributions** window will populate. Click in the checkbox under **Match** next to the line of the distribution required. Fill in the **Quantity Invoiced** field and tab. The **Match Amount** is a calculated field and should never be changed.

Click the **Match** button.



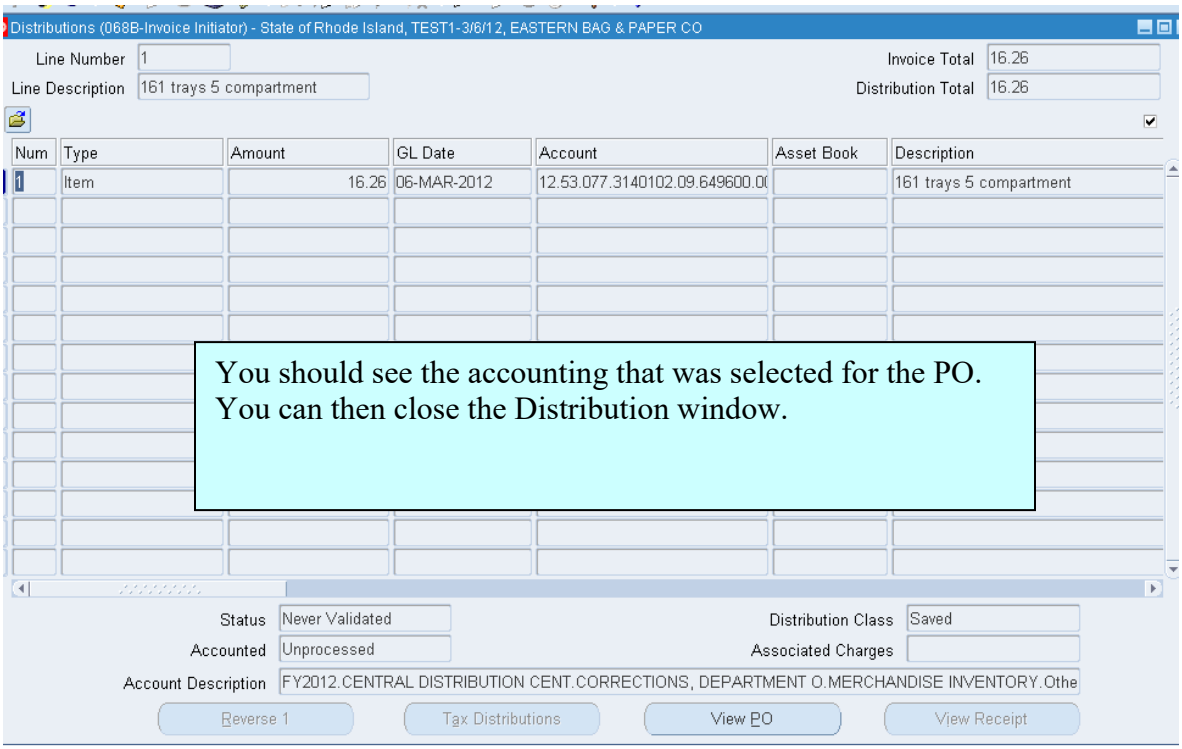
Close the **Match to Purchase Orders** window.

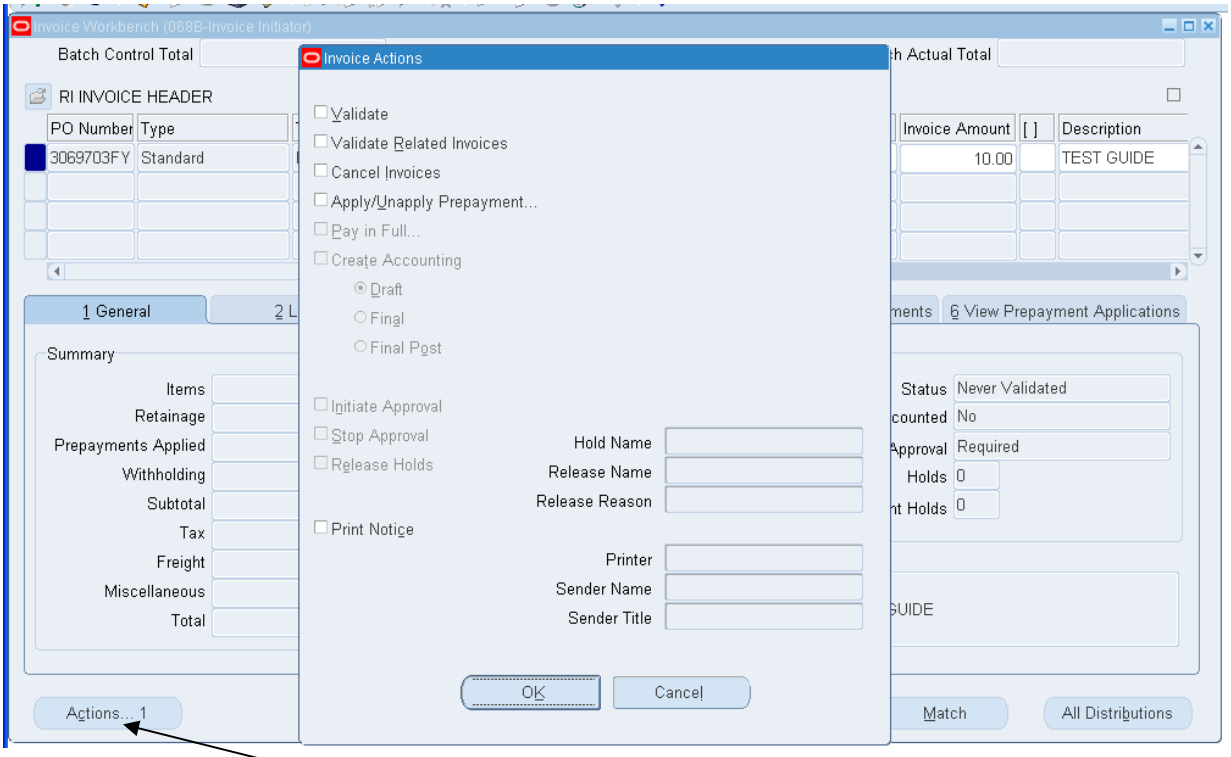




The main invoicing screen will re-appear. NOTE: The Summary total reflects the correct amount and is black. Also, the accounting has been brought over from the PO.

To double check the accounting, click the **All Distributions** button.





Click the **Actions…1** button

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

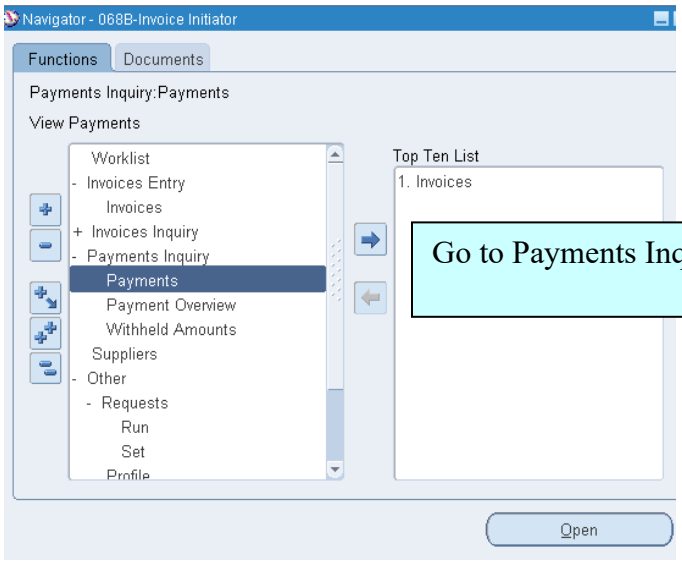
Status should change to Validated.

Click the **Actions …1** button

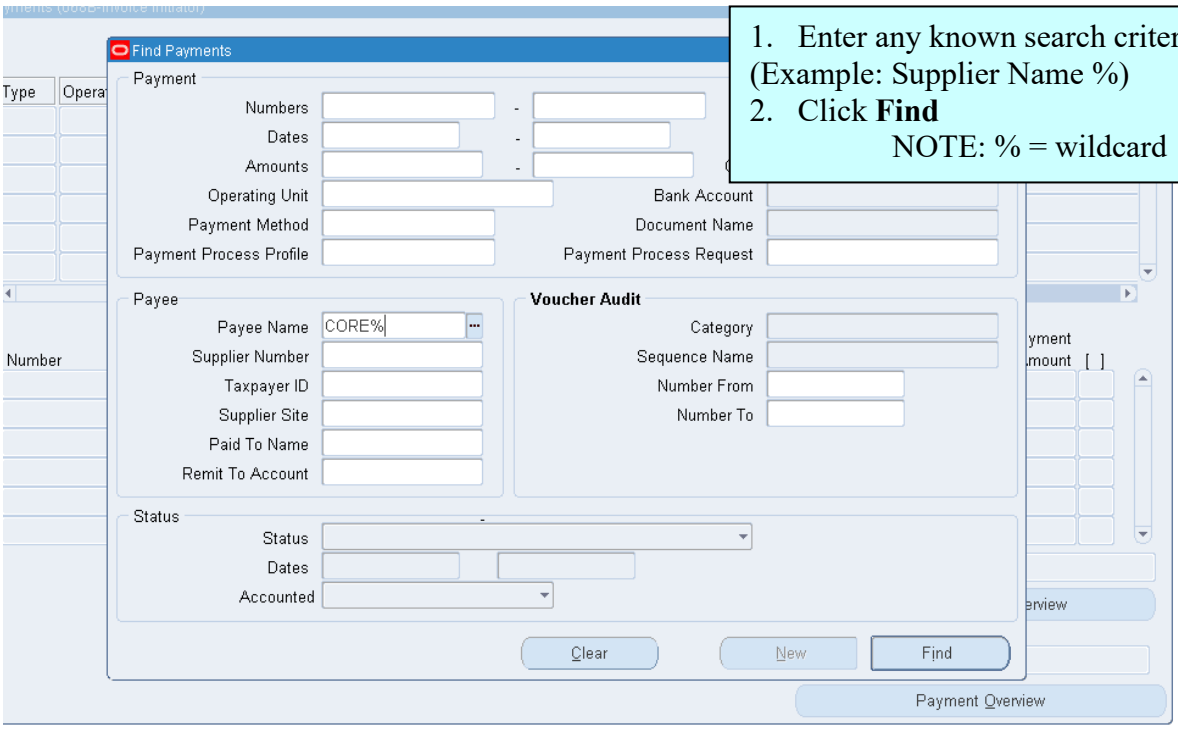
Select the **Initiate Approval** checkbox. Click the **OK** button.

Refer to section 2.3 for instructions on attaching the invoice and printing separator sheets.

