



Caltech

Oracle Release 12

Purchasing and Accounts Payable
Invoice Adjustments
February 22, 2011



Agenda

- ◉ Invoice Adjustments
 - Tax Override
 - Tax Adjustments
 - Cost Transfer Holds
 - E-Type Adjustment
 - Debit/Credit Memos
 - PO Matched Invoices
 - Splits
 - Cancel Invoice
 - Delete Invoice
- ◉ System Demo
- ◉ Next Steps
- ◉ Q&A



Tax Override

- One-way Override

- Allowed from taxable to non-taxable only

- When to Override

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



Tax Override

Invoice Override: Select Non Taxable from the LOV in the Tax Override column

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

R12

Total
Gross 22.00 Retained Net 22.00

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure Item	Ship to	Tax Override	Tax Classification Code
1	Item	22.00	IMSS.IBS	1.6	GB.IMSS	Supplies - Allocable	15-FEB-2011	CALTECH		

Product Category

Find %

Product Category Taxation Country

NONTAXABLE_ITEM

LA-USE

ALAMED-USE

FRESNO-USE

IC-USE

MRIN-USE

MONT-USE

OC-USE

SB-USE

SCRUZ-USE

SD-USE

WA-PIER-USE

Actions... 1 Calculate Tax Tax Details Corrections



Tax Adjustments

◉ Penny Differences

- Update the tax details to adjust by a penny
<Sometimes due to rounding differences between Caltech and vendor>

◉ Rate Differences


- Accrue Use tax <do not use a PTA>
- Add an item line <with Non Taxable Override>
- Select Use Tax Code <where the item was shipped>
from the **Distribution Set** column
- Enter a line description to read 'Accrue use tax to 9.25%' to document reason for the adjustment




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Tax Adjustments

Penny Differences: make tax adjustment at the City level

 Tax Lines summary (Caltech) - 22789



Tax Lines Summary

Make the tax adjustment at the City level for a penny

Tax Line Number	Tax Regime Code	Tax	Jurisdiction	Tax Status	Rate Name	Rate	Tax Amount
1	US_SALES_US	CITY	CI-PASADENA-4710	STANDARD	CITY SALES S	0.50	0.07
2	US_SALES_US	COUNTY	CO-LOS ANGELES-	STANDARD	COUNTY SALE	2.00	0.30
3	US_SALES_US	STATE	ST-CA	STANDARD	STATE SALES	7.25	1.09



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Tax Adjustments

Tax Rate Differences : add item line and do not use a PTA

Invoice Workbench (Payables Manager)

Batch Control Total Batch Actual Total

R12

Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	DFF	Tax Amount
Standard		ALLIED AL	26614	REMIT-PAS	16-FEB-201	TAXDIFF	USD	108.00	NO.	9.75

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

TC R12

Total
Gross 108.00 Retained Net

Num	Type	Amount	Description	Project	Task	Award Number	Expenditure Type	Exp
1	Item	100.00		FIN.00006	4.1	GB.000007	Supplies - Allocable	16-
2	Tax	2.00	US_SALES_USE_TAXES - COL					
3	Item	0.50	US_SALES_USE_TAXES - CITY					
4	Tax	7.25	US_SALES_USE_TAXES - STA					
5	Item	(1.75)						

No PTA



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Tax Adjustments

Tax Rate Differences : **Override tax and use the Use Tax Distribution Set**

Invoice Workbench (Payables Manager)

Batch Control Total Batch A

R12

Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
Standard		ALLIED AU	26614	REMIT-PASA	16-FEB-2011	TAXDIFF	USD	108.00

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments

TC R12

Total Gross 108.00 Retained

GL Account

Expenditure Item Date	GL Date	Ship to	Tax Override	Distribution Set	C
16-FEB-2011	16-FEB-2011	CALTECH			
	16-FEB-2011				
	16-FEB-2011				
	16-FEB-2011				
	16-FEB-2011	CALTECH	NONTAXABLE_ITEM	LA-USE	

