



**INVOICEIT – invoice approval workflow certified for  
Oracle® E-Business Suite**

# **INVOICEIT 3.3**

## **User Guide**

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# Preface

This is the User Reference Guide to INVOICEIT 3.3. It is meant for end users as well as super users configuring the system. This is a reference manual and there is no need to read it from beginning to end. Use this manual as a lookup tool. INVOICEIT consists of two main functional areas:

- Purchase Order invoice (PO Invoice) handling.
- General Expense (GE Invoice) handling (Invoices with no purchase order reference).

This manual describes these two functional areas. Special topics and functional features across these two main areas are presented in detail in separate sections.

Please read the INVOICEIT setup documentation for additional configuration guidance.

- *INVOICEIT33\_Installation\_Guide*
- *INVOICEIT33\_Setup\_Guide*



# PO Invoices

This section describes how INVOICEIT handles invoices with reference to a *purchase order*.

## Overview

Invoices with reference to a purchase order number are referred to as *PO Invoices*. INVOICEIT supports invoice matching for the following purchase order types in Oracle E-Business Suite:

- Standard Purchase Order
- Blanket Purchase Agreement (releases)

Note that matching an invoice with a purchase order requires the *Oracle Purchasing* module.

## PO number

The handling of invoices as PO invoices is based on the *PO number* field. If the field contains a number, it triggers the PO match workflow. The number format is the same as in Oracle and can be validated via the INVOICEIT Plug-in for ReadSoft INVOICES.

If the functionality of Blanket PO and/or Contract PO is used, the PO releases are also given as a number. To refer to a specific release, type the PO and the release number in the field (for example 450056-3 for purchase order 450056 release 3).

## Retroactive pricing

For Oracle E-Business Suite 11.5.10 *Retroactive Price Change* functionality, the Oracle standard functionality should be followed. However, if the supplier sends adjusting invoices as well, INVOICEIT accepts the adjusting supplier invoice and matches it to the purchase order. If the purchase order is not fully billed, the invoice is matched and the standard match validation is carried out to check for any rule violations.

## Matching invoices to purchase order includes

- Automatic recognition and validation of PO number during scanning.
- Automatic identification of which purchase order lines should be matched.
- 2-, 3- and 4-way matching levels.
- Accounting defaults from PO.
- Automated approval if all item lines are identified and no invoice validation hold(s) are posted.

An automatic mail notification is sent out if any *PO holds* occur. The receiver of this notification can be configured through the setup of INVOICEIT.



## PO basic flow

The basic flow for a PO invoice is described and illustrated below. If no error occurs, the PO invoice is handled automatically and the only required user interaction is scanning and payment. During the processing, sub flows may be required depending on the PO invoice configuration or if errors occur. Sub flows are marked by blue boxes and are described in the section “Sub Flows”.

### 0. Invoice received

Invoices are received as paper invoices from the supplier.

### 1. Sort and scan invoice

The invoices are sorted (single or multi page) and scanned. Invoice images are saved as TIF files. INVOICES Verify handles the invoices and the data (image file + xml data) is transferred to Oracle E-Business Suite and placed in the INVOICEIT schema.

During INVOICES Verify the following validations are performed: *Valid Supplier, Valid Pay Site, Valid Requestor, Valid PO, and Duplicate Invoice Number*. Furthermore, the sum of the subtotals of each item line and the tax amount are validated against the total invoice amount.

### 2. Data to XXIT3\_INTERFACE

The scanned data is inserted in the INVOICEIT scanner interface tables and the *INVOICEIT Supplier Invoices - Scanner Workflow* begins. The workflow processes the invoice from registration, keying in the accounts to final approval.

**Item lines:** If no item lines are scanned, a dummy item line is inserted with an amount equal to the total invoice amount including the total tax amount.

### 3. Interface data validation

All data is validated to ensure that the transferred data is correct. If any errors occur during interface validation, the invoice is sent to sub flow **A**.

### 4. Pre-registration enabled?

If preregistration in Oracle AP is enabled, a copy of the invoice data is entered in the Oracle Open Interface Table and imported into Oracle Account Payables. The prefix **PRE01-** is added to the invoice number. If the GL pre-registration is enabled, the invoice is also posted to GL using standard distribution. If the GL pre-registration is not enabled, the pre-registered invoice has a posting hold. Refer to sub flow **F** for further details.

### 5. PO line identification and matching

The workflow attempts to identify invoice item lines and match these to a purchase order (line, shipment and distribution) according to predefined business rules (for example the transferred line item number is matched to the line item number from the purchase order). Any invoice lines that cannot be identified are sent for manual match in sub flow **B**.

### 6. Project accounting

Project account on the PO: The workflow checks if the PO contains project accounting. If this is the case, and the system profile option **INVOICEIT3: PO related invoices with project accounting above a certain limit need additional approval** is enabled, then the workflow proceeds into sub-workflow PP.





If the system profile option is not enabled, the invoice continues in the standard main PO flow.

No project account on the PO: If the PO does not contain project accounting, the workflow proceeds in the main PO flow.

## **7. Data to AP\_INTERFACE**

The matched data is inserted in the Oracle Payables Open Interface table. The data is validated using the validation rules from the standard Oracle validation process to ensure that it fulfils the requirements for Oracle Payables Invoice import.

## **8. Open interface data validation**

Validation of data entered into Oracle Payables Open Interface (including valid supplier, supplier site, valid PO, valid currency). After validation the data is ready for import.

If any validation errors occur, an error handling notification is sent to the accounting super user defined during setup and the flow continues to sub flow **G**. The notification explains the specific error (for example “invalid supplier site”) and how to correct the error.

## **9. Invoice imported to AP**

In the interface header the invoice source is set to “INVOICEIT” and the group ID is named according to the following format:

```
XXIT3_WORKFLOW"+invoice id+"-"+interface id from INVOICEIT  
scanner interface
```

The workflow then runs the import program with group ID as parameter in order to ensure that only the specific invoice is imported. The INVOICEIT hold is specified as a parameter. The import program is submitted under the Oracle user and responsibility registered in the organization flex fields for the organization into which the invoice is imported (determined during INVOICEIT setup).

## **10. Invoice Validation**

The standard invoice validation in Oracle Account Payable is performed to validate the invoice as a whole. If the standard validation returns any exceptions, a hold is put on the invoice.

## **11. Match / System Hold**

If no holds are put on the invoice the main PO flow proceeds.

If a *match hold* is applied, the invoice processing continues to sub flow **C**.

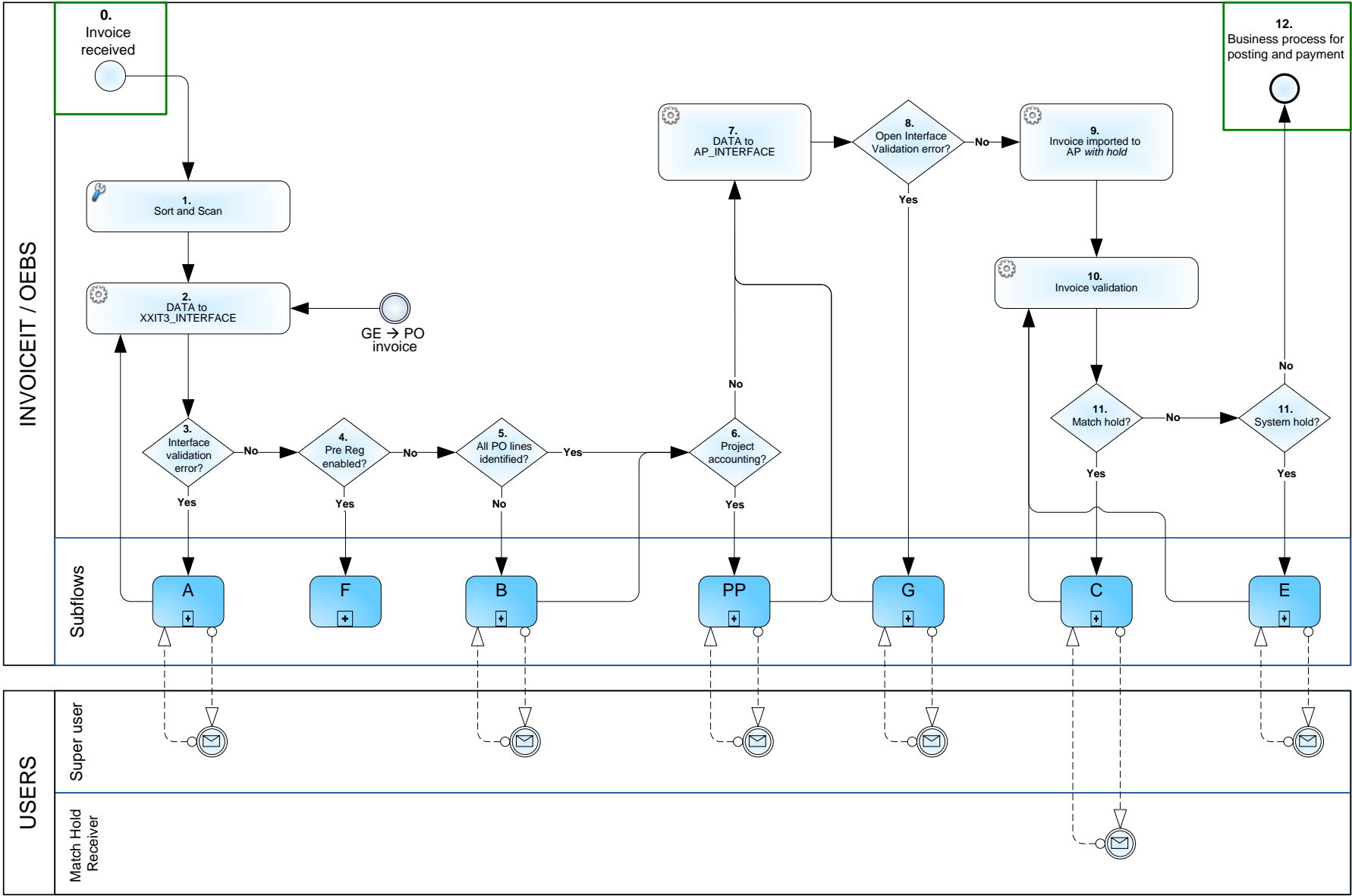
If a *system hold* is applied, the invoice processing continues to sub flow **E** and a notification is sent to the user defined during setup.

## **12. Customer's Business process for posting and payment**

All holds are now released and the invoice status is *Validated*. The invoice is now ready for internal posting and payment processes.



PO flow diagram



# GE Invoices

This section describes how INVOICEIT handles invoices *without* reference to a purchase order.

## Overview

In INVOICEIT invoices without reference to a purchase order are called *GE (General Expense) Invoices*. Since a GE invoice does not refer to a purchase order, the invoice must be coded and approved before it is paid.

### **A GE invoice includes the following features:**

- Accounting string as defined in Oracle.
- Approval hierarchy adapted from Oracle Purchasing or Human Resources.
- Automatic notifications for required actions.
- Configurable reminders and escalations.
- Automatic default text on distribution (Supplier name).
- Hold codes controlling accounting and payment.
- Option to reject and return with a note.
- Pick lists for account information.
- Pre-registration option for AP.
- Pre-registration option for GL.
- Accounting security supports standard Oracle Cross Validation rules and GL segment security rules.
- Full approval history.
- Automatic hold release at approval.



## GE basic flow

The basic flow for a GE Invoice is described and illustrated below. During the processing, sub flows may be required depending on the GE invoice flow configuration or if errors occur. Sub flows are marked by blue boxes and are described in the section “Sub Flows”.

### 0. Invoice received

Invoices are received as paper invoices from the supplier.

### 1. Sort and scan invoice

The invoices are sorted (single or multi page) and scanned. Invoice images are saved as TIF files. INVOICES Verify handles the invoices and the data (image file + xml data) is transferred to Oracle E-Business Suite and placed in the INVOICEIT schema.

During INVOICES Verify the following validations are performed: *Valid Supplier, Valid Pay Site, Valid Requestor/Contact, and Duplicate Invoice Number*. Furthermore, the sum of the subtotals of each item line and the tax amount are validated against the total invoice amount.

### 2. Data to XXIT3\_INTERFACE

The scanned data is inserted in the INVOICEIT scanner interface tables and the *INVOICEIT Supplier Invoices - Scanner Workflow* begins. The workflow processes the invoice from registration, keying in the accounts to final approval.

**Item lines:** If no item lines are captured, a dummy item line is inserted with an amount equal to the total invoice amount including the total tax amount.

### 3. Interface data validation

All data is validated to ensure that the transferred data is correct. If any errors occur during interface validation, the invoice is sent to sub flow **A**.

### 4. Pre-registration enabled?

If preregistration in Oracle AP is enabled, a copy of the invoice data is entered in the Oracle Open Interface Table and imported into Oracle Account Payables. The prefix **PRE01-** is added to the invoice number. If the GL pre-registration is enabled, the invoice is also posted to GL using standard distribution. If the GL pre-registration is not enabled, the pre-registered invoice has a posting hold. Refer to sub flow **F** for further details.

### 5. Valid Contact Person (Requestor)

The Requestor captured during scanning or defined as a unique rule during setup is validated against the users or employees in Oracle to ensure the Requestor exists in Oracle E-Business Suite. A notification is sent to the Requestor containing a link to the invoice.

If this validation fails, the invoice is sent to the user (for example Accounting Superuser) defined during setup and the process continues to sub flow **D**.

### 6. Coder Action (Requestor)

A notification containing a URL to the invoice accounting form is sent to the invoice coder.



The coder keys in all accounting information and makes sure that the tax information is correct. The coder then forwards the invoice for approval. According to configuration, the workflow finds the approver based on the approval configuration in Oracle and a notification is sent to the approver. Alternatively, the coder may manually type the name of the appropriate approver. A different approver may be specified for each invoice line as needed.

The coder also has the option of returning the invoice to the accounting department. (For purposes of this document, the accounting department refers to the workflow role assigned as the accounting super user in the INVOICEIT setup.) The accounting department then needs to find a new coder. The sub process is described under section **D**.

## **7. Invoice coding (Accounting)**

The coder has different options when coding the invoice:

- Sending some of the lines to another coder.
- Splitting a line into two or more lines. This can be done as many times as wanted.
- Coding and submitting the invoice lines for approval by one or several approver(s).
- Deleting a line.

The system checks that the values entered in the accounting string are valid entries. Standard Oracle Cross validation rules and standard GL segment security rules are supported.

The coder either picks the approver from a list of values or sends the invoice for approval using the workflow to find the approver according to the approval hierarchy defined in Oracle.

## **8. Project accounting**

The workflow checks to see if the invoice contains project accounting. If that is the case the invoice is sent to the Project Accounting sub flow **P**.

If there is no project accounting the invoice processing continues in the main GE flow.

## **9. Approver Action**

The approver is expected to approve the invoice. Depending Oracle configuration, the approver might not have sufficient approval limit to approve the invoice. If a new approver is needed, the workflow finds the next approver based on the chosen approval hierarchy configuration in Oracle and sends a notification to the new approver.

The approver receives a notification with a URL linking to the invoice approval form. Approvers only see lines they are assumed to approve. The approver can also choose to send the invoice back to the coder or transfer the approval task to another user. All actions are stored in the “invoice approval history” which is displayed in all notification and emails.

**Approval authority:** When the approver approves the lines it is verified whether that user is authorized to approve the lines. The system looks at approval assignments setup in Oracle Purchasing. It checks whether the number of lines for approval exceeds the approver’s approval limit. It is also checked whether all accounting segments on each line are within a valid accounting interval. It is possible to set up a combination of *excluding* and *including* accounting intervals.

## **10. Coder Action (Return to coder)**



The account coder is expected to either correct the coding for the invoice lines or send the invoice for re-approval. Depending on configuration, the workflow could find the approver on the basis of the approval configuration in Oracle and send a notification to the approver or the coder could choose to manually pick the approver via a list of values.

The coder also has the option of sending the invoice back to the accounting department. The accounting department then needs to find a new coder.

## **11. Data to AP\_INTERFACE**

The approved data is inserted in the Oracle Open Interface table. The data is validated using the validation rules from the standard Oracle validation process to ensure that it fulfills the requirements for Oracle Invoice import.

## **12. Open interface data validation**

Validation of data entered into Oracle Open Interface (including valid supplier, supplier site, valid PO, valid currency). After validation the data is ready for import.

If any validation errors occur, an error handling notification is sent to the user defined during setup and the flow continues to sub flow **G**. The notification explains the specific error (for example “invalid supplier site”) and how to correct the error.