4 Payment Inquiry

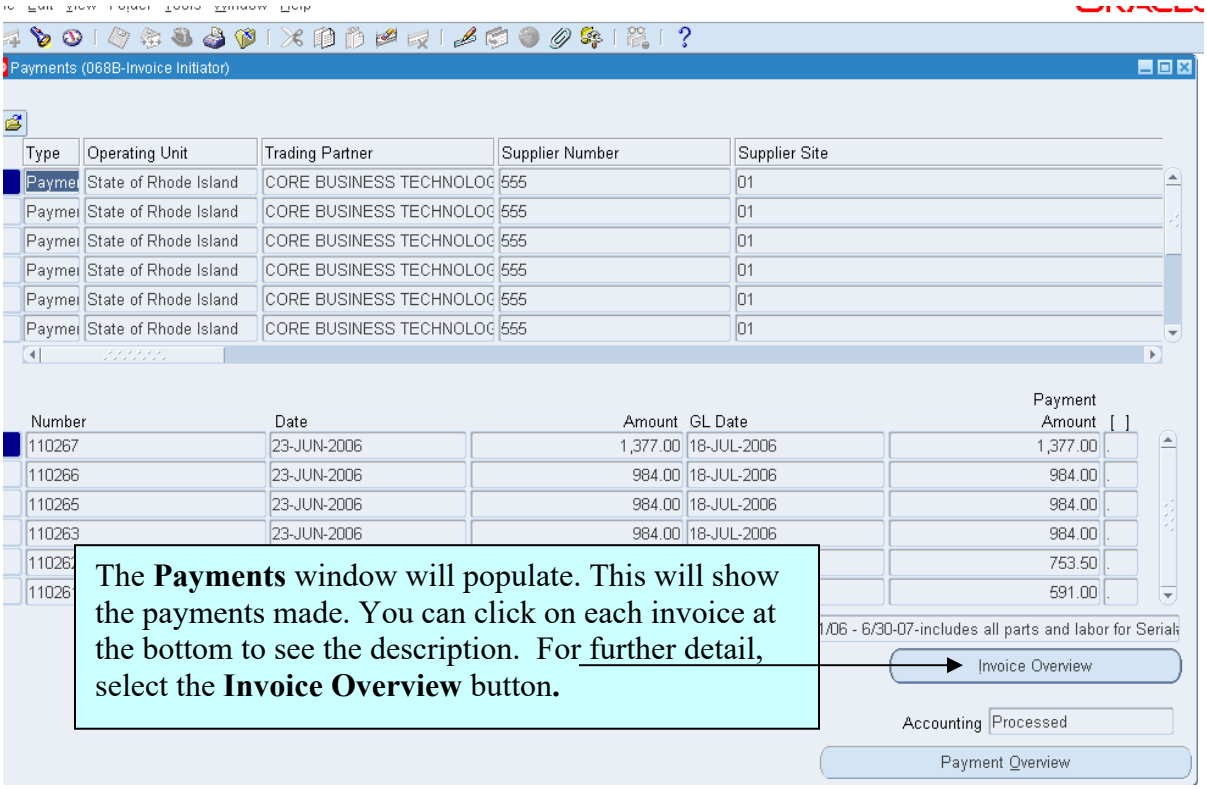


Go to Payments Inquiry > Payments

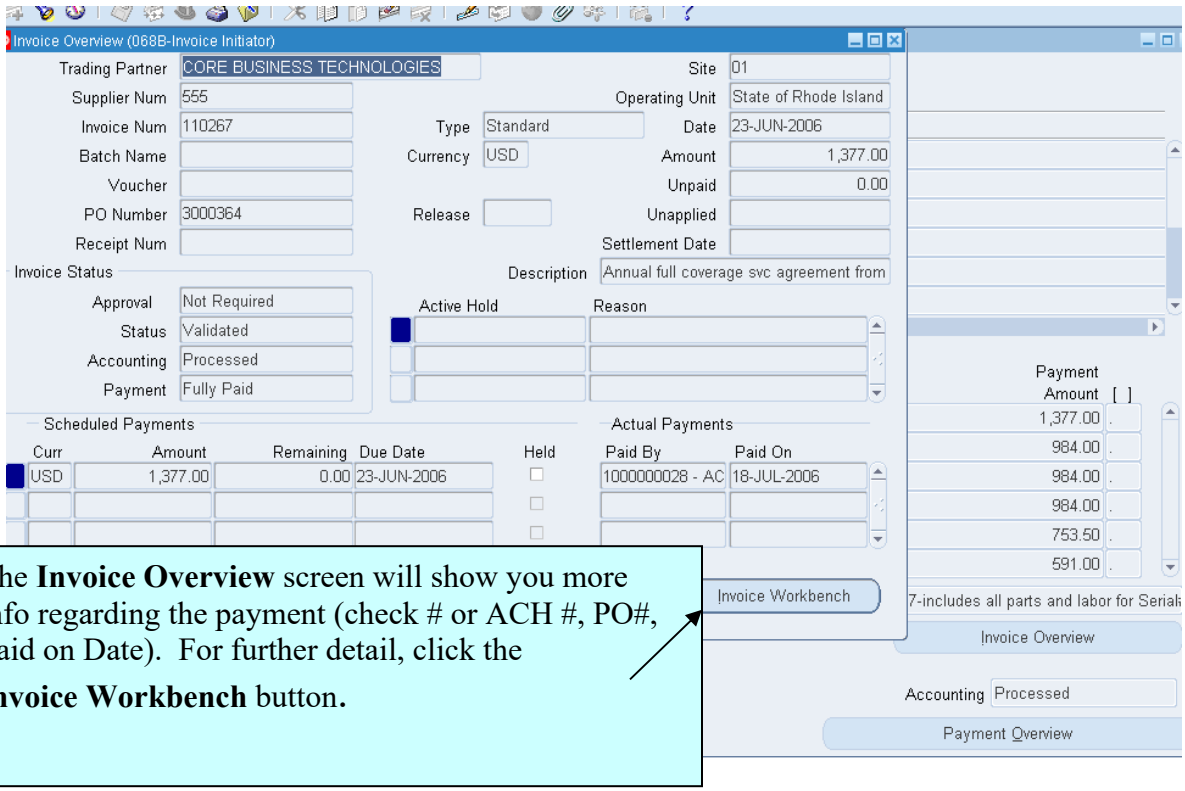


1. Enter any known search criteria (Example: Supplier Name %)
2. Click **Find**

NOTE: % = wildcard



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.



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.

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.

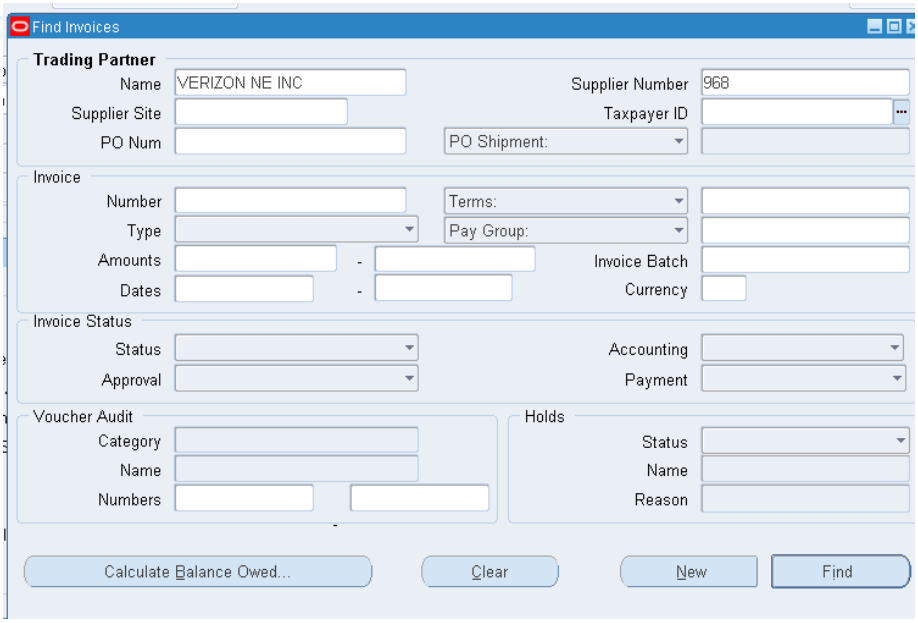
You cannot cancel an invoice that is selected for payment in a payment batch. You can cancel an invoice that was paid with a payment that is now voided, if the invoice status is now Unpaid. A cancelled invoice does not show up in your invoice liability reports and you cannot pay or adjust a cancelled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

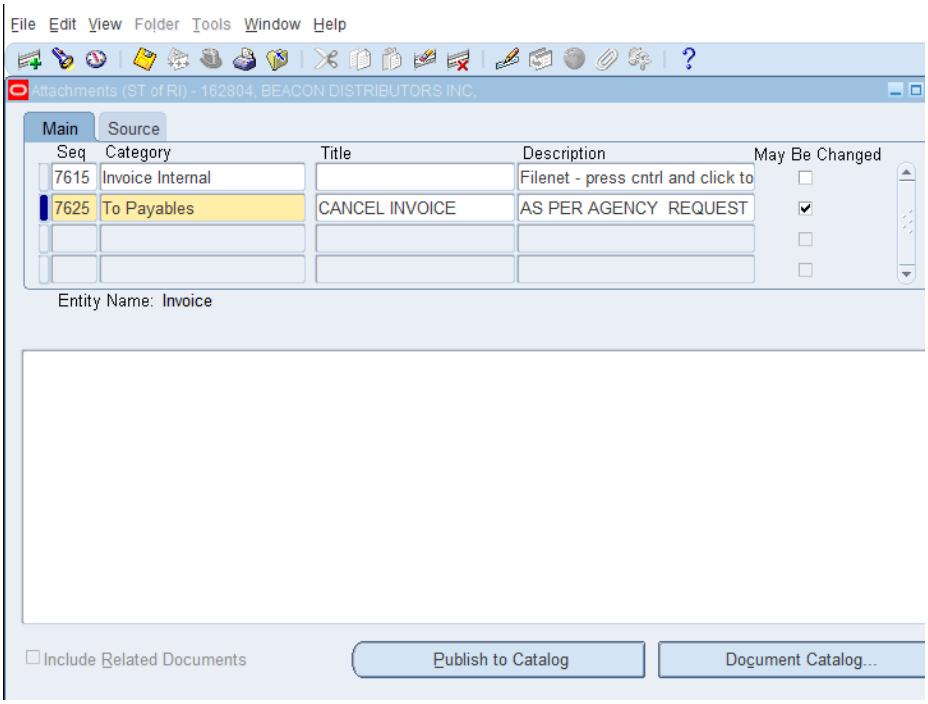
1. Enter Find mode, by clicking on the **Flashlight** icon.

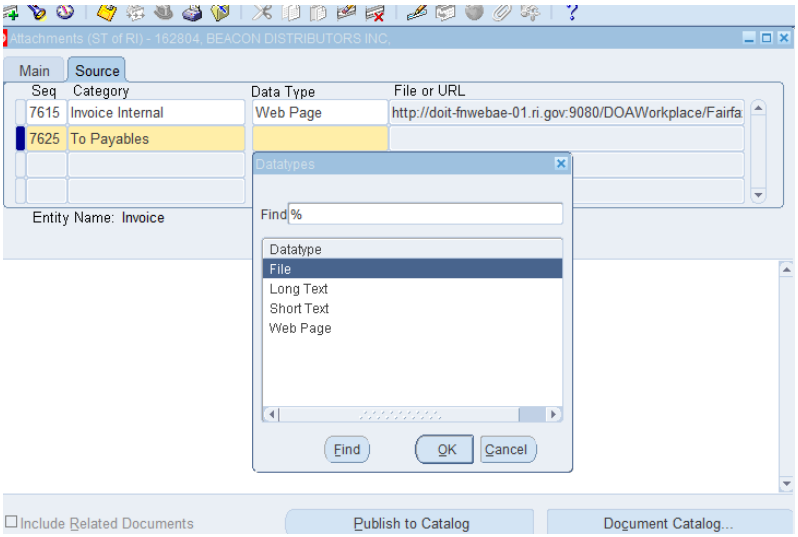
2. Enter your search criteria in the Find Invoices window, such as the **Invoice Number**, **Supplier Name** or **Supplier Number**. Click **Find**.



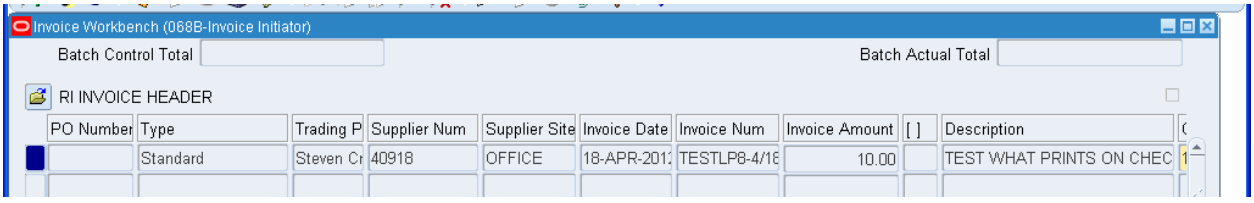
3. Click the **Attachment** button (Paperclip with Yellow Note): Add a note to the invoice with the reason for the cancelation, fill in all required fields: See screen shots.

Category should be **To Payables**. Add **Description**: **Data Type** should be short or long text.