Non Taxable



Tax Adjustments

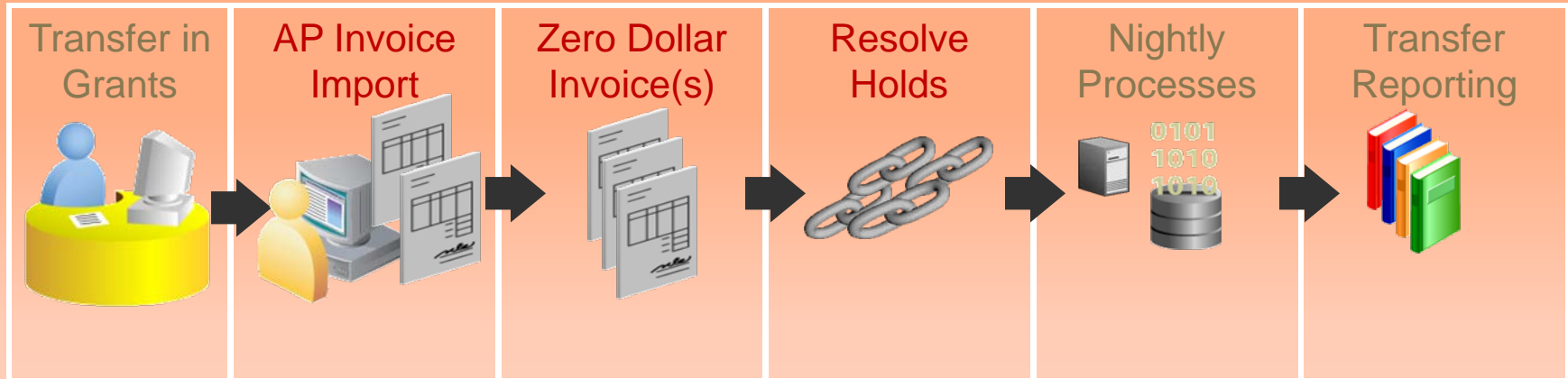
Tax Rate Differences: **view all distributions**

R12								
Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Account	DFF
1	Item	100.00	FIN.00006	4.1	GB.000007	Supplies - Allocable	6328.11010001.20302.141.111.F	.No.2011-Per1....
1	Nonrei	2.00	FIN.00006	4.1	GB.000007	Supplies - Allocable	6328.11010001.20302.141.111.F	.No.2011-Per1....
1	Nonrei	0.50	FIN.00006	4.1	GB.000007	Supplies - Allocable	6328.11010001.20302.141.111.F	.No.2011-Per1....
1	Nonrei	7.25	FIN.00006	4.1	GB.000007	Supplies - Allocable	6328.11010001.20302.141.111.F	.No.2011-Per1....
1	Item	(1.29)					2218.11010001.00000.211.111.0	.No.2011-Per1....
2	Item	(0.46)					2216.11010001.00000.211.111.0	.No.2011-Per1....



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R12 Cost Transfer Process



Auto number Zero-Dollar Invoices, EX:

- ORIGINAL Invoice #: 1929
- C/T Zero Dollar Invoice #: 1929-XFR1
- C/T Zero Dollar Invoice #: 1929-XFR2



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R12 Cost Transfer Process

Process Transfer: Find Invoice in AP using the original invoice number and %

Find Invoices

Trading Partner

Name Supplier Number

Supplier Site Taxpayer ID

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Status Accounting

Approval Payment

Voucher Audit

Category

Holds

Status



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R12 Cost Transfer Process

Process Transfer: Review Invoice(s) to correct holds if any

Invoice Workbench (Payables Manager)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
Caltech		Standard		SIMONSEI	10687	REMIT-GILR	25-MAY-201	40736AR680-XFR1	USD	0.00
Caltech		Standard		SIMONSEI	10687	REMIT-GILR	25-MAY-201	40736AR680	USD	150.16

