



Caltech

Oracle Release 12

Purchasing and Accounts Payable
Procurement Services
February 1, 2011



Agenda

- Suppliers
 - Supplier creation
- Purchasing
 - Purchase Order Tax Changes
- Accounts Payable
 - Invoice Workbench
 - eBTax
 - Invoice Validation
 - Payment Workbench
- R12 New Processes
- Next Steps
- Q&A



R12 Suppliers

◎ Supplier Management

- Full Web-based Forms
- Additional fields to capture more information
- Supplier bank information moved to supplier form
- Enhanced privacy feature does not display employee supplier address
- Supplier management is now part of a new Oracle module: **Trading Community Architecture (TCA)**
 - Oracle Trading Community Architecture (TCA) is a module/ data model that allows you to centrally manage complex information about the parties, or customers, who belong to your commercial community, including organizations, locations, and the network of hierarchical relationships among them.



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R11 Supplier Creation

In R11i, standard forms were used to create a supplier header and sites.

Suppliers (Caltech)

Supplier Name **DELL MARKETING LP** Supplier Number **12603**

Alternate Name

Taxpayer ID Tax Registration Number

Inactive On [ht]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name Number

Supplier Header

Supplier Site

Supplier Sites (Caltech) - DELL MARKETING LP, 12603

Site Name **PAR-ROUND ROCK** Alternate Name

Country **United States**

Address **One Dell Way** Alternate Address

City **Round Rock** State **TX** Postal Code **78682**

Province County **Williamson**

Language Inactive On **23-MAR-2004**

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Site Uses

☐ Pay ☐ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method



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R11i Supplier Creation

Supplier Sites (Caltech) - DOLLAR, SUSAN D, 18381

Site Name **DIRECT DEPOSIT**

Country

Address

City State

Province County

Language Inactive On

General **Contacts** Accounting Control Payment Bank Accounts

Site Uses

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

- In R11i, high level regions were navigated from left to right
- In R11i, high level navigation region consisted of folders



R12 Supplier Creation

ORACLE Payables

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Conditions
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >

Update NOVA SOUTHEASTERN UNIVERSITY

* Indicates required field

Supplier Sites

Site Status: Active Site Name: []

Key Purchasing Setups **Key Payment Setups**

Create

Site Name	Operating Unit	Ship-To Location
MAILING LABEL	Caltech	CALTECH
PO-FORT LAUDERD	Caltech	CALTECH
REMIT-FORT	Caltech	CALTECH

■ In R12, high level navigation region will be on the left of the form.

■ In R12, high level regions are navigated from top to bottom.

■ In R12, there are lower level navigation regions that contain folders



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R12 Supplier Creation

In R12, all web based forms and the navigation region is to the left.

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers > **Update DELL MARKETING LP - 12603: Quick Update**

* Indicates required field

* Supplier Name
Supplier Number **12603**
Alternate Supplier Name
Registry ID **193766**
Inactive Date
Alias

Supplier Sites

Site Status Site Name Operating Unit

Key Purchasing Setups **Key Payment Setups**

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction
MAILING LABEL	Caltech	<input type="text" value="CALTECH"/>	<input type="text" value="FIN-PAY"/>	<input type="text" value="UPS STANDARD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PO-PASADENA	Caltech	<input type="text" value="CALTECH"/>	<input type="text" value="FIN-PAY"/>	<input type="text" value="UPS STANDARD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PO-PITTSBURGH	Caltech	<input type="text" value="CALTECH"/>	<input type="text" value="FIN-PAY"/>	<input type="text" value="UPS STANDARD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



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R12 Supplier Creation

The supplier organization information is entered as displayed below. Additional information region is the DFF from 11i.

The screenshot displays the 'Suppliers' application window. On the left is a navigation pane with a tree view containing 'Quick Update', 'Company Profile', 'Organization' (highlighted with a red arrow), 'Tax Details', 'Address Book', 'Contact Directory', 'Business Classification', 'Products & Services', 'Banking Details', 'Surveys', 'Terms and Control', 'Accounting', 'Tax and Reporting', 'Purchasing', 'Receiving', 'Payment Details', 'Relationship', 'Invoice', and 'Management'. The main area is titled 'Suppliers > Update DELL MARKETING LP - 12603: Organization'. It includes a 'Cancel' and 'Save' button. The form is divided into two main sections: 'Additional Information' and 'Organization'. The 'Additional Information' section contains fields for 'Supplier Name' (DELL MARKETING LP), 'Supplier Number' (12603), 'Alternate Supplier Name', 'SIC', 'National Insurance Number', 'Type' (Supplier), 'Parent Supplier Name', 'Parent Supplier Number', 'Customer Number' (1843305), 'Inactive Date' (One Time), and 'Supplier URL' (http://www.dell.com). The 'Organization' section contains fields for 'D-U-N-S Number', 'Legal Structure', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Chief Executive Name', 'Chief Executive Title', and 'Principal Title'. The 'Additional Information' section also includes a list of checkboxes for '1042S Supplier', '1042S Tax Exempt', '592B Supplier', '594 Supplier', 'Sustainable Business', 'Multiple Business Concerns', and 'Registered With CA State'.

