

Module: Oracle Payables

Mode: Classroom

Duration: 32 hours – weekend and fast-track options available

Pre-requisite:

- Understanding of standard Finance Processes
- Overview of Oracle Applications
- Understanding of Accounting concepts

Course Outline

Procure to Pay Overview

- Describing the Procure to Pay Process Flow
- Describing how the Procure to Pay Process Fits Across the eBusiness Suite Applications

Payables Overview

- Overview of Payables Processes
- Understanding Supplier Entry
- Understanding Invoice Entry
- Understanding Payments
- Analyzing Payables Integration Points
- Using Payables Open Interfaces to Import Data

Suppliers

- Understanding the Procure to Pay Lifecycle
- Defining Supplier and Supplier Sites
- Identifying the Key Reports
- Understanding Setup Options
- Analyzing Implementation Considerations

Invoices

- Importing and Entering Invoices and Invoice Distributions
- Matching Invoices to Purchase Orders
- Validating Invoices
- Applying and Releasing Holds
- Understanding the Invoice Approval Workflow
- Generating Key Reports
- Analyzing Setup Options
- Analyzing Implementation Considerations

Payments

- Describing the Payments Process
- Setting Up Banks and Bank Accounts
- Entering Single Payments and Processing Multiple Payments
- Understanding how to Review Payments
- Understanding how to Adjust Payments
- Analyze Setting up and Creating Bills Payable
- Creating, Applying, and Releasing Holds on Prepayments

Expense Reports and Credit Card

- Describing the Expense Reports Process
- Understanding how to Enter Expense Report Templates
- Entering Expense Reports
- Understanding how to Apply Advances
- Identifying the Key Expense Reports
- Understanding how to Set Up Credit Card Programs

Period Close

- Describing the Period Closing Process in Payables & Purchasing
- Reconciling Payables Transactions for the Period
- Identifying Key Programs and Reports
- Understanding Setup Options
- Understanding Implementation Considerations

Transaction Taxes in Payables

- Describing how Transaction Taxes are Calculated
- Inserting Manual Tax Lines
- Updating Transaction Tax Lines
- Viewing Tax Summary and Details
- Identifying Key Reports
- Understanding Setup Options

Withholding Tax

- Identifying the Withholding Tax Process
- Using Withholding Tax Options
- Processing Manual Withholding Tax Invoices
- Creating Withholding Tax Invoices
- Processing Automatic Withholding Tax Invoices
- Analyzing Standard Key Reports