



Oracle R12 Procure to Pay

Duration: 4 Days **Course Code: FP2PR12** **Delivery Method: Virtual Learning**

Overview:

This course covers the full 'Procure to Pay' cycle from the point where a requirement for goods or services is identified to the point where the supplier's invoice is settled.

The Oracle R12 Procure to Pay course duration is 4 days with 2 days each for Purchasing and for Payables.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

This Oracle R12 Procure to Pay course is designed for users in Procurement, Facilities and Finance departments. It is particularly suitable for those with a supervisory or management responsibility who may be designated a 'super-user' in their own organisation.

Delegates should have a working knowledge of the procurement process within their own organisation.

The course comprises two sections: **Purchasing** and **Payables**.

Prerequisites:

Delegates should have a working knowledge of the Procurement Process within their own organisation.

Knowledge of Oracle Navigation would be advantageous.

Follow-on-Courses:

- Oracle R12 Cash Management (FCMR12)
 - Oracle R12 Asset Management (FAMR12)
 - Oracle R12 General Ledger (FGLR12)
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Content:

Oracle R12 Procure to Pay Training Course Course Contents - DAY 1 (Purchasing)

Course Introduction - PURCHASING

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

Session 1: OVERVIEW OF ORACLE PURCHASING

- Overview of Oracle Purchasing
- Matching Options
- Integration with Oracle Payables

Session 2: SUPPLIER MANAGEMENT

- Supplier Overview
- Supplier Relationships
- Contracts
- Solicitations
- Supplier Sites
- Supplier Account Balances
- Inquire on a Supplier
- Add a Supplier
- Amend an Existing Supplier
- Merge Supplier/Supplier Sites
- Add an Attachment to a Supplier Record
- Create an Approved Suppliers List

Session 3: ITEM ATTRIBUTES AND SET UP

- Define Master Items
- Assign a Master Item to an Organization
- Update Parameters Specific to an Organization
- Copy Item Attributes from a Template
- Create a Template
- Set Attribute Controls

Session 4: RFQ AND QUOTATIONS

- Add or Amend an Existing Supplier List
- Create a New Supplier List
- Create a New RFQ
- Select the Suppliers who will receive the RFQ
- Print the RFQ
- Create an RFQ from a Requisition
- Enter a Quotation

Session 5: APPROVED SUPPLIERS AND SOURCING RULES

- Create Source Documents
- Set Up Sourcing Rules
- Assign the Sourcing Rules to an Item
- Test the Sourcing Set Up
- Create an Approved Supplier List
- Test Autosourcing Set Up

Session 11: RAISING IPROCUREMENT REQUISITIONS

- Shopping by Store
- Shopping to Category
- Checkout Process

Session 12: RECEIPTING A PO IN IPROCUREMENT

- Express Receive
- Standard Receipting
- Returning Ordered Items
- Receipt Corrections
- View Receipts

Session 13: NON-CATALOG REQUESTS

- Requisition Information
- Smart Forms
- Information Templates
- Review Approver List
- Review and Submit

Session 14: PURCHASING SET UP OVERVIEW

- Purchasing Profile Options
- Purchase Order Matching and Tax Tolerances
- Purchasing Document Security, Routing and Approval
- Approval Assignments and Approval Groups
- Purchasing Options
- Receiving Options

Session 15: PURCHASING ACCOUNTING

- Accruals
- Encumbrance Accounting
- Generate Uninvoiced Receipt Accruals
- Close a Purchasing Period

Session 16: PROFESSIONAL BUYER WORK CENTER

- Processing requisitions in the Work Center
- Processing orders in the Work Center
- Processing Blanket and Contract Agreements in the Work Center

Session 17: ENCUMBRANCE ACCOUNTING

- Enabling Encumbrance Accounting in General Ledger
- Set up steps in Purchasing
- Transaction processing examples