## **13. Invoice imported to AP**

In the interface header the invoice source is set to “INVOICEIT” and the group ID is named according to the following format:

```
XXIT3_WORKFLOW"+invoice id+"-"+interface id from INVOICEIT  
scanner interface
```

The workflow then runs the import program with group ID as parameter in order to ensure that only the specific invoice is imported. The INVOICEIT hold is specified as a parameter. The import program is submitted under the Oracle user and responsibility registered in the organization flex fields for the organization into which the invoice is imported (determined during INVOICEIT setup).

## **14. Invoice Validation**

The standard invoice validation in Oracle Account Payable is performed to validate the invoice as a whole. If the standard validation returns any exceptions, a hold is put on the invoice.

## **15. Hold**

If no holds are put on the invoice the main GE flow proceeds.

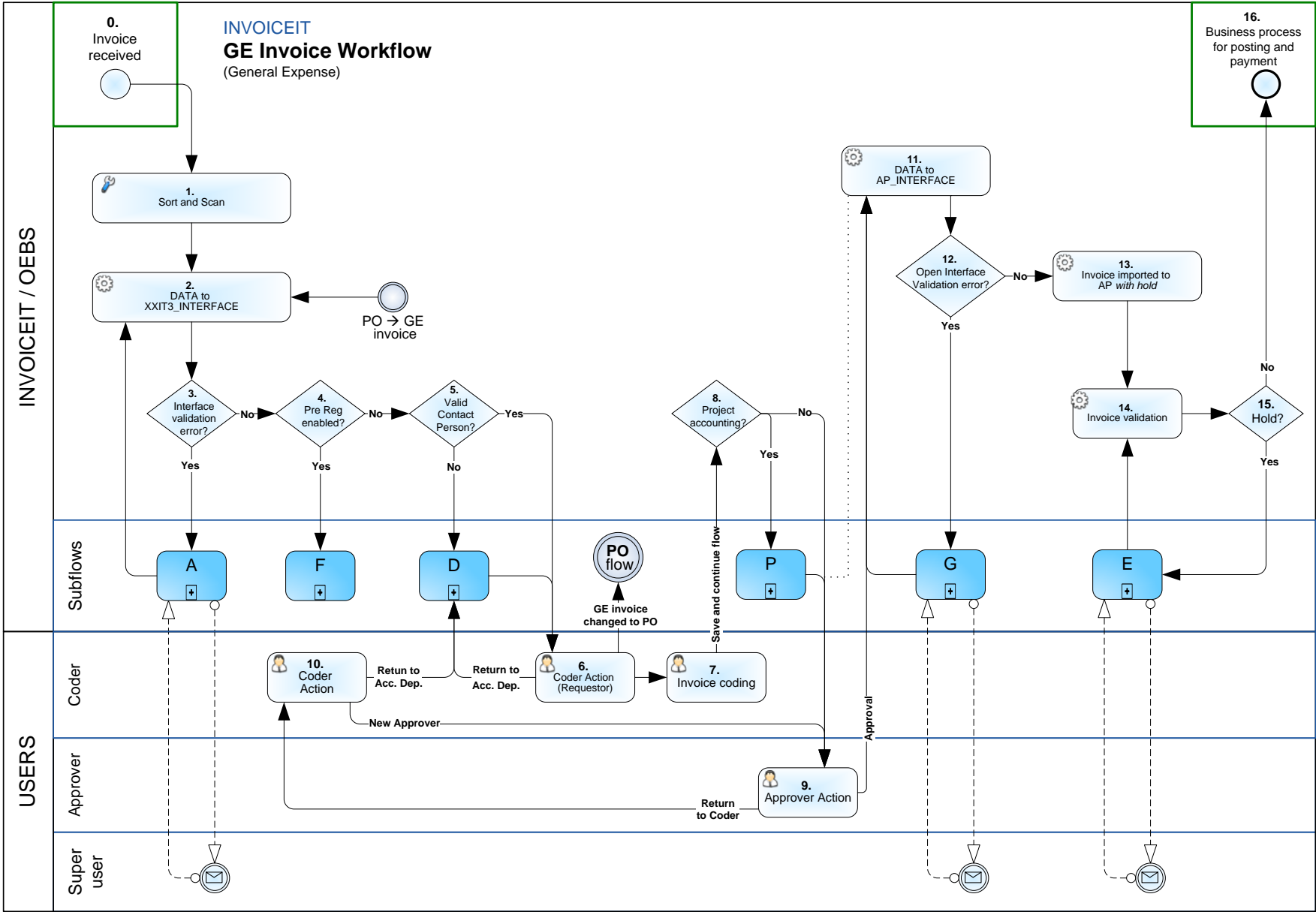
If a *hold* is applied, the invoice processing continues to sub flow **E** and a notification is sent to the user defined during setup.

## **16. Customer's Business process for posting and payment**

All holds are now released and the invoice status is *Validated*. The invoice is now ready for internal posting and payment processes.



GE flow diagram



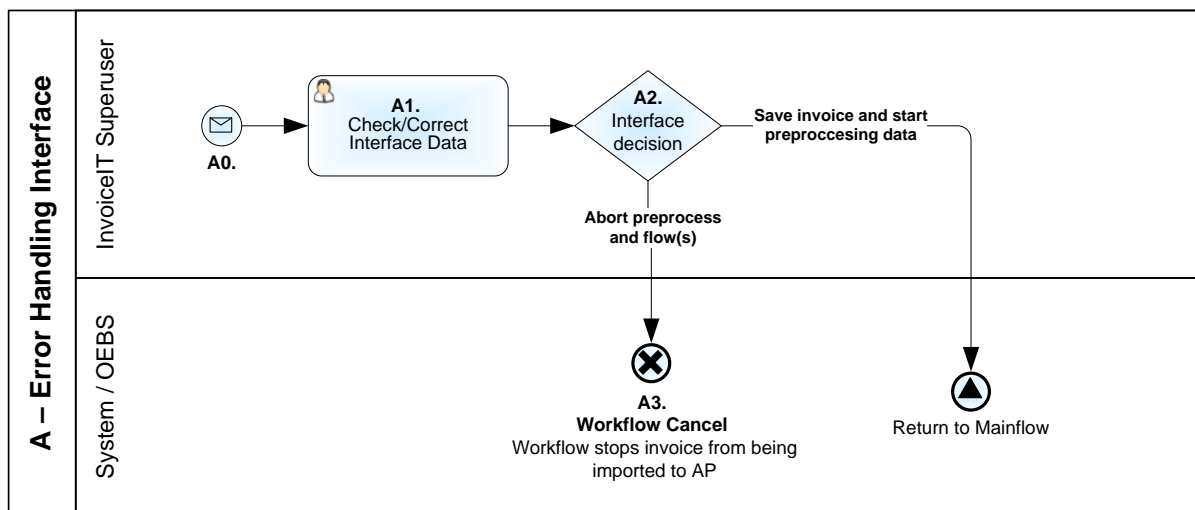
# Sub flows

This section describes the sub processes used by both the PO invoice and the GE invoice processes.

## Sub flow overview

During the two main INVOICEIT workflows a number of sub processes are used to perform specific parts of the flow depending on the invoice scenario. A sub process can be required to handle missing data, PO match problems or other manual processes needed to complete the invoice processing. The sub processes can lead back to different places in the main flow depending on the decisions made in the sub process.

## A: Error handling interface INVOICEIT



### A0. Notification/mail sent

The INVOICEIT Accounting Superuser is notified of an error during the *interface validation of data* in the (INVOICEIT) XXIT3 INTERFACE tables. For example invalid “Supplier Site”.

### A1. Correct Interface Data

The data can be corrected by means of the INVOICEIT interface.

### A2. Interface Decision

The INVOICEIT Accounting Superuser can choose between:

- **Save invoice and start pre-processing data:** The corrected data is saved and the invoice is pre-processed. The flow returns to step 2. *Data to XXIT3\_INTERFACE* in the main flow.
- **Abort pre process and flow(s):** This cancels the invoice. The flow continues to step A3.

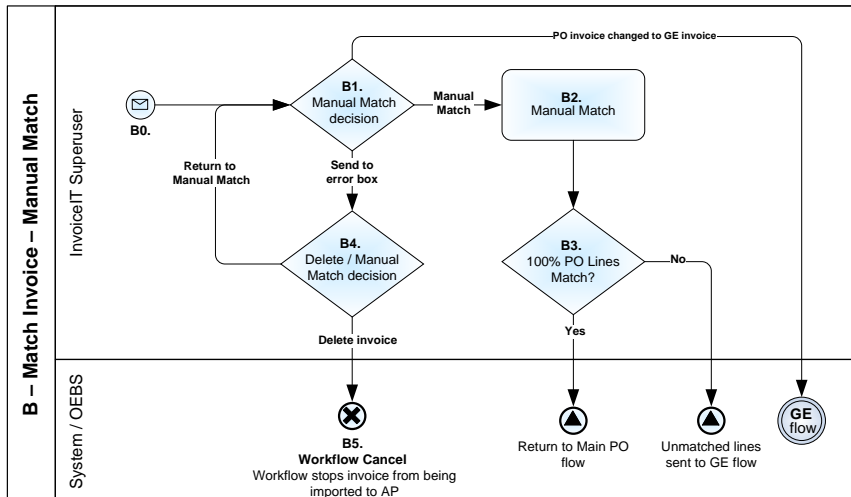
### A3. Workflow Cancel

The invoice is cancelled and the workflow is completed with termination (in Oracle terms).





## B: Match invoice - manual match



### B0. Notification/mail sent

The PO match user is notified that manual assistance for matching and line identification is required.

### B1. Manual Match Decision

The INVOICEIT PO match user can choose between:

- **Manual Match:** Matching the invoice and purchase order lines manually. The flow continues with step B2.
- **PO invoice changed to GE invoice:** The flow continues with step 2 in the GE invoice main flow.
- **Send to error box:** Sending the invoices to the error box. The flow continues with step B4.

### B2. Manual Match

The invoice line is manually matched to the purchase order line. The flow continues to step B3.

It is also possible to add a GE invoice line if a line on the invoice is not related to the referenced PO. In this case the GE invoice line continues to step 2 in the GE invoice main flow.

### B3. 100% PO Lines Match

The workflow tests if all invoice lines are manually/automatically matched with the purchase order lines. If this is the case the sub flow continues to step 6. *Project Accounting* in the main PO flow.

If the invoice contains lines not referring to a purchase order line, the workflow handles these invoice lines as if they were GE invoice lines (please refer to the workflow for GE invoices).

### B4. Delete/Manual Match Decision

The Accounting Superuser is notified that the invoice is sent to the error box and can choose between:

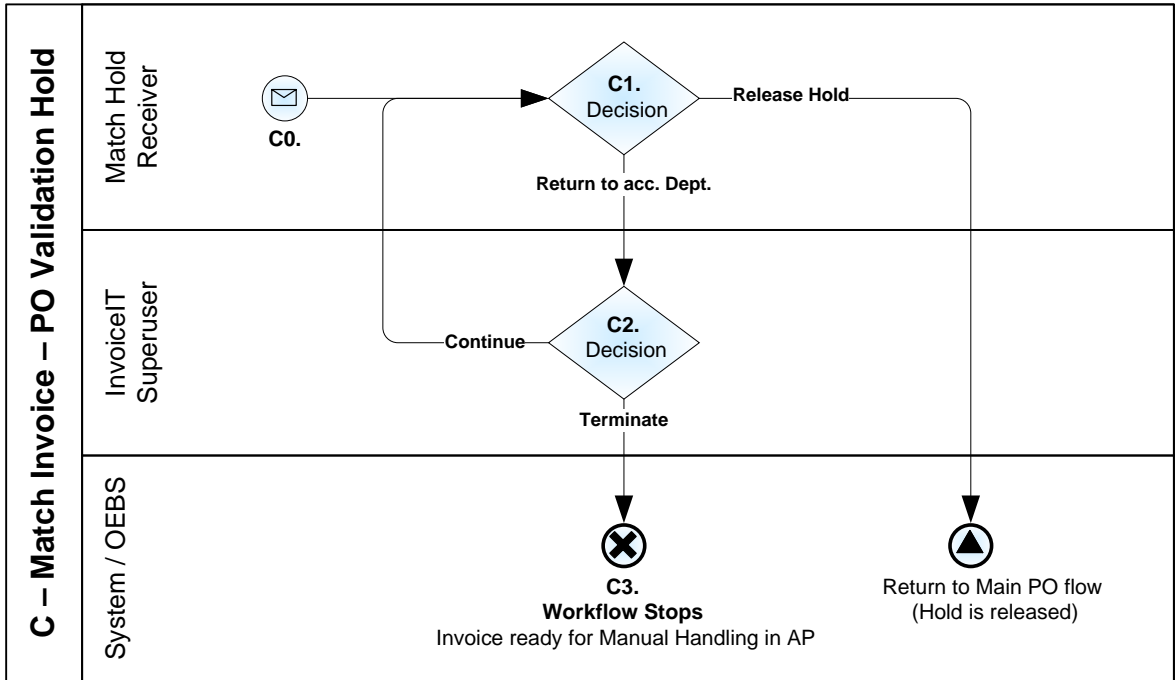
- **Delete invoice:** Cancelling the invoice. The flow continues with step B5.
- **Manual Match:** Sending the invoices back for manual re-matching. The flow continues with step B0.

### B5. Workflow Cancel



The invoice is cancelled and the workflow is terminated and completed with termination (in Oracle terms).

## C: PO validation match hold handling



### C0. Notification/mail sent

The Match Hold Receiver (determined during the INVOICEIT setup) is notified that an invoice has a Match Hold (for example *Quantity billed exceeds quantity received, Invoice price exceeds purchase order price, Quantity billed exceeds quantity ordered, etc.*).

### C1. Decision: Release hold/Return to acc. Dept

The Receiver of Match Hold can choose between:

- **Release Hold(s):** Releasing the match hold. The flow continues with step 10. *Invoice Validation* in the main PO workflow.
- **Return to acc. Dept:** Returning the invoice to the Accounting Superuser. The flow continues with step C2.

### C2. Decision: Continue/Terminate

The Accounting Superuser is notified that the invoice has been returned and can choose between:

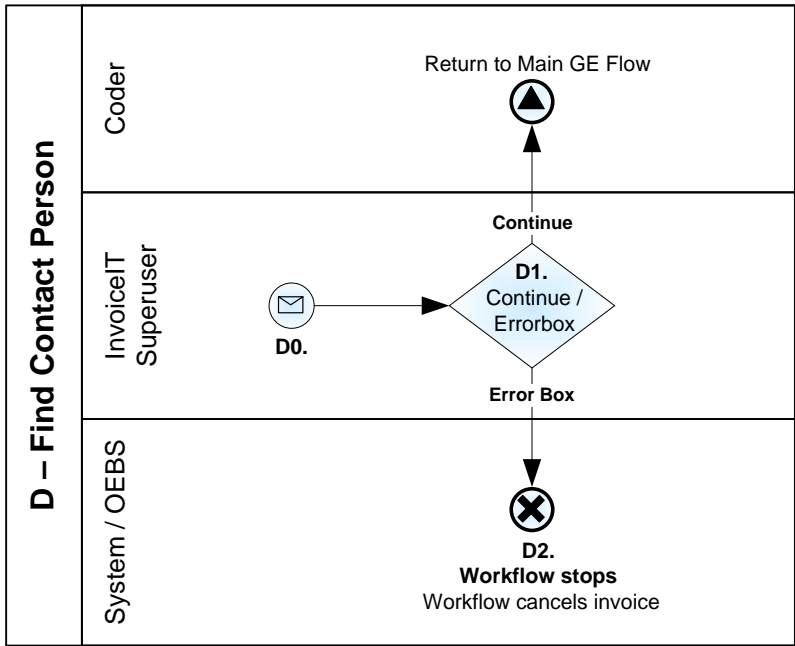
- **Continue:** Sending the invoice back in flow to the “Receiver of Match Hold”. The flow continues with step C0.
- **Terminate:** Stopping the workflow. The invoice is ready for manual handling in Oracle. The sub flow continues with step C3.

### C3. Workflow Stops

The workflow stops and the invoice is ready for manual handling in Oracle.



# D: Find new requestor



## D0. Notification/mail sent

The INVOICEIT Accounting Superuser is notified that the invoice does not have a valid *Requestor*.