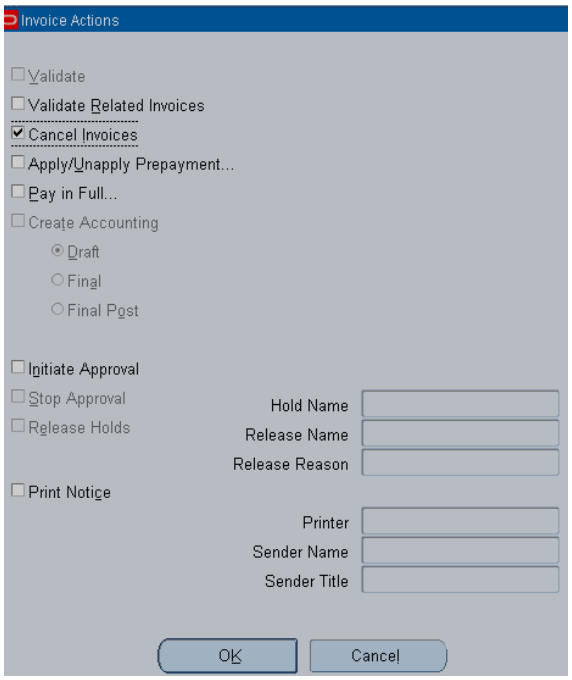


4. Select the invoice you want to cancel by placing your cursor on it.

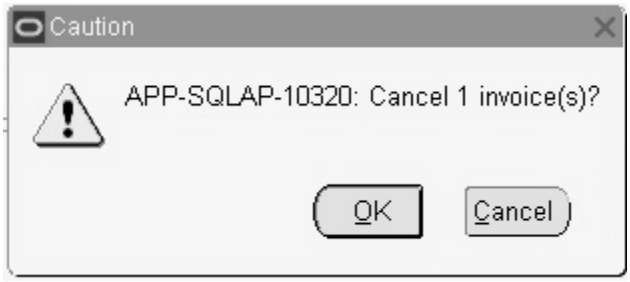


5. Click the **Actions…1** button.

6. Check the **Cancel Invoices** box. Click **OK**.



7. Click the **OK** button to verify that you truly want to cancel this invoice.

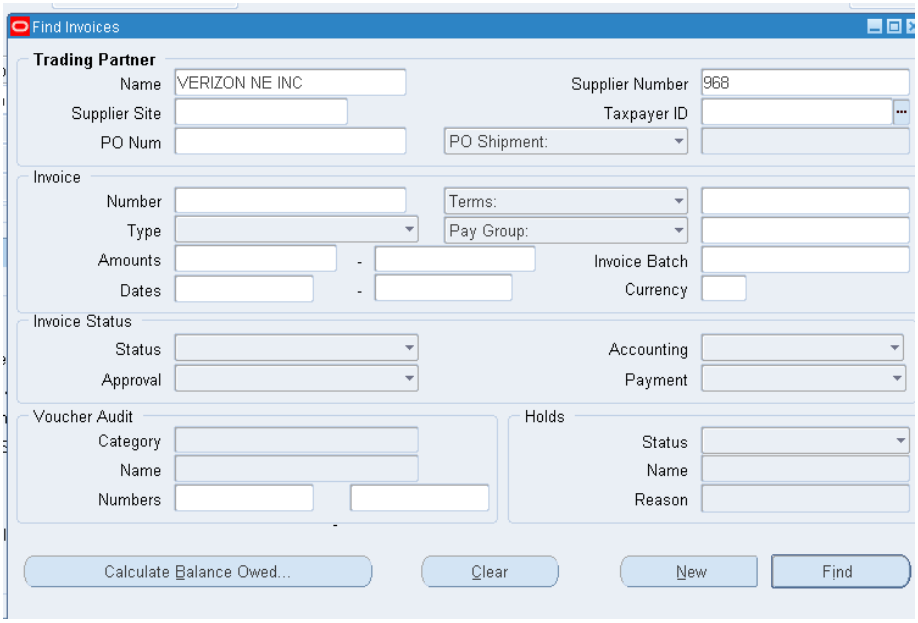


Note: When Payables cancels an invoice, it sets the invoice amount to zero, sets all scheduled payments to zero, and reverses all invoice distributions and any matches to purchase order shipments and distributions. The status of the invoice changes to **Cancelled**.

5.2 Reversing an Invoice Distribution

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

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

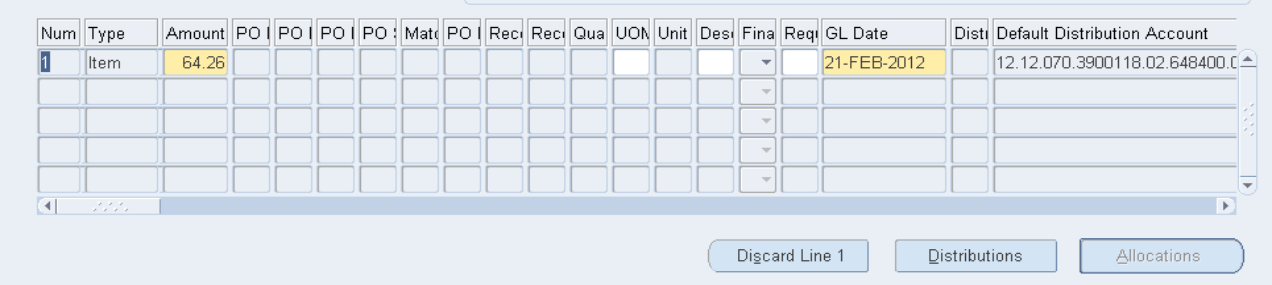


3. Click the **Find** button.

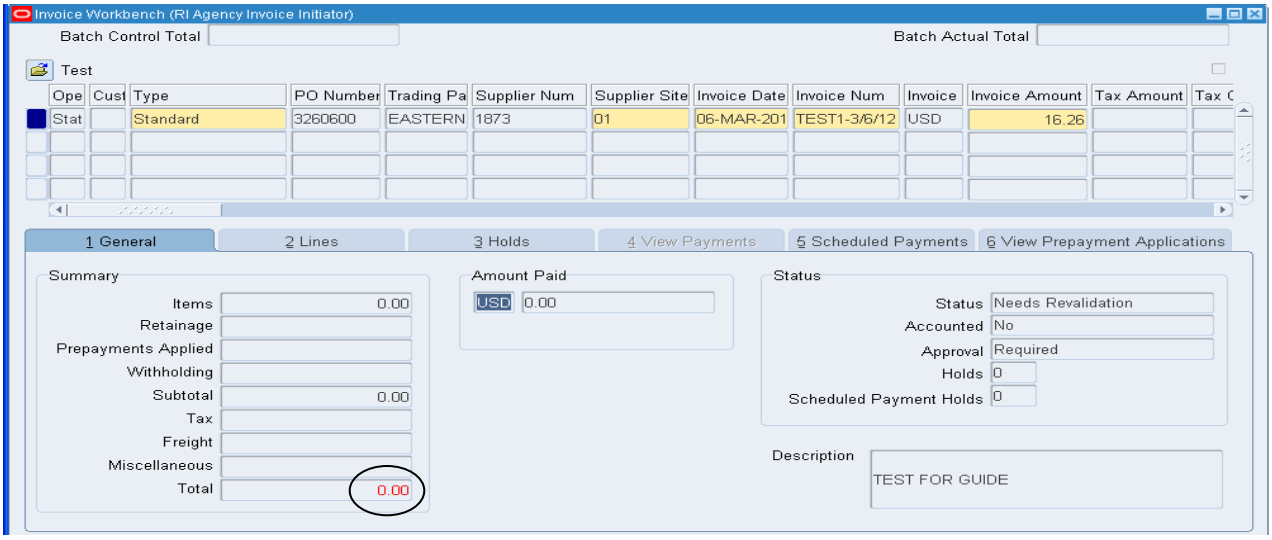
4. Select the invoice you want to amend by placing your cursor on it.

5. Click on the Lines tab

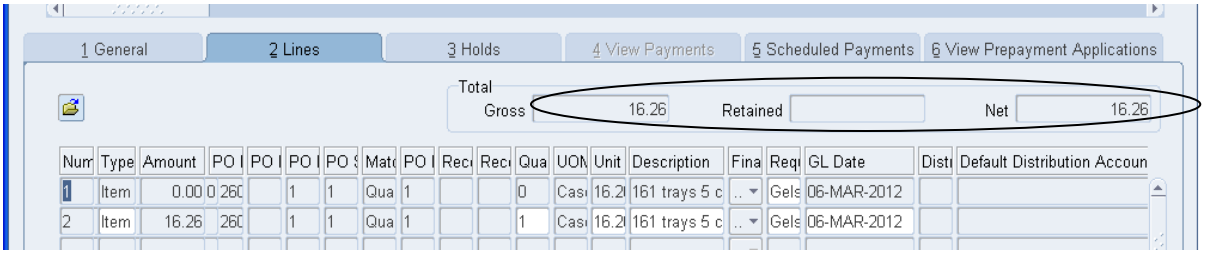
6. Select the line you want to discard. Click the **Discard Line 1** button.



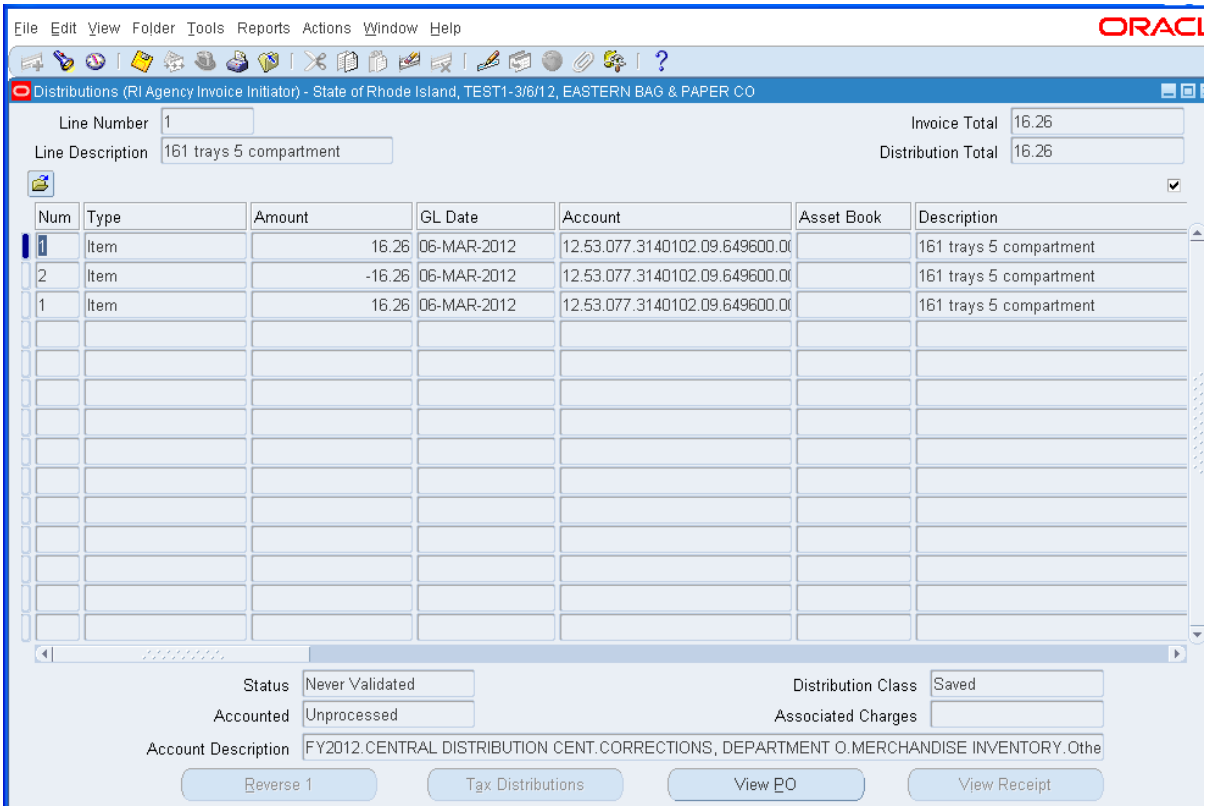
7. The amount is set to zero. The invoice total and distribution total are not in balance.



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.



