



Oracle Accounts Payable

Duration: 2 Days **Course Code: FAP**

Overview:

At the end of this two-day instructor-led course the delegate will be able to use Oracle Payables to manage the payables process. In particular delegates will be able to manage suppliers, process invoices, credit notes and payments, submit reports, close accounts payable periods and transfer accounting details to the General Ledger

Target Audience:

This course is designed for users working within Finance and Accounts Payable departments. It is suitable for staff working within a payables team carrying out daily tasks, and for those working in a supervisory role responsible for month end processes.

Objectives:

- Setting up suppliers
 - Managing suppliers
 - Entering, reviewing and approving supplier invoices
 - Adjusting or cancelling invoices
 - Matching invoices to purchase orders and receipts
 - Entering recurring invoices
 - Processing prepayments
 - Processing holds and releases
 - Entering and processing credit and debit memos
 - Processing employee expense reports
 - Processing single payment batch processing
 - Closing periods
 - Opening the next period
 - Running Accounts Payable reports
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Prerequisites:

- Delegates should have knowledge of the accounts payables process within their own organisation. Knowledge of Oracle Navigation, Purchasing and the Oracle General Ledger would advantageous
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Follow-on-Courses:

- FCM, Oracle Cash Management
 - FAM, Oracle Asset Management
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Content:

Session 1: INTRODUCTION

- Overview of a Payables System
- Oracle Receivables Workflow
- Additional Features of Oracle Payables
- An Overview of Payables in a Business
- Integration with Other Modules
- The Payables Cycle

Session 2: ENTER INVOICES

- Invoice Types
- Invoice Matching
- Invoice Import
- Invoice Gateway
- Enter a Non Purchase Order Invoice
- Enter a Standard Purchase Order Invoice
- Process a Credit Note - Match to a Purchase Order
- Process a Credit Note - Match to an Invoice
- Recurring Invoices
- Applying Prepayments to an Invoice
- Foreign Currency Invoices
- Entering Taxes on Invoices
- Debit memos

Session 3: INQUIRY ON INVOICES

- Invoice Inquiry Overview
- Find Invoices
- Find Invoice Distributions
- Calculate Supplier Balances
- Review High-Level Invoice Information

Session 4: APPLY AND RELEASE HOLDS

- Types of Hold
- Apply a Manual Invoice Hold
- Release a Manual Invoice Hold

Session 5: APPROVE INVOICES

- Approval Methods
- Approve a Non-PO Invoice

Session 6: ADJUST OR CANCEL INVOICES

- Add an Attachment to an Invoice
- Adjust an Invoice
- Cancel an Invoice
- Create and Use a Clearing Payment Type

Session 7: PAYMENT BANKS AND PAYMENT PROCESSING

- Payment Workbench
- Manual and Quick Payments
- Payment Methods
- Process a Payment Batch
- Cancel a Payment Batch
- Stop / Void a Payment
- Set Up an Internal Bank Account

Session 8: SUPPLIER DATA

- Supplier Sites
- Supplier Account Balances
- Inquire on a Supplier
- Add a Supplier
- Amend an Existing Supplier
- Merge Suppliers / Supplier Sites
- Add an Attachment to a Supplier Record

Session 9: GENERAL LEDGER TRANSFER

- Accounting Methods
- Accounting Entries for Payables Transactions
- Transfer to GL Process

Session 10: INTEGRATION WITH OTHER MODULES

- Integration with Oracle Purchasing
- Integration with Oracle Assets
- Integration with Oracle Self-Service Web Applications
- Integration with Oracle Receivables
- Integration with Oracle Projects

Session 11: PAYABLES SET UP OVERVIEW

- Define Financials Options
- Define Payables Options
- Define Special Calendars
- Define Purchase Order Matching and Tax Tolerances
- Define Invoice Hold and Release Names
- Create Templates for Entering Expense Reports
- Open Payables Accounting Period

Session 12: PAYABLES PERIOD CLOSE

- Payables Period End Procedures
- Run Payables Accounting Process
- Run the Accounts Payable Trial Balance
- Control Payables Accounting Period Statuses

Session 13: WITHHOLDING TAX

- Set up Withholding Tax
- Process invoices with Withholding Tax

Session 14: ACCOUNTS PAYABLE EXERCISES

- Enter New Suppliers
- Merge Supplier Records
- Enter Standard Invoices with Multiple Lines
- Enter Invoices Using PO Default
- Running Reports
- Enter a Credit Memo and Match to a Purchase Order Invoice (Part Value of the Invoice)
- Enter an Advance
- Invoice Inquiry
- Match a Credit Note to a Standard Invoice
- Cancel Invoices
- Enter an Expense Report and Apply a Prepayment/Advance
- Apply a Manual Hold Invoice
- Un-Apply a Prepayment
- Enter a Discounted Invoice Matched to a Purchase Order

Session 15: ACCOUNTS PAYABLE PAYMENTS EXERCISES

- Payables Payment Run
- Quick Payment
- Void a Single Payment
- Apply a Refund

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.co.uk

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK