ORACLE PROCURE TO PAY GUIDE pdf

1: 7 Payments Setups - Oracle Procure-to-Pay Guide [Book]

This Oracle Press guide details, step-by-step, how to streamline and optimize your enterprise acquisition cycle using Oracle Procure-to-Pay. Set up and configure each module, generate contracts and purchase orders (POs), perform automatic invoicing, process payments, and enforce fiscal policies.

With the upcoming enhancements coming in Oracle Cloud ERP Release 11 for comprehensive supply chain management applications and direct procurement capabilities, many of our customers are looking to adopt Oracle Cloud Procurement. This article is intended to provide an introduction to Oracle Procurement Cloud and the capabilities available now. Oracle Procurement Cloud Release 9 established four key capabilities for procurement organizations and the recent Release 10 refined these existing solutions. These cloud solutions can be deployed as one solution to complete a procurement organizations set of capabilities, and augment other direct procurement processes already in place, or they can be used individually as capabilities are needed. As with any Oracle Cloud solution, companies can choose to ramp the use of the Cloud offering without the initial infrastructure investment that is seen with on premise installations and deploy capabilities as they are needed. Many large companies including IKEA have already moved to Oracle Procurement Cloud to maintain the single source of truth for contracts that adhere to company policies. Others have moved to Oracle Procurement Cloud for cost savings and to create a highly scalable operation for indirect spend materials. It is a well known best practice that companies save money when items are sourced through approved vendors that are adhering to contract at negotiated prices, and have developed relationships with the buyer. Oracle Procurement Cloud enables social interaction among buyers allowing for ranking and review of products being purchased among other functions. Teams should be able to reduce procurement lead-time through this real time collaboration and avoid delays in the buying process. Additionally, these processes are managed with fully secure and automated workflows. Oracle Procurement Cloud benefits from the major investment that Oracle has made in the Fusion technical architecture. This framework enables Advanced Procurement functions to be deployed for stand-alone use or to be deployed with and integrated into current on premise applications. A major benefit of this set of capabilities is that it allows for the flexibility in your business use and a roadmap for increased adoption over time. You can also step into the cloud experience to gain advanced business capabilities at a lower cost and lower risk then you would by continuing to extend your current on premise solution. Business users gain benefit from a global scalable process, which can be accessed from anywhere and through any device. In our rapidly expanding mobile world, procurement solutions need to be in the hands of the people making the decisions when the decision is being made and Oracle Procurement Cloud delivers on this. Deploying Oracle Procurement Cloud is relatively fast and results are realized quickly. Many companies are seeing implementations and user adoption within a window of twelve weeks, depending on the scope and type of deployment. Oracle Procurement Cloud also provides a new entry point for companies wishing to use best in class Oracle Cloud applications as a stand-alone solution. Many new clients moving to Cloud operations are selecting the Oracle solution as a stand-alone deployment initially and then planning to integrate to ERP later. As we look forward to Procurement Cloud Release 11, we anticipate additional features such as direct spend to be integrated into the cloud solution. We plan to highlight and advertise the sessions that cover the Cloud SCM applications and will publish an advisory guide of sessions to see for our clients. For more information on Oracle Procurement Cloud and how it can benefit your organization, please feel free to reach out to me. He has worked in industry and for Oracle and Inspirage supporting clients in High Tech, Electronics, and Semiconductor fields. Kevin uses his solution architecture background to help clients across many industries understand the technical, process, and people components of their supply chain. Kevin can be reached at kevin.

2: Oracle Procure-to-Pay Guide - Melanie Anjele Cameron - Google Books

Procure-to-Pay Oracle's Procure-to-Pay is an integrated solution that links purchasing and payables to maximize return on invested capital. With Oracle Procure-to-Pay companies can reduce cost to improve margin, streamline procure-to-pay processes to improve working capital, and drive compliance to optimize asset usage.

