



Caltech

Oracle Release 12

Accounts Payable Invoices
Procurement Services
February 17, 2011



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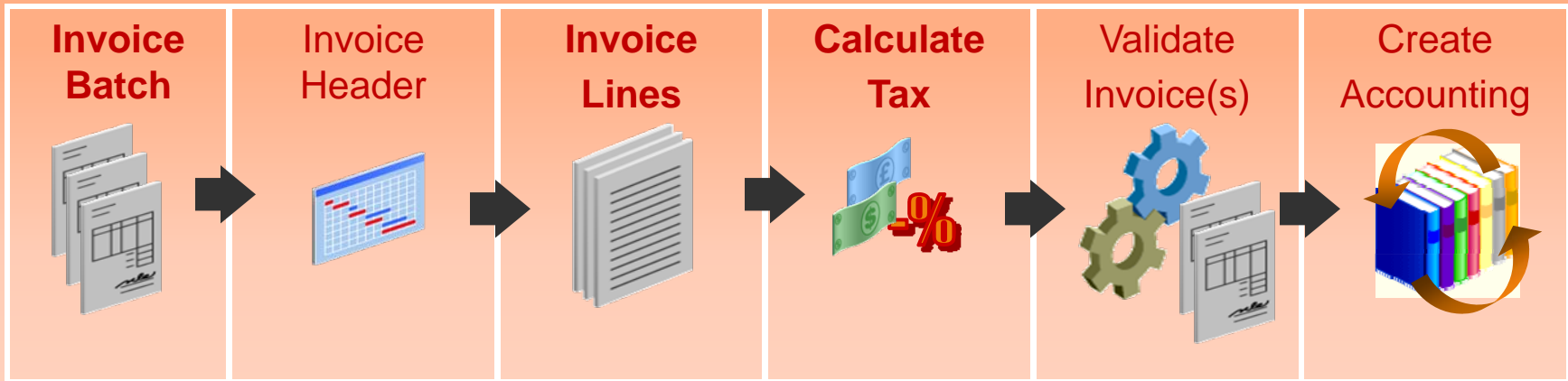
Agenda

- Accounts Payable
 - Invoice Workbench Changes Overview
 - Invoice Process
 - PO Match
 - Non PO Match
 - Allocation Changes
 - E-Waste Change
- Q&A



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R12 Invoice Process





R12 Invoice Entry

Invoice batch entry in R12 - **no change from R11i**

Batch Name	Date	Control Count	Control Amount	[]	Act
20411 ENS 1	04-FEB-2011	4	815		

Validate 1 Invoices



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R12 Invoice Entry

Invoice header entry in R12- no change from R11i

Invoice Workbench (Payables Manager) - 20411 ENS 1

Batch Control Total Batch Actual Total

R12

Operating Unit	Type	Trading Partner	Supplier N	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Invoice
Caltech	Standard	FISHER SCIENTIFIC COMPANY	12399	REMIT-LOS	04-FEB-2011	2232011	125.00	USD



R12 Invoice Entry

Invoice Line entry in R12 - Non PO Match - **new in R12**

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

R12 New Tab

Total
 Gross Retained Net

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure It	Ship to	Product Category	PO Number	Pi
1	Item	125.00	ADV.LIGO	AO.41	NSFLIGO.A	Supplies - Allocable	04-FEB-2011	CALTECH			

Discard Line 1 Distributions Allocations



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R12 Invoice Entry

Invoice Line entry in R12 - Non PO Match - **Override Taxes at Line Level Only!**

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 Co
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



R12 Invoice Entry

Invoice Line entry in R12 - Non PO Match - **Work Order # in DFF at Line Level**

Invoice Lines

Orig Expenditure Trans Id

Tax Reportable?

Tax Reporting Period

Type of Income

Context Value **FAMIS** FAMIS Work Order

W.O. Number **W0019915** OPEN

OK Cancel Clear Help



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R12 Invoice Entry

Invoice distribution in R12 auto populated from line entry - **new in R12**

Distributions (Payables Manager) - Caltech, 2232011, FISHER SCIENTIFIC COMPANY LLC

Line Number: Line Total:
 Line Description: Distribution Total:

R12

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Expenditure Item	GL Date	Account
1	Item	125.00	ADV.LIGO	AO.41.	NSFLIGO.ALIG	Supplies - Allocable	04-FEB-2011	04-FEB-2011	6328.17260001.10608.



