



Caltech

Oracle Release 12

AP Interface Overview For Procurement
February 24, 2011



Caltech

Agenda

- ◉ AP Interface
- ◉ AP Correction Form
- ◉ Demo
- ◉ Q&A



Caltech

3

AP Interface

AP Interface Report Set is the same as in R11i

Submit Request Set

Run this Request...

Request Set: CITAP Payables Invoice Interface

Copy...

| Program | Operating Unit | Stage | Parameters |
|------------------------------------|----------------|------------------------------------|------------|
| CITAP Payables Invoice Interface F | | CITAP Payables Invoice Interface | VWR |
| CITAP Validate and Import Invoices | | CITAP Validate and Import Invoices | VWR |
| | | | |
| | | | |
| | | | |

Options... Delivery Opts

At these Times...

As Soon As Possible

Schedule...

Help (A) Submit Cancel



Caltech

4

AP Interface

View Requests

| Requests | | | | | |
|--------------|----------------------------|---------------|-----------|-------------------------|------------|
| Refresh Data | | Find Requests | | Submit a New Request... | |
| Request ID | Name | Parent | Phase | Status | Parameters |
| 4378383 | CITAP Payables Invoice Int | | Completed | Normal | VWR |
| 4378382 | Payables Open Interface V | | Completed | Normal | VWR |
| 4378381 | CITAP Validate and Import | 4378377 | Completed | Normal | VWR, Y |
| 4378379 | CITAP Payables Invoice Int | 4378377 | Completed | Normal | VWR |
| 4378377 | CITAP Payables Invoice Int | | Completed | Normal | 20006, 533 |



Caltech

5

AP Interface

VWR will be one of the Sources under the Query form

The image shows a software window titled "Find Failed Invoice(s)". The form is organized into several sections:

- Supplier:** Contains a "Name" field with a dropdown arrow and a "Site" field.
- Invoice:** Contains a "Number" field, a "Source" dropdown menu (currently showing "VWR"), and two rows of "Amounts" and "Dates" fields separated by hyphens.
- POETA:** Contains four fields: "Project", "Task", "Award", and "Exp. Type".
- REJECTION:** Contains a single "Reason" field.

At the bottom right of the form are two buttons: "Clear" and "Find".



Caltech

Invoice Correction Form

First third of the form

Failed Invoice(s)

| Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|--------------------------|----------------|------|----------------|-------------|--------------------|--------------|-----------|
| Invalid Expenditure Type | 44543674 | 1 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 2 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 3 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44547015 | 1 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 2 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Line type not found in | 44547015 | 3 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 4 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 5 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547832 | 1 | CCE.01100 | 2 | Supplies-Allocable | GB.000110 | CALTECH |
| Invalid Expenditure Type | 44547832 | 2 | CCE.01100 | 2 | Supplies-Allocable | GB.000110 | CALTECH |
| Invalid Expenditure Type | 44548545 | 1 | MRH.CHECO2 | 1 | Supplies-Allocable | NSF.CHE09245 | CALTECH |
| Invalid Expenditure Type | 44548545 | 2 | MRH.CHECO2 | 1 | Supplies-Allocable | NSF.CHE09245 | CALTECH |
| Invalid Expenditure Type | 44548567 | 1 | JRH.PERKINS2 | 1 | Supplies-Allocable | GRANT.000455 | CALTECH |
| Invalid Expenditure Type | 44548567 | 2 | JRH.PERKINS2 | 1 | Supplies-Allocable | GRANT.000455 | CALTECH |

Cancel View Supplier View Invoice Validate/Save



Caltech

Invoice Correction Form

7

Second third of the form

Failed Invoice(s)

| r | Ship To Location | Use Tax Code | Vendor Name | Supplier Site Code | Source | Line Type | Line Amount |
|----|------------------|--------------|-------------------|--------------------|--------|-----------|-------------|
| 4 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 4 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 4 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 15 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 15 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 5 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |
| 5 | CALTECH | LA-USE | VWR INTERNATIONAL | REMIT-PITTSBURG | VWR | I | |

Cancel View Supplier View Invoice Validate/Save



Caltech

Invoice Correction Form

Last third of the form

Failed Invoice(s)

| | Supplier Site Code | Source | Line Type | Line Amount | Invoice Amount | Invoice Date | Batch Name |
|-------------------------------------|--------------------|--------|-----------|-------------|----------------|--------------|--------------|
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 207.68 | 401.26 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 2.93 | 401.26 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 155.00 | 401.26 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 107.00 | 419.73 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 99.90 | 419.73 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 13.98 | 419.73 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 61.80 | 419.73 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 101.00 | 419.73 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 5.57 | 326.58 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 292.00 | 326.58 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 1.34 | 24.37 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 20.87 | 24.37 | 31-JAN-2011 | VWR-20110222 |
| <input type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 1.34 | 39.66 | 31-JAN-2011 | VWR-20110222 |
| <input checked="" type="checkbox"/> | REMIT-PITTSBURG | VWR | I | 34.80 | 39.66 | 31-JAN-2011 | VWR-20110222 |

Cancel View Supplier View Invoice Validate/Save



Caltech

Invoice Correction Form

9

Correcting an Expenditure Type Error

Failed Invoice(s)

Navigate to field

| Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|--------------------------|----------------|------|----------------|-------------|--------------------|--------------|-----------|
| Invalid Expenditure Type | 44543674 | 1 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 2 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 3 | SOS.NIH | 1 | Supplies-Allocable | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44547015 | 1 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |

Failed Invoice(s)