From the supplies that keep office staff productive to shop floor inventory that is delivered just in time for consumption in the manufacturing process, all organizations have a hard time functioning without this cycle. On the simple side, these needs may include manual purchase orders to procure items, receipts that are matched to invoices when they are delivered, and ultimately the creation of payments. While this automation is percent within the functionality of the Oracle EBS Procure-to-Pay process, it is the steps performed by the system to make up these processes that need to be understood before they can be successfully automated. Every company is different, and so are their needs for procurement. A high-tech consulting company is not going to have the same procurement needs as a high-tech manufacturing company. That is why EBS has a large array of capabilities, including both automated and manual processes. This book is intended to cover what the Procure-to-Pay process can do, detailed setup descriptions, and instructions on how to process the steps manually; since without the manual understanding, the automated processes cannot be implemented or monitored. At the heart of it all are Purchasing and Payables, housing the core purchasing and invoice processing functions. Subledger Accounting is utilized to account for the transactions generated by all these systems. Some of these are actual modules, while others are features that can be turned on within the core areas of Purchasing and Payables. With built-in and flexible approval structures, it offers the ability to tightly control this purchasing process. Purchasing also owns the receiving process. Tightly integrated with Purchasing and Receiving functions, as well as Workflow and Approval Management, iProcurement provides an easy-to-use interface for ordering and receiving products. Procure-to-Pay Overview 3 iSupplier Portal iSupplier Portal is designed for better collaboration with suppliers by granting them access to view information about their orders and payments in EBS, such as open orders and invoice statuses, to submit address or contact changes, to respond to RFQs, or to upload their catalogs into EBS for use by Purchasing. Services Procurement While purchasing services is closely related to the purchase of goods, dealing with the intangible components of services, such as the delivery of the invoiced hours, makes it harder to control. The Services Procurement processes that are integrated into Purchasing assist in this process, allowing for purchasing by hour or on a fixed-fee basis, integration into Oracle Project for tracking costs, and retainage amounts being withheld and invoiced at a later date. Flexible and detailed deliveries also assist in the accurate tracking of these services. Procurement Contracts Every organization over a certain size eventually maintains purchasing contracts with suppliers for the procurement of goods, with specific terms and pricing. Procurement Contracts allows these agreements to be tracked and monitored for compliance throughout the Procure-to-Pay process. Approval Management Approval Management is an integrated module that allows rules and conditions to be defined for the approval of documents, such as purchase orders, requisitions, and invoices. While the standard features of the Purchasing and Payables modules allow for approval hierarchies based on positions or supervisors, along with approval limits, Approval Management allows complex rules surrounding the purchasing approval process to better enable an organization to control the purchasing cycle. This module, tightly integrated with Purchasing, Payables, and Receivables, allows rules and rates to be defined for the taxation of products and services being purchased and consumed. EBS includes approval processes and can enforce expense policies. Payables Sharing the Supplier Master data with Purchasing, Payables controls accounting and payment of invoices and can tightly integrate with Purchasing to achieve three- and four-way matching. This book focuses mainly on Purchasing, Payables, and Payments, but to some extent, it must address the entire procure-to-pay process, due to the tightly integrated character of the EBS solution. Subledger Accounting Subledger Accounting is new in R12 as well, and it replaces all the various account generators that existed prior to it. This service will house the rules and create the accounting for receipts, month-end accruals, invoices, and payments. A Word about Conversions All new implementation