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

Summary

Items	0.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	0.00
Tax	0.00

Amount Paid

USD	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0



R12 Cost Transfer Holds

- ◎ Cost transferred 11i Invoices will not be on Line Variance hold per design of Caltech custom program.
- ◎ Holds only apply to transfers created against R12 invoices
 - Transfer from taxable \leftrightarrow non-taxable PTAs
 - Transfer from non-taxable \leftrightarrow taxable PTAs



R12 Cost Transfer Holds

- ◎ Transfer from taxable \leftrightarrow non-taxable PTA
 - Write-off: enter an item line with a new PTA to write off (pending procedure from Tax department)
 - Enter Line Description
 - Override Tax on the new item line



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R12 Cost Transfer Holds

Correct Hold: Identify line variance from the general summary tab

Invoice Workbench (Payables Manager) - ESTHERST 021711 8

Batch Control Total Batch Actual Total

R12 DEMO FOR AP STAFF

Number	Supplier	Supplier Num	Supplier Site	Date Invoice Rec	Invoice Date	Invoice Num	Invoice Amount	Description
	ALLIED AU	26614	REMIT-PASA	01-FEB-2011	17-FEB-2011	20155-XTRF1	0.00	TAXABLE TO NON-TAX XTRF

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

Summary

Items	0.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	0.00
Tax	(9.75)
Freight	
Miscellaneous	
Total	(9.75)

Amount Paid

USD 0.00

Status

Status	Needs Revalidation
Accounted	No
Approval	Not Required
Holds	1
Scheduled Payment Holds	0

Description

TAXABLE TO NON-TAX XTRF



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R12 Cost Transfer Holds

Correct Hold: R12 Hold name will be called 'Line Variance' new in R12

R12 DEMO FOR AP STAFF

Number	Supplier	Supplier Num	Supplier Site	Date Invoice Recd	Invoice Date	Invoice Num	Invoice Amount	Description
	ALLIED AL	26614	REMIT-PAS	01-FEB-2011	17-FEB-2011	20155-XTRF1	0.00	TAXABLE TO NON-TAX XTRF

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

Hold Name	Hold Reason	Hold Date	Held By	Release Name	Release Reason	Released By	Release Date	WF Status
Line Variance	Total of Invoice	17-FEB-2011	System					



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R12 Cost Transfer Holds

Correct Hold: Requester shall provide PTA for taxes already paid

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

R12

Total
Gross 0.00 Retained Net

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure Item	Ship to	Tax Override	Tax Class
2	Tax	(7.25)								
3	Tax	(0.50)								
4	Tax	(2.00)	Requester to provide PTA for taxes already paid							
5	Item	100.00	ADV.LIGO	AO.40	NSFLIGO.A	Supplies - Allocable	17-FEB-2011	CALTECH		
6	Item	9.75	IMSS.IBS	1.2	GB.IMSS	Supplies - Allocable	17-FEB-2011	CALTECH	NONTAXABLE_ITI	

Discard Line 6 Distributions Allocable



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R12 Cost Transfer Holds

Correct Hold: Use tax override to ensure tax not calculated again and enter description

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

R12

Total
Gross 0.00 Retained Net

Task	Award Numl	Expenditure Type	Expenditure ltr	Ship to	Tax Override	Description	Tax Class
						US_SALES_USE_TAXES - STATE	
						US_SALES_USE_TAXES - CITY	
						US_SALES_USE_TAXES - COUNTY	
AO.40.	NSFLIGO.A	Supplies - Allocable	17-FEB-2011	CALTECH		Almay Goods	
1.2	GB.IMSS	Supplies - Allocable	17-FEB-2011	CALTECH	NONTAXABLE_ITI	PA Adjustment for Taxes Paid	