Suppliers

Suppliers >
Update DELL MARKETING LP - 12603: Organization

* Indicates required field

* Supplier Name: DELL MARKETING LP
Supplier Number: 12603
Alternate Supplier Name:
SIC:
National Insurance Number:
Type: Supplier

Parent Supplier Name:
Parent Supplier Number:
Customer Number: 1843305
Inactive Date: ☐ One Time
(example: 21-Dec-2010)

Additional Information

Supplier URL: http://www.dell.com
Taxpayer ID:
* 1042S Supplier: No
* 1042S Tax Exempt: NA
* 592B Supplier: No
* 594 Supplier: No
* Sustainable Business:
Multiple Business Concerns:
Registered With CA State: Yes
Resale Permit Number:
NAICS Code: 423430
Computer and Computer Peripheral Equipment and Software Merchant Wholesalers

Organization

D-U-N-S Number:
Legal Structure:
Principal Name:
Year Established:
Incorporation Year:
Control Year:
Chief Executive Name:
Chief Executive Title:
Principal Title:



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R12 Supplier Creation

The supplier tax details captures the default tax information and tax type for this supplier.

The screenshot shows the Oracle Payables interface for updating supplier tax details. The left sidebar contains a navigation menu with options like Quick Update, Company Profile, Organization, Tax Details (highlighted with a red arrow), Address Book, Contact Directory, Business Classification, Products & Services, Banking Details, Surveys, Terms and Control, Accounting, Tax and Reporting, Purchasing, Receiving, Payment Details, Relationship, Invoice, and Management. The main content area is titled 'Update DELL MARKETING LP - 12603: Tax Details' and includes sections for Income Tax, Transaction Tax, Default Controls, and Tax Registrations. The Income Tax section contains fields for Taxpayer ID, Reportable (checked for Federal), and Income Tax Type (MISC7). The Transaction Tax section includes Default Controls for Rounding Level (Line) and Rounding Rule (Nearest). The Tax Registrations section has fields for Default Reporting Country Name and Default Reporting Tax Registration Type. Below these sections is a table for Tax Registrations with columns: Regime Code, Tax, Tax Jurisdiction Code, Registration Number, Issuing Tax Authority, Active, Update, and Remove. The table currently shows 'No results found.' Below the table is a section for Associated Fiscal Classifications with a table for Fiscal Classification Type Code, Fiscal Classification Code, Fiscal Classification Name, Effective From, and Effective To. This table also shows 'No results found.' and includes an 'Add Another Row' button.

ORACLE Payables

Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details**
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers > Update DELL MARKETING LP - 12603: Tax Details

Cancel Save

Income Tax

Taxpayer ID

Allow Withholding Tax ☐

Reportable ☒ Federal

Income Tax Type

☐ State

Transaction Tax

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level ☐ Set Invoice Values as Tax Inclusive

Rounding Rule

Tax Registrations

Default Reporting Country Name

Default Reporting Tax Registration Type

Default Reporting Registration Number

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Associated Fiscal Classifications

* Indicates required field

TIP

Fiscal Classification Type Code	Fiscal Classification Code	Fiscal Classification Name	Effective From	Effective To	Remove
No results found.					

Add Another Row



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R12 Supplier Creation

The supplier banking details contains the supplier bank account information which is a change from R11i.

ORACLE Payables Close Window Preferences Help Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details**
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >

Update DELL MARKETING LP - 12603: Banking Details Cancel Save

Bank Account and Assignment Details

Select Account Assignment Level: Go

Payment Details

☐ Bank Accounts

Add Create Create Factor Account

[Show All Details](#) | [Hide All Details](#)

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase	Decrease	Update	Additional Details
Show	XXXX1534		USD	PNC Bank	05-Jan-2010		1	⬆	⬇		

Cancel Save



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R12 Supplier Inquiry

The supplier address book contains the locations/sites for the supplier.

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book**
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers > Update DELL MARKETING LP - 12603: Address Book

Search

[Personalize "Search"](#)

Address Name Site Name

Address Details

Details	Name ▲	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	MAILING LABEL	c/o Dell USA LP PO Box 676021 Dallas, TX 75267-6021	United States			Current			
Show	PAR-ROUND ROCK	One Dell Way Round Rock, TX 78682	United States		Purchasing	Current			
Show	PO-PASADENA	PO Box 910916 Pasadena, CA 91110-0916	United States	Email: us_wire/ach_remittance_advice@dell.com	Purchasing	Current			
Show	PO-PITTSBURGH	PO Box 371964 Pittsburgh, PA 15250-7964	United States	Email: us_wire/ach_remittance_advice@dell.com	Purchasing	Current			
Show	REMIT-DALLAS	PO Box 120001 Dept 0747 Dallas, TX 75312-0747	United States	Email: us_wire/ach_remittance_advice@dell.com	Payment	Current			
Show	REMIT-DALLAS1	PO Box 120001 Dept 0788 Dallas, TX 75312-0786	United States	Email: us_wire/ach_remittance_advice@dell.com	Payment	Current			



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R12 Supplier Inquiry

The supplier payment details include default payment method for the supplier.