R12 Invoice Entry

Calculate Tax at Line Level – new in R12, ebTax engine called with predefined rules

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

R12 Total Gross Retained Net

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure It	Ship to	Tax Override
1	Item	125.00	ADV.LIGO	AO.41	NSFLIGO.A	Supplies - Allocable	04-FEB-2011	CALTECH	
2	Item	15.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	04-FEB-2011	CALTECH	NONTAXABLE_ITEM
3	Tax	0.18							
4	Tax	0.05							
5	Tax	0.01							

Discard Line 1 Distributions

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



R12 Invoice Entry

Num	Type	Amount	Project	Task	Award Numl
1	Item	22.00	IMSS.IBS	1.6	GB.IMSS
2	Freight	10.00			

Total Gross

Allocate Freight at Line Level - **new in R12**

First, enter Type <Freight/Misc> and amount, **new in R12**



R12 Invoice Entry

Second, enter the description- the old description will no longer pre-populate, then select the 'Allocations' button - new in R12

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

R12 Total
 Gross Retained Net

Num	Type	Amount	Description	Project	Task	Award Num	Expenditure Type	Expenditure Item	S
1	Item	22.00		IMSS.IBS	1.6	GB.IMSS	Supplies - Allocable	15-FEB-2011	C
2	Freight	10.00	FREIGHT						C

Discard Line 2 Distributions **Allocations**



R12 Invoice Entry

Third, select the lines to allocate, then select 'OK', **new in R12**

Allocation Rules (Payables Manager) - Caltech, FISHER SCIENTIFIC COMPANY LLC, 222331

Charge Line

Number: 2
 Type: Freight
 Amount: 10.00
 Included Tax Amount:
 Description: FREIGHT

Allocation Rule

Type: Fully Prorated
 Status: Pending
 Applicable Amount: 10.00
 Allocated Total: 10.00
 Allocated %Total:

Applicable Lines

	Num	Type	Description	Allocated Amount	Allocated Percent	Allocated Amount
<input checked="" type="checkbox"/>	1	Item		22.00		10.00
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						



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R12 Invoice Entry

Invoice Line entry in R12 - *Work Order # in DFF at Line Level*

Invoice Lines

Orig Expenditure Trans Id

Tax Reportable?

Tax Reporting Period

Type of Income

Context Value **FAMIS** FAMIS Work Order

W.O. Number **TURCIOSR** OPEN

OK Cancel Clear Help



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R12 Invoice Entry

All Distributions tab displays all invoice lines including tax, freight to the PTA

Distributions (Payables Manager) - Caltech, 2232011, FISHER SCIENTIFIC COMPANY LLC

Line Number: Invoice Total:

Line Description: Distribution Total:

R12

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Account	Expenditure Item
1	Item	125.00	ADV.LIGO	AO.41.	NSFLIGO.ALIG	Supplies - Allocable	6328.17260001.10608.121.111.AD	04-FEB-2011
1	Item	15.00	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
1	Nonrecoverable Tax	1.09	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
2	Nonrecoverable Tax	0.18	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
1	Nonrecoverable Tax	0.30	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
2	Nonrecoverable Tax	0.05	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
1	Nonrecoverable Tax	0.08	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
2	Nonrecoverable Tax	0.01	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011
1	Freight	2.50	IMSS.BSA	1.2	GB.IMSS	Supplies - Allocable	6328.11010001.21001.141.111.IMS	04-FEB-2011



R12 Invoice Validation

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

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



R12 PO Match Invoice

Invoice header entry in R12- PO Match, **same as in R12**

Invoice Workbench (Payables Manager) - ESTHERST 03

Batch Control Total Batch Actual Total

R12 Seeded View

Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site Nam	Invoice Date	Invoice Num	Invoice	Invoice Amount
	Standard	S095196	INVITROGE	11996	REMIT-CHICAGO3	15-FEB-201	225-89	USD	497.50



R12 PO Match Invoice

Invoice line entry in R12- PO Match, select the 'Match Button'

Invoice Workbench (Payables Manager) - ESTHERST 03

Batch Control Total Batch Actual Total

R12 Seeded View

Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site Nam	Invoice Date	Invoice Num	Invoice	Invoice
	Standard	S095196	INVITROGE	11996	REMIT-CHICAGO3	15-FEB-2011	225-89	USD	

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

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal 0.00

Tax

Freight

Miscellaneous

Total 0.00

Amount Paid

USD 0.00

Status

Status Never Val

Accounted No

Approval Not Requ

Holds 0

Scheduled Payment Holds 0

Description

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match | **Match**



R12 PO Match Invoice

Invoice line entry in R12- PO Match, select the 'Find' button

Find Purchase Orders for Matching (Payables Manager) - Caltech

Supplier

Name	INVITROGEN CORPORATION	Number	11996
Site	REMIT-CHICAGO3	Tax Registration	

Purchase Order

Num	S095196	Release		Line		Shipment	
-----	---------	---------	--	------	--	----------	--

Ship To		Deliver To		Shipment Item Desc	
Item		Item Desc		Task	
Supplier Item		Project		Category	
Need-By Dates		-			