## D1. Continue/Errorbox decision

The INVOICEIT Accounting Superuser can choose between:

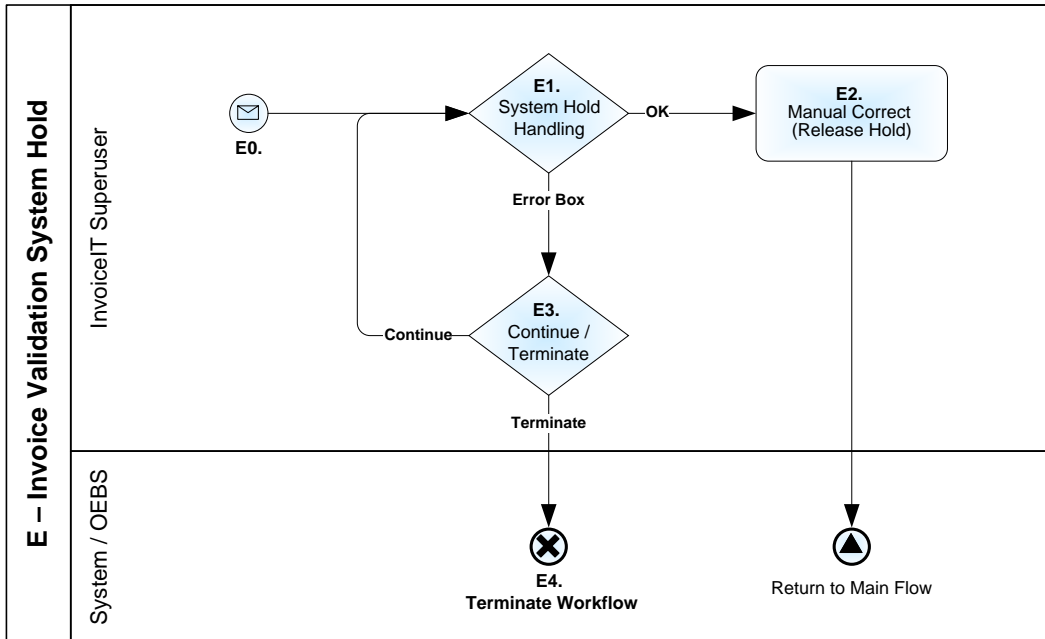
- **Continue:** Finding a new Requestor for the invoice. The sub flow continues with step 6. *Coder Action (Requestor)* in the main GE workflow.
- **Send to error box:** Sending the invoice to the error box. The sub flow continues with step D2.

## D2. Workflow stops

The workflow stops and the invoice is cancelled in the INVOICEIT tables.



## E: Invoice validation system hold



### E0. Notification/mail sent

The INVOICEIT Accounting Superuser is notified that the invoice has a system hold (for example *Total invoice distribution does not equal invoice amount*).

### E1. System Hold Handling

The INVOICEIT Accounting Superuser can choose between:

- **OK:** Releasing the system holds manually. The flow then continues with step E2.
- **Error box:** Sending the invoice to the Error box. The flow then continues with step E3.

### E2. Manual Correct (Release Hold)

The INVOICEIT Accounting Superuser has to release the system hold manually in Oracle AP and afterwards go to the system hold notification/mail and press **OK**. The flow then continues with PO or GE Invoice Validation.

### E3. Continue/Terminate decision

The INVOICEIT Accounting Superuser is notified that the invoice has been returned and can choose between:

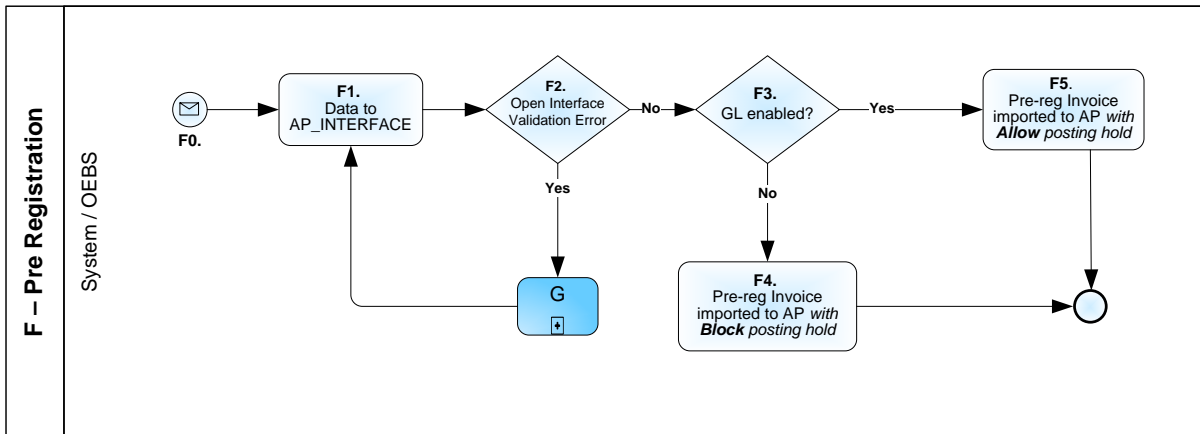
- **Continue:** Sending the invoice back into flow to the INVOICEIT Accounting Superuser. The flow continues with step E1.
- **Terminate:** Stopping the workflow. The invoice is ready for manual handling in Oracle. The flow continues with E4.

### E4. Workflow Stops

The workflow stops and the invoice is ready for manual handling in Oracle.



## F: Pre-registration



This process is used if **pre-registration** in **Oracle AP/GL** is enabled. The total process is affected by the pre-registration in the GL option in Oracle. The scenarios are:

- No pre-registration is enabled. The sub process is not used.
- Pre-registration in AP is enabled, but the GL option is not enabled
- Pre-registration in both AP and GL is enabled.

### Only AP pre-registration enabled

When the Invoice data is imported into the INVOICEIT interface and validated without errors, the data is copied to a new invoice with the prefix “PRE01-” in front of the actual invoice number.

The “PRE01-” invoice is then loaded into the Oracle AP Open Interface to be imported into AP. Simultaneously with the import, a *payment and posting hold* is placed on the invoice to prevent it from being posted and paid prior to approval by a manager.

The original Invoice is processed as if the INVOICEIT system option “pre-registration” had not been enabled. For instance, when the original invoice has passed through the INVOICEIT workflow and been coded and approved, it is sent to the Oracle AP Open Interface to be imported into AP. As the Invoice has passed the validation process without any errors, it will be ready for posting and payment. At this stage the pre-registered invoice is cancelled.

### AP and GL pre-registration is enabled

When the invoice data is imported to the INVOICEIT interface and validated without errors, the invoice data is copied to a new Invoice with the prefix “PRE01-”.

The PRE01-” invoice is then loaded into the Oracle AP Open Interface to be imported into AP. Simultaneously with the import a payment hold is placed on the invoice. This prevents it from being paid prior to approval by a manager.

When the next standard *Post to GL* job is run in Oracle, the invoice is posted to GL. The distribution on the invoice will be posted to a pre-registration cost account and the tax will be posted to a pre-registration tax account. The liability will go to the standard Supplier Liability account.

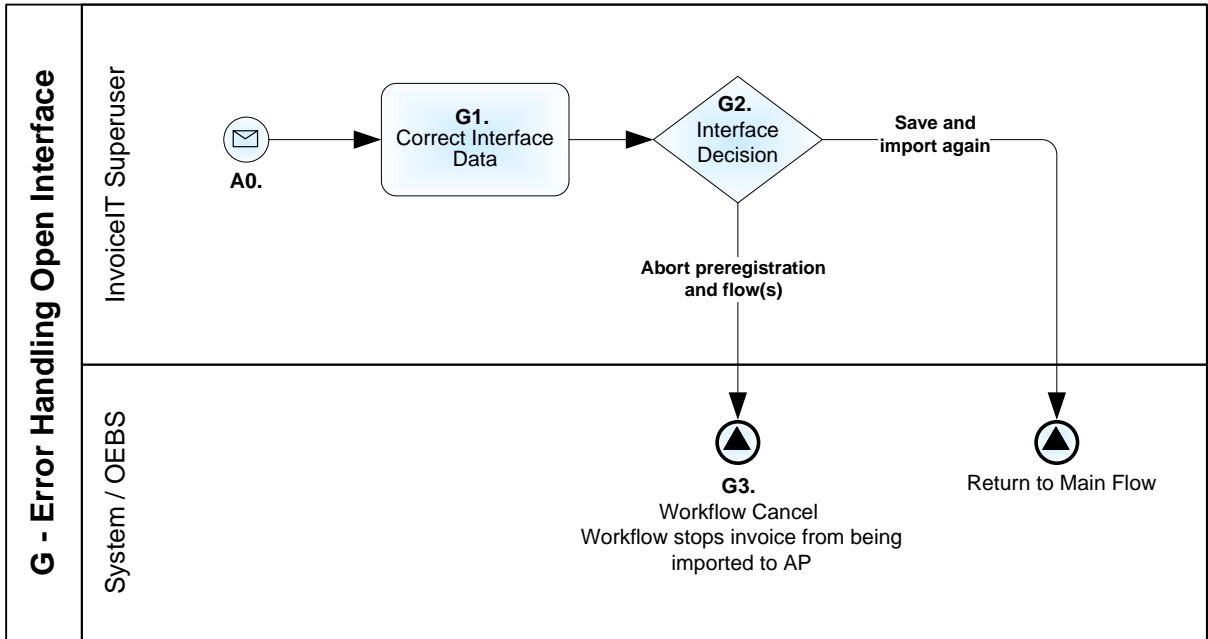
When the original Invoice has passed the INVOICEIT workflow and has been coded and approved, it goes to the Oracle AP Open Interface to be imported to AP as well. As the invoice has passed the validation process without any errors it will be ready for posting and payment. At this stage the “PRE01-” invoice is cancelled.

When the next standard *Post to GL* job is run in Oracle, the invoice is posted to GL. The distribution lines are posted according to the coding carried out in INVOICEIT.



As the pre-registered invoice is cancelled, the distribution line on the pre-registered invoice is reversed according to the standard functionality of Oracle. The pre-registration cost account and the pre-registration tax account is reversed as well as the standard Supplier Liability account.

## G: Error handling oracle interface table



### G0. Notification/mail sent

The INVOICEIT Accounting Superuser is notified of an error during the invoice import to Oracle Open Interface table (for example *Invalid price/Quantity/Amount*).

### G1. Correct Interface Data

The data can be corrected in the Oracle interface tables, the invoice is saved and the workflow starts re-importing the invoice data.

### G2. Interface Decision

The INVOICEIT Accounting Superuser can choose between:

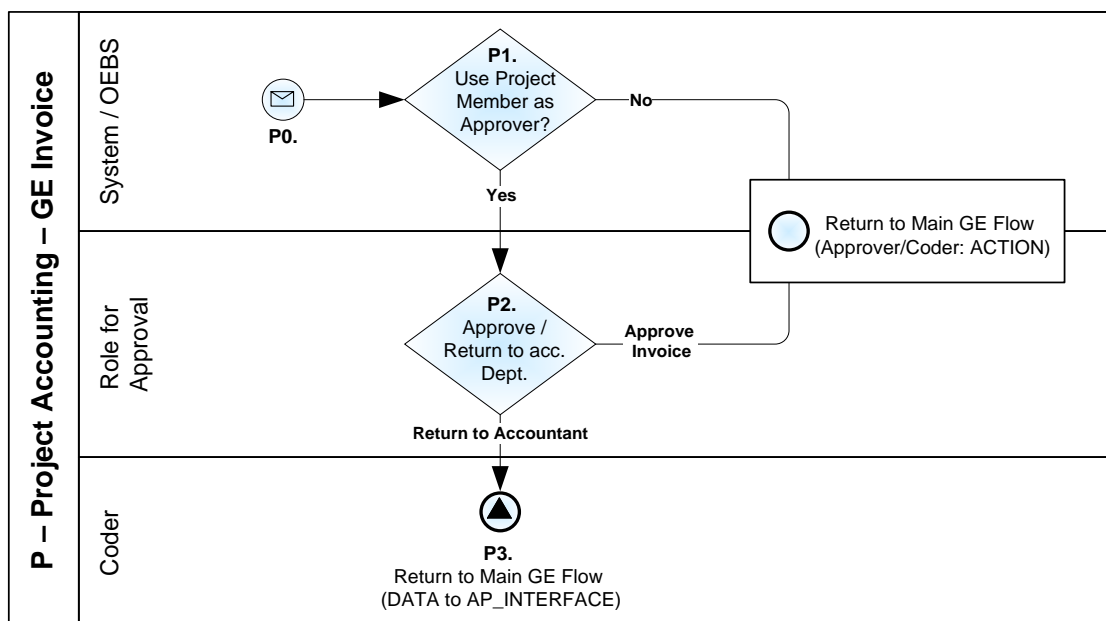
- **Save invoice and re-import:** Saving and re-importing the corrected invoice. The flow continues with the step *DATA to AP\_INTERFACE* in either the GE<sub>(11)</sub> or the PO<sub>(7)</sub> main flows.
- **Abort pre-registration and flow(s):** Cancelling the invoice. The flow continues with step G3.

### G3. Workflow cancel

The invoice data is in Oracle Open Interface Invoices tables with the status *REJECTED* (not imported to Oracle AP) and the workflow stops.



## P: Project accounting – GE invoice



### P0. Project accounting enabled

Project Accounting has been added to the invoice. The sub flow continues with step P1.

### P1. Use Project member as Approver?

The INVOICEIT workflow checks if the profile option **INVOICEIT3: Use Project Member as Approver** is enabled. The configuration determines whether the standard approval workflow or the specific workflow for Project approval is used.

If the system profile option is set to **N**, the standard approval hierarchy is used and the flow continues with step 9. *Approver Action* in the main flow for GE Invoices.

If the system profile option is set to **Y**, the sub flow continues with step P2.

### P2. Action Approve/Return to accountant.

The Approver is notified that the invoice requires approval. The Approver can choose between:

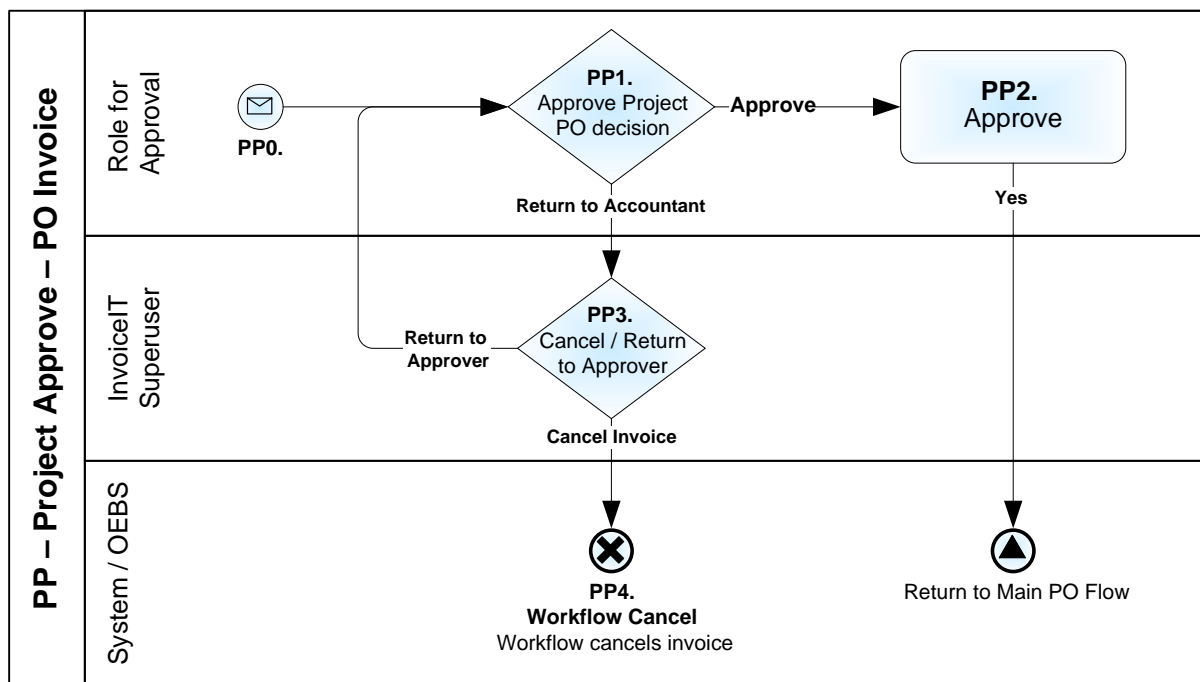
- **Approve:** Approving the invoice. The flow continues with step 11. *DATA to AP\_INTERFACE* in the main workflow for GE invoices.
- **Return to Accountant (P3.):** Returning the invoice to the coder of the invoice. The flow continues with step 10. *Coder Action* in the main workflow for GE invoices.