[Close Window](#) [Preferences](#) [Help](#) [Personalize Page](#)

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
- Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - **Payment**
- Details
 - Relationship
 - Invoice Management

Update DELL MARKETING LP - 12603: Payment Details

[Cancel](#) [Save](#)

Payment Details

☐ **Payment Methods**

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

[Add](#) [Previous 10](#) 11-14 of 14 [Next](#)

Payment Method	Default	End Date
dasd	<input type="checkbox"/> Default	<input type="text"/>
Electronic	<input checked="" type="checkbox"/> Default	<input type="text"/>
Outsourced Check	<input type="checkbox"/> Default	<input type="text"/>
Wire	<input type="checkbox"/> Default	<input type="text"/>

Payment Attributes

Payment Delivery Attributes **Payment Specifications** **Separate Remittance Advice Delivery**

Delivery Channel

Bank Instruction 1

Bank Instruction 2

Bank Instruction Details

Settlement Priority

Payment Text Message 1

Payment Text Message 2

Payment Text Message 3



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R12 Supplier Creation

The invoice management region contains the invoice payment terms and match options for the supplier. Here you can place a supplier on hold.

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management**

Suppliers > **Update DELL MARKETING LP - 12603: Invoice Management** Cancel Save

Invoice Currency: US Dollar
 Invoice Amount Limit:
 Invoice Match Option: Purchase Order

Hold from Payment: ☐ All Invoices
☐ Unmatched Invoices
☐ Unvalidated Invoices

Invoice Payment Terms

Personalize "Invoice Payment Terms"

Payment Currency: US Dollar
 Payment Priority: 99
 Terms: IMMEDIATE
 Terms Date Basis: Invoice
 Pay Date Basis: Discount

Pay Group: EFT Suppliers
☐ Always Take Discount
☐ Exclude Freight From Discount
☐ Create Interest Invoice

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

Invoicing **Payment** **Terms** **Supplier Preferences**

Create

Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	Hold from Payment			Payment Hold Reason	Services Tolerance
						All Invoices	Unmatched Invoices	Unvalidated Invoices		
MAILING LABEL	Caltech	<input type="text"/>	Caltech - Tolerance	Purchase Order	US Dollar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
PO-PASADENA	Caltech	<input type="text"/>	Caltech - Tolerance	Purchase Order	US Dollar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



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R12 Supplier Creation

Supplier: Employee R11i

Suppliers (Caltech)

Supplier Name	DOLLAR, SUSAN D	Supplier Number	18381
Alternate Name			
Taxpayer ID		Tax Registration Number	
Inactive On			[..]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type	Employee		
Employee Name	Dollar, Susan D	Number	
<input type="checkbox"/> One Time			



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R12 Supplier Creation

Supplier: Employee R11i Site

Supplier Sites (Caltech) - DOLLAR, SUSAN D, 18381

Site Name **DIRECT DEPOSIT** Alternate Name ☒

Country

Address

Alternate Address

City State Postal Code

Province County

Language Inactive On [.]

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Site Uses

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method



Caltech

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R12 Supplier Creation

Supplier: Supplier R12

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice

Suppliers >

Update DOLLAR, SUSAN D - 18381: Quick Update

* Indicates required field

Supplier Name DOLLAR, SUSAN D
Supplier Number **18381**
Alternate Supplier Name
Registry ID **15129**
Inactive Date
(example: 13-Jan-2011)
Alias

Supplier Sites

Site Status Site Name Operating Unit

Key Purchasing Setups **Key Payment Setups**

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site
HOME	Caltech	<input type="text" value="CALTECH"/>	FIN-PAY <input type="text"/>	<input type="text" value="UPS STANDARD"/>		<input type="text"/>
PROVISIONAL	Caltech	<input type="text" value="CALTECH"/>	FIN-PAY <input type="text"/>	<input type="text" value="UPS STANDARD"/>		<input type="text"/>



Purchase Order Entry

○ Purchase Order Entry

- R11i
 - PO Header
 - PO Line with Distributions
- R12
 - PO Header
 - PO Line with Distributions
 - PO Manage Tax with Override



R11i PO Header entry

IMSS - Information Management System and Services



R12 PO Entry

R12 PO Header entry

Purchase Orders - 1089115

Operating Unit	Caltech	Created	06-JAN-2011 14:21:55
PO, Rev	1089115 0	Type	Standard Purchase Order
Supplier	STANFORD UNIVERSITY	Site	PO-LOCKSS
Ship-To	CALTECH	Bill-To	FIN-PAY
Buyer	Borg, Nina	Status	Approved, Reserved
Description	P.O./Inv. - Inv. matched, Price Variance , PO line Cancelled, Invoice Reversed (cancel)		

Contact Reich, Victoria
Currency USD
Total 132.00 [SL]

Lines Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised	[]
1	Goods			UNCATEGORIZE	P.O./Inv. - Inv. matche	EA	3	44		Nc

Item P.O./Inv. - Inv. matched, Price Variance , PO line Cancelled, Invoice Reversed (cancelled)

Catalog... Currency... Terms Shipments Approve...



Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Goods-Amount			UNCATEGORIZE	INVOICE# W699 ATT.	US D	1816.32	1	

Distributions (Caltech) - 1088010

Destination		More		Project		
Expenditure						
Num	Project	Task	Award	Type	Org	Da
1	PPL.OLIVEOIL	1	GB.000004	Supplies - Allocated	Caltech	23-

PO Account Descriptions

Charge	UR Supplies.General Support Funds.Pl
Accrual	A/P Accrual.General Support Funds.Ph
Budget	UR Supplies.General Support Funds.Pl
Variance	UR Supplies.General Support Funds.Pl

Destination Account Descriptions

Charge	
Variance	

Lines And Shipment Details

Line Num	1	Shipment Num	1	Org	CHQ	Ship-To	CALTECH
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R12 PO Entry

R12 PO Line entry

Purchase Order Summary to Purchase Orders - S095198

Operating Unit	Caltech	Created	29-JUN-2010 00:00:00
PO, Rev	S095198 0	Type	Standard Purchase Order
Supplier	TYPECRAFT INCORPORATED	Site	PO-PASADENA
Ship-To	CALTECH	Bill-To	FIN-PAY
Buyer	Zepeda, Rudy	Status	Approved, Closed, Reserved
Description			

Contact

Currency USD

Total 502.42 [PG]

Lines Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised	[]
1	Goods			UNCATEGORIZE	INV. #23205--For Seni	EA	1	502.42		Nc



Caltech

R12 PO Entry

R12 PO Shipment entry

Shipments - S095198

Shipments More Status

Quantity

Num	Status	Ordered	Received	Cancelled	Billed	[]
1	Closed	1	0	0	1	...

Line Num 1 Item INV. #23205--For Senior Banquet Programs (see invoice for break

Receiving Controls Distributions



Caltech

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R12 PO Entry

R12 PO Distribution entry

Distributions - S095198

Destination More Project

Expenditure

Num	Project	Task	Award	Type	Org	Da	[]
1	PRES.03010	17.1	GB.000300	Fees	Caltech	29-	

PO Account Descriptions

Charge UR Consulting & Other Fee.General Supp

Accrual A/P Accrual.General Support Funds.Presic

Budget UR Consulting & Other Fee.General Supp

Variance UR Consulting & Other Fee.General Supp

Destination Account Descriptions

Charge

Variance

Lines And Shipment Details

Line Num 1 Shipment Num 1 Org CHQ Ship-To CALTECH



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R11i PO Entry

R11i PO Tax entry

Shipments (Caltech) - 1088010

Shipments More Status

Num	By	Original Promise	Note for Receiver	Country of Origin	Taxable	Tax Code	Cha[]
1					<input type="checkbox"/>		632...
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

Line Num 1 Item INVOICE# W699 ATTACHED FOR OLIVE OIL BOTTLES

Receiving Controls Distributions



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R12 PO Entry

R12 PO Tax Navigation

File Edit View Folder Tools Inquire **Actions** Window Help

Manage Tax

Purchase Orders - 1089115

Operating Unit	Caltech	Created	06-JAN-2011 14:21:55	
PO, Rev	1089115	0	Type	Standard Purchase Order
Supplier	STANFORD UNIVERSITY	Site	PO-LOCKSS	Contact Reich, Victoria
Ship-To	CALTECH	Bill-To	FIN-PAY	Currency USD
Buyer	Borg, Nina	Status	Approved, Reserved	Total 132.00 [SL]
Description	P.O./Inv. - Inv. matched, Price Variance , PO line Cancelled, Invoice Reversed (cancel			



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R12 PO Entry

R11i PO Manage Tax – PO must not be approved in order to update category.

Additional Tax Information: Standard Purchase Order 1089115

* Indicates required field

Legal Entity Name **Caltech**
Taxation Country **United States**

Tax Determining Factors for Document

[Personalize "Tax Determining Factors for Document"](#)

Document Subtype

Tax Determining Factors for Lines

[+ Search](#)

Line	Description	Schedule	Location	Transaction Business Category	Product Fiscal Classification	Product Type	Product Category
1	P.O./Inv. - Inv. matched, Price Variance , PO line Cancelled, Invoice Reversed (cancelled)	1	CALTECH	Purchase Transaction		GOODS	NONTAXABLE_ITEM



Invoice Entry

◉ Invoice Entry

- R11i and 12
 - Invoice Header
 - Invoice Lines
 - Invoice Distributions
 - eBTax

◉ Payment Workbench

- Oracle Payments



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R11i Invoice Entry

Invoice Batch entry in 11i

File Edit View Folder Tools Window Help

Invoice Batches (Caltech)

Batch Name	Date	Control Count	Control Amount	[]	Act
100601HH1	01-JUN-2010	13	273794.48		

Create Accounting Validate 1 Invoices



R12 Invoice Entry

Invoice batch entry in R12 – no change from R11i

Oracle Applications - HAKA from CNTRL 6/30/2010

File Edit View Folder Tools Reports Window Help

Invoice Batches (Payables Manager)

Batch Name	Date	Control Count	Control Amount	[]	Act
110601 ENS1	06-JAN-2011	1	152		

Validate 1 Invoices



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R11i Invoice Entry

Invoice header entry with 'General tab' in 11i

Invoices (Caltech) - 100601HH1

Batch Control Total **273794.48** Actual Total **273794.48**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid Amount
Standard	SHERMAN,	16914	RESIDEN	25-MAY-2010	RM051810	USD	158.44		
Standard	ORTOLEVA	43939	RESIDEN	25-MAY-2010	RM051210	USD	231.94		
Standard	MURPHY, C	55085	DIRECT I	25-MAY-2010	RM052110	USD	276.18		
Standard	JOEL SCHE	67059	REMIT-P	24-MAY-2010	HN052410	USD	100.00		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid
USD **158.44**

Invoice Status
Status **Validated**
Accounted **Yes**

Approval Status
Approval **Not Required**
Pending Approver

Description **REIM 5/18/10 MALBEC**

Summary
Holds **0**
Distribution Total **158.44**

Actions... 1 Overview **Distributions** Purchase Order Match



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R12 Invoice Entry

Invoice header entry with 'General tab' in R12

Invoice Workbench (Payables Manager) - 110801 ENS1

Batch Control Total Batch Actual Total

R12 ☒

Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Am
Caltech	Standard	1089116	SAVIN CO	43900	REMIT-HUN	06-JAN-2011	06JAN2011	USD	52.68	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

New Region

Items	48.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	48.00
Tax	4.68
Freight	
Miscellaneous	
Total	52.68

Amount Paid

USD

Combined Region

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

New Button **New Buttons**

Actions... 1 Calculate Tax **Tax Details** Corrections Quick Match Match All Distributions



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R12 Invoice Entry

Invoice header with 'Lines tab' in R12

Invoice Workbench (Payables Manager) - 110601 ENS1

Batch Control Total Batch Actual Total

R12 ☒

Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount
Caltech	Standard	1089116	SAVIN CO	43900	REMIT-HUN	06-JAN-2011	06JAN2011	USD	0.00		

New Tab

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

R12

Total
Gross Retained Net

New Region

Num	Type	Amount	Ship to	Project	Task	Award Number	Expenditure Type	Product Category	Exp Item Date	[]	GL Date	Expe
1	Item	48.00	CALTECH	IMSS.BSA	1.2	GB.IMSS	Computing Services		06-JAN-2011	06-JAN-2011	Calte

New Button

Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

[illegible]



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R12 Invoice Entry

Invoice taxes in R12 are still charged to the PTA as in R11i.

Distributions (Payables Manager) - Caltech, 06JAN2011, SAVIN CORPORATION dba RICOH BUSINESS SYSTEMS INC

Line Number Invoice Total

Line Description Distribution Total

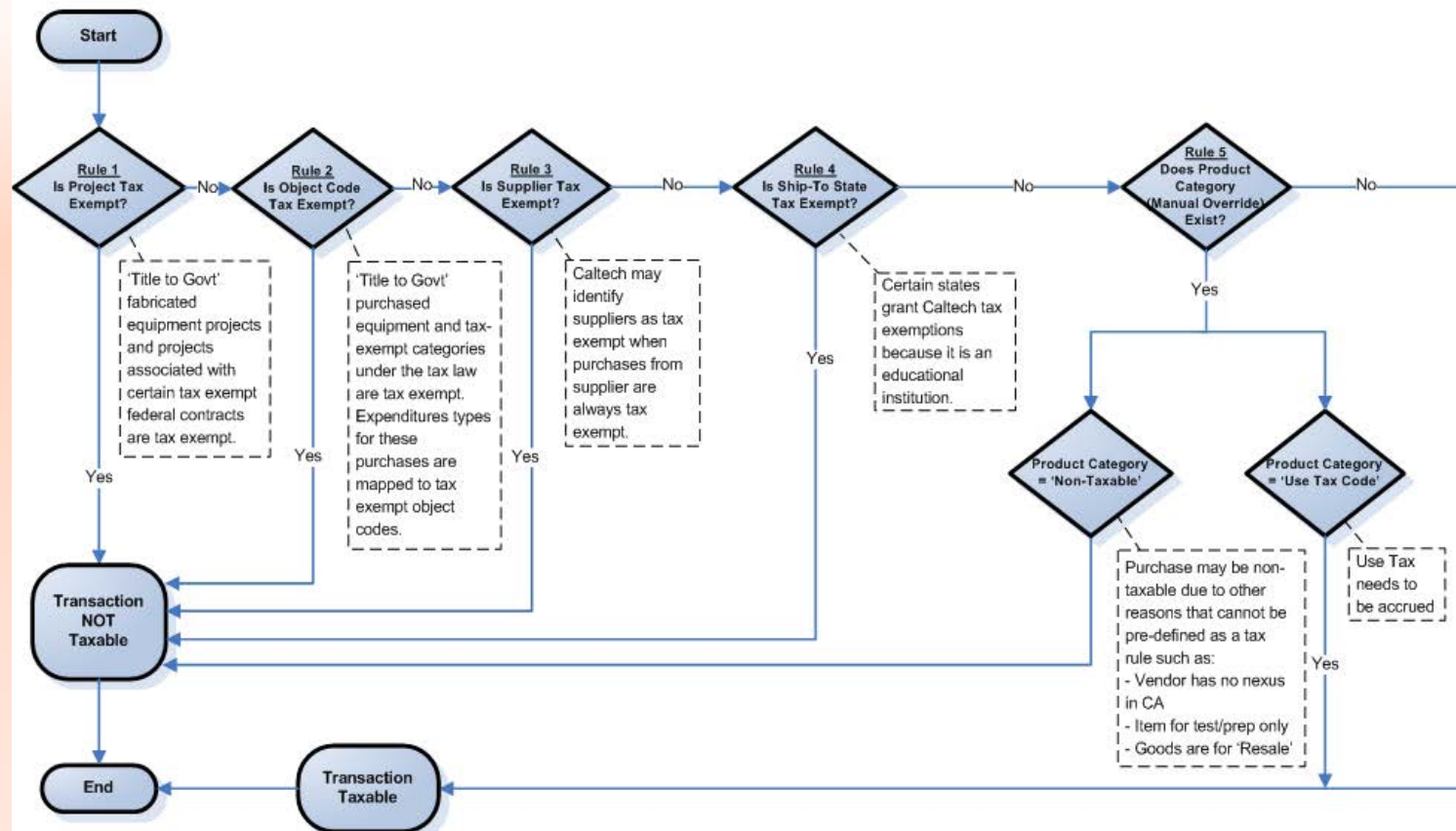
R12 ☒

Nurr	Type	Amount	Project	Task	Award Number	Expenditure Type	Description	Account	GL Date
1	Item	48.00	IMSS.BSA	1.2	GB.IMSS	Computing Services	P.O./Inv. - Inv. matched, Price Vari	6348.11010001.21001.141.111.IMSS*BSA	06-JAN-20
1	Nonrecoverable Tax	0.24	IMSS.BSA	1.2	GB.IMSS	Computing Services	US_SALES_USE_TAXES - CITY	6348.11010001.21001.141.111.IMSS*BSA	06-JAN-20
1	Nonrecoverable Tax	0.96	IMSS.BSA	1.2	GB.IMSS	Computing Services	US_SALES_USE_TAXES - COUNT	6348.11010001.21001.141.111.IMSS*BSA	06-JAN-20
1	Nonrecoverable Tax	3.48	IMSS.BSA	1.2	GB.IMSS	Computing Services	US_SALES_USE_TAXES - STATE	6348.11010001.21001.141.111.IMSS*BSA	06-JAN-20



- ◉ eB Tax is a new module in R12 and it must be set up in order to process sales and use tax in Payables.
- ◉ Changes to sales and use tax process
 - In 11i, buyers and/or AP processors enter tax codes on PO's and invoices; tax calculated based on tax codes.
 - In R12, **Caltech defined** business rules will determine the taxability of a transaction; tax rate applied based on ship-to location.
 - Override is allowed at the transaction level (from taxable to tax exempt). Tax department will set out business guidelines on when override is appropriate.

Tax Determination in e-B Tax





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R12 Invoice Validation

Payable Approval renamed to **Invoice validation** in R12

A screenshot of a software dialog box titled "Invoice Actions". The dialog has a blue header bar with the title. Below the header, there is a list of actions, each preceded by a checkbox. A red arrow points to the "Validate" checkbox, which is the first item in the list. The actions listed are: "Validate", "Validate Related Invoices", "Cancel Invoices", "Apply/Unapply Prepayment...", "Pay in Full...", "Create Accounting" (with sub-options "Draft", "Final", and "Final Post"), "Stop Approval", "Release Holds", and "Print Notice". To the right of the list, there are several text input fields: "Hold Name", "Release Name", "Release Reason", "Printer", "Sender Name", and "Sender Title". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Invoice Actions

- ☒ **Validate**
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
 - ☒ Draft
 - ☐ Final
 - ☐ Final Post
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title



R12 New Processes

◉ Tax Override

- Refer to guidelines set by Tax Department and Procurement Department if there is a request to override default taxability determined by eTax Rules

◉ Tax Exempt Suppliers

- Since one of the R12 eB Tax rules is based on the tax exempt status of suppliers, Supplier Management will need to track the tax status when setting up new suppliers.