Find **Clear** **Cancel**



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R12 PO Match Invoice

Invoice line entry in R12- PO Match - match PO qty invoice, unit price, amount

Match to Purchase Orders (Payables Manager) - Caltech

Invoice Amount Line Total

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
<input checked="" type="checkbox"/>	1	479	479.00	<input type="checkbox"/>	S095196		1	1	IGF-1R (Total) Hum	Quantity
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
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<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						
<input type="checkbox"/>				<input type="checkbox"/>						

Shipment Quantity

Ordered	<input type="text" value="1"/>
Shipped	<input type="text" value="0"/>
Received	<input type="text" value="N/A"/>
Billed	<input type="text" value="0"/>

Purchase Order

Payment Terms	<input type="text" value="IMMEDIATE"/>
Freight Terms	<input type="text" value="Prepaid and Add"/>

Associated Charges

Freight	<input type="text"/>
Misc	<input type="text"/>



R12 PO Match Invoice

Invoice line entry in R12- PO Match - calculate tax at the line level

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

R12 Total
 Gross Retained Net

Num	Type	Amount	Project	Task	Award Num	Expenditure Type	Expenditure lte	Ship to	Tax Override	Tax Classification Code
1	Item	479.00	RAA.00032	1	NIH.000161	Supplies - Allocable	15-FEB-2011	CALTECH		09A-LA-SALES

Discard Line 1 Distributions Allocations

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



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R12 PO Match Invoice

Invoice line entry in R12- PO Match - **view tax calculations at the line level**

The screenshot shows the R12 PO Match Invoice interface. At the top, there are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Payments'. The '2 Lines' tab is selected. Below the tabs, there is a 'Total' section with 'Gross' at 525.71 and 'Retained' at 0.00. The main table has the following columns: Num, Type, Amount, Project, Task, Award Numl, Expenditure Type, Expenditure lte, Ship to, and Tax Override. The table contains five rows: Row 1 is an 'Item' for 479.00; Rows 2-5 are 'Tax' lines with amounts 2.40, 34.73, 0.00, and 9.58 respectively. A red box highlights rows 2-5, and a red callout bubble labeled 'Tax Lines' points to this area. At the bottom right, there are buttons for 'Discard Line 1' and 'Distributions'.

Num	Type	Amount	Project	Task	Award Numl	Expenditure Type	Expenditure lte	Ship to	Tax Override
1	Item	479.00	RAA.00032	1	NIH.000161	Supplies - Allocable	15-FEB-2011	CALTECH	
2	Tax	2.40							
3	Tax	34.73							
4	Tax	0.00							
5	Tax	9.58							



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R12 PO Match Invoice

Verify invoice summary information then ensure total matches invoice amount.

Invoice Workbench (Payables Manager) - ESTHERST 03

Batch Control Total

Batch Actual Total

R12 Seeded View

Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site Name	Invoice Date	Invoice Num	Invoice	Invoice Amount
	Standard	S095196	INVITROGE	11996	REMIT-CHICAGO3	15-FEB-2011	225-89	USD	525.71

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

Summary	
Items	479.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	479.00
Tax	46.71
Freight	
Miscellaneous	
Total	525.71

Amount Paid

USD

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description



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R12 PO Match Invoice

Use the Actions button to perform more actions on this invoice.

Invoice Workbench (Payables Manager) - ESTHERST 03

Batch Control Total Batch A

R12 Seeded View

Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site Nam	Invoice Date	Invoice Num
	Standard	S095196	INVITROG	11996	REMIT-CHICAGO3	15-FEB-201	225-89

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

Summary

Items	479.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	479.00
Tax	46.71
Freight	
Miscellaneous	
Total	525.71

Amount Paid

USD

Status

St

Accou

App

H

Scheduled Payment H

Description

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match



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R12 Invoice Validation

Payable Approval renamed to **Invoice validation** in R12. Will be run in the nightly process.

A screenshot of a software interface showing a menu titled "Invoice Actions". The menu is light blue with a dark blue header. The header contains a red square icon with a white "i" and the text "Invoice Actions". Below the header, there is a list of actions, each with a checkbox or radio button:

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting
 - Final



R12 Invoice Entry

E-Waste will be entered as a line item using the expenditure type **E-Waste** in R12

Invoice Workbench (Payables Manager) - ESTHERST R12 21611 02

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Ir
Caltech		Standard		FISHER S	12399	REMIT-LOS	16-FEB-201	2

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

R12 Total Gross Retained Net

Num	Type	Amount	Project	Task	Award Number	Expenditure Type	Description
1	Item	12.50	IMSS.IBS	1.6	GB.IMSS	E Waste Fee	E Waste Fee



R12 Demo

- Enter Invoice Non PO Match
 - Override Taxes
 - Enter Work Order Number

- Enter Invoice and match to PO
 - S108546/7
 - Review Taxes
 - Allocate Freight



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Q&A