projects need to address the aspect of data conversions. In EBS, it is best to address this in terms of open transactions as opposed to historical data, due to the integrated nature of the transactions. If an organization wants to record the past two years of historical purchasing data and is running Purchasing, Receiving, and Payables, this will require creating purchase orders that are matched correctly to receipts and invoices, which will have to record the exact payment history. These transactions will all need to reflect the same integration as the legacy system to be meaningful. This precise replication and integration is difficult to achieve and time-consuming to convert. There are basic data components that need to be addressed in any conversion: Converting Suppliers The minimum suppliers that will have to be created in EBS are those that are associated with any open invoice or purchase order that will be converted. Usually, an organization will look back over the past two to four years and convert all the suppliers it has done business with to ensure a good supply base is available for the users. Going back much farther than that may just be moving unnecessary baggage to the new home, and you should determine if there is a need prior to proceeding. Suppliers can always be added later on, but they cannot be deleted, only end-dated, once they are in EBS. This is also a good time to review supplier information for consistency is it Mr. John Smith or Smith, John Mr.? Ensure this is done early on in the project to avoid causing delays in the implementation. Assigning a separate team to this effort will also free up the core project team for other tasks. Open Invoices Though this sounds pretty straightforward, there actually two options when converting open invoices. Do I convert the invoices into EBS, or do I run out the invoices in the old system, booking the associated journal entries manually? The organization size is really the determining factor here, as well as the outstanding payables. Procure-to-Pay Overview 5 Purchasing Conversions At the minimum, you will need to convert active purchase orders. If a computerized requisition process was utilized in the legacy system, then you should also convert requisitions that are in process approved requisitions should have already become purchase orders prior to conversion, and it is the open purchase order that will be converted as opposed to the requisition. All these transactions suppliers, invoices, requisitions, and purchase orders have open interfaces, or APIs application programming interfaces , that can be used to import data. While this is an automated solution, companies with reasonable numbers of open transactions should not discount converting the data manually. This is an invaluable training tool for the new users, making them comfortable with the system prior to go live. Eight to ten hours is the cutoff point I use for manual conversion. This is where the training ends, boredom sets in, mistakes start to happen, and the cost in labor begins to outweigh the cost of developing an interface. The last option for converting data is the programs that exist today called keystroke mimickers, such as Data Loader, or spreadsheet integrators. These tools allow you to take data from Excel and load it into any form in EBS. Remember to look at using Folders or Form Personalizations, where fields can be moved and added, to potentially change the form format, making keystroke mimickers more easily used on more forms. At all costs, avoid loading data directly into the EBS tables at the database level. Besides making your system unsupported, the data will bypass all the validations written into forms and APIs and interfaces, potentially making garbage data the foundation for your new system. With EBS, it is highly recommended that closed transactions never be converted in the submodules. The APIs Oracle has written were designed for open transactions and do not build all the links between transactional data, such as open invoices, and their resolution, the payment of the invoices. In order to load all transactions, you would have to load a Purchase Order and its corresponding receipts. And this hypothetical company also uses lot control, so the proper lot numbers need to be recorded for each shipment. These shipments would create invoices in EBS automatically, with different numbers in the legacy system that would have to be matched to the proper paymentsâ€¦. You can see how quickly this snowballs into a complicated web of transactions, often leaving the systems with bad data or the company with a large programming bill that was probably not necessary. Keeping the legacy system up in inquiry mode through at least the next audit will satisfy most needs for legacy data, or alternatively, some companies create reports out of the legacy data to supply this data. When this process is combined in an integrated enterprise resource planning ERP package such as Oracle E-Business Suite, things can get complicated pretty quickly. Understanding the setups involved that make the system tick can help uncomplicate things, providing the foundation needed to make EBS work for your company instead of the other way around. This chapter will be

broken into two main sections: P In its most simple terms, EBS allows a user to create a purchase order, approve it, print it, and match it to an invoice for payment. This section will outline the setups required to do just that. Setups Completed with Other Modules Several of the setups would have been completed with other module setups, such as System Administrator and General Ledger, and are outlined in Table with descriptions of each step. Locations for Delivery Conditionally Required Locations are used for several purposes in EBS, including business locations that are associated with Legal Entities, physical locations that are associated with employees, and purchasing locations that represent where a product will be delivered. Figures and show the information used by Purchasing when setting up a location. The NAME is seen by users when selecting this location on a requisition or purchase order, and it should be meaningful to them. Setup Accounting Calendar This associates dates with a specific accounting period. Currencies General Ledger Any currency used on a purchase order must be enabled, and conversion types created and conversion rates entered. Ledgers All transactions are assigned to a specific Ledger for accounting. Purchasing Setups 9 is checked if this location was set up from the Legal Entity setups for Location; these addresses are reserved for Legal Entities and cannot be updated for any Purchasing information. Under the Address Details tab, the physical address of the location is added as well as the time zone that it resides in. The Shipping Details page is the first place where purchasing specific information is entered. CONTACT is the direct contact for this location and can relate to either the site contact information or the buyer for that location. The SHIP-TO LOCATION determines the address where any product for this location is to be delivered to; it can be a different address than the actual location, if, for instance, you have a large building that has one address for the warehouse and a different one for the administrative buildings. The next check boxes determine what this location can be used for. For Purchasing, the Organization setup required is called Operating Unit. The main purpose of an Operating Unit Organization is to associate a purchasing organization to the Ledger; this is a many-to-one relationship, where each Ledger can have multiple organizations associated to it, but each organization can be related to only one Ledger. Operating Units can be set up as part of the Ledger setups or added later as part of the Purchasing setups. To add them as part of the Purchasing setups, refer to Figure This classification is used when assigning employees to a location: At this point the work must be saved prior to proceeding. Exiting this form will save the record.