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



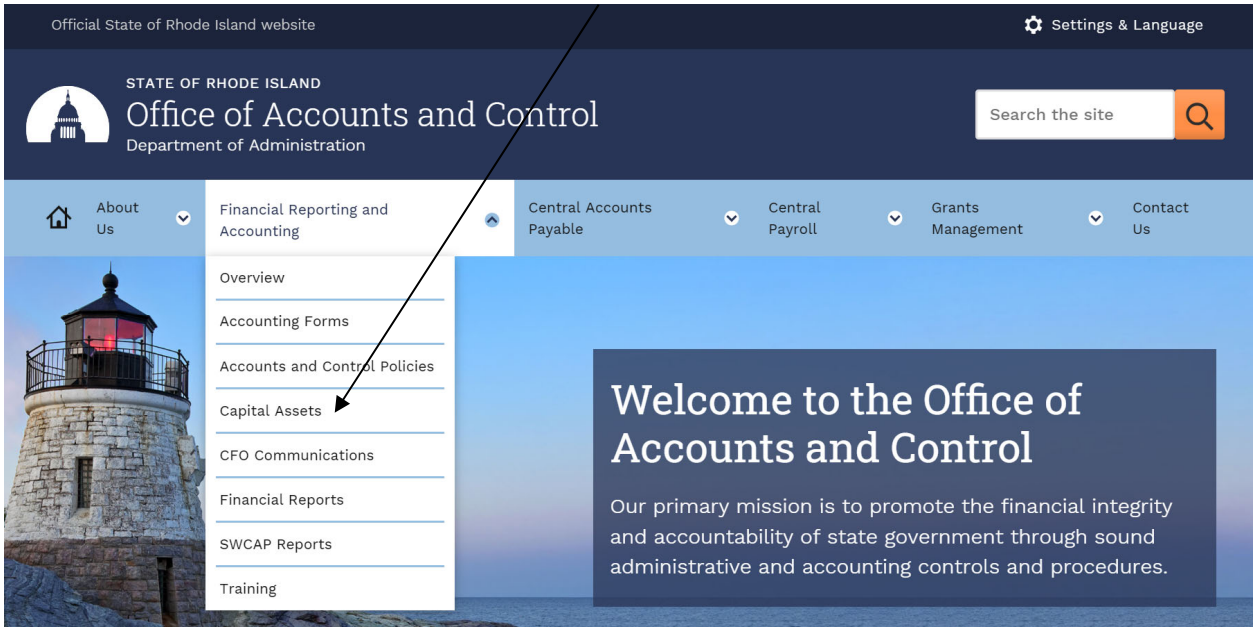
6 Attaching Documents Electronically

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

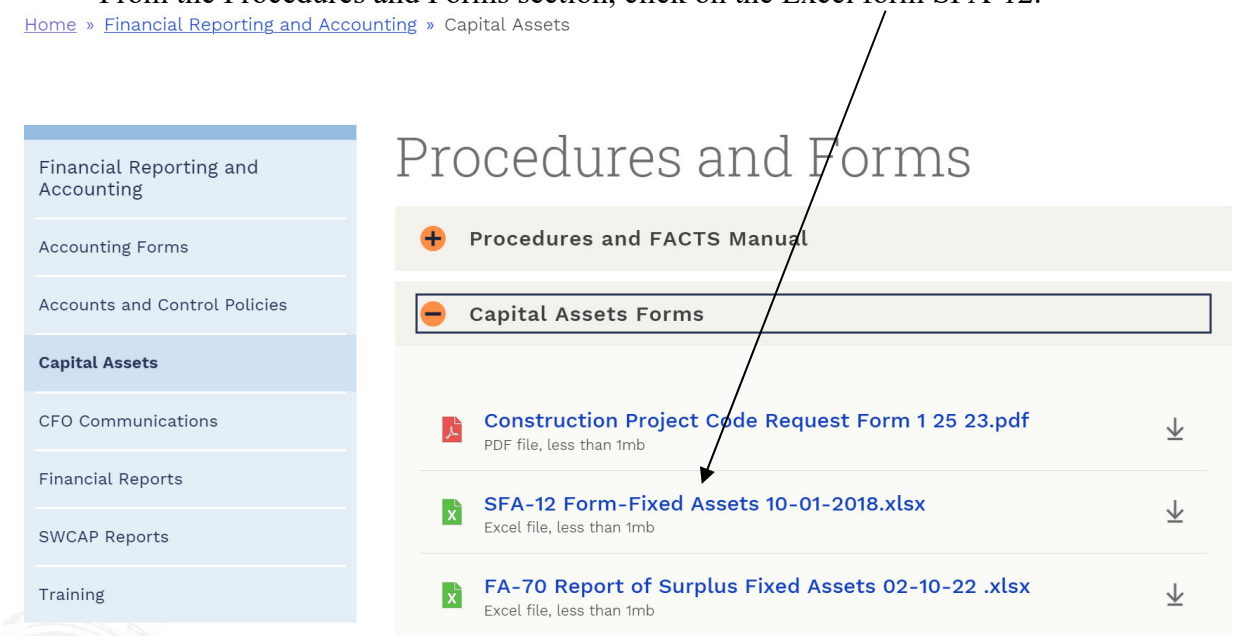
- SFA–12 forms
- Attendance lists for meetings that fall under the A-36 guidelines
- Justifications/Certifications

6.2 Attaching an SFA 12

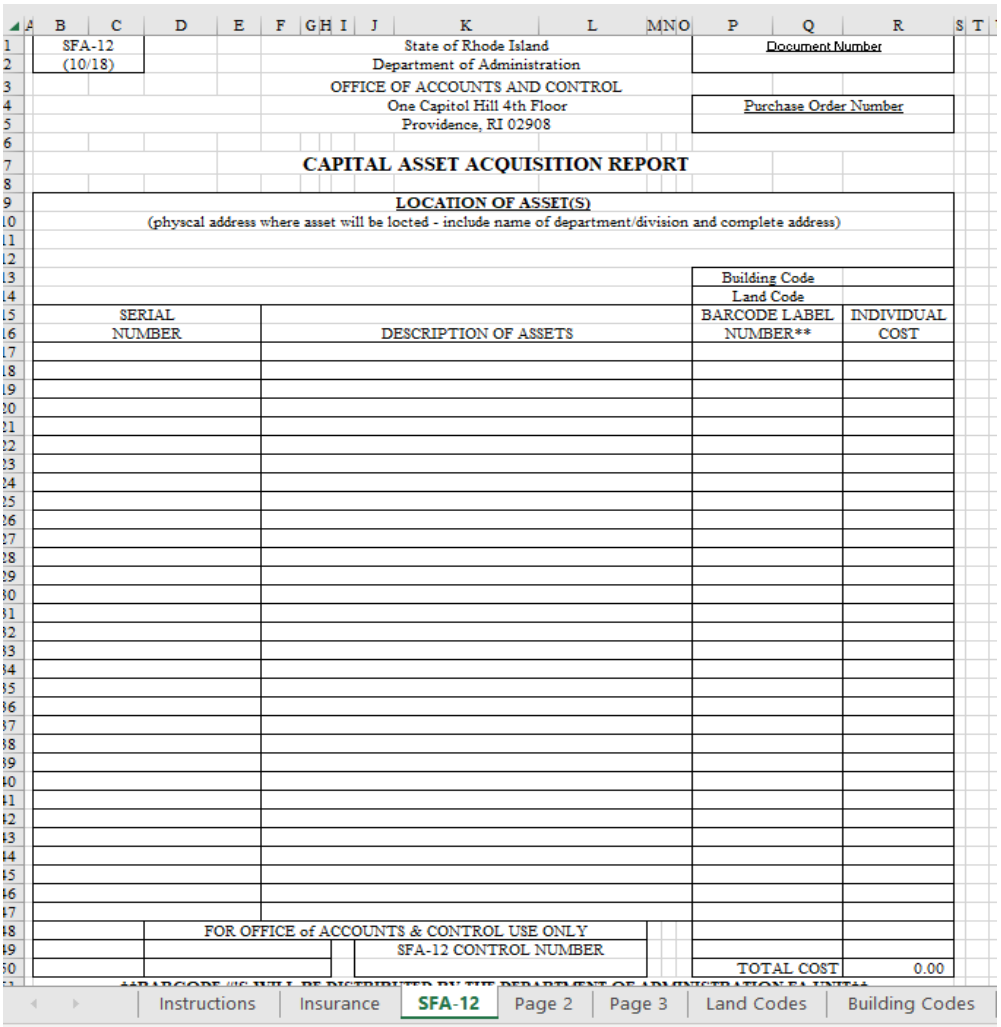
- Go to the Controllers website: https://controller.admin.ri.gov/
- From the Financial Reporting and Accounting tab, click the **Capital Assets** link.



- From the Procedures and Forms section, click on the Excel form SFA-12.



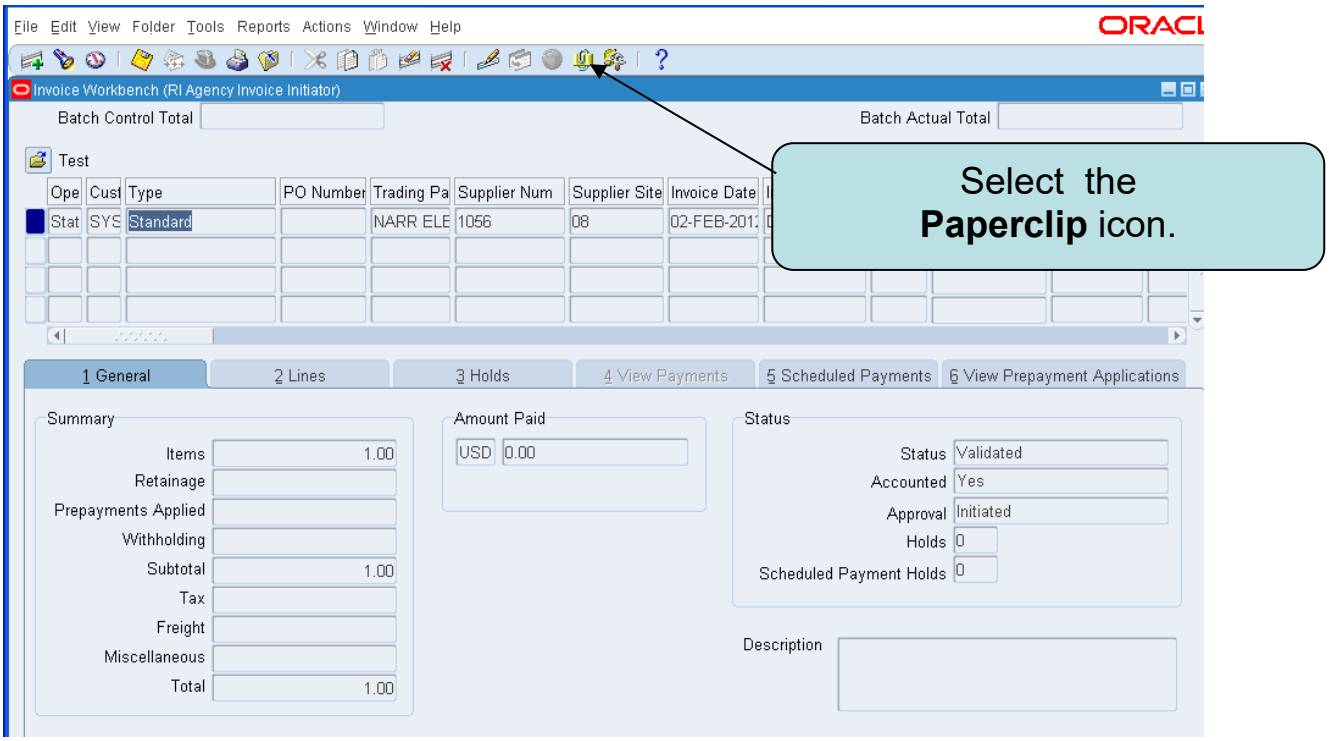
- Complete the form and save it.

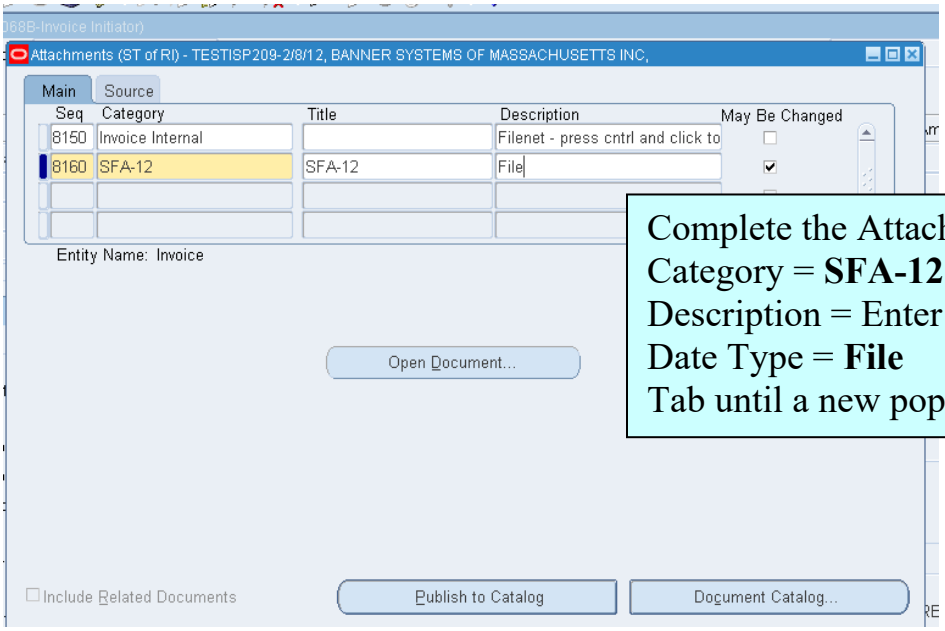


SFA-12 (10/18)	State of Rhode Island Department of Administration		Document Number	
	OFFICE OF ACCOUNTS AND CONTROL One Capitol Hill 4th Floor Providence, RI 02908		Purchase Order Number	
	CAPITAL ASSET ACQUISITION REPORT			
	LOCATION OF ASSET(S) (physcal address where asset will be locted - include name of department/division and complete address)			
			Building Code Land Code	
SERIAL NUMBER	DESCRIPTION OF ASSETS		BARCODE LABEL NUMBER**	INDIVIDUAL COST
	FOR OFFICE of ACCOUNTS & CONTROL USE ONLY			
		SFA-12 CONTROL NUMBER		
			TOTAL COST	0.00