The approver is determined by a Project role entered in the profile option **INVOICEIT3: Role that shall approve project accounted invoices** (for example the Project Manager).

The specific user to notify for approval is defined in Oracle Projects under key members for the given project/role. If more than one approver is assigned to the Project with the “Approver role”, the workflow selects the user with the highest start date. If the dates are the same the employee with the lowest employee number is selected. The functionality is valid on every accounting line. Hence, if there are two accounting lines with different project accounting on the invoice, notification of approval is sent to both Project Managers.



## PP: Project approve - PO invoice



### PP0. Notification/mail sent

The Project Approver is notified that an invoice needs approval. The flow continues with step PP1.

### PP1. Approve Project PO Decision

The Approver can choose between:

- **Approve:** Approving the invoice. The flow continues with Step PP2.
- **Return to Accountant:** Sending the invoice back to the Accounting Superuser. The flow continues with Step PP3.

### PP2. Approve

The additional approver approves the invoice. The sub flow continues with step 7. *DATA to AP\_INTERFACE* in the main workflow for PO invoices.

### PP3. Cancel/Return to Approver decision

The INVOICEIT Accounting Superuser can choose between:

- **Cancel:** Cancelling the invoice. The flow continues with step PP4.
- **Return to Approver:** Sending the invoice back to the “additional” approver. The flow continues with step PP1.

### PP4. Workflow Cancel

The workflow stops and the invoice is cancelled in the INVOICEIT tables.





# Approval routing rules

This section describes the rules applied when invoices are routed for coding, approval, matching or error handling.

## Roles

INVOICEIT uses a number of different roles for routing invoices:

- Dispatcher
- Account Coder
- Account Approver
- INVOICEIT Superuser
- INVOICEIT Workflow Administrator (WF Admin.)
- Approver of requisition/purchase order
- Requestor

### Roles for GE invoices

*The Dispatcher* is the first person to receive the invoice. The dispatcher has the option of splitting the invoice into more or fewer lines in order to route the lines to different departments (users) in the organization.

The Dispatcher can choose to do the accounting (Account coder) for some of the lines and send just these for approval (by the Approver). Remaining lines can be sent to other departments for accounting. There is also the possibility of doing both accounting and approval of the invoice (INVOICEIT profile option) at the same time.

The INVOICEIT *Superuser* is the person who receives relevant notifications/emails regarding INVOICEIT. This could be the case if for example no contact person has been added or if someone in the organization has returned an invoice to the accounting department for some reason.

The INVOICEIT *WF Administrator* is the person who receives relevant notifications/emails regarding errors in INVOICEIT workflows.

### Roles for PO invoices

The INVOICEIT *Superuser* is the person who receives relevant notifications/emails regarding INVOICEIT. This could be the case if for example the INVOICEIT workflow has not been able to match all invoice lines 100 percent to the purchase orders. The INVOICEIT *Superuser* then has to perform a manual match. Another reason could be if someone in the organization has returned an invoice to the accounting department.

The INVOICEIT *WF Administrator* is the person who receives relevant notification/emails regarding errors in INVOICEIT workflows.

In case of the following matching holds, a relevant role or specific person can be setup to receive the notification. Furthermore it is possible to allow releasable or non-releasable holds from the notification.

**Figure 1- Setup match hold receiver**



Hold Reason	Rank	Role/Person	Specific User	Release hold from notification
<b>2-way</b>				
Quantity billed exceeds quantity ordered	1	Buyer of PO		Yes
Quantity billed exceeds quantity ordered	2	Approver of PO		
Quantity billed exceeds quantity ordered	3			
Quantity billed exceeds quantity ordered	4			
Quantity billed exceeds quantity ordered	5			
<b>3-way</b>				
Quantity billed exceeds quantity received	1	Buyer of PO		No
Quantity billed exceeds quantity received	2	Requestor of PO		
Quantity billed exceeds quantity received	3	Specific person	CBROWN	
Quantity billed exceeds quantity received	4			
Quantity billed exceeds quantity received	5			
<b>4-way</b>				
Quantity billed exceeds quantity accepted	1	Specific person	DBAKER	No
Quantity billed exceeds quantity accepted	2			
Quantity billed exceeds quantity accepted	3			
Quantity billed exceeds quantity accepted	4			
Quantity billed exceeds quantity accepted	5			
<b>All</b>				
Invoice price exceeds purchase order price	1	Approver of requisition		Yes
Invoice price exceeds purchase order price	2	Specific person	OPERATIONS	
Invoice price exceeds purchase order price	3			
Invoice price exceeds purchase order price	4			
Invoice price exceeds purchase order price	5			
All other matching holds	1	Specific person		No
All other matching holds	2			
All other matching holds	3			
All other matching holds	4			
All other matching holds	5			

Example: The first role to receive a notification that a 2-way match hold has been applied to an invoice is the 'Buyer of PO'. If that role cannot be found, then the notification will go to the role 'Approver of PO'. Furthermore it is possible to release the hold from the notification.

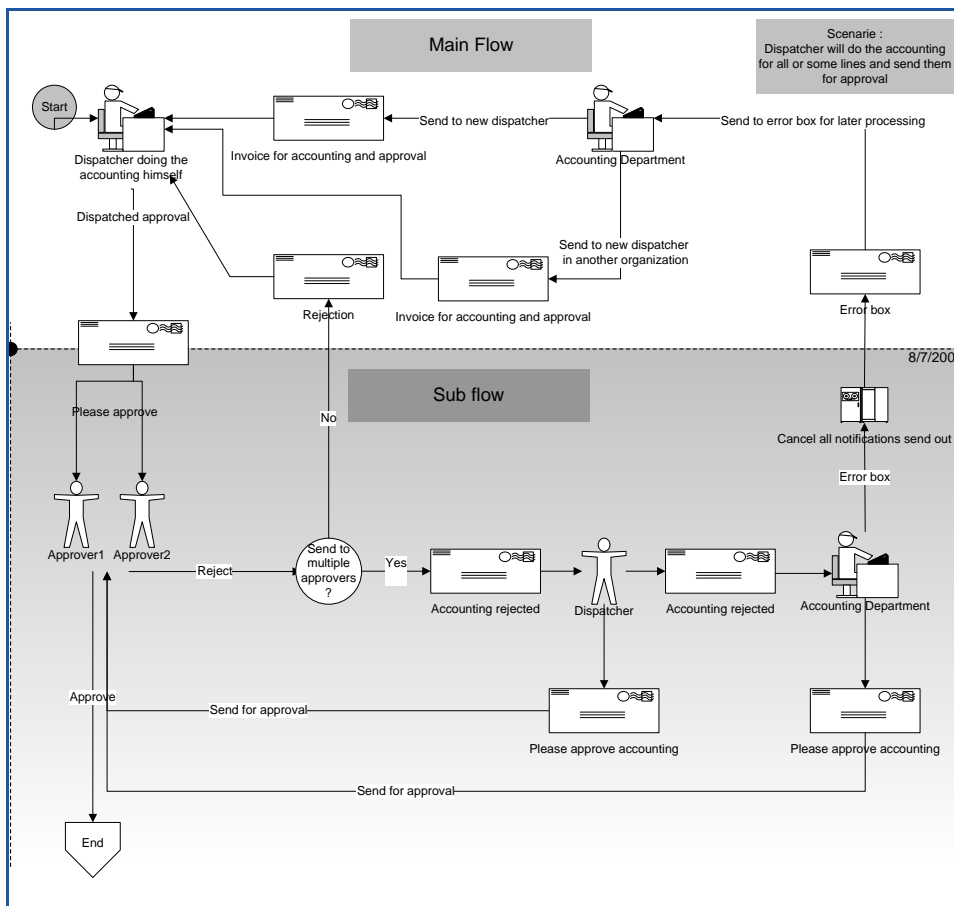
## Separation of approver and account coder

INVOICEIT can be configured to allow the same person to be coder and approver of an invoice line. As default the system verifies that coding and approval are allocated to two different logins/users.

## Dispatch to several approvers

The figure below describes a situation where the dispatcher is coding the invoice lines and sends the invoice for approval. The invoice lines are sent to more than one approver by specifying a different approver on each line.





In case the accounting is rejected, the flow checks for the occurrence of more than one approver and therefore more than one sub flow.

In case of only one approver, the sub flow is closed and the process returns to the main flow where the dispatcher can dispatch again.

In case of several approvers, the processing continues in the sub flow and the dispatcher will not have the possibility of dispatching all lines of the invoice again. However, lines can be returned to another user, who assumes ownership of the returned lines. The new owner is able to change the accounting for the lines rejected and send them for approval again.

He can also choose to send the rejected lines to the accounting department, which then has the possibility to send the invoice to the error box, thereby closing all the sub flows and cancelling the notification sent out. The accounting department receives an “error box” email, which can be processed later. From the error box notification they can choose to assign a new dispatcher to the invoice or to send the invoice to a dispatcher in another organization.

## Dispatch to several account coders

The figure below illustrates the situation where a dispatcher only determines who should receive the invoice for coding. Please note that it is also possible to do the coding for some of the lines and send only these for approval while sending other lines for coding and approval.



# Approval hierarchies and authority

This section describes the control rules and setup performed when an approver approves an invoice or lines of an invoice. When the approver attempts to approve one or more invoice lines, INVOICEIT checks for *approval authority*.

INVOICEIT supports two types of **Approval Hierarchies**:

- Position Hierarchy
- Employee/Supervisor relationships

INVOICEIT supports two types of **Approval Routing**:

- Direct method
- Hierarchy method

INVOICEIT controls the approval authority at *line level* and not at invoice level. The reason for this is that the invoice can be divided into several lines. This makes it possible for each line to be sent to different departments in the organization for account coding and approval. Checks are performed for the total amount and within each account combination against the approval group assigned to the approver.

## Project routing

If Oracle Project is used, the approval hierarchy for Project related invoices can be routed using selected Key Project Role members. The Project routing is enabled by the system profile option **INVOICEIT3: Use Project Member as Approver**.

The Project Role to be used as approver is defined in the system profile option **INVOICEIT3: Role that shall approve project accounted invoices**.

You have the option of defining a Project Type to be excluded from the function by setting the system profile option **INVOICEIT3: Project type treated as non project**.

## Approval hierarchies

### Human resources with Purchasing

*Human Resources* and *Purchasing* share job and position information if they are installed together. Requirements should be considered from both perspectives before deciding on an approval/security structure.

Human Resources use **jobs** to classify categories of personnel in your organization and associates information like the exempt/non-exempt code and EEO code with individual jobs. Examples of typical jobs include *Vice President*, *Buyer* and *Manager*. Positions represent specific functions within these job categories. Examples of typical positions associated with the Vice President Job include *Vice President of Manufacturing*, *Vice President of Engineering* and *Vice President of Sales*.

### Approval hierarchy setup

Approval hierarchies let you route documents for approval automatically. There are two kinds of approval hierarchies: *Position hierarchy* and *employee/supervisor relationships*.

If *Employee/Supervisor Relationships* are used, approval routing structures are defined when employees are created using the “Enter Person” window. In this case, a supervisor is always entered for each employee and Purchasing does not require that *positions* are configured.



If *Position Hierarchies* are used, jobs (and optionally positions) must be configured. A Position Hierarchy must be setup (Please refer to Oracle Help for further assistance). In this case there is no need to address the employee supervisor.

While positions and position hierarchies require more initial effort to configure, they are easy to maintain and allow for approval routing structures to remain stable regardless of how frequent individual employees are created, deleted or relocated within an organization.

### Selecting approval hierarchy

Use the **Financials Options** window in Oracle to configure whether you want to route documents for approval using *Position Hierarchies* or *Employee/Supervisor Relationships*. This decision applies only to the Business Group you choose for your Purchasing installation in the **Financials Options** window.

Navigate to the tab **Human Resources** in the **Financials Options** window. *Use Approval Hierarchies* determines which Approval hierarchy type is used.

- **Enabled:** The system for this Business Group uses *Position Hierarchy*.
- **Not enabled:** The system for this Business Group uses *Employee/Supervisor Relationships*.

Figure 2 – Approval Hierarchy selection in Financial Options

The screenshot shows the 'Financials Options (Vision Operations: USD)' window with the 'Human Resources' tab selected. The 'Business Group' is set to 'Vision Corporation' and the 'Expense Reimbursement Address' is set to 'Office'. The 'Use Approval Hierarchies' checkbox is checked and circled in red. The 'Employee Number' field is empty, the 'Method' is set to 'Automatic', and the 'Next Automatic Number' is 1293.

In the configured approval hierarchies, an approval group is assigned for each employee based on the document type (for example Standard Purchase Order) described later in this section.

INVOICEIT uses the document type defined in the profile option **INVOICEIT: Approval document type**. The default is **Approve Standard Purchase Order**.



# Approval assignment

Figure 3 – Approval assignment

The screenshot shows the 'People:Enter and Maintain' window with the 'Assignment' tab selected. The main form displays details for 'Stock, Ms. Pat'.

Field	Value
Last	Stock
First	Pat
Title	Ms.
Prefix	
Suffix	
Middle	
Organization	Vision Operations
Job	MGR500.MANAGER
Grade	
Location	V1- New York City
Group	Financials.
Position	MM400.MATERIALS MANAGER
Payroll	Vision Semimonthly
Status	Active Assignment
Assignment Number	24
Assignment Category	Fulltime-Regular
Collective Agreement	
Employee Category	

Below the main form, there are tabs for 'Personal', 'Employment', and 'Office'. The 'Personal' tab is active, showing birth date (15-MAY), town of birth, region of birth, and country of birth. The 'Effective Dates' section shows 'From 01-JAN-1987' and 'To 22-AUG-2000'.

Approval assignment is based on the approver employee information registered in the HR organization. The important information is either the *Organization* the employee belongs to, the *job* in the organization or both job and position, depending on which approval hierarchy has been selected.

For further information, please refer to the Oracle Human Resource User Guide.

The approval limits are configured in Oracle Purchasing under **Setup → Approvals → Approval groups and approval assignments**.

Figure 4 – Assigning Approval Groups

The screenshot shows the 'Assign Approval Groups' window. It displays a table of approval assignments for the position 'MM400.MATERIALS MANAGER' and organization 'Vision Operations'.

Document Type	Approval Group	From	To	
Approve Blanket Purchase Ag	Manager	19-FEB-1995		
Approve Blanket Releases	Manager - PO Demo	19-FEB-1995		
Approve Contract Purchase O	Manager	19-FEB-1995		
Approve Internal Requisitions	Manager	19-FEB-1995		
Approve Planned Purchase O	Manager	19-FEB-1995		
Approve Purchase Requisition	Manager	19-FEB-1995		
Approve Scheduled Releases	Manager	19-FEB-1995		
Approve Standard Purchas...	Manager - PO Demo	19-FEB-1995		

Approval permissions must be assigned for each document type. In the above example the approval group “Manager – PO Demo” is assigned to the document type “Approve Standard Purchase Order” and the above job and position have the same assignment. All employees with this job and position have this approval group assignment.

## Approval groups

In the following section the setup of the approval group found in the previous section, approval assignment, will be explained.



## Amount validation

Figure 5 – Defining Document Total

Object	Type	Amount Limit	Low Value	High Value
Document Total	Include	50,000.00		
Account Range	Include	50,000.00	00.000.0000.0000.000	99.999.9999.9999.99

Exactly one **Document total** rule must be defined.

The total amount of the invoice lines that the approver is to approve is checked against the specified amount limit. If the total amount is *less than or equal to* the limit, the approver has permission to approve the invoice lines, provided that the control based on the determined account ranges is passed as well.

All amounts are specified in local currencies and compared to the local amount for the invoice distribution lines.

## Account validation

Figure 6 – Account validation

Object	Type	Amount Limit	Low Value	High Value
Document Total	Include	50,000.00		
Account Range	Include	50,000.00	00.000.0000.0000.000	99.999.9999.9999.99

Two kinds of account ranges can be defined: **Include** and **Exclude**

- **Include** indicates that the approver has permission to approve the account combinations that fall within the specified account range.
- **Exclude** indicates that the approver has permission to approve the account combinations that fall outside the specified account range.

It is possible to configure as many account ranges as required. The lines that fall within a certain *include* account range are added together and the sum must be less than or equal to the “Amount limit” specified for the account range.

### Exclude and include example

A very wide include interval can be set up in order to give a certain approver wide permissions. However, if there are certain accounts that the approver should not have permission to approve, an additional exclude interval that prevents the approver from approving a smaller account range can be specified.