Master Oracle E-Business Suite's Oracle Procure-to-Pay Drive better decision making and maximize asset usage with Oracle E-Business Suite's comprehensive end-to-end procurement solution. This Oracle Press guide details, step-by-step, how to streamline and optimize your enterprise acquisition cycle using Oracle Procure-to-Pay.

Approvers Delivery Each requisition includes the need-by date and time, requester, and location. Users can enter these one time for the entire requisition or vary them by line. You can set most of the information to automatically be the default information. Requesters can change these delivery defaults in their Oracle iProcurement Preferences or on the requisition. Multiple Destination Types You can use Oracle iProcurement to create requisitions for requester-initiated inventory replenishment requests, such as stocking a shop floor crib. Alternatively, you can specify delivery of requested items to an expense destination. One-Time Addresses Requesters want items delivered to a location, such as a home address, that is not an office location or other location stored in the database. This is a one-time address that requesters can specify as a delivery location during the requisition creation process. Oracle iProcurement requisitions update EAM work orders. You can split charges for requested items across multiple accounting codes to let multiple departments or accounts absorb the cost of items on a single requisition line. This eliminates the need to create multiple requisition lines when the same item is being requested for multiple departments. Procurement Card Purchases Oracle iProcurement automatically flags shopping cart lines for procurement card P-Card payment and defaults to the P-Card number depending on the requester and supplier profiles. The supported types of P-Cards are: Companies maintain a separate employee P-Card for each requester in the company to make purchases. Companies maintain a single supplier P-Card for each supplier or supplier site in the system to consolidate all purchases from that supplier or supplier site. After a requisition has been created and approved, the system creates a purchase order containing the P-Card number, and the supplier receives that information. Oracle Projects Integration Integration with Oracle Projects and Oracle Project Manufacturing enables requesters to optionally reference project and task information about shopping cart order lines. Oracle Grants Integration Integration with Oracle Grants enables requesters to optionally reference projects, tasks, and award information about shopping cart order lines. Encumbrance Support For customers using budgetary controls, Oracle iProcurement lets users view funds online before submitting requisitions. If a request carries costs past their budgetary limit, the requester is informed and can take appropriate action. Funds are automatically reserved during the requisition submit process. In addition, fund reservation is available for Shop Floor destination type purchasing requisitions that are linked to eAM work orders and are submitted for approval in iProcurement. Tax Integration Oracle iProcurement enables you to specify tax information, including taxable status and tax code, if applicable. This tax information is carried forward to the purchasing document. Notes and Attachments Include Notes During checkout, requesters can include notes to buyers and approvers. The intended recipients can view the notes later in the procurement process. Upload and View Attachments You can provide additional information to approvers, buyers, suppliers, and receivers by attaching text, URLs, and other file types to the requisition. You can transfer these attachments through the system to purchase orders, blanket releases, and receipts. In Oracle iProcurement, requesters can add attachments to a requisition during checkout. Examples of attachment types include: View the attachment only from the requisition. The attachment information is passed on to the purchase order created from the requisition. Appropriate approvers can view the attachment information. If the receiver is not the requester, the receiver can view the attachment information. Transmit text and non-image file attachments electronically by EDI or XML to the supplier when transmitting the purchase order that was automatically created from the requisition. Specify Approvers Approval and workflow setup in Oracle Purchasing determines the approver list for each requisition. During checkout, the requester can add approvers and change the first approver in the approver list, depending on whether you allow access to this functionality using function security. You can also customize the workflow to meet your business needs. You can alternatively use Oracle Approvals Management to determine the approver list. Oracle Approvals Management provides a single approval management engine AME that