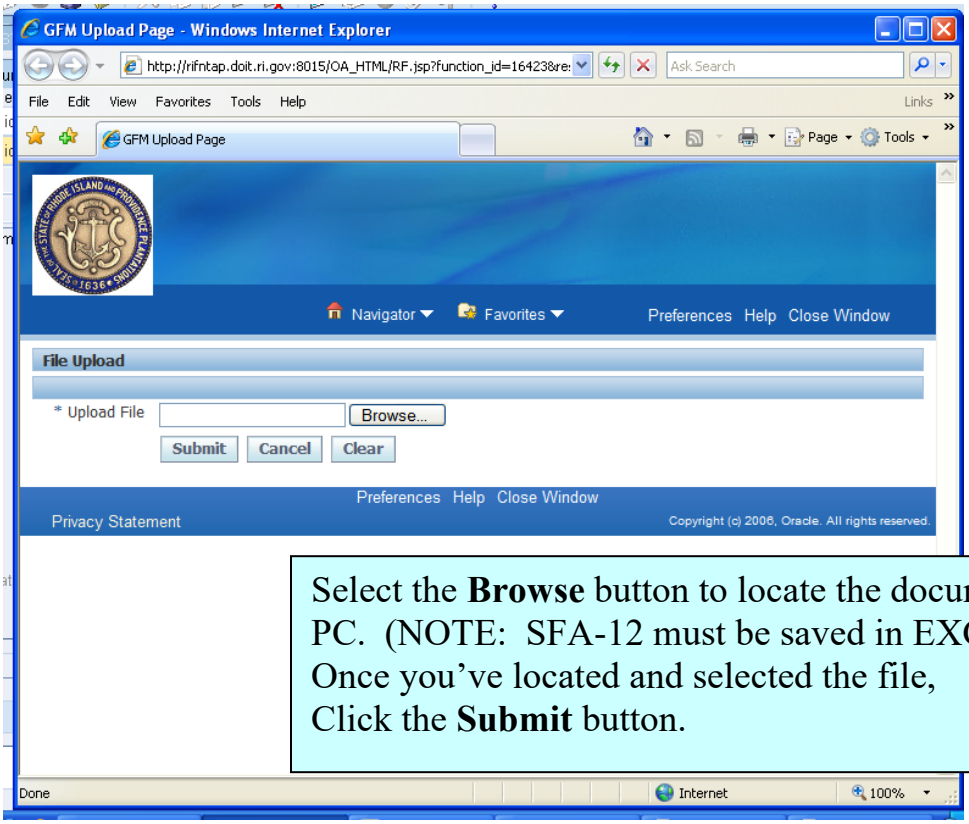
Instructions | Insurance | SFA-12 | Page 2 | Page 3 | Land Codes | Building Codes

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

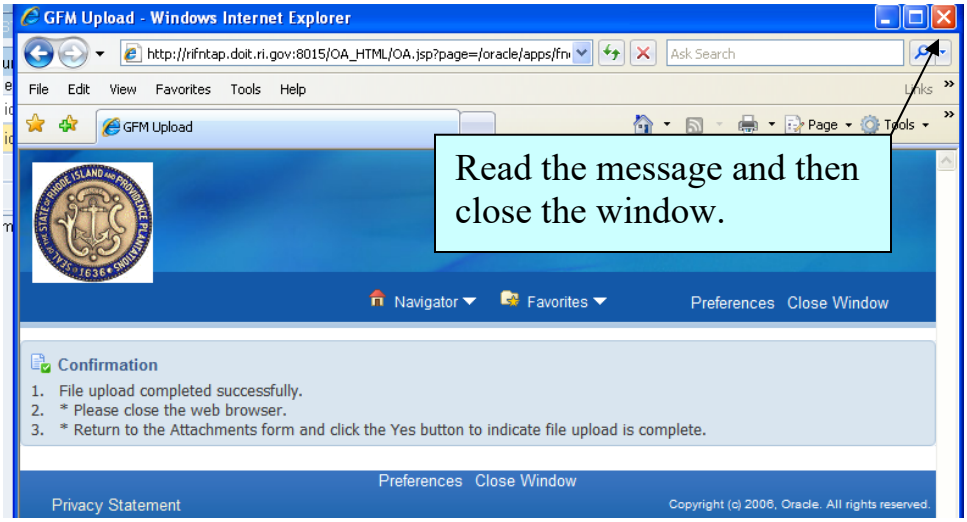




Complete the Attachment screen.
Category = **SFA-12**
Description = Enter a brief description
Date Type = **File**
Tab until a new pop up appears.

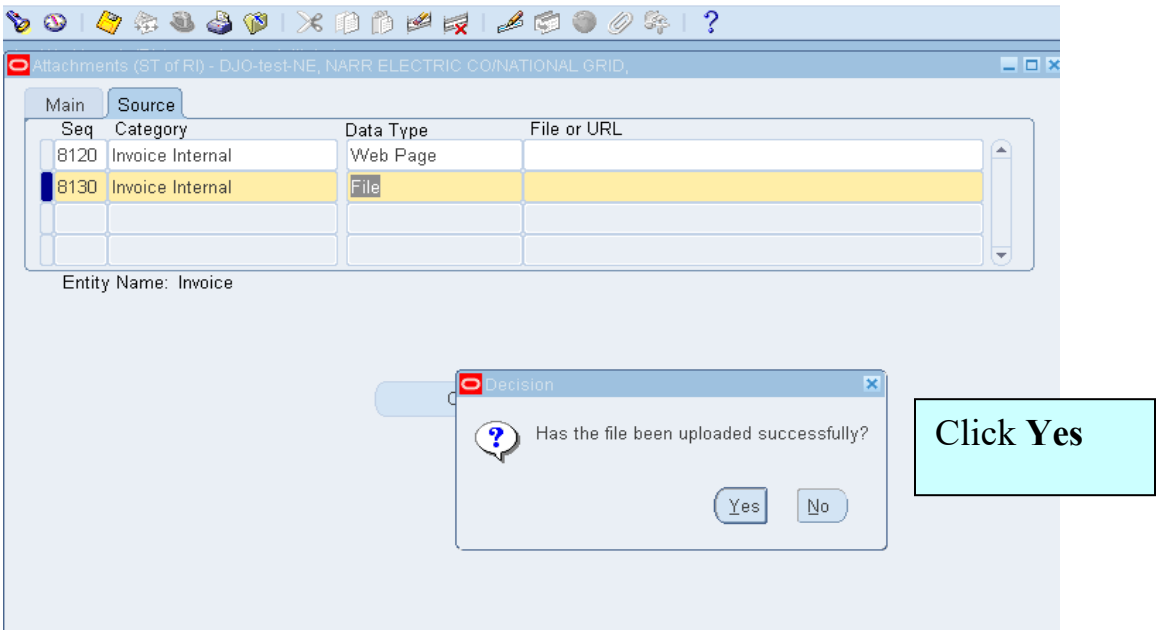


Select the **Browse** button to locate the document saved to your PC. (NOTE: SFA-12 must be saved in EXCEL).
Once you've located and selected the file,
Click the **Submit** button.



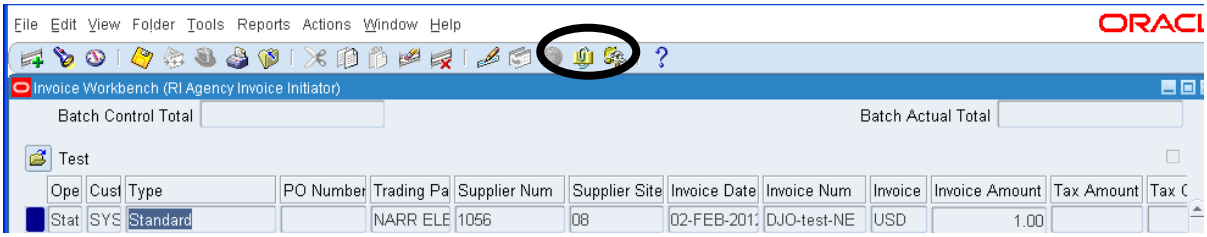
Read the message and then close the window.

Go back to the invoice attachment screen,



You may attach multiple documents by arrowing down to a new line on the attachment screen.

Once you have uploaded and saved the attachments, close the Attachment window & return 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:

- Travel reimbursements.
- Utility payments and other payments allowed to be paid without a PO.
- 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.

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

- Email the Service Desk at Ent.servicedesk@ri.gov and request to be set-up for RIFANS batch import process, including access to the FTP site. 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 #)

The Service Desk will set-up the software and allow access to the FTP site.

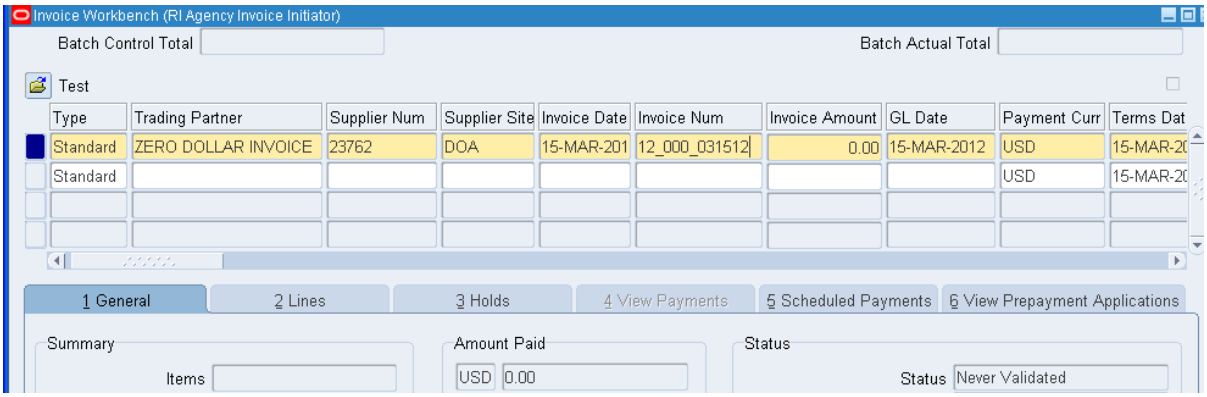
If a new batch number is required, please submit a request to the Office of Accounts & Control, Centralized Account Payable. Include the following information.

- What types of payments will be made in the batch.
- If delegated authority is in effect, provide a copy of the documentation.
- The account number to be used in the zero-dollar invoice.
- The batch approver.
- If the payments should be 'Send to Dept' or 'Pay Alone'.
- Batch Description (A description of the payments to be associated to the assigned batch number that will be given to the users)

See the Centralized Batch Invoice Process document on the Controller's website for detailed information on creating invoice batches.

Always forward the invoice voucher and all back-up documentation to the Controller's office.

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



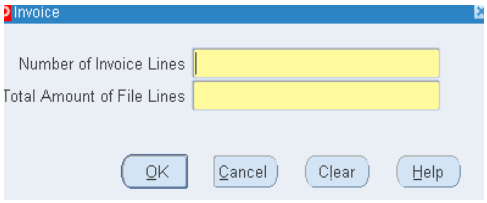
1. In the **Type** field, leave the default of Standard.

2. The **Trading Partner Name** is Zero Dollar Invoice, Supplier number is 23762.

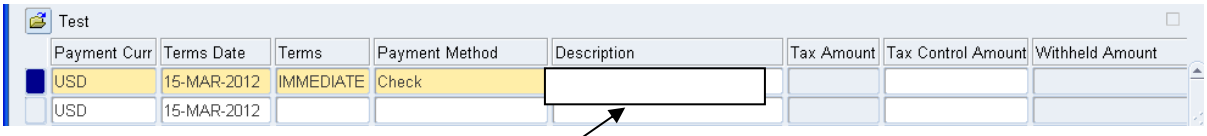
3. The **Invoice Date** is the date of the batch.

4. The **Invoice Number** is the number generated from your batch.
   Format: FY_BatchNumber_InvoiceMonthDateYear.
   Example: 24_000_080123 for August 1, 2023

5. 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**.



6. 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.