Discard Line 5 Distributions Allocation



R12 Cost Transfer Holds

- ◎ Transfer from non-taxable \leftrightarrow taxable PTA
 - Accrue Use Tax
 - Update the To-PTA item line with the Use Tax Code
 - Recalculate Tax
 - Verify negative and positive tax line



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R12 Cost Transfer Holds

Correct Hold: : Identify line variance from the general summary tab

Invoice Workbench (Payables Manager) - ESTHERST 021711 8

Batch Control Total Batch Actual Total

R12 DEMO FOR AP STAFF

Type	PO Number	Supplier	Supplier Num	Supplier Site	Date Invoice Rec	Invoice Date	Invoice Num	Invoice Amount	Description
Standard		ALLIED AU	26614	REMIT-PASA	05-FEB-2011	17-FEB-2011	20166-XTRF1	0.00	NON TAX TO

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

Summary

Items	0.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	0.00
Tax	9.75
Freight	
Miscellaneous	
Total	9.75

Amount Paid

USD	0.00
USD	0.00

Status

Status	Needs Revalidation
Accounted	No
Approval	Not Required
Holds	1
Scheduled Payment Holds	0

Description

NON TAX TO TAXABLE XTRF



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R12 Cost Transfer Holds

Correct Hold: Update the To-PTA line to accrue Use Tax

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

R12

Total
Gross 9.75 Retained Net

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure Item	Ship to	Tax Override
1	Item	(100.00)	ADV.LIGO	AO.12	NSFLIGO.A	Consulting Fees	17-FEB-2011	CALTECH	
2	Item	100.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	17-FEB-2011	CALTECH	
3	Tax	0.50							
4	Tax	2.00							
5	Tax	7.25							



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R12 Cost Transfer Holds

Correct Hold: Select the Use Tax code and recalculate the tax

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

R12

Total
Gross 0.00 Retained Net

Num	Type	Amount	Project	Task	Award Numl	Expenditure Type	Expenditure lter	Ship to	Tax Override
1	Item	(100.00)	ADV.LIGO	AO.12	NSFLIGO.A	Consulting Fees	17-FEB-2011	CALTECH	
2	Item	100.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	17-FEB-2011	CALTECH	LA-USE
3	Tax	0.00							
4	Tax	0.00							
5	Tax	0.00							



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R12 Cost Transfer Holds

Correct Hold: Verify invoice summary is zero and validate the invoice

Invoice Workbench (Payables Manager) - ESTHERST 021711 8

Batch Control Total Batch Actual Total 0

R12 DEMO FOR AP STAFF ☒

Type	PO Number	Supplier	Supplier Num	Supplier Site	Date Invoice Rec	Invoice Date	Invoice Num	Invoice Amount	Description
Standard		ALLIED AL	26614	REMIT-PAS	05-FEB-2011	17-FEB-2011	20166-XTRF1	0.00	NON TAX TO TAXABLE

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

Summary

Items	0.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	0.00
Tax	0.00
Freight	
Miscellaneous	
Total	0.00

Amount Paid

USD	0.00
USD	0.00

Status

Status	Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

NON TAX TO TAXABLE XTRF



R12 E-Type Adjustment

- ⦿ Original invoice line is reversed and new invoice lines are created with corrected expenditure type.
- ⦿ E-Type adjustments will be done manually to the original invoice as in 11i.
- ⦿ Two lines will be entered
 - One negative line to reverse the original Expenditure type
 - One positive line with the correct expenditure type



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R12 E-Type Adjustment

E-Type Adjustment : Enter a negative amount and reverse the original line

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

R12

Total
Gross 1,371.88 Retained

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	DFF	Exp Item Date	Ship to
1	Item	1,250.00	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	.No.20	10-FEB-2011	CALTECH
2	Tax	6.25						
3	Tax	25.00						
4	Tax	90.63						
5	Item	(1,250.00)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	.No.20	10-FEB-2011	CALTECH