multiple Oracle applications, including Oracle iProcurement, can use. Integration with Oracle Advanced Pricing Any item that is associated with a contract purchase agreement can reference complex pricing rules in Oracle Advanced Pricing, such as formula-based pricing, discounts, and surcharges. Requisition Tracking and Management After the requester has created and submitted a requisition, the requester can track further processing of the requisition using Oracle iProcurement. Can view the status of all of their requisitions on the Requisitions tab. Can perform detailed searches for requisitions. Requesters can search by many criteria, including when the requisition was created, requester, and purchase order or sales order number. The requester also receives real-time notifications to keep the requester up-to-date with actions taken against the requisition. Requesters can view notifications in either Oracle iProcurement, on the Notifications page, or in an e-mail message. Requisition Management Requesters perform all requisition management activities on the Requisitions tab: A saved cart becomes an Incomplete requisition on the Requisitions tab. The requester can select the requisition and click Complete to finish the checkout. The requester can select the requisition and click Change. If the requisition is not yet placed on a purchase order, then the requisition is withdrawn from the approval process. The requester makes the desired changes and starts the checkout process. If the requisition is already placed on a purchase order, then the changes that the requester performs become change order requests that the buyer must first approve. The requester can select the requisition and click Cancel to cancel the entire requisition or specific lines. If the requisition is not yet placed on a purchase order, then the cancellation occurs immediately. If the requisition is already placed on a purchase order, then the cancellation becomes a request that the buyer must first approve. If the status of the requisition is Rejected or Returned, then the requester can resubmit it by clicking Change, making the necessary changes, and starting the checkout process. Procure-to-Pay Life Cycle Tracking Requesters can track the entire procure-to-pay life cycle of their requisitions. On the Requisitions tab, they can select the requisition, and then click the Details icon to view a requisition line. Each line shows the entire procure-to-pay life cycle of the requested item, including the purchase order, shipment, receipt, invoice, and payment. Requisition Approval Routing Oracle iProcurement provides flexibility in streamlining the approval process: Approvers can indicate dates of planned absence, specify proxy approvers for their notifications, and eliminate potential bottlenecks in the approval process. The approval manager can reassign, forward, or request more information during the approval process. When the approver reviews the requisition, the approver can also make changes to the requisition before approving it. Desktop Receiving In Oracle iProcurement, requesters can receive items, return items, correct items that have been previously received, and view their receiving transaction history. Receive From their desktop, requesters can receive internally and externally sourced items or the entire requisition. Requesters can obtain receipts for single items by using the Express Receive feature. Requesters can optionally enter additional information, such as packing slip number, waybill or airbill number, and comments using regular receiving. Oracle iProcurement automatically records the time of the receipt. The requester can also manually enter or change the receipt date and time. Oracle iProcurement supports blind receiving, if it is set up in Oracle Purchasing. With blind receiving, a receiver does not see the quantity ordered, quantity already received, or the receiving tolerances that have been set up. View Shipments Oracle iProcurement requesters can view supplier advanced shipment notices ASNs as well as internal shipments. Shipment information defaults into the receipt while receiving items. For more information, see Receiving Against Intransit Shipments. Return Items Oracle iProcurement lets the receiver return items to suppliers. If set up, the system can generate debit memos during the return process. See Debit Memos for Return Transactions. Correct Oracle iProcurement lets the receiver make corrections to the quantity received on receipts that have already been processed. Receipt Confirmation Oracle iProcurement also provides a workflow-driven receipt confirmation mechanism that proactively sends a notification to requesters to confirm receipt on the due date. If you have licensed and implemented Oracle Services Procurement, perform additional setup to requisition services and temporary labor in Oracle iProcurement. For more information, see Oracle Services Procurement.