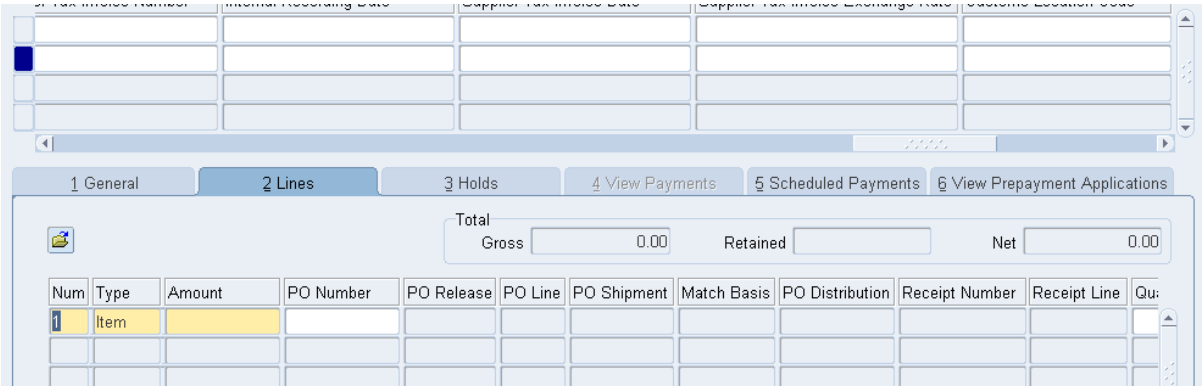
Example: DESCRIPTION: CHILD SUPPORT

7. The **Terms Date** field is the current date.

8. Enter appropriate **Pay Group** for the agency. The pay group will be the agency number and either BATCH_IMPORT or Send to Dept.

9. Click **Save**.

10. Click on the **Lines** tab.



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

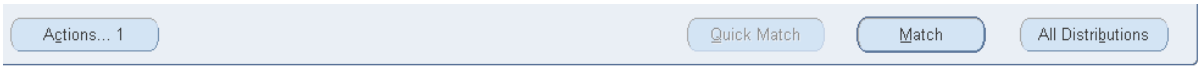
For instructions on manually enter the accounts, see page 13.

7.2 Submitting Zero Dollar Invoice for Approval

Based on Oracle workflow and approval setup steps, zero-dollar invoices will be routed to different users. This setup should be transparent to the end user, meaning each zero-dollar invoice is submitted using the same exact method, but is then routed appropriately.

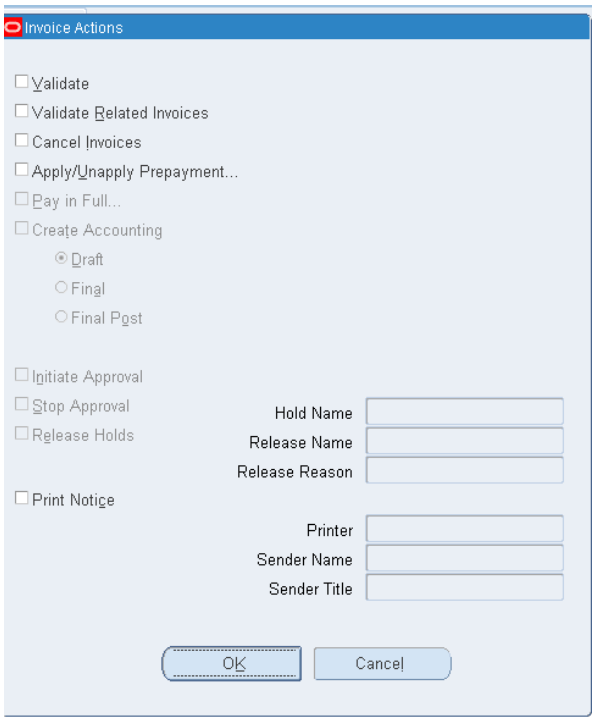
1. All records in the batch must be verified and backup provided.

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



3. Click the **Validate** checkbox and click **OK.**

4. Once validated, click the **Initiate Approval** checkbox, and click **OK**.

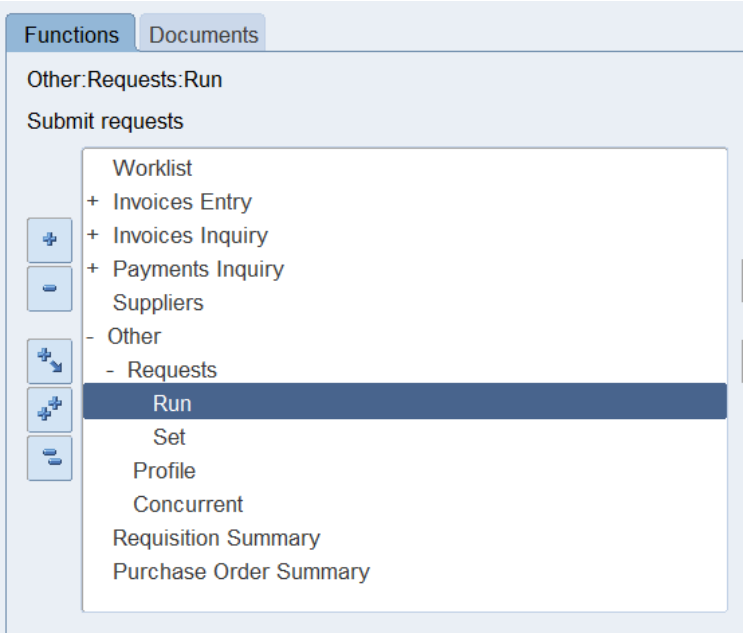


NOTE: During approval, Oracle Payables places a hold on an invoice if the distribution total does not equal the invoice amount. A distribution variance hold prevents payment and transfer to the general ledger.

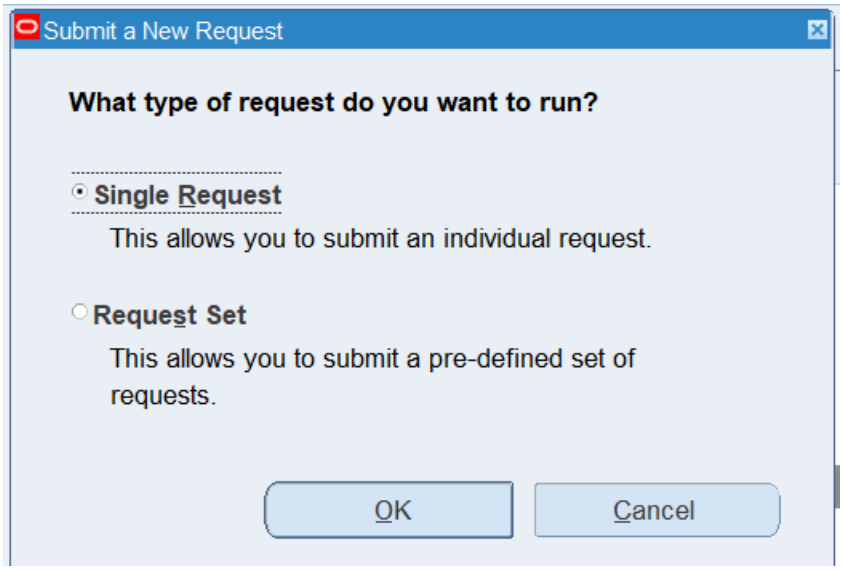
7.3 Running Reports

Oracle Payables
N → Other > Requests > Run
Submit a New Request

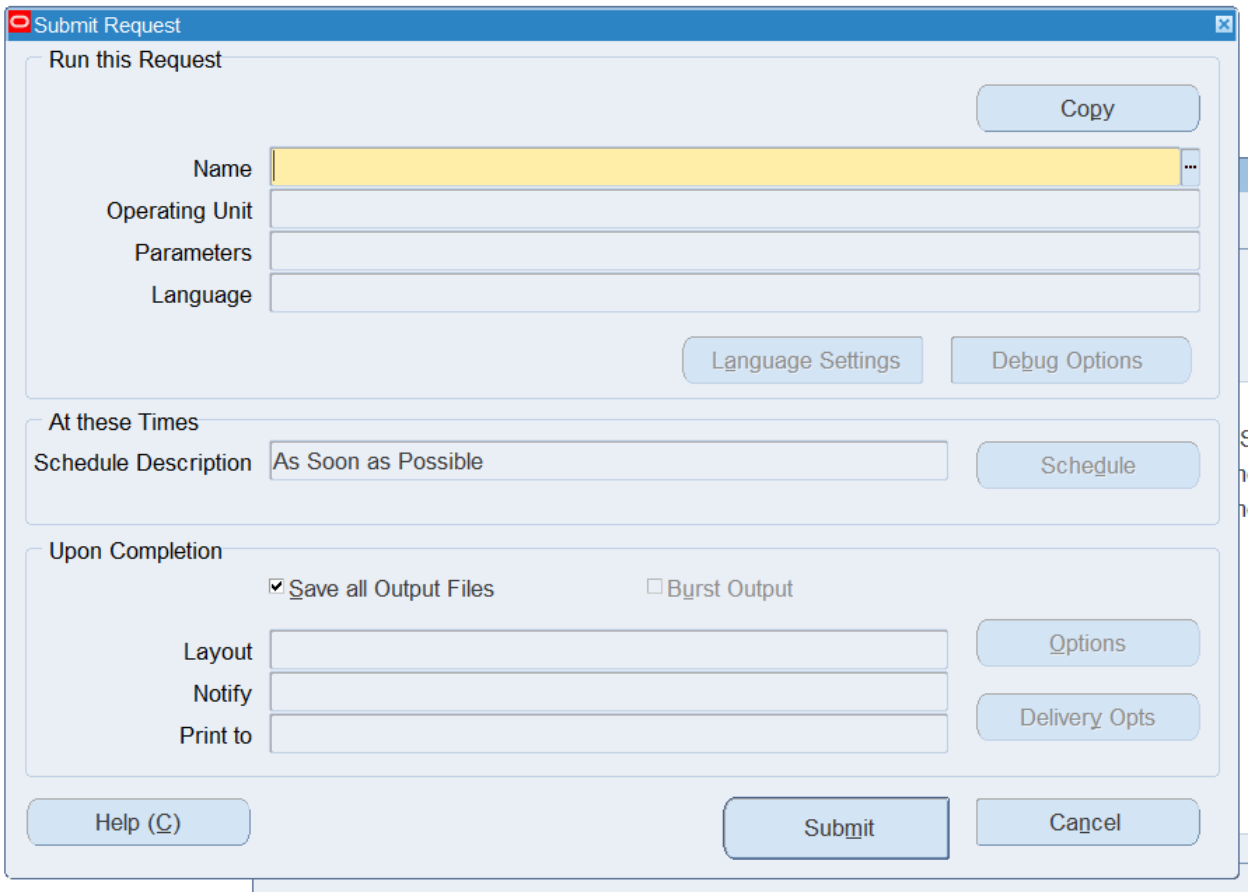
Navigate as follows to run requests.