Session 18: PURCHASING EXERCISES

Session 23: INQUIRY ON INVOICES

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

Session 24: APPLY AND RELEASE HOLDS

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

Session 25: APPROVE INVOICES

- Approval Methods
- Approve a Non-PO Invoice

Session 26: ADJUST OR CANCEL INVOICES

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

Session 27: PAYMENT BANKS AND PAYMENT PROCESSING

- Payment Workbench
- Manual and Quick Payments
- Payment Methods
- Process a Payment Batch
- Amend a Payment Batch
- Cancel a Payment Batch
- Stop / Void a Payment
- Set Up an Internal Bank Account
Oracle R12 Procure to Pay Training
Course Course Contents - DAY 4
(Payables)

Session 28: GENERAL LEDGER TRANSFER

- Accounting Methods
- Accounting Entries for Payables Transactions
- Create Accounting Process

Session 29: INTEGRATION WITH OTHER MODULES

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

Session 30: PAYABLES SET UP OVERVIEW

- Define Financials Options
- Define Payables Options

Session 6: PURCHASE REQUISITIONING PROCESSING

- Overview of Requisitioning
- The Requisition Form
- Overview of Approvals
- Create a Requisition
- Create a Requisition Using Preferences
- Create a Foreign Currency Goods Requisition
- Create a Foreign Currency Services Requisition
- Add an Attachment to a Requisition
- Review a Requisition
- Approve / Reject a Requisition
- View Action / Approval History
- Cancel a Requisition
- Requisition Templates
- Supplier Item Catalog

Session 7: PURCHASE ORDER PROCESSING

- Create a Standard Goods Purchase Order
- Create a Standard Purchase Order Using Preferences
- Create a Blanket Purchase Agreement
- Create a Blanket Release
- AutoCreate a Standard Goods Purchase Order
- Add an Attachment to a Purchase Order
- Approve/Reject a Purchase Order
- Review a Purchase Order
- Amend a Purchase Order
- Copy a Purchase Order
- Close / Cancel a Purchase Order
- Freeze a Purchase Order
- Other Control Actions
- Print a Purchase Order
- Purchase Orders and Projects
- Workflow Document Creation

Session 8: RECEIPT PROCESSING

- Overview of the Receiving Process
- Exceptions
- Receipt Routing
- Receipt Processing Methods
- Payment on Receipt
- Correct a Receipt
- Return Goods to a Supplier
- Find and Review Receipts
- Receiving Tolerances

Session 9: INTEGRATION WITH OTHER MODULES

- Integration with Payables
- Integration with Inventory Oracle R12 Procure to Pay Training Course Course Contents - DAY 2 (Purchasing)

Session 10: ENTERPRISE STRUCTURE OVERVIEW

Session 19: IPROCUREMENT EXERCISES

Session 20: SOURCING EXERCISES

Session 21: INTRODUCTION

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

Session 22: 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

- 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 31: PAYABLES PERIOD CLOSE

- Payables Period End Procedures
- Run the Accounts Payable Trial Balance
- Close the Payables Accounting Period
- Resolve period-end exceptions
- Open the Following Payables Accounting Period

Session 32: WITHHOLDING TAX

- Set Up Tax Types
- Set Up Inland Revenue supplier account
- Set Up Withholding Tax Special Calendar
- Set Up Tax Codes
- Set Up or amend supplier account
- Process supplier invoice with Withholding Tax
- Query back and validate tax deduction invoice

Session 33: ACCOUNTS PAYABLE EXERCISES

- 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 a Credit Memo and Match to a standard invoice
- Enter an Advance
- Invoice Inquiry
- Amend an Invoice (PO 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 34: ACCOUNTS PAYABLE PAYMENTS EXERCISES

- Payables Payment Run
- Quick Payment
- Manual Payment
- Void a Single Payment
- Issue a Refund

- Organizations
 - Defining Locations
 - Units of Measure
 - Item Categories
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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.com/en-gb/

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