Figure 7 – Account range setup example





Approval Groups (V1)

Name: **Manager - PO Demo** ☒ Enabled

Description: **Manager approves up to \$50,000** [ ]

— Approval Rules —

Object	Type	Amount Limit	Low Value	High Value
Document Total	Include	50,000.00		
Account Range	Include	50,000.00	00-000-0000-0000-000	99-999-9999-9999-99
Account Range	Exclude		04-120-1120-0000-000	04-120-1245-9999-99

## Approval Routing

Approval Routing determines which user receives documents/invoices sent for approval. There are two kinds of Approval Routing:

- Direct method
- Hierarchy method

Applying *Direct method* means documents are routed to the first employee with enough authority to approve the document.

Applying *Hierarchy method* means documents must pass through each level of the associated hierarchy or reporting infrastructure regardless of authority.

It can also be controlled whether document owners should be able to approve the documents they create.

INVOICEIT also adapts to the document attributes for the system profile option **INVOICEIT: Approval document type**. The following two profile options in INVOICEIT allow the adaptation of the attribute mentioned below for the selected document type.

**INVOICEIT: Approver may change accounting information (NO/YES)** (see *Owner May Approve*)

**INVOICEIT: May accountant approve invoice? (NO/YES)** (See below *Approver May Modify*)

Use the *Document Types* window to specify routing controls by document type. See: “Defining Document Type.”

Attribute	Description
<b>Owner Can Approve</b>	Prevent or allow a user to both code and approve the invoice. The user must have the approval authority to approve, otherwise the next approver is automatically found.
<b>Approver Can Modify</b>	Prevent or allow the approver to change coding before approval.



<b>Forward Method</b>	<p>Select <b>Direct</b> to route documents to the first employee with required approval authority.</p> <p>Select <b>Hierarchy</b> to route documents to the next person in the approval hierarchy regardless of authority.</p> <p><i>Approval authority</i> is determined by the approval rules you define in the “Define Approval Groups” and “Assign Approval Groups” windows. For example a hierarchy of three approvers can consist of one with a \$1,000 approval limit, one with a \$5,000 approval limit and one with a \$10,000 approval limit. With <i>Direct</i> forward method, a document with a total of \$7,000 is routed directly to the approver with the \$10,000 approval limit. In a <i>Hierarchy</i> forward method, the document is routed via three approvers, stopping at the \$10,000 approver.</p>
<b>Default Hierarchy</b>	<p>This check only applies if you are using position approval hierarchies. You must specify a default approval hierarchy for each document type.</p>

## Approval Routing example

This is an example configuration of Approval Routing by defining Document Types for Standard Purchase Order.

**Figure 8 – Approval Routing Example**

**Document Types (Vision Operations)**

Document

Type	Subtype	Name	Quotation Class
Purchase Order	Standard	Standard Purchase Ord	

**Attributes**

☒ Owner Can Approve  
☒ Approver Can Modify  
☒ Can Change Forward-To  
☐ Can Change Forward-From  
☒ Can Change Approval Hierarchy  
☐ Disable

Security Level: Public  
 Access Level: Full  
 Forward Method: Direct  
 Archive on: Approve  
 Default Hierarchy: Materials  
 Approval Workflow: PO Approval  
 Workflow Startup Process: PO Approval Top Proce  
 Approval Transaction Type:   
 Autocreate Workflow:   
 Autocreate Workflow Startup Process:



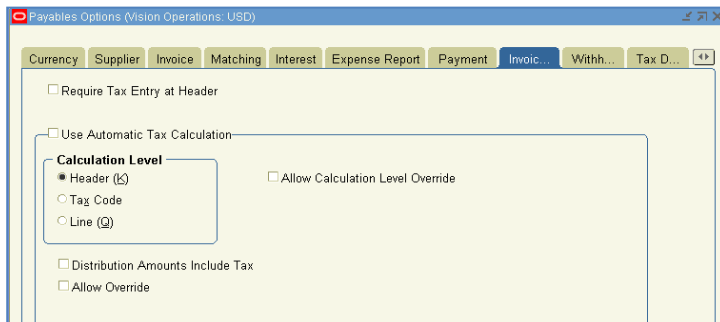
# Taxation

This section describes tax and how INVOICEIT works with regards to different tax aspects. When INVOICEIT imports an invoice, it conforms to the tax setup in Oracle E-Business Suite with respect to whether manual or automatic tax calculation is specified. The tax code on the invoice is defaulted according to the defaulting rules defined in Payables Options.

## Manual tax calculation

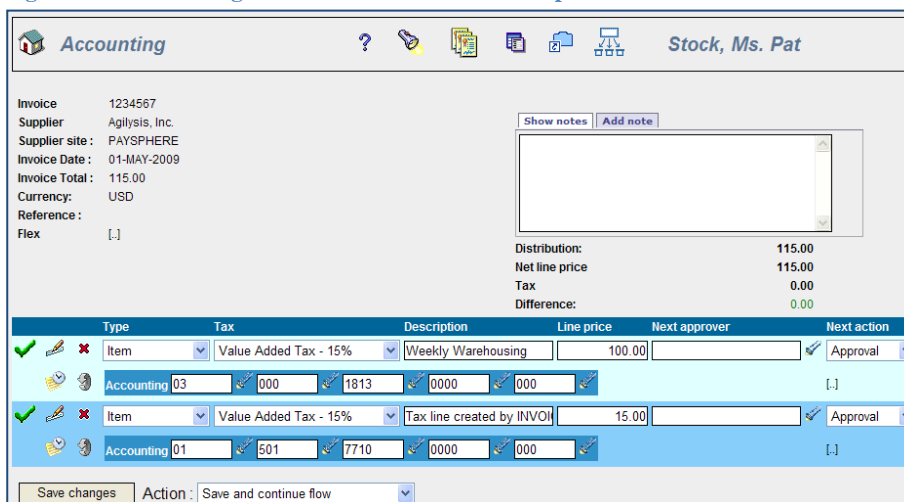
If *Use Automatic Tax Calculation* is not enabled in Payables Options, INVOICEIT operates with manual tax.

Figure 9 – Manual Tax Selected



INVOICEIT adds an additional distribution line for the tax amount which is taken from the scanned invoice tax total field. The tax code is defaulted according to the tax hierarchy defined in Payables Options (see section Tax Hierarchy for further information). This line is visible for the dispatcher in the accounting/approval web form.

Figure 10 – Accounting Form manual Tax Line Example



Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 15%	Weekly Warehousing	100.00		Approval
Accounting 03	000	1813 0000	000		[.]
Item	Value Added Tax - 15%	Tax line created by INVOIT	15.00		Approval
Accounting 01	501	7710 0000	000		[.]

The accounting user must check that the correct tax code has been defaulted on the TAX distribution line. In case of distributed tax, it is important to correct or add a new tax line. Select the appropriate tax code from the pull down list.

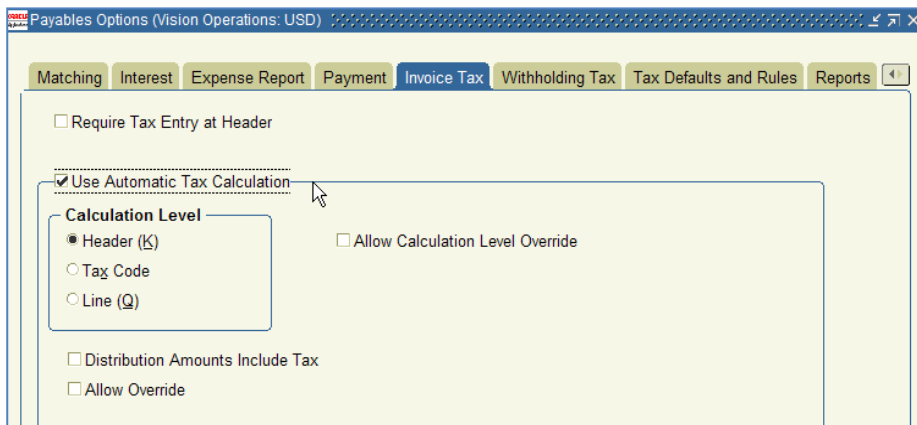
When coding and approval has been done, INVOICEIT performs standard invoice validation in order to assure that tax amounts are consistent with the specified tax codes.



## Automatic tax calculation

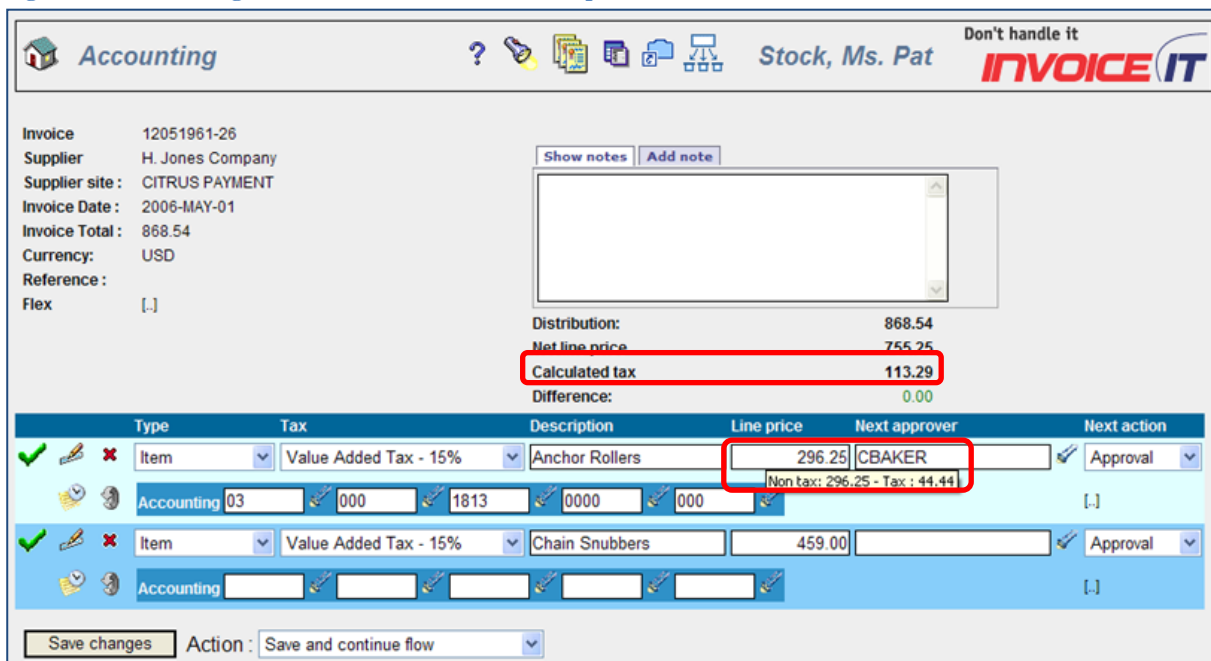
If *Use Automatic Tax Calculation* is enabled in Payables Options, INVOICEIT operates with automatic tax.

Figure 11 – Automatic Tax Selected



INVOICEIT automatically adds tax to each scanned distribution line and dependant on the setup of automatic tax calculation, one or no separate tax distribution lines are added for the dispatcher in the accounting/approval web form. The tax code is defaulted according to the tax hierarchy in Payables Options.

Figure 12 – Accounting Form Automatic Tax Line Example



Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 15%	Anchor Rollers	296.25	CBAKER	Approval
Accounting	03	000	1813	0000	000
Item	Value Added Tax - 15%	Chain Snubbers	459.00		Approval
Accounting					

The accounting user must verify that the default tax code is appropriate. In case of distributed tax, the user has to change the line amounts and tax codes.

When coding and approval has been done and the invoice has been imported to Oracle Payables, then INVOICEIT calls the standard invoice validation to calculate and insert the tax lines and assure that tax amounts are consistent with the specified tax codes.



## Standard tax functionality

### Tax Hierarchy

INVOICEIT supports the use of the tax hierarchy set up in Oracle in order to determine which tax code is the appropriate to apply the invoice, including the 'enforce tax from...' options. Please note that the level template is not supported.

Figure 13 – Tax hierarchy

The screenshot shows the 'Payables Options (Vision Operations: USD)' window. The 'Tax D...' tab is selected. Under 'Tax Code Defaults', there are checkboxes for 'Enforce Tax From Account', 'Enforce Tax From Purchase Order', 'PO for Matched Invoices', 'Supplier Site', 'Supplier', 'Account', 'Financials Options', 'Invoice Header', and 'Template'. To the right, a 'Hierarchy' column shows a vertical stack of boxes with numbers 2, 1, and 3, indicating the tax hierarchy levels.

### Tax validation

When all invoice lines have been approved, INVOICEIT calls the standard invoice validation, which verifies that the imported tax amount(s) are equal to the calculated tax amount. If these are not equal, then a *hold* is placed on the invoice.

### Automatic tax calculation

If you have enabled automatic tax calculation which is done on Accounts Payable level and overridden at supplier level, supplier site level and invoice header level, the standard invoice validation calculates the tax based on each item line and inserts the appropriate tax distributions lines in accordance with the tax calculation level.

The automatic calculation is based on *calculation level* which is defined in Accounts Payable. Header, Line or Tax Code calculation level may provide different results regarding rounding rules. Please consult the Accounts Payable user guide for more information. In addition to Header, Line and Tax Code level, it is also possible to set the tax calculation level to None, which will be the equivalent of disabling the automatic tax calculation.

### Offset Tax

Offset tax can be enabled on supplier level and overridden at supplier site level. If offset tax is enabled in Oracle EBS, then INVOICEIT inherits this feature.

Figure 14 – Offset tax option at supplier level



Suppliers (Vision Operations: USD)

Supplier Name: **TT Services** Supplier Number: **5017**

Alternate Name:

Taxpayer ID:  Tax Registration Number:

Inactive On:

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R...

Invoice Tax Code:

☐ Use Offset Taxes

Automatic Calculation

Calculation Level: **Line**

☒ Allow Calculation Level Override

Rounding Rule: **Nearest**

☐ Distribution Amounts Include Tax

Sites

Figure 15 – Offset tax option at supplier site level

Supplier Sites (Vision Operations: USD) - TT Services, 5017

Site Name: **HEADER** Alternate Name:

Country: **United States**

Address: **1 Road** Alternate Address:

City: **New York** State:  Postal Code:

Province:  County:

Language:  Inactive On:

General Contacts Accoun... Control Payment Bank A... EDI Invoice... Withhol... Tax Re... Purchas...

Invoice Tax Code: **VAT-10%**

☒ Use Offset Taxes

Automatic Calculation

Calculation Level: **Header**

☒ Allow Calculation Level Override

Rounding Rule: **Nearest**

☐ Distribution Amounts Include Tax

When an invoice is presented with offset tax, the INVOICEIT workbench may present the tax lines differently according to the Automatic Tax Calculation level setting. See the two following examples which describe two scenarios; scenario 1 has Automatic Tax Calculation level set to HEADER and scenario 2 has LINE level calculation.

Figure 16 – Tax calculation on HEADER level

Accounting ? Roosevelt, Franklin Don't handle it **INVOICE IT**

Invoice: 20091207-21 Taxcode:

Supplier: GE Capital Payment terms:

Supplier site: BOSTON Voucherno.:

Invoice Date: 08-DEC-2009 Description:

Invoice Total: 4000.00

Currency: USD

Reference:

Show notes Add note

08/12/2009 20:54 - IMPORTED VIA SCANNING

Distribution: 4000.00

Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item		Public Relations Services	2000.00		Approval
Accounting 01	110 7710 0000 000				
Item		Oracle Consulting	2000.00		Approval
Accounting 01	110 7710 0000 000				
Tax	Offset-1-10%	Tax line inserted by Invoice	400.00		
Accounting 01	000 1250 0000 000				
Tax	Offset-1	Tax line inserted by Invoice	-400.00		
Accounting 01	000 1230 0000 000				

Save changes Action: Save and continue flow

Figure 17 – Tax calculation on LINE level



## Tax Groups

INVOICEIT supports the use of tax groups set up in Oracle. For information on how to set up a tax group, please see the “Oracle Payables User Guide”.

Figure 18 – Tax group setup in Payables

A tax group may be presented in the INVOICEIT accounting workbench as shown below.

Figure 19 – INVOICEIT accounting workbench with tax group

## Tax tolerances

In order to avoid invoices being put on hold because of a small difference between the calculated and the actual tax amounts on the distribution lines, tax tolerances can be specified in Accounts Payable.