◉ Employee Supplier Address

- Employee Supplier Address will not be maintained by Supplier Management separately from HR. One of the HR addresses will be used for expense reimbursement.

◉ Cost Transfer

- Custom Process (details on following slides).



R12 Cost Transfer

- ◎ In R11i, Supplier Cost Transfers are initiated from Grants (OGM) by Project Accounting and Oracle's automated process makes corresponding adjustments in the **original AP Invoice**
- ◎ In R12, Oracle no longer supports initiating Supplier Cost Transfer from Grants



R12 Cost Transfers

- ◎ In R12, IMSS partnered with Oracle to create a **Caltech Custom, Automated Supplier Cost Transfer** solution.
- ◎ This process will:
 - Allow Supplier Cost Transfers to be initiated from Grants by Project Accounting like in 11i
 - Create a **‘zero-dollar invoice’** for import to AP. New Source = **“Cost Transfer”**
 - Auto number Zero-Dollar Invoices, EX:
 - ORIGINAL Invoice #: **1929**
 - C/T Zero Dollar Invoice #: **1929-XFR1**



R12 Cost Transfers

- ◎ If invoice **nets to zero** (majority of the cases)
 - No intervention required by Payment Services.
 - Nightly processing will handle Invoice Approval, interface to Grants, etc.

- ◎ If invoice **does not net to zero**
 - Penny rounding difference
 - Rare cases for transfers between taxable \leftrightarrow non-taxable PTAs)
 - AP Processor will need to accrue use tax or write off overpaid tax. This will be a new process.



R12 Cost Transfers

- ⦿ Subsequent manual adjustments to invoices that have been cost transferred should be made to the zero dollar invoices.
- ⦿ ‘Zero-dollar’ invoices will be ‘paid’ out of a separate bank account that will be used just for cost transfer zero dollar invoices.



R12 Payment Workbench

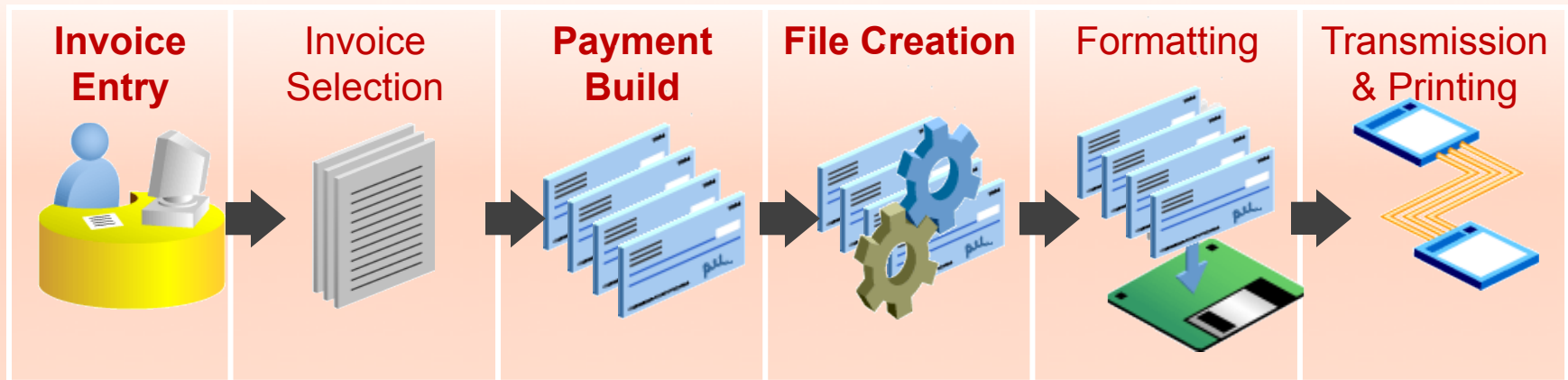
- ◉ Replaced with Oracle Payments module
 - Oracle Payments is a central engine to disburse and capture payments. For electronic payments, it connects Oracle EBS products like Receivables and Payables to financial institutions like banks and credit card processors.
 - Utilizes a dashboard to guide users to take actions on payments.
 - Utilizes payment templates that have the ability to fully automate the payment process from selection of invoices, to printing or electronic transmission