Discard Line Distributions



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R12 E-Type Adjustment

E-Type Adjustment : Enter the line above and change PTA for the new line

1 General

2 Lines

3 Holds

4 View Payments

5 Scheduled Payments

6 View P

R12

Total
 Gross Retained

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	DFF	Exp Item Date	Ship to
2	Tax	6.25						
3	Tax	25.00						
4	Tax	90.63						
5	Item	(1,250.00)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	.No.2	10-FEB-2011	CALTECH
6	Item	1,250.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	.No.2	10-FEB-2011	CALTECH



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R12 E-Type Adjustment

All Distributions button show the adjustment. Can be exported to MS Excel if needed

Distributions (Payables Manager) - Caltech, 17880, DELL MARKETING LP

Line Number Invoice Total

Line Description Distribution Total

All Distributions

R12 ☒

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	DFF	Exp Item Date	GL Date	Account	Asset
1	Item	1,250.00	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
1	Nonre	6.25	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
2	Nonre	(6.25)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
3	Nonre	6.25	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.11010001.21001.141.111.II	
1	Nonre	25.00	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
2	Nonre	(25.00)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
3	Nonre	25.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.11010001.21001.141.111.II	
1	Nonre	90.63	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
2	Nonre	(90.63)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
3	Nonre	90.63	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.11010001.21001.141.111.II	
1	Item	(1,250.00)	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.17240001.10101.121.111.E	
1	Item	1,250.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	No.	10-FEB-2011	10-FEB-2011	6328.11010001.21001.141.111.II	



R12 Debit/Credit Memos

◎ R12 Steps :

- In the Match Action field, select Invoice.
- Click the Corrections button.
- Enter search criteria to find the invoice.
- Select the invoice and enter a Credit Amount.
 - To match in further detail, choose the Select Lines button. Select each invoice line you want to match to and enter a Credit Amount.
- Choose the Correct button to correct the invoice.
 - To review the new invoice lines, choose the lines tab from the Invoices window.



R12 PO Matched Invoices

- ◎ In R12, Oracle introduced the Discard functionality to make corrections to a matched line on a Purchase Order
- ◎ The Discard functionality reverses the matched line and makes the PO line available to be matched again
- ◎ Use the Discard function only when:
 - The invoice was matched incorrectly to the purchase order (wrong line items/quantity/pricing); or
 - The invoice was matched to the incorrect PO #



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R12 PO Matched

Discard invoice line : **new in R12**

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

R12

Total
Gross 102.38 Retained Net 102.38

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure Item	Ship to	Tax Override	Tax Classification Code
1	Item	62.01	BJW.HAENCOC	1	HUDALPH.E	Supplies - Allocable	11-FEB-2011	CALTECH		09A-LA-SALES
2	Item	31.26	BJW.HAENCOC	1	HUDALPH.E	Supplies - Allocable	11-FEB-2011	CALTECH		09A-LA-SALES
3	Tax	0.47								
4	Tax	0.00								
5	Tax	6.77								

Discard Line 1 Distributions Allocations



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R12 PO Matched

Discard invoice line : **new in R12**

Distributions (Payables Manager) - Caltech, INV101732, FISHER SCIENTIFIC COMPANY LLC

Line Number: 1 Invoice Total: 34.82

Line Description: Tubes; Microcentrifuge; Ependo Distribution Total: 34.32

R12

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Expenditure Item	GL Date	Account
1	Item	62.01	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
2	Item	(62.01)	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
1	Item	31.26	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
1	Tax R:	0.16	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
1	Recov	0.00						11-FEB-2011	2214.11010001.00000.
2	Nonre	3.05	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
3	Tax R:	(3.05)	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
1	Tax R:	2.27	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.
1	Tax R:	0.63	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	11-FEB-2011	6328.17250001.10101.