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Oracle E-Business Suite (EBS) has a comprehensive and integrated Procure-to-Pay cycle that can be set up to meet any company's needs. On the simple side, these needs may include manual purchase orders to procure items, receipts that are matched to invoices when they are delivered, and ultimately the creation of payments.

Most often, it happens when the new readers cease using the eBooks as they are not able to utilize all of them with the proper and effectual style of reading these books. There present variety of motives behind it due to which the readers stop reading the eBooks at their first most effort to make use of them. However, there exist some techniques that could help the readers to really have a nice and successful reading encounter. A person should correct the proper brightness of screen before reading the eBook. It is a most common issue that the majority of the folks usually endure while using an eBook. As a result of this they have problems with eye sores and headaches. The very best alternative to overcome this severe difficulty is to reduce the brightness of the screens of eBook by making specific changes in the settings. You may also adjust the brightness of screen determined by the type of system you are utilizing as there exists lot of the approaches to correct the brightness. It is suggested to keep the brightness to potential minimum amount as this can help you to raise the time that you can spend in reading and give you great comfort onto your eyes while reading. A good eBook reader ought to be set up. It will be helpful to have a great eBook reader to be able to truly have a great reading experience and high quality eBook display. You may also use complimentary software that may provide the readers that have many functions to the reader than just a simple platform to read the desired eBooks. You can also save all your eBooks in the library that is also supplied to the user by the software program and have a good display of all your eBooks as well as access them by identifying them from their unique cover. Aside from offering a place to save all your valuable eBooks, the eBook reader software even provide you with a large number of attributes to be able to improve your eBook reading experience compared to the conventional paper books. You may also improve your eBook reading experience with help of alternatives furnished by the software program including the font size, full display mode, the particular variety of pages that need to be shown at once and also alter the colour of the background. You should take appropriate rests after specific intervals while reading. Most of the times we forget that we are supposed to take rests while we are dealing with anything on the computer screen and are engrossed in reading the content on screen. Yet, this will not mean that you should step away from the computer screen every now and then. Continuous reading your eBook on the computer screen for a long time without taking any break can cause you headache, cause your neck pain and suffer with eye sores and also cause night blindness. So, it is vital to give your eyes rest for a while by taking breaks after specific time intervals. This will help you to prevent the problems that otherwise you may face while reading an eBook always. While reading the eBooks, you need to prefer to read large text. So, boost the size of the text of the eBook while reading it on the monitor. It is proposed that never use eBook reader in full screen mode. It is recommended not to go for reading the eBook in full-screen mode. While it might seem simple to read with full-screen without turning the page of the eBook fairly frequently, it set ton of anxiety on your eyes while reading in this mode. Constantly favor to read the eBook in exactly the same span that would be similar to the printed book. This is so, because your eyes are used to the span of the printed book and it would be comfy for you to read in exactly the same manner. By using different techniques of page turn you could also improve your eBook encounter. Check out whether you can turn the page with some arrow keys or click a specific section of the screen, apart from using the mouse to handle everything. Try using the mouse if you are comfy sitting back. Lesser the movement you must make while reading the eBook better is going to be your reading experience. This will definitely help to make reading easier. By using every one of these effective techniques, you can definitely improve your eBook reading experience to an excellent extent. These tips will help you not only to prevent particular dangers that you may face while reading eBook often but also facilitate you to relish the reading experience with great relaxation. The download link provided above is randomly linked to our ebook promotions or third-party advertisements and not to download the ebook that we reviewed. We recommend to buy the ebook to support the author. Thank you for reading.

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Oracle Purchasing Cloud provides an overview of all deliverables and their status, enabling you to take action and prioritize your work. Streamline the procure-to-pay process. Easily manage workload and review all open requisitions, purchase orders, and agreements.

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The first book to offer detailed coverage of Oracle Procure-to-Pay--only from Oracle PressWith this authoritative guide, you will move seamlessly from a business consideration of an Oracle Procure-to-Pay implementation to detailed setup requirements to complete processing instructions.

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