Correct the Type

| Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|--------------------------|----------------|------|----------------|-------------|--------------------|--------------|-----------|
| Invalid Expenditure Type | 44543674 | 1 | SOS.NIH | 1 | Equipment-Caltech | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 2 | SOS.NIH | 1 | Equipment-Caltech | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44543674 | 3 | SOS.NIH | 1 | Equipment-Caltech | NIH.GM078024 | CALTECH |
| Invalid Expenditure Type | 44547015 | 1 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |

Failed Invoice(s)

Validate/Save

| Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|--------------------------|----------------|------|----------------|-------------|--------------------|--------------|-----------|
| Invalid Expenditure Type | 44547015 | 1 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 2 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Line type not found in | 44547015 | 3 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 4 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |
| Invalid Expenditure Type | 44547015 | 5 | NSL.NSFNOSE | 1 | Supplies-Allocable | NSF.NOSE | CALTECH |

and Services



Caltech

10

Invoice Correction

Correcting an Invalid Project Error

Failed Invoice(s)

| | Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|-------------------------------------|--------------------------|----------------|------|----------------|-------------|--------------------|--------------|-----------|
| <input type="checkbox"/> | Invalid Expenditure Type | 44551180 | 2 | JKB.ECHEMA | 2.15 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| <input checked="" type="checkbox"/> | Invalid Project | 44551182 | 1 | JEB.XC2 | 1 | Supplies-Allocable | BP.XC2 | CALTECH |
| <input type="checkbox"/> | Invalid Project | 44551182 | 2 | JEB.XC2 | 1 | Supplies-Allocable | BP.XC2 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551184 | 1 | JEB.KAUST | 1 | Supplies-Allocable | KFUPM.KAUST | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551184 | 2 | JEB.KAUST | 1 | Supplies-Allocable | KFUPM.KAUST | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551185 | 1 | JKB.ECHEMA | 2.12 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551185 | 2 | JKB.ECHEMA | 2.12 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551187 | 1 | 2NSBCC1.PROJ4 | 1 | Supplies-Allocable | NIH.2NSBCC1 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551187 | 2 | 2NSBCC1.PROJ4 | 1 | Supplies-Allocable | NIH.2NSBCC1 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551189 | 1 | JRW.CBC | 1 | Supplies-Allocable | NSF.PLANET2 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551189 | 2 | JRW.CBC | 1 | Supplies-Allocable | NSF.PLANET2 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551191 | 1 | JKB.ELLISONFDN | 2.05 | Supplies-Allocable | GRANT.EMF2 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551191 | 2 | JKB.ELLISONFDN | 2.05 | Supplies-Allocable | GRANT.EMF2 | CALTECH |
| <input type="checkbox"/> | Invalid Expenditure Type | 44551193 | 1 | JKB.DNACTA | 2.08 | Supplies-Allocable | NIH.GM49216 | CALTECH |

Cancel View Supplier View Invoice Validate/Save



Caltech

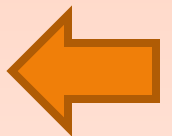
11

Invoice Correction

Enter new PTAE and click on the Validate/Save button

| Rejection Reason | Invoice Number | Line | Project Number | Task Number | Expenditure Type | Award Number | Ship To L |
|--------------------------|----------------|------|----------------|-------------|----------------------|--------------|-----------|
| Invalid Expenditure Type | 44551180 | 2 | JKB.ECHEMA | 2.15 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| Invalid Project | 44551182 | 1 | IMSS.IBS | 1.6 | Supplies - Allocable | GB.IMSS | CALTECH |
| Invalid Project | 44551182 | 2 | IMSS.IBS | 1.6 | Supplies - Allocable | GB.IMSS | CALTECH |
| Invalid Expenditure Type | 44551184 | 1 | JEB.KAUST | 1 | Supplies-Allocable | KFUPM.KAUST | CALTECH |
| Invalid Expenditure Type | 44551184 | 2 | JEB.KAUST | 1 | Supplies-Allocable | KFUPM.KAUST | CALTECH |
| Invalid Expenditure Type | 44551185 | 1 | JKB.ECHEMA | 2.12 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| Invalid Expenditure Type | 44551185 | 2 | JKB.ECHEMA | 2.12 | Supplies-Allocable | NIH.GM061077 | CALTECH |
| Invalid Expenditure Type | 44551187 | 1 | 2NSBCC1.PROJ4 | 1 | Supplies-Allocable | NIH.2NSBCC1 | CALTECH |
| Invalid Expenditure Type | 44551187 | 2 | 2NSBCC1.PROJ4 | 1 | Supplies-Allocable | NIH.2NSBCC1 | CALTECH |
| Invalid Expenditure Type | 44551189 | 1 | JRW.CBC | 1 | Supplies-Allocable | NSF.PLANET2 | CALTECH |
| Invalid Expenditure Type | 44551189 | 2 | JRW.CBC | 1 | Supplies-Allocable | NSF.PLANET2 | CALTECH |
| Invalid Expenditure Type | 44551191 | 1 | JKB.ELLISONFDN | 2.05 | Supplies-Allocable | GRANT.EMF2 | CALTECH |
| Invalid Expenditure Type | 44551191 | 2 | JKB.ELLISONFDN | 2.05 | Supplies-Allocable | GRANT.EMF2 | CALTECH |
| Invalid Expenditure Type | 44551193 | 1 | JKB.DNACTA | 2.08 | Supplies-Allocable | NIH.GM49216 | CALTECH |

Cancel View Supplier View Invoice Validate/Save



IMSS - Information Management System and Services



Caltech

12

AP Interface

Demo



Caltech

13

Q & A