Figure 20 – Tax Tolerance Specification



PO Matching		
	Tolerance	Hold Name
Quantity Ordered	5.0 %	Qty Ord
Maximum Quantity Ordered		Max Qty Ord
Quantity Received	5.0 %	Qty Rec
Maximum Quantity Received		Max Qty Rec
Price	10.0 %	Price
Exchange Rate Amount		Max Rate Amount
Shipment Amount		Max Ship Amount
Total Amount		Max Total Amount

Tax	
Tax	Tax Amount Range
0.0 %	Tax Variance
	Tax Amount Range

## Tax functionality

### Tax field available on the distribution line

In case the default imported tax code should be adjustable during the approval/coding process, the visibility and configurability of the accounting/approval web form *tax code* field can be controlled by the system profile option **INVOICEIT: Show VAT on line**.

### Tax during coding/approval

Defaulted tax codes can be adjusted during the approval/coding process.

### Tax on Miscellaneous and Freight lines

See appendix B for an example of how to set up INVOICEIT to apply a valid Oracle tax code to miscellaneous and freight line types.

### Tax import

Prior to importing an invoice, INVOICEIT verifies what the default tax calculation method will be after import. If the method is set to **Automatic**, the invoice is imported with item lines and no tax lines. If the method is set to **Manual**, INVOICEIT inserts separate tax lines for each tax code and reduce the line amount by the tax amount. If you want to use features such as tax recovery and tax offset, please ensure that your supplier sites are configured to automatic tax calculation.

### Withholding Taxes

INVOICEIT supports Automatic Withholding Taxes (AWT) via the INVOICEIT mapping table to the INVOICEIT database and subsequently the Oracle Open Interface for Invoices (OIT). This means you may enter the AWT Group when importing invoices and apply withholding taxes according to your Payables Options.

The INVOICEIT mapping table lets you receive the transferred invoice XML file (from INVOICES Transfer Module) and parses (translates) the data into invoice records in the INVOICEIT database. At the interface INVOICEIT deciphers the XML by applying the mapping table and at this point it may pick up the AWT Group as an XML tag or by applying sql logic embedded in the mapping table. This is the only time in the flow that the mapping table is applied and thus you must be able to determine the AWT Group from the information provided by the XML. Since the AWT is associated with the supplier site it's expected to be sufficient.

It is not possible to update the AWT Group later in the INVOICEIT workflow.





# GE workbench functionality

This section describes the INVOICEIT web form functionality and layout for GE invoices.

Figure 21 – GE Invoice Accounting Web Form

## GE form icons

Below is a list of the web form header icons and their effect.

Help		Shows INVOICEIT version and support contact information.
Find Invoice		Initiates an overview of the invoices pending current user action.
Scanned Image		Shows the scanned invoice image.
Multi Accounting		Multi accounting makes it possible to code multiple lines with the same coding in a single action. This can also be done for a specific line type. Multi Accounting is also supported by project accounting.
Attach Document		Attach document(s) to the current invoice. An attachment could be a spreadsheet or another document referring to the invoice. This allows users to always have access to documents concerning the invoice.
Aliases		Create <i>aliases</i> for accounting. Aliases are local for the current user and are only active for the current responsibility for which the aliases are created.

# GE invoice header fields

A variety of standard information is available in the INVOICEIT web form invoice header. The standard information available is shown in the list below.

Figure 22 – GE Invoice Accounting Web Form header

Accounting ? 📄 📁 📧 🌐 *Roosevelt, Franklin* **Don't handle it** **INVOICE IT**

Invoice: 20091207-5  
Supplier: TT Services  
Supplier site: LINE  
Invoice Date: 11-NOV-2009  
Invoice Total: 4400.00  
Currency: USD  
Reference:  
Flex: [..]

Taxcode:   
Payment terms:   
Voucherno.:   
Description:

Show notes Add note  
07/12/2009 14:28 - IMPORTED VIA SCANNING

Distribution: 4400.00  
Difference: 0.00

An extended invoice header can be enabled by the profile option **INVOICEIT3: Show extended invoice header**. The extended invoice header contains the additional content listed below.

Standard Header	Extended Header
Invoice number	Tax code
Supplier name	Payment terms
Supplier site	Voucher number
Invoice date	Description
Invoice total	
Currency	
Link to header flexfields	

The user has the possibility to see the flexfields in the invoice header. Click the [..] symbol and the flexfields are subsequently displayed in a popup window. Flexfields defined by INVOICEIT and already shown in the invoice header are not shown in this popup. For more information about support of flexfields, please see appendix A.

The **Distribution** (the total amount on the notification) and the **Difference** fields (total amount on invoice lines minus the distribution amount) are shown as standard.

## Remark field







In this field notes and comments can be added for the next person to take action on the notification.

Show notes Add note  
07/12/2009 14:12 - IMPORTED VIA SCANNING



# GE invoice distribution fields

Figure 23 – GE Invoice Accounting Web Form Distribution Fields

Type	Tax	Description	Line price	Next approver	Next action
  Item	Value Added Tax - 10%	Public Relations Services	2000.00		 Approval
Accounting					[.]
  Item	Value Added Tax - 10%	Oracle Consulting	2000.00		 Approval
Accounting					[.]

Action :

The following fields are shown as default in the invoice distribution lines:

## Distribution Line Fields

Line Type (item, freight, tax etc.)

Line TAX

Line Description

Line total

Next Approver (Key in next approver/Coder)

Next Action

Link to distribution flexfields (for more information see appendix A)

Accounting Segments for Coding

# GE invoice distribution icons

Split the invoice distribution lines



Split an invoice distribution line into two separate lines. Use this if a given distribution line has to be divided between two departments/approvers.

Accounting Mode



Switch accounting mode to *Project Accounting* provided that this option is enabled. When clicking the icon again it switches back to normal accounting mode.

Project accounting

Delete Invoice Line



Delete a line from the invoice.

View Activity History



A history of the invoice distribution status is displayed.

Activity history Stock, Ms. Pat

Workflow	Subject	Started	End	Result
Workflow	Start pre process interface data	18-JUN-2006 12:26	18-JUN-2006 12:26	Successful pre processing data
Workflow	Successful pre process	18-JUN-2006 12:26	18-JUN-2006 12:26	Running preregistration of invoice
Workflow	Running preregistration of invoice	18-JUN-2006 12:26	18-JUN-2006 12:26	No preregistration of invoice
Workflow	No preregistration of invoice	18-JUN-2006 12:26	18-JUN-2006 12:26	New invoice
Stock, Ms. Pat	New invoice for accounting	18-JUN-2006 12:26		



## Distribution/Difference

INVOICEIT automatically checks that the total amount of the divided distribution lines adds up to the original distribution lines. If the total amount of the divided lines does not match that of the original lines the difference is displayed in red in the **Difference** field.

Distribution:	200.00
Difference:	-100.00

### Difference Line

If you want to allow invoices to be processed with a difference between the invoice header and distribution total, you will need to add a field to your INVOICES profile to store the difference amount. Make sure that you specify the proper Difference Amount Field and that the “Validate line amount against invoice total” checkbox is NOT checked in the INVOICEIT plugin configuration in the Manager module.

Add the *DifferenceAmountField* (**DIFF** in this example) to the transaction description.

Transaction description - PO\_NEW

Connected to invoice profile: PO\_new

Available fields:

- #SupplierNumber
- #Time
- #Title
- #UserName
- #FileDate
- #FileTime
- #Records
- Contact
- Currency
- Debit/Credit
- DIFF
- FreightAmount

No.	Field name	Idx	Format	Pad always	Len	Pos	Expression
7	#Imagefile	0	:"X(260)	0	260	8...	
8	#Imagefile2	0	:"X(260)	0	260	8...	
9	#Supplier	0	:"X(100)	0	100	8...	
10	#ProcessLog	0	:"X(150)	0	150	8...	
11	#BatchNo	0	+:"N(6)	0	6	8...	
12	Contact	0	:"X(0-50)	0	50	8...	
13	InvoiceDate	0	YYYYMM...	0	8	8...	
14	SupplierSite	0	:"X(0-50)	0	50	8...	
15	NetAmount	0	+:"N(...)	0	10	8...	
16	POnumber	0	:"X(0-50)	0	50	8...	
17	TaxAmount	0	+:"N(...)	0	10	9...	
18	TotalAmount	0	+:"N(...)	0	10	9...	
19	FreightAmount	0	+:"N(...)	0	10	9...	
20	DIFF	0	+:"N(...)	0	10	9...	
21	LineItemTable	0	X(800)	0	800	9...	

Set the system profile option *INVOICEIT3 : XML tag to insert difference line* to match the Difference Amount Field that you set up in INVOICES. Note that this is case sensitive.



The INVOICEIT mapping table must also be configured to match the XML tag for the difference line.

INTERFACE_ID:	2	Matches the value in <i>INVOICEIT3:XML</i> tag to insert difference line
LINE_ID:	3	
INT_TABLE_NAME:	INVOICEIT_OBJECT_LIBRARY	
OBJECT_NAME:	STD_DIFF_CCID	
XML_ATTR_NAME:	DIFF	
TAX CODE OVERRIDE FLAG:	N	You must enter a valid tax code here.
TAX CODE:	Non-Taxable	
SQL STATEMENT:	<pre>SELECT org.std_tax_ccid FROM XXIT3_workflow_org_flex_v org WHERE org.organization_id={ORG_ID}</pre>	
DESCRIPTION:	SQL to derive a valid code combination id for difference lines	

## Processing an invoice with difference amount

Invoice in Verify:

Buyer:	204 Vision Operations	Supplier number:	20025CITRUS PAYMENT204
Supplier:	H. Jones Company	Description:	CITRUS PAYMENT (204)

Name	Value
InvoiceNumber	DIFF1205
InvoiceDate	05012006
NetAmount	110.00
TaxAmount	0.00
TotalAmount	110.00
Currency	USD
FreightAmount	0.00
Contact	Stock, Ms. Pat
Debit/Credit	debit
DIFF	10.00

DIFF = TotalAmount - LineTotal

OK

LineTotal  
100.00

Difference amount transferred in XML to INVOICEIT:

```
<DIFF>10</DIFF>
```

Invoice in INVOICEIT workbench:



**Accounting** Stock, Ms. Pat

---

Invoice: DIFF1205  
 Supplier: H. Jones Company  
 Supplier site: CITRUS PAYMENT  
 Invoice Date: 01-MAY-2006  
**Invoice Total: 110.00**  
 Currency: USD  
 Reference:  
 Flex: [-]

Show notes | Add note

**Distribution: 100.00**  
 Net line price: 100.00  
 Calculated tax: 0.00  
**Difference: 0.00**

Type	Tax	Description	Line price	Next approver	Next action
Item	Non-Taxable	Anchor Rollers	100.00		Approval
Accounting					[-]

Save changes | Action: Save and continue flow

Because the difference amount has been configured, the difference is displayed as **\$0** and the flow can continue even though there is a \$10 difference between the invoice total and distribution total.

When the invoice is approved it is imported into Oracle AP with an additional distribution for the difference amount. The invoice total now matches the distribution total. The account coding comes from the mapping table setup for the **STD\_DIFF\_CCID**.

#### Invoice in Oracle AP

Invoices (Vision Operations: USD)

Batch Control Total:  Actual Total:

**TAX at Header**

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Supplier Num
Standard	H. Jones Co	CITRUS	01-MAY-2006	DIFF1205	110.00	Line			20025

Distributions (Vision Operations: USD) - DIFF1205, H. Jones Company

Invoice Total: **110.00**  
 Distribution Total: **110.00**

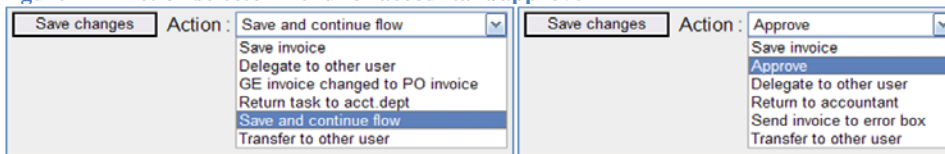
Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account	Includes Tax	Description
100.00	Non-Taxable		<input type="checkbox"/>	12-MAR-2010	03-000-1813-0000-000	<input type="checkbox"/>	Anchor Rollers
10.00	Non-Taxable		<input type="checkbox"/>	12-MAR-2010	03-000-1814-0000-000	<input type="checkbox"/>	STD DIFF:



## Action selector menu

The action selector menus vary depending on the role currently handling the invoice. Below the menu for accounting is shown to the left and the menu for approval is shown to the right.

Figure 24 – Action selector menu for accountant/approver



Command	Action
<b>Save Invoice</b>	Saves and validates the changes made to the invoice, for instance the accounting segments for coding, next approver/coder entered, line description filled. The notification can be opened again after it has been saved.
<b>Delegate to other user</b>	Saves the changes made to the invoice and the notification is sent to the selected user. The recipient of the notification must do the accounting/approval according to the authority of the delegator as defined in the system. The original owner (the delegator) still has ownership of the notification. This means that any reminders sent regarding the notification are sent to the <i>original</i> owner (the delegator).
<b>Return task to accounting department</b>	If a notification has been sent to the wrong user, the user can return the task to the accounting department if they do not know who the correct user is. The user receiving the notification is the INVOICEIT Superuser who may send the notification to another user if desired. Notifications can be returned to the accounting department for cancelling the invoice or for correcting invoice header information.
<b>Save and continue flow</b>	Saves and validates the changes made to the invoice, for instance the accounting segments for coding, next approver/coder entered, line description filled. If all information entered on the invoice is validated, the notification is afterwards automatically sent to the next Account Coder or Approver according to the Approval Hierarchies / Authority / Routing setup in Oracle.
<b>Transfer to other user</b>	Saves the changes made to the invoice and transfers the notification to the selected user. The receiver of the notification must do the Accounting/Approval according to his or her rights. The ownership of the notification is transferred to the receiver of the notification. This means that any reminders sent regarding this notification are sent to the <i>new</i> owner of the notification.
<b>Approve Invoice</b>	Approves the invoice. The invoice is approved if the approver has sufficient rights according to the setup in Oracle approval assignments and the approval group for the document total and account range allowed for approval.
<b>Send to Error box</b>	The user has the opportunity to send the invoice to an error box if for example the invoice has to be cancelled. The INVOICEIT Superuser has the option to either cancel the invoice or handle it in another manner.
<b>GE invoice changed to PO invoice</b>	This enables the ability to change a GE invoice to a PO invoice. When selecting this option, the user is prompted to enter a purchase order reference before the PO workflow can be started.



# PO workbench functionality

This section describes the INVOICEIT web form functionality and layout for PO invoices.

Figure 25 - PO Invoice Accounting Web Form

**Purchase order not matched** ? **Roosevelt, Franklin** **Don't handle it** **INVOICE IT**

Invoice: 20091207-7  
 Supplier: TT Services  
 Supplier site: LINE  
 Invoice Date: 11-NOV-2009  
 Invoice Total: 4400.00  
 Currency: USD  
 Reference:  
 Flex: [-]

Taxcode:   
 Payment terms:   
 Voucherno.:   
 Description:

Show notes Add note  
 07/12/2009 15:50 - IMPORTED VIA SCANNING

Distribution: 4400.00  
 Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 10%	Public Relations Services	2000.00		Approval
Accounting 01	510 7120 0000 000				[-]
Item	Value Added Tax - 10%	Oracle Consulting	2000.00		Approval

Save changes Action: Matched

## PO invoice icons

The icons on the PO accounting web form are similar to that of the GE accounting form (see section GE workbench functionality) For a description of the functionality of the various icons please refer to the section for GE invoices above.

## PO invoice header fields

A variety of standard information is available in the INVOICEIT invoice header. For a description of functionality in the invoice header, please refer to the section for GE invoices above.

Figure 26 – PO invoice Accounting Web Form Header

**Purchase order not matched** ? **Roosevelt, Franklin** **Don't handle it** **INVOICE IT**

Invoice: 20091207-7  
 Supplier: TT Services  
 Supplier site: LINE  
 Invoice Date: 11-NOV-2009  
 Invoice Total: 4400.00  
 Currency: USD  
 Reference:  
 Flex: [-]

Taxcode:   
 Payment terms:   
 Voucherno.:   
 Description:

Show notes Add note  
 07/12/2009 15:50 - IMPORTED VIA SCANNING

Distribution: 4400.00  
 Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 10%	Public Relations Services	2000.00		Approval
Accounting 01	510 7120 0000 000				[-]
Item	Value Added Tax - 10%	Oracle Consulting	2000.00		Approval

Save changes Action: Matched

## PO invoice distribution fields

Figure 27 – PO Invoice Accounting Web Form Distribution

Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 10%	Public Relations Services	2000.00		Approval
Accounting 01	510 7120 0000 000				[-]
Item	Value Added Tax - 10%	Oracle Consulting	2000.00		Approval

Save changes Action: Matched

In this section, only functionality referring specifically to PO invoices will be described. For a description of the remaining invoice distribution functionality, please refer to the previous section for GE invoices.