R12 Splits

- ◎ Splits are done when the original invoice line needs to be split into two or more amounts or PTA's and new invoice lines are created to split the original invoice line amount.
- ◎ In R12, CIT will perform splits by:
 - Entering a negative line amount to remove the line amount from the original PTA
 - Create new invoice lines to split the amount to the different PTAs.



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R12 Splits

Split invoice: Same as in R11i

1 General

2 Lines

3 Holds

4 View Payments

5 Scheduled Payments

6 View Prepayment Applications

R12

Total

Gross 57.61

Retained

Net 57.61

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure It	Ship to	Tax Override	Tax Classification Code
1	Item	52.49	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010			09A-LA-SALES
2	Tax	5.12	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010			09A-LA-SALES
3	Item	(52.49)	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	11-FEB-2011			09A-LA-SALES
4	Item	32.49	BJW.HAENCO	1	HUDALPH.E	Supplies - Allocable	11-FEB-2011	CALTECH		
5	Item	20.00	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	11-FEB-2011	CALTECH		



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R12 Splits

Split invoice: **Same as in R11i**

File Edit View Folder Tools Reports Actions Window Help

Distributions (Payables Manager) - Caltech, XDMW1N8M3, DELL MARKETING LP

Line Number Invoice Total

Line Description Distribution Total

R12

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Expenditure Item	GL Date
1	Item	52.49	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010	02-FEB-2010
1	Nonre	5.12	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010	02-FEB-2010
2	Nonre	(5.12)	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010	01-JAN-2011
3	Recov	0.00						01-JAN-2011
4	Nonre	5.12	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	01-FEB-2010	01-JAN-2011
1	Item	(52.49)	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	11-FEB-2011	02-FEB-2010
1	Item	32.49	BJW.HAENCC	1	HUDALPH.ENC	Supplies - Allocable	11-FEB-2011	01-JAN-2011
1	Item	20.00	EMM.CLV1	1	NIH.CLV1	Supplies - Allocable	11-FEB-2011	01-JAN-2011
1	Recov	0.00						01-JAN-2011
2	Nonre	(5.12)	IMSS.BSA	1.5.1	GB.IMSS	Supplies - Allocable	11-FEB-2011	01-JAN-2011



R12 Cancel Invoice

- ◎ An invoice can only be cancelled if :
 - It does not have a payment processed against it. In order to cancel a paid invoice, the payment must be voided.
- ◎ Cancelling an invoice is an accounting event
 - Accounting entries will be created to reverse the original invoice accounting.



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R12 Cancel Invoice

Invoice Workbench (Payables Manager)

Batch Control Total

R12

Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Standard		FISHER S	12399	REMIT-LOS	07-FEB-201	223887-A	USD

1 General

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Actions... 1

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

OK Cancel

Cancel Invoice: Same as in R11i



R12 Delete Invoice

- As in R11i, Invoices can only be deleted if they have not been **validated and accounted**. Otherwise, you must cancel the invoice to reverse the invoice accounting.



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R12 Delete Invoice

Delete Invoice: Same as in R11i

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables Manager)

Batch Control Total Batch Actual Total

R12

Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	DFF	Tax Amount	T
Standard		NOVA UNI	67366	CHICAGO - I	27-JAN-2011	23223	USD	10.00	.NO.		

Caution

Delete 1 records?

OK Cancel

1 General 2 Lines 3 Holds Scheduled Payments 6 View Prepayme

Summary

Items Retainage Prepayments Applied

Amount Paid

USD 0.00

Status

Status	Never Validated
Accounted	No
Approval	Not Required



R12 Demo

- ◉ Tax Override
 - From Taxable to Non Taxable
- ◉ Cost Transfer
 - Correct Hold
- ◉ PO Matched Invoice Adjustments
 - Discard Functionality



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R12 Demo

- ◉ E-Type Adjustments
 - Update Existing Invoice

- ◉ Splits
 - Update Existing Invoice



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Next Steps

- Training
- Testing
 - SIT 1
 - SIT 2
 - UAT
- Go Live



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Q&A