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R12 Payment Process



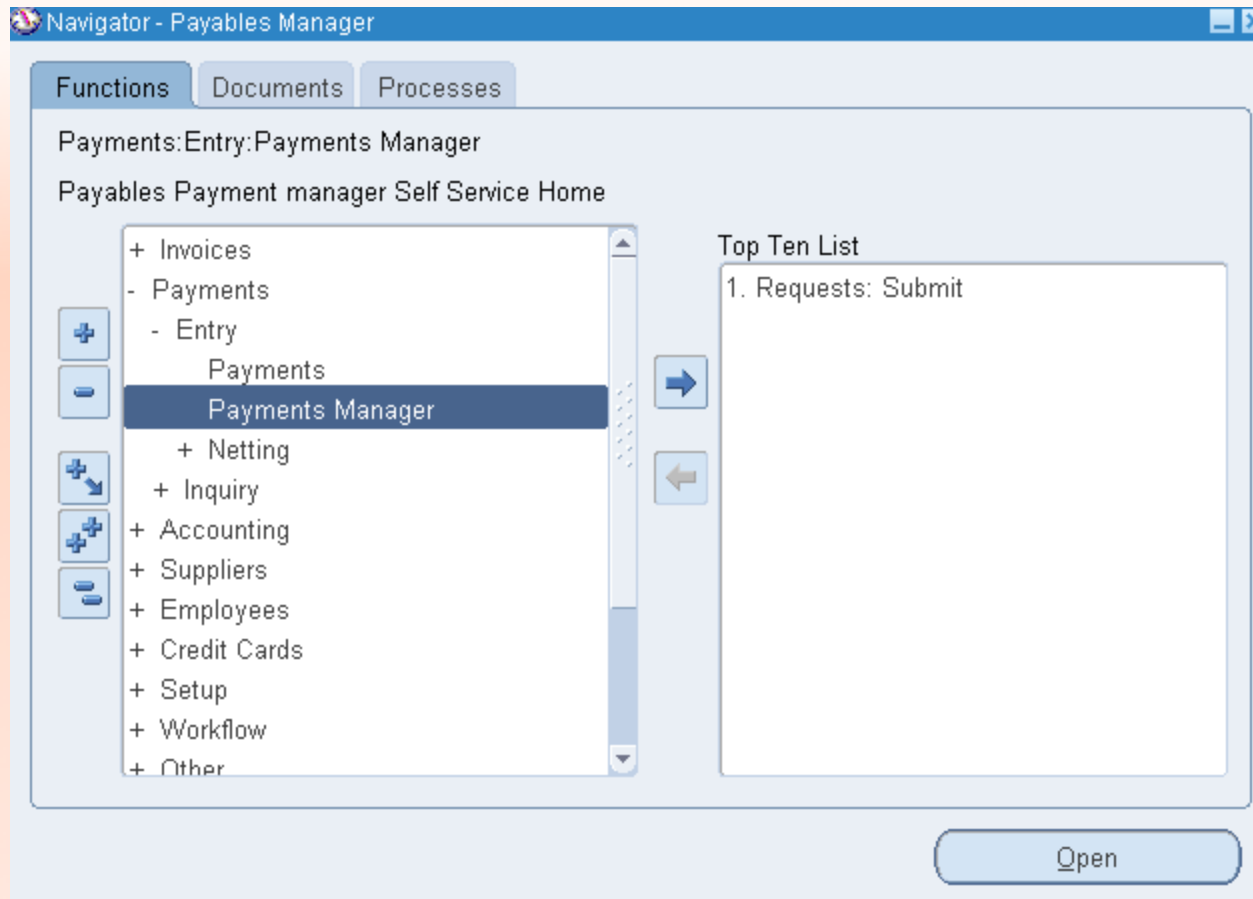


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R11 Payment Workbench

New: Payment Navigation





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R12 Payment Workbench

Payment Dashboard

ORACLE Payables Close Window Preferences Personalize Page

Home **Templates** Payment Process Requests Payment Instructions Payments

Search
Template
Go Shortcuts on left

Shortcuts

- [Submit Cash Requirements Report](#)
- [Create Template](#)
- [Schedule Payment Process Request](#)
- [Submit Single Payment Process Request](#)
- [Create Printed Payment Instructions](#)
- [Create Electronic Payment Instructions](#)
- [Review Completed Payments](#)
- [Stop or Void Payments](#)

Concurrent Requests

- [Submit a Request](#)
- [Monitor Requests](#)

Payments Dashboard
[Personalize "Payments Dashboard"](#)

Today's Payment Process Requests

Need Action	Program Errors	Processing	User Terminated	Completed	Total
1	0	0	3	3	7

[Refresh Status](#)

[Personalize Stack Layout: \(GraphRN\)](#)

Processing Program Errors Need Action
Completed User Terminated

Today's Payment Process Requests

Data

Category	Count	Percentage
Processing	3	42.86%
Completed	3	42.86%
User Terminated	1	14.29%



R12 Demo

- Create Supplier
- Create Purchase Order
 - One with Tax Lines
 - One with an override
- Create Invoice and match to PO
 - Review Taxes



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Next Steps

- Training
- Testing
 - SIT
 - UAT
- Go Live



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Q&A