### Reverse line



This feature gives you the opportunity to reverse (undo) a matched invoice

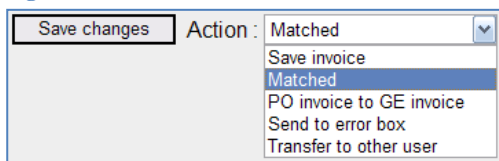




		line and for instance redo manual matching.
		<b>WARNING: Clicking this icon again after the match has been reversed will delete the invoice line.</b>
Match Purchase Order		Click this icon to open the “Manual Match workbench”. This feature allows the user to manually match the invoice line to a specific purchase order line, shipment and distribution in case the workflow could not automatically identify the purchase order line to be matched. If a user has reversed a line it is possible to manually match it to the correct purchase order line.

## Action selector menu

Figure 28 – Action selector menu



The PO Action Selector Menu is similar to that of the GE Action Selector except for two options:

Command	Action
<b>Save Invoice</b>	Saves and validates the changes made to the invoice, e.g. the accounting segments are validated. The notification can be opened again after it has been saved.
<b>Matched</b>	This action contains the same validations as the action ‘Save Invoice’, however it also contains the functionality of continuing the workflow after match.
<b>PO invoice changed to GE invoice</b>	The user has the option to change the PO invoice to a GE invoice without a purchase order reference. For more information about this feature, please see appendix C.
<b>Transfer to other user</b>	Saves the changes made to the invoice and transfers the notification to the selected user. The receiver of the notification must do the Accounting/Approval according to his or her rights. The ownership of the notification is transferred to the receiver of the notification. This means that any reminders sent regarding this notification are sent to the <i>new</i> owner of the notification.
<b>Send to Error box</b>	The user has the opportunity to send the invoice to an error box if for example the invoice has to be cancelled. The INVOICEIT Superuser has the option to either cancel the invoice or handle it in another manner.



# Manual match workbench

Note that the manual match workbench can be setup differently through the system profile option: *INVOICEIT3: Use MultiMatch as Manual Match*. It is possible to choose between a single match screen and a multimatch screen for manual match handling.

## Single match workbench

Figure 29 – Single Match Workbench

Show all

No

Inverse selected

DistLine	Order	Item	Description	Quantity	Unitprice	Amount
1	3179	-		1	2300	2300.00

Amount to be matched : 2300



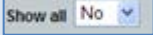

Amount selected for match : 0

Difference: 2300

Match	Quantity	Unitprice	Line total	Order	Rel.	Line	Shipment	Item	Supplier Item	Requestor	Description	Ordered	Invoiced	Recieved
				3179										
No	1	1000	1000	3179		1	1	z7235		Brown, Ms. Casey	Weekly Warehousing	1	0	0
No	10	30	300	3179		2	1	DVD-CR			DVD	10	0	0

Searchresult 2.

## Single match workbench icons

Match purchase order (submit)		When a purchase line has been selected manually for matching this icon finalizes the match between the selected purchase order line and the invoice line.
Search purchase order		This icon makes it possible to search for a specific purchase order.
Show all purchase order lines		As default only open purchase order lines are visible. Selecting <b>Yes</b> makes all purchase order lines (open and closed) visible.
Reverse selected		Clicking this icon reverses the selection in the manual match workbench.

## Header information

The listed header information is available in the Manuel Match screen. The data is imported from the scanned invoice.

Manual Match Header
Match line info
Amount to be matched
Amount selected for match
Difference

Figure 30 – Manual Match Header Information



Matching info	Dist.	Line	Order	Item	Description	Quantity	Unitprice	Amount:
	1	3179		-		1	2300	2300.00
Amount to be matched :	<input type="text" value="2300"/>							
Amount selected for match :	<input type="text" value="0"/>							
Difference:	<input type="text" value="2300"/>							

## Line information

The listed line information is available in the manual match screen. The data is imported from the selected purchase order number.

Manual Match Line Information
Match (yes/no)
Quantity
Unit Price
Line Total
Order (Purchase Order Number)
Rel. (Release number)
Line (Purchase Order/Release Line Number)
Shipment (Selected Purchase Order/Release Shipment number)
Item
Supplier Item
Requestor
Description
Ordered
Invoiced
Received

Figure 31 – Single Match Line Information

Match	Quantity	Unitprice	Line total	Order	Rel.	Line	Shipment	Item	Supplier Item	Requestor	Description	Ordered	Invoiced	Received
No	1	1000	1000	3179		1	1	z7235		Brown, Ms. Casey Weekly Warehousing		1	0	0
No	10	30	300	3179		2	1	DVD-CR			DVD	10	0	0



# Multi match workbench

The Multi Match screen consists of four major areas:

Area	Description
<b>Invoice lines</b>	Displays all invoice lines captured and general invoice information. Content can be sorted by clicking column headers.
<b>Invoice Info</b>	Displays the overall invoice sum matched.
<b>PO details</b>	Displays purchase order information for purchase order lines identified with the selected invoice lines. Content can be sorted by clicking column headers.
<b>Match result</b>	Displays the match result for all lines that have been matched. Match result is updated whenever the matching is saved. In the example illustration line number 2 has been matched with purchase order 6543 line 1, shipment 1 and distribution 1 with a Qty of 1 and Price 100.

Figure 32 – Multimatch as Manual Match

Figure 33 – Multi match screen for manual PO invoice matching



## PO search fields

Specific purchase orders and purchase order lines can be accessed via the purchase order search fields located in the PO details area above the purchase order lines. Fill in the appropriate search criteria and click the **binocular icon** to search all purchase orders.

Figure 34 – Purchase order search fields

PO	Rel. PO	Line	Ship	Distrib.	Suppl	Item	Description	Item	Qty
	6543	1	1	1	CONS#7120	Public Relations Services	z7120	100	

## Matching line

Double-click an invoice line to select it. Select the invoice line and the purchase order line that should be matched manually. To match the lines, click the **green cross** icon names to add purchase order line to match result. The invoice line is matched with the selected purchase orders *number, line, shipment and distribution*. The *Price* and *Qty* are automatically taken from the captured invoice line information.

Figure 35 – Matching invoice lines via Green Cross icon

PO	Rel. PO	Line	Ship	Distrib.	Suppl	Item	Description	Item	Qty	Price	Amount	Ordered	Received	Invoiced	Tax	Requestor
							Oracle Consulting		1000	500	500000	1000	0	12	VAT-15%	Stock, Ms. Pat
							Consulting		10000	500	5000000	10000	0	11	VAT-15%	Stock, Ms. Pat
	6543	1	1	1	CONS#7120		Public Relations Services	z7120	10000	1000	10000000	10000	0	43	VAT-15%	Stock, Ms. Pat

When the match has been done, *Match Result* is updated. It is now up to the user to decide if the description from the purchase order or the invoice should be applied. (In this example the description from the invoice is selected.)

Figure 36 – Updated Match Result

Match Result										
Description	PO	Rel.	PO Line	Ship	Distrib.	Qty	Price	Amount	Inv. Line.	
Public Relations Service	6543		1	1	1	1	100	100	2	
Line1Public Relations Sr	6543		1	1	1	1	100	100	1	
<input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Close"/>										

If the match is correct, click **Save**. When the screen reloads there is a **green checkmark** for the selected and matched invoice line. This means it is now matched and added to the match result.

Figure 37 – Matched line updated with checkmark

Invoice Lines										
	Inv. Line.	PO	Item	Description	Qty	Price	Amount	Tax	Diff	
		1	6543	Line1Public Relations Services	1	100	100	VAT-15%	0	
		2	6543 z7120	Public Relations Services	1	100	100	VAT-15%	0	

If a line has been matched incorrectly, it can be reversed by clicking the **reverse icon**. All matching between the line and the purchase order is removed.

Figure 38 – Reverse match icon

	Inv. Line.	PO	Item	Description
		1	6543	Line1Public Relat

## Workflow recommendations

The workflow can recommend purchase order lines for matching based upon embedded recommendation rules. Recommended purchase order lines are highlighted in green when an appropriate invoice line is selected.

In the example below invoice line number 3 has been selected. Purchase order line 1 is highlighted which means the workflow recommends that the two lines are matched.

Figure 39 – Recommended purchase order lines for match (Unit price example)



Invoice Lines										Invoice Info	
	Inv. Line.	PO	Item	Description	Qty	Price	Amount	Tax	Diff	Sum already Matched	Sum to Match
		1	6543	Line1Public Relations Services	1	100	100	VAT-15%	0	200.00	
		2	6543	z7120 Public Relations Services	1	100	100	VAT-15%	0	1000.00	
		3	6543	#OC One Oracle Cons.	1	1000	1000	VAT-15%	-1000		

The green line is the recommended purchase order line for matching the selected line




PO Details										Ordered	Recieved	Invoiced	Tax	Requestor
To Match on a different PO, enter the PO info in the filterboxes below.														
PO	Rel.	PO Line S												
	6543	1	1	1	CONS#7120	Public Relations Services z7120	10000	1000	10000000	10000	0	43	VAT-15%	Stock, Ms. Pat
	6543	2	1	1	CONS#10	Consulting	10000	500	5000000	10000	0	11	VAT-15%	Stock, Ms. Pat
	6543	3	1	1	#10	Oracle Consulting	1000	500	500000	1000	0	12	VAT-15%	Stock, Ms. Pat

The green line is the recommended purchase order line for matching the selected line

## Purchase order search

The example shows how it is possible to use the search fields. By using the criterion “%Oracle%” in the description search field, all purchase order lines containing the segment “Oracle” are returned.

Figure 40 – Purchase order search with %Oracle% description criterion

PO Details																	
<div><div></div><div>To Match on a different PO, enter the PO info in the filterboxes below.</div></div>																	
	PO	Rel.	PO Line	Ship	Distrib.	Suppl	Item	Description	Item	Qty	Price	Amount	Ordered	Recieved	Invoiced	Tax	Requestor
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%Oracle%	<input type="text"/>								
	9099	3	1	1		#10		Oracle Consulting		1000	500	500000	1000	0	16	VAT-15%	Stock, Ms. Pat
	6543	3	1	1		#10		Oracle Consulting		1000	500	500000	1000	0	12	VAT-15%	Stock, Ms. Pat

## Split matching

Invoice lines can be matched with several purchase order lines. The process of dividing the lines for matching is called *splitting*. To split a match for an invoice line the purchase order line must be edited manually to fit the desired match.

In the example below it is shown how a user manually edits the Qty and Price so the invoice line can be split to be matched with more than one purchase order line. The **green cross** icon is also used to perform the match for invoice lines split between several purchase order lines.

Click **Save** when done. This saves the user's actions.

Figure 41 – Editing purchase order line information to perform a split match

Invoice Lines										Invoice Info	
	Inv. Line.	PO	Item	Description	Qty	Price	Amount	Tax	Diff	Sum already Matched	Sum to Match
✓	1	6543		Line1Public Relations Services	1	100	100	VAT-15%	0	200.00	
✓	2	6543	z7120	Public Relations Services	1	100	100	VAT-15%	0	1000.00	
✗	3	6543	#OC	One Oracle Cons.	1	1000	1000	VAT-15%	-1000		

PO	Rel.	PO Line	Ship	Distrib.	Suppl	Item	Description	Item	Qty	Price	Amount	Ordered	Recieved	Invoiced	Tax	Requestor
9099	3	1	1	1		#10	Oracle Consulting		1000	500	500000	1000	0	16	VAT-15%	Stock, Ms. Pat
6543	3	1	1	1		#10	Oracle Consulting		1	1000	1000	1000	0	12	VAT-15%	Stock, Ms. Pat

Change Qty and Price to match an invoice line with more than one purchase order line

Figure 42 – An invoice line has been split and matched to several purchase order lines





Invoice Lines											Invoice Info	
	Inv. Line.	PO	Item	Description	Qty	Price	Amount	Tax	Diff			
✓	1	6543		Line1Public Relations Services	1	100	100	VAT-15%	0		Sum already Matched	200.00
✓	2	6543	z7120	Public Relations Services	1	100	100	VAT-15%	0		Sum to Match	1000.00
✗	3	6543	#OC	One Oracle Cons.	1	1000	1000	VAT-15%	0			

PO Details															
To Match on a different PO, enter the PO info in the filterboxes below.															
PO	Rel.	PO Line	Ship	Distrib.	Suppl	Item	Description	Item Qty	Price	Amount	Ordered	Recieved	Invoiced	Tax	Requestor
							%Oracle%								
9099		3	1	1		#10	Oracle Consulting	1000	500	500000	1000	0	16	VAT-15%	Stock, Ms. Pat
6543		3	1	1		#10	Oracle Consulting	999	500	499500	1000	0	12	VAT-15%	Stock, Ms. Pat

Match Result										
Description	PO	Rel.	PO Line	Ship	Distrib.	Qty	Price	Amount	Inv. Line.	
Line1Public Relations S	6543		1	1		1	100	100	1	
Public Relations Service	6543		1	1	1	1	100	100	2	
One Oracle Cons.	6543		3	1	1	1	1000	1000	3	

## Returning to manual match screen

To save all actions and return to the first manual match screen click **Save and Close**.

Figure 43 – Saving and closing when matching has been done

Invoice Lines										
	Inv. Line.	PO	Item	Description	Qty	Price	Amount	Tax	Diff	
✓	1	6543		Line1Public Relations Services	1	100	100	VAT-15%	0	
✓	2	6543	z7120	Public Relations Services	1	100	100	VAT-15%	0	
✓	3	6543		One Oracle Cons.	1	1000	1000	VAT-15%	0	

If the manual match has been done incorrectly or should be reviewed, the multi match screen can be re-accessed via the **MultiMatch** icon.



# Credit Memos

This section describes the INVOICEIT functionality and screens for processing credit memos.

The system profile *INVOICEIT3 : XML Credit* determines if an invoice is a credit memo. Specify the **xml tag name** and **tag value** for credit invoices separated by a colon. (**Credit:1** and **DebitCredit:credit** are examples of values normally used for this profile). This depends upon the xml (field in INVOICES) that will be transferred to the workflow and needs to correspond to the transaction description being used in INVOICES.

If you choose **Credit:1** then you need to include **#Credit** in your transaction description. INVOICES will pass an XML tag called Credit with a value of 1 **<Credit>1</Credit>** if an invoice is marked as a credit in INVOICES Verify.

**System Profile Values**

Profile	Site
INVOICEIT3 : XML credit	Credit:1

**Buyer:** 204 Vision Operations  
**Supplier:** H. Jones Company  
**Supplier number:** 20025CITRUS PAYMENT(204)  
**Description:** CITRUS PAYMENT (204)

Name	Value
InvoiceNumber	12051961-26
InvoiceDate	05012006
NetAmount	755.25
TaxAmount	113.29
TotalAmount	868.54
Currency	USD
FreightAmount	0.00
Contact	
Debit/Credit	credit

**Transaction description - PO\_NEW**

No.	Field name	Idx	Format
1	InvoiceNum...	0	-"A(0-...
2	#Appendices	0	X(8000)
3	#Credit	0	-"X(1)
4	Currency	0	-"A(3)

If you choose **DebitCredit:credit** then you need to include **Debit/Credit** in your transaction description. INVOICES passes an XML tag called DebitCredit with a value of credit **<DebitCredit>credit</DebitCredit>** if an invoice is marked as a credit in INVOICES Verify.





System Profile Values

Profile: **INVOICEIT3 : XML credit** Site: **DebitCredit:credit**

Editor: **DebitCredit:credit**

Buyer: **204 Vision Operations** Supplier number: **20025CITRUS PAYMENT204**

Supplier: **H. Jones Company** Description: **CITRUS PAYMENT (204)**

Name	Value
InvoiceNumber	12051961-26
InvoiceDate	05012006
NetAmount	755.25
TaxAmount	113.29
TotalAmount	868.54
Currency	USD
FreightAmount	0.00
Contact	
Debit/Credit	<b>credit</b>

Transaction description - PO\_NEW

Connected to invoice profile: **PO\_new**

No.	Field name	Idx	Format	Pad always	Len
1	Debit/Credit	0	!!*(1-20)	0	20
2	InvoiceNum...	0	!!*A(0-...	0	34
3	#Appendices	0	X(8000)	0	8...

## Standard credit memo

In INVOICES Verify module set *Debit/Credit* to **credit**.