1. Assure **Single Request** is selected. Click **OK**.

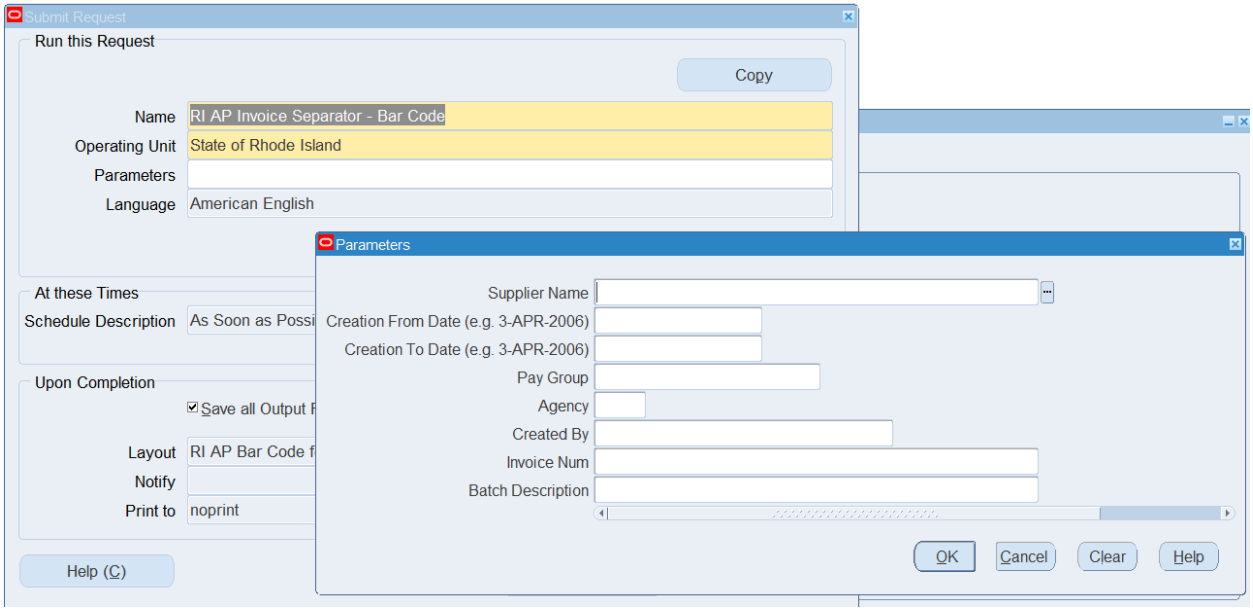


2. Report Name: Choose from LOV (List of Values)

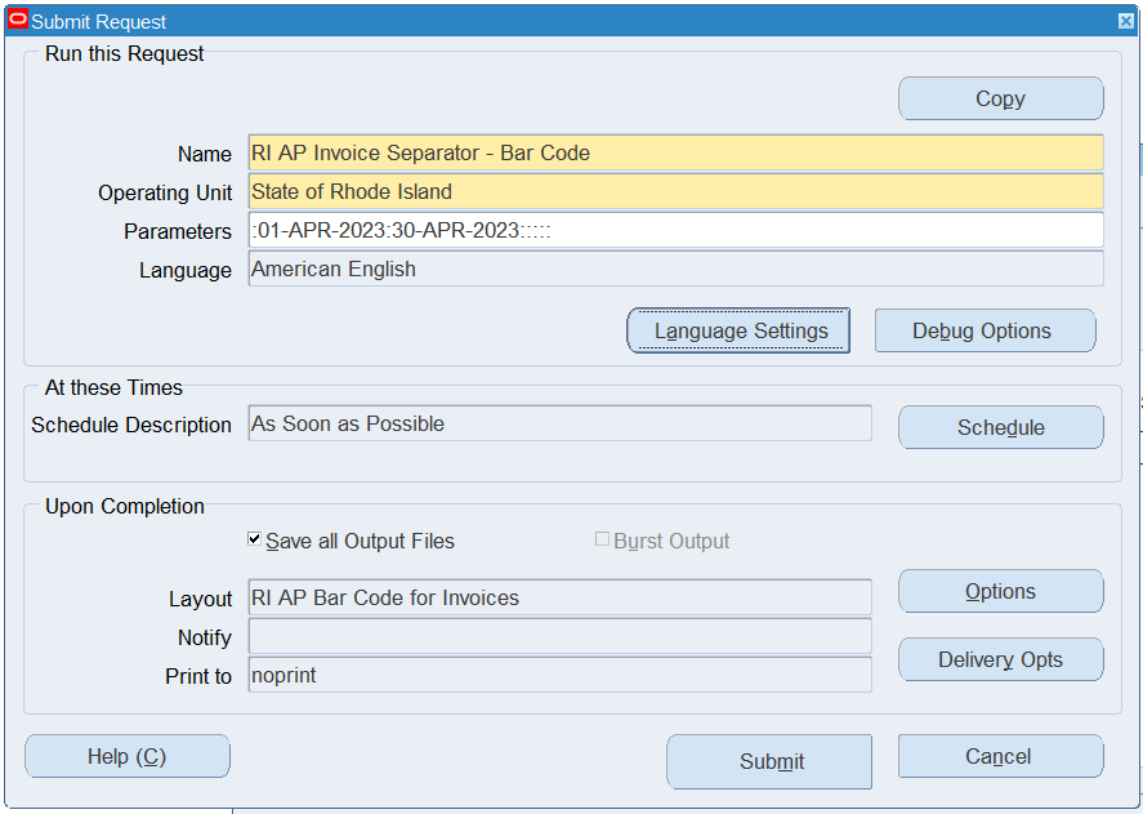


3. Fill in parameters (Ex., Separator Sheet)

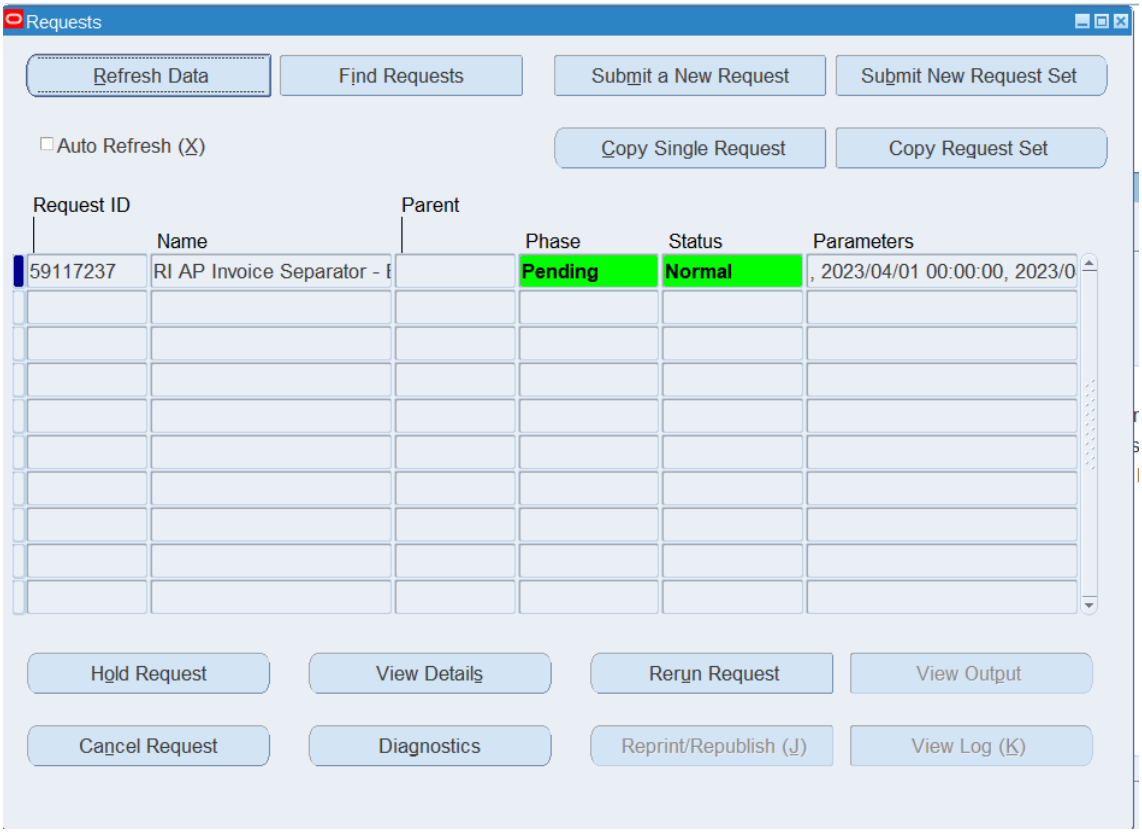
4. Click the **OK** button



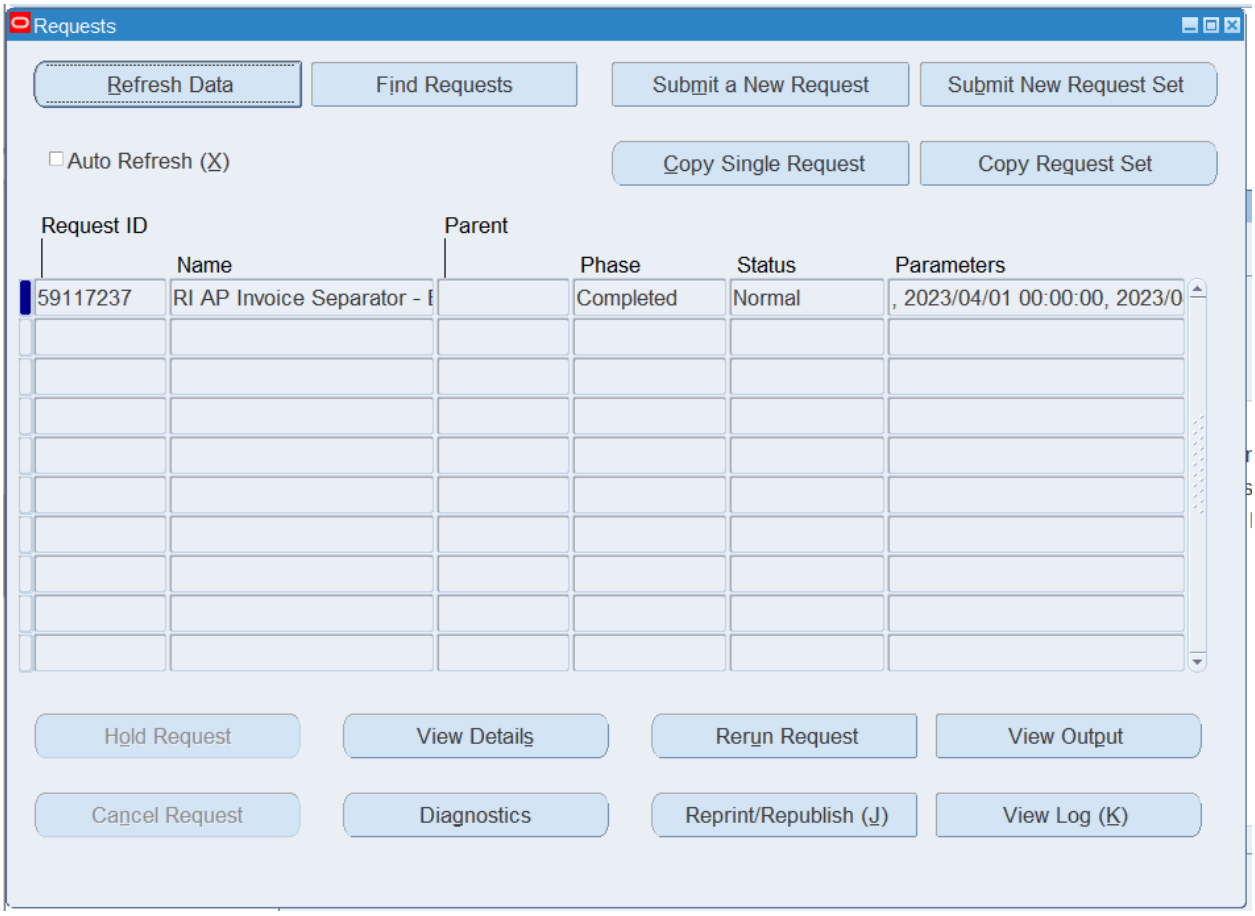
5. Click the **Submit** button.



Request Window Opens



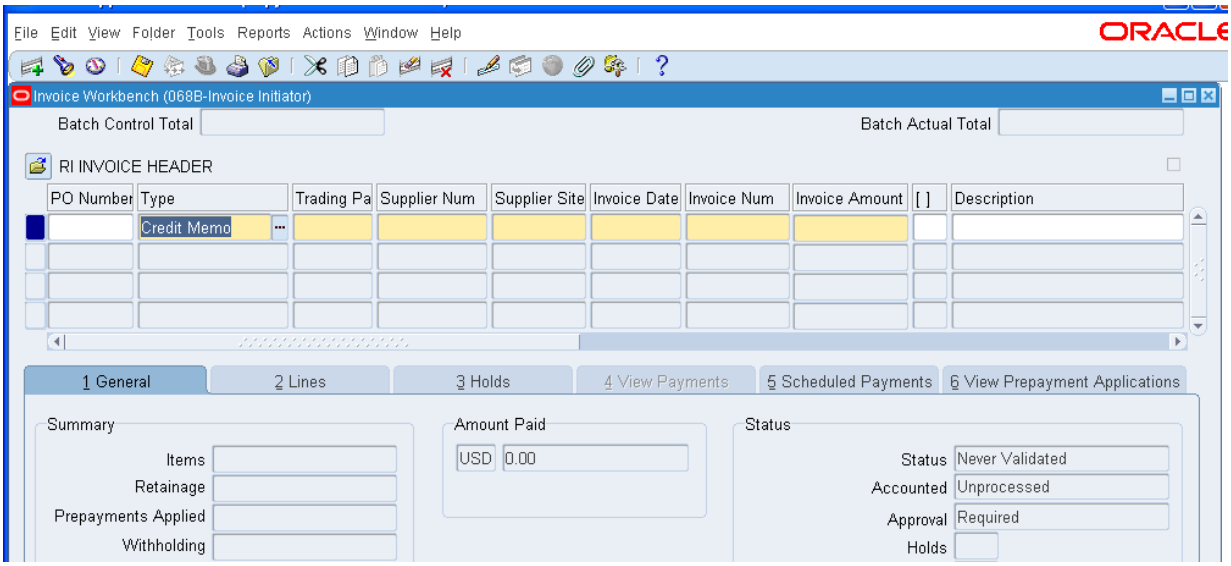
6. Click the **Refresh Data** button until the status is **Completed**.



7. Click the **View Output** button

8 Credit Memos

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



1. Enter either a **Credit Memo** or **Debit Memo** Invoice type.

2. 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.

