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English Delivery Only: Oracle R12 Accounts Payable

Duración: 2 Días   Código del Curso: FAPR12

Temario:

*** Course delivered in English (UK) ***Oracle R12 Accounts Payable Course Overview

The Oracle R12 Accounts Payable course is designed to give delegates practical experience of working with the Oracle Accounts Payable module. It is end-user focused,encompassing all day to day tasks such as invoice and payment processing,making inquiries and running reports together with month end procedures.

Dirigido a:

Who will the Course Benefit?

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.

Objetivos:

- Course Objectives

- By the end of thisOracle R12 Accounts Payable course delegates will be able to use Oracle Payables to manage the payables process. In particular delegates will be able to manage suppliers,process invoices and credit notes,carry out a payment run with the new Payment Manager,submit reports,close accounts payable periods and transfer accounting details to the General Ledger.

Prerequisitos:

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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.

Siguientes cursos recomendados:

Further Learning

- Oracle R12 Cash Management
- Oracle R12 Asset Management

Contenido:

Oracle R12 Accounts Payable Training Course
Course Contents - DAY 1

Course Introduction

- Administration and Course Materials
- Course Structure and Agenda
- Delegate and Trainer Introductions

Session 1: INTRODUCTION

- Overview of a Payables System
- Additional Features of Oracle Payables
- New Features in Release 12 Payables
- 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   Oracle R12 Accounts Payable Training Course Course Contents - DAY 2

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
- Create Accounting 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
- 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
- Match a Credit Note to a Standard Invoice

Session 15: ACCOUNTS PAYABLE PAYMENTS EXERCISES

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

Más información:

Para más información o para reservar tu plaza llámanos al (34) 91 425 06 60

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