3. Enter a negative invoice amount. The remainder of the invoice header information will be the same as an invoice.

4. Using negative amounts, enter Distributions in the Lines tab.

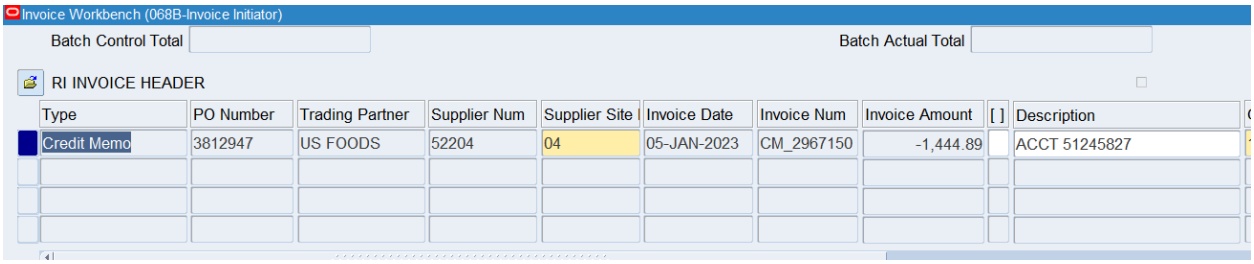
5. Validate and initiate the credit memo.

8.2 Matching Credit Memos to Purchase Orders

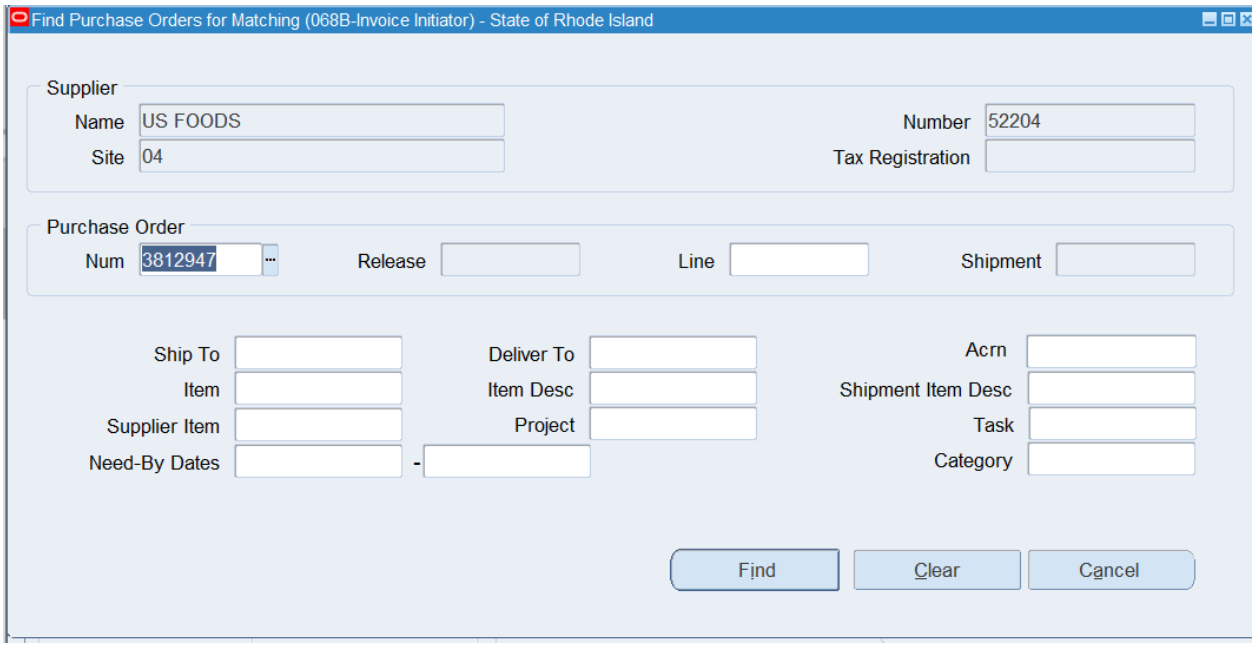
1. Use **Credit Memo** as Invoice type.

2. 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.

3. Enter a negative invoice amount. The remainder of the invoice header information will be the same as an invoice.

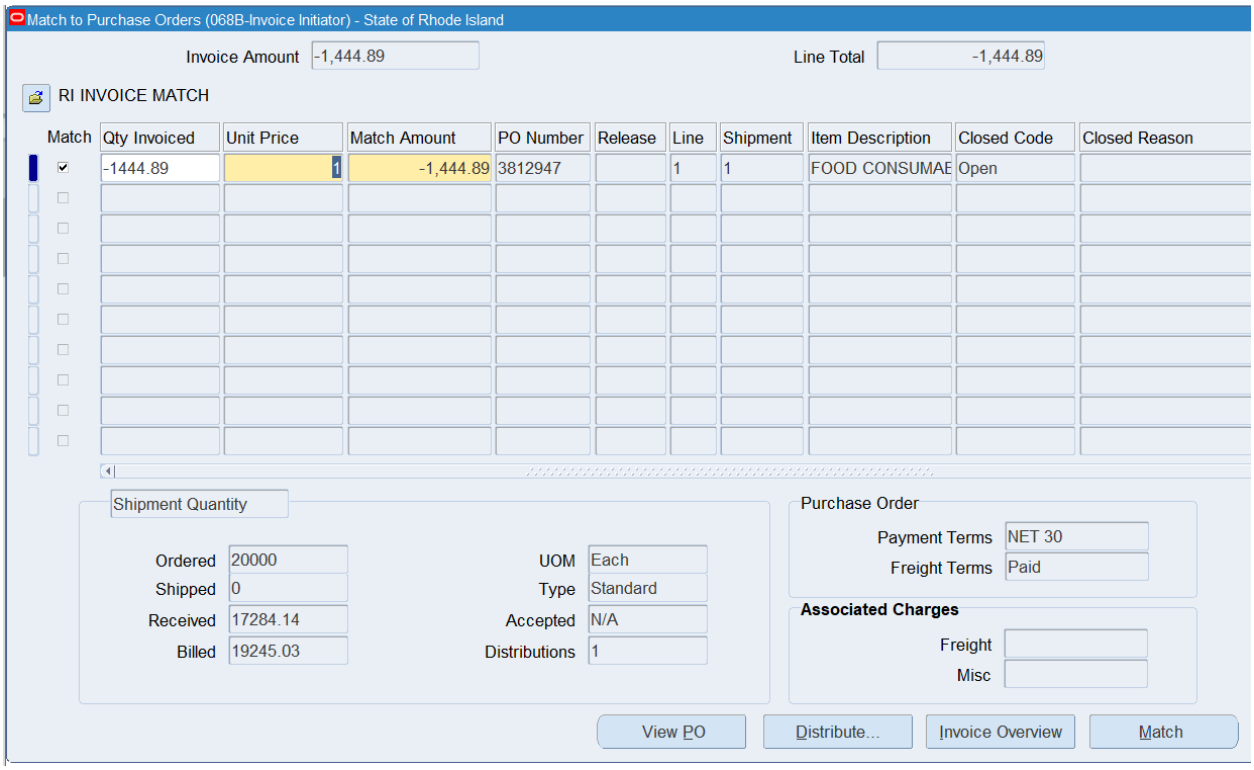


4. Select the **Match** button. The **Find Purchase Orders form Matching** window opens.



5. Enter search criteria for the purchase order you want to match to and choose the **Find** button.

6. The **Match to Purchase Orders** window opens.



7. Select the appropriate box to **Match** the line to be credited.

8. Enter the credit amount by entering a negative amount in the **Qty Invoiced** field (yellow mandatory field). The total billed on the PO line must be greater than the credit amount.

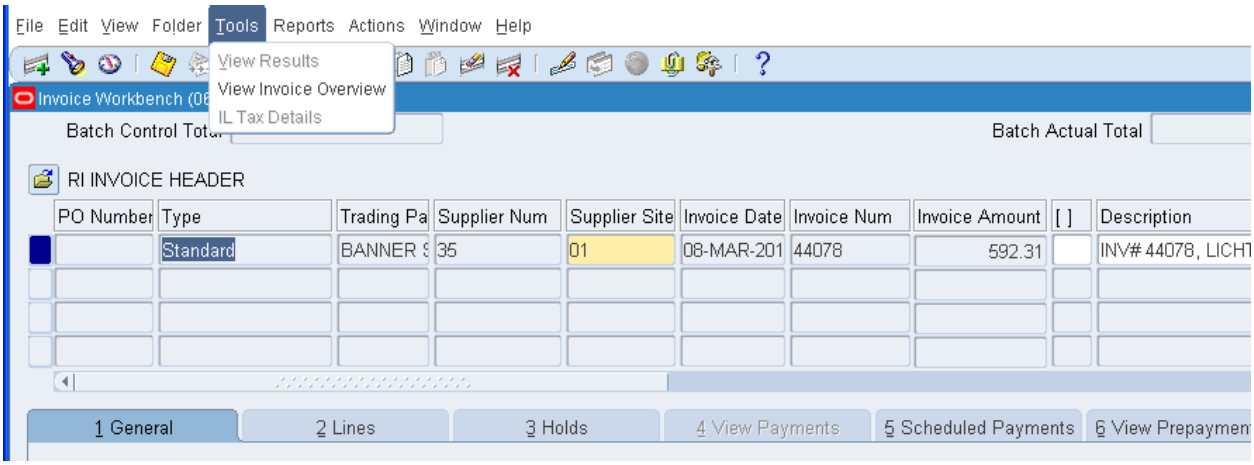
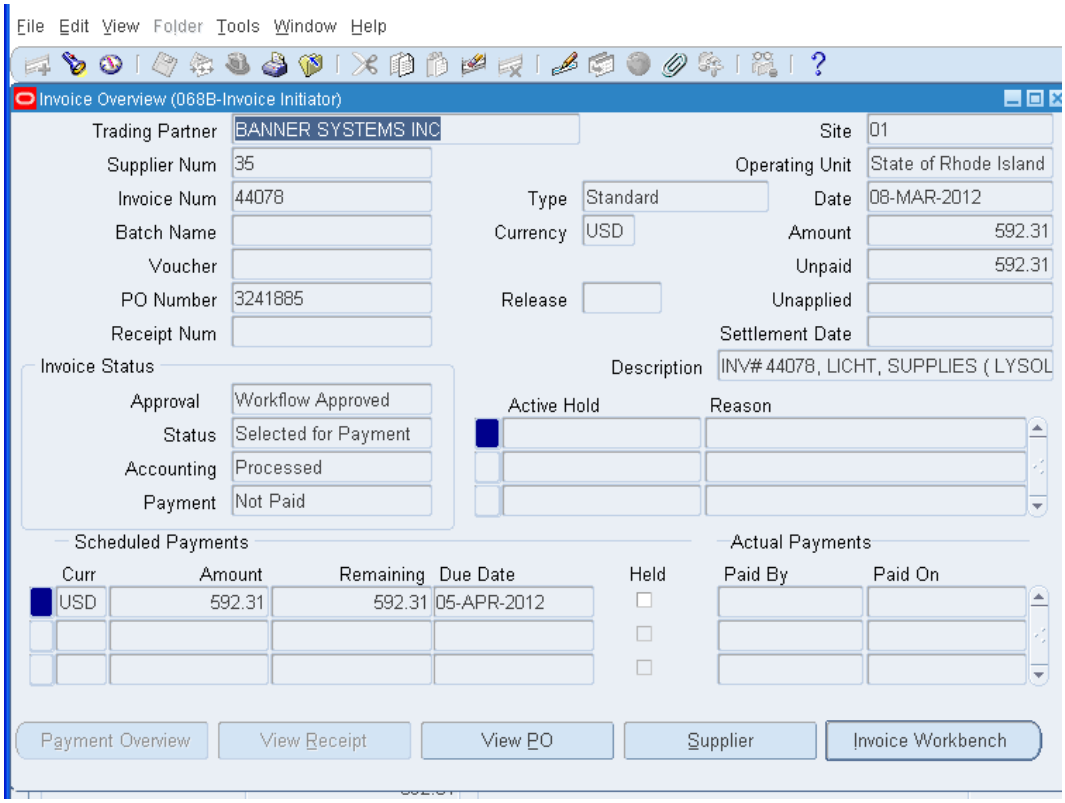
9. Click the **Match** button.

10. On the **General** tab, verify the Summary total reflects the correct amount and is black. You can double check the distributions by clicking the **All Distributions** button.

11. Validate and Initiate the credit memo.

9 Invoice Overview

To see a summary of the invoice and its payments, choose **Tools** > **View Invoice Overview**.



View of the **Invoice Overview** screen.