Currency	USD
FreightAmount	0.00
Contact	Stock, Ms. Pat
Debit/Credit	<b>credit</b>

Code and approve the invoice in the INVOICEIT workflow. The invoice is then imported to Oracle Accounts Payables as a credit memo:

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount
<b>Credit Memo</b>	H. Jones Co	CITRUS	01-MAY-2006	CR12051961-26	<100.00>

## Credit memo matched to PO

In INVOICES Verify module capture the PO number that you want to match the credit invoice to and select **credit** in the *Debit/Credit* field.

NetAmount	190.00
TaxAmount	0.00
TotalAmount	190.00
Currency	USD
POnumber	<b>360912</b>
FreightAmount	0.00
Contact	
Debit/Credit	<b>credit</b>

Also capture the appropriate invoice line information. In this case we are going to credit a quantity of 10 for a total of \$190 from the PO.

POnum_L	ItemNumber	Description	Qty	UnitPrice	LineTotal
360912	X454	BlueBlazer-10	10	19.00	190.00



Notice below that the quantity invoiced on this PO before we process this credit invoice is 46,770.

Shipments (Vision Operations) - 360912

Shipments More Status

Quantity

Num	Status	Ordered	Received	Cancelled	Billed
1		60000	0	0	46770

ReadSoft InvoiceIT Multi Match

Invoice Lines	PO	Invoice Line	Item	Description	Quantity	Price	Amount	Tax	Diff	Invoice Info
	360912	1	X454	BlueBlazer-100	-10	19.00	-190.00	0.00		Amount matched 0.00 Amount not matched -190.00

PO Details

To Match on a different PO, enter the PO info in the filterboxes below.

PO	PO Line	Release	Item	Supplier Item	Description	Shipment	Distribution	Quantity	Price	Amount	Ordered	Received	Invoiced	Qty. canceled	Tax	Req
360912	1		X454	BLUE BLAZER	1	1		13240.0	19	251560.00	60000	0	46770	0		

Match Result

Description	PO	PO Line	Shipment	Distribution	Quantity	Price	Amount	Invoice Line
BlueBlazer-100	360912	1	1	1	-10	19	-190.00	1

Match and Close Save Close

Match the invoice to the purchase order.

Purchase order not matched ? Baker, Catherine

Invoice: CR3820948  
Supplier: Labiches  
Supplier site: HIGHWAY 61  
Invoice Date: 03-DEC-2006  
Invoice Total: -190.00  
Currency: USD  
Reference:  
Flex: [.]

Show notes Add note

Distribution: -190.00  
Net line price: -190.00  
Calculated tax: 0.00  
Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item		BlueBlazer-100	190.00		Approval
Accounting	03	000 1813 0000 000			[.]

Save changes Action: Matched

Now the quantity invoiced on the PO after we process this credit invoice is 46,760. It has been reduced by the quantity of 10 on our credit invoice.

Shipments (Vision Operations) - 360912

Shipments More Status

Quantity

Num	Status	Ordered	Received	Cancelled	Billed
1		60000	0	0	46760

Line Num 1 Item BLUE BLAZER

Receiving Controls Distributions



# Credit memo matched to invoice

In Verify specify the invoice number to which you want to match the credit invoice. In the screenshot below this field is called *CreditInvoiceNum*. The field must be included in the transaction description in the Manager module and must also be mapped to the **CREDIT\_INVOICE\_NUM** column in the INVOICEIT mapping table.

Buyer:  
204 Vision Operations

Supplier number:  
20025CITRUS PAYMENT204

Supplier:  
H. Jones Company

Description:  
CITRUS PAYMENT (204)

	Name	Value	#
+	InvoiceNumber	CR_HJONES1	
+	CreditInvoiceNum	HJONES1	
+	InvoiceDate	05012006	
+	NetAmount	10.00	
+	TaxAmount	1.50	
+	TotalAmount	11.50	
+	Currency	USD	
+	POnumber		
+	FreightAmount	0.00	
+	Contact	Stock, Ms. Pat	
+	Debit/Credit	credit	

Transaction description - CREDIT

Connected to invoice profile:  
Credit

No.	Field name	Idx	Format	Pad always	Len	Pos	Expression
1	Supplier	0	'''*(100)	0	100	1	
2	InvoiceNumber	0	'''*(1-50)	0	50	101	
3	CreditInvoiceNum	0	'''*(0-40)	0	40	151	
4	InvoiceDate	0	YYYYMM	0	8	191	

Available fields:

INTERFACE\_ID: 2

LINE\_ID: 1

INT\_TABLE\_NAME: X0T3\_INVOICES

INT\_COLUMN\_NAME: CREDIT\_INVOICE\_NUM

DATA\_TYPE: VARCHAR2

XML\_ATTR\_NAME: CreditInvoiceNum

ACTIVE: Y

COUNTER: N

DEFAULT\_VALUE:

DATA\_LENGTH: 50

SEQ:

KEY:

CONVERT\_UPPER:

SQL STATEMENT:

INSERT\_COLUMN: Y

INTERFACE\_LINE\_ID: 204

USE\_IN\_WF\_NOTIFICATION:

WF\_NOTIFICATION\_DESC:

WF\_NOT\_ORDER\_BY:

Save

INVOICEIT Mapping table

ACTIVE and INSERT\_COLUMN must be set to Y.

The INVOICEIT standard approver for the organization gets a notification to **Match credit invoice**.



**Worklist**

View

Select Notifications:   |

Select All | Select None

Select	From	Type	Subject
<input type="checkbox"/>	InvoiceIT3 Supplier Invoices - Scanner Workflow		Match credit invoice : CR_HJONES1 - H. Jones Company - Vision Operations

Notice below the notification states that some manual steps are required.

**Match credit invoice : CR\_HJONES1 - H. Jones Company - Vision Operations**

To Baker, Catherine  
Sent 11-Jan-2010 11:50:27  
ID 1197510

Invoice CR\_HJONES1, from supplier H. Jones Company and organization Vision Operations, is now ready to be manually matched with invoice HJONES1.

After the invoice has been manually matched in AP, press Continue and the workflow will continue with the validation process.

Match the credit invoice to the original invoice. Select **Invoice** from the dropdown at the bottom right and click **Match**.

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Supplier Num
<b>Credit</b>	H. Jones Co	CITRUS	01-MAY-2006	CR_HJONES1	<11.50>	Line			20025
Standard	H. Jones Co	CITRUS	01-MAY-2006	HJONES1	115.00	Line			20025

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

**Amount Paid**  
USD 0.00

**Invoice Status**  
Status: Never Validated  
Accounted: No

**Approval Status**  
Approval: Not Required  
Pending Approver:

Description:

**Summary**  
Holds: 1  
Distribution Total: <11.50>

Actions... 1 Overview Distributions **Invoice**

Find the invoice to which you want to match the credit memo. Enter the invoice information and click the **Find**.

**Find Invoices for Matching**

Invoice Number: HJONES1

Invoice Amounts: -

Invoice Dates: -

PO Number:

Select the **Match** checkbox and enter the Credit Amount. Click **Distribute**.



Match to Invoices (Vision Operations: USD) - CR\_HJONES1, H. Jones Company

Invoice Amount  Distribution Total

**Invoice**

Match	Credit Amount	Number	Date	Amount	PO Number	Receipt Number
<input checked="" type="checkbox"/>	<input type="text" value="&lt;11.50&gt;"/>	HJONES1	01-MAY-2006	115.00		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description

Status  Unpaid Amount

Posted

Select the appropriate distributions, enter the Credit Amount (and Credit Quantity if applicable), and click **Match**.

Match to Invoice Distributions (Vision Operations: USD) - HJONES1

Control Amount  Actual Amount

Price Correction

Match	Credit Quantity	Credit Amount	Type	Amount	Account
<input checked="" type="checkbox"/>		<input type="text" value="&lt;10.00&gt;"/>	Item	100.00	03.000-1813.0000.000
<input checked="" type="checkbox"/>		<input type="text" value="&lt;1.50&gt;"/>	Tax	15.00	01.000-7740.0000.000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Description

Account Description

PO Number  Receipt Number

Go back to the INVOICEIT workflow notification and click **Continue** to continue the flow.

ID 1197510

Invoice CR\_HJONES1, from supplier H. Jones Company and organization Vision Operations, is now ready to be manually matched with invoice HJONES1.

After the invoice has been manually matched in AP, press Continue and the workflow will continue with the validation process.

**Action History**

Num	Action Date	Action	From	To	Details
1	11-JAN-2010 09:50:27	Submit	Baker, Catherine	Baker, Catherine	

[Return to Workflow](#)

☐ Display next notification after my response

The workflow is complete.

Workflow Type

Type Internal Name  (Example: WFDemo, WFEROR)

Workflow Owned By

Item Key

User Key

\* Workflow Status

\* Workflow Started

[Show More Search Options](#)

Results: Workflows

To view or administer a workflow, select "Activity History". Select "Participant Responses" to view comments and other information gathered for closed, response-required notifications.

☒ TIP Workflow histories are periodically purged from the system and may no longer be available for review.

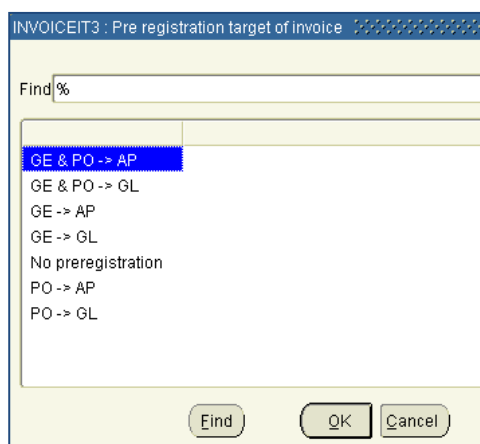
Select Workflow and View...

Select	Status	Workflow Type	Item Key	User Key	Owned By	Started	Completed
<input checked="" type="radio"/>	Complete	InvoiceT3 Supplier Invoices - Scanner Workflow	5127	Organization : (204) Vision Operations Supplier name : H. Jones Company Vendor invoice no: CR_HJONES1		11-Jan-2010 11:50:09	11-Jan-2010 12:53:36



# Pre-registration

This section describes the INVOICEIT functionality for pre-registering invoices in AP and GL. This functionality allows invoices processed through INVOICEIT to be posted in Oracle AP and GL before the invoice is approved or matched to a purchase order. The invoice distributions are posted to default item, tax, miscellaneous, and freight accounts based on the invoice line type. INVOICEIT can be set up to pre-register either PO or GE (non-po) invoices or both using the system profile option *INVOICEIT3 : Pre registration target of invoice*.



Please see the INVOICEIT setup guide for more information regarding pre-registration.

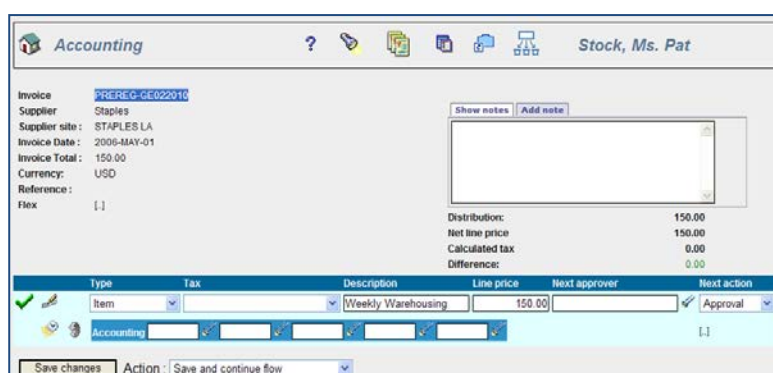
## Pre-registration in AP

To pre-register invoices in AP only, set the system profile option *INVOICEIT3 : Pre registration target of invoice* to one of the values below based on which invoices you want to pre-register:

- GE & PO → AP      Pre-register both GE and PO invoices.
- GE → AP      Pre-register GE invoices only.
- PO → AP      Pre-register PO invoices only.

## GE Invoice

A new invoice has been sent into the workflow, but no action has yet been taken.



An invoice prefixed with PRE01- is imported into Oracle AP and is on hold. The invoice distribution is created using the default item account. The invoice has an INVOICEIT: Block Posting Hold that will not allow it to be accounted.





Invoices (Vision Operations: USD)

Batch Control Total Actual Total

**CT\_Folder**

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount
Standard	Staples	STAPLES	2006-MAY-01	PRE01-PREREG-GE022010	150.00	Line		

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

**Amount Paid** USD 0.00

**Invoice Status**  
 Status: Never Validated  
 Accounted: No

**Approval Status**  
 Approval: Not Required  
 Pending Approver:

Description:

**Summary**  
 Holds: 1  
 Distribution Total: 150.00

---

Distributions (Vision Operations: USD) - PRE01-PREREG-GE022010, Staples

Invoice Total: 150.00  
 Distribution Total: 150.00

**CT\_DistributionFolder**

Num	Track as Asset	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account
1		Item	150.00				2010-FEB-26	01-501-7410-0000-000

---

Add1 Org. Unit Details

Standard Responsibility: **PAYABLES OPERATIONS**

Standard Approver: Pat Stock - Ops

Standard item account: 01-501-7410-0000-000

Standard tax account: 03-000-1814-0000-000

Standard misc account: 01-501-7740-0000-000

Standard freight account: 01-501-7220-0000-000

Context Value:

The invoice is coded and approved in INVOICEIT.

**Accounting**

Invoice: PREREG-GE022010  
 Supplier: Staples  
 Supplier site: STAPLES LA  
 Invoice Date: 2006-MAY-01  
 Invoice Total: 150.00  
 Currency: USD  
 Reference: [.]  
 Flex: [.]

Show notes Add note

Distribution:  
 Net line price  
 Calculated tax  
 Difference:

Type	Tax	Description	Line price	Next
Item		Weekly Warehousing	150.00	
Accounting	99	230	6160	0000 000

The pre-registration invoice that was originally imported to Oracle AP is cancelled.



Invoices (Vision Operations: USD)

Batch Control Total

CT\_Folder

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount
Standard	Staples	STAPLES	2006-MAY-01	PRE01-PREREG-GE022010	0.00

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

Amount Paid: USD 0.00

Invoice Status: Status Cancelled, Accounted No

A new invoice is imported into Oracle AP containing the accounting distribution that was coded in the INVOICEIT accounting workbench.

Invoices (Vision Operations: USD)

Batch Control Total

Actual Total

CT\_Folder

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount
Standard	Staples	STAPLES	2006-MAY-01	PREREG-GE022010	150.00	Line		

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

Amount Paid: USD 0.00

Invoice Status: Status Validated, Accounted No

Approval Status: Approval Not Required, Pending Approver

Distributions (Vision Operations: USD) - PREREG-GE022010, Staples

Invoice Total: 150.00

Distribution Total: 150.00

CT\_DistributionFolder

Num	Track as Asset	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account
1		Item	150.00				2010-FEB-26	99-230-6160-0000-000

## PO Invoice

The pre-registration for the PO invoice works the same way as for the GE invoice except that the invoice lines get their account coding from the associated PO distributions.

Invoice is not yet matched to a purchase order.

Missing

Stock, Ms. Pat

Invoice: PO10990401405

Supplier: Agilysis, Inc.

Supplier site: PAYSHERE

Invoice Date: 2005-OCT-31

Invoice Total: 5458.26

Currency: USD

Reference: [.]

Flex: [.]

Show notes | Add note

Distribution: 5458.26

Net line price: 5458.26

Calculated tax: 0.00

Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item	Non-Taxable	IMP-PROJECTFEE	4500.00		Approval
Item	Non-Taxable	IMP-EXPENSES	958.26		Approval

Save changes Action: Matched

Pre-registration invoice is imported into Oracle AP. As in the GE example, the invoice distribution is created using the default item account.





INVOICES (Vision Operations: USD)

Batch Control Total:  Actual Total:

CT\_Folder

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount
Standard	Agilysis, Inc	PAYSPH	2005-OCT-31	PRE01-PO10990401A05	5,458.26	Line		

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

Amount Paid: USD  0.00

Invoice Status: Status  Never Validated Accounted  No

Approval Status: Approval  Not Required Pending Approver

Description:

Summary: Holds  1 Distribution Total  5,458.26

Distributions (Vision Operations: USD) - PRE01-PO10990401A05, Agilysis, Inc.

Invoice Total: 5,458.26 Distribution Total: 5,458.26

CT\_DistributionFolder

Num	Track as Asset	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account
1	<input type="checkbox"/>	Item	5,458.26	Non-Taxable		<input type="checkbox"/>	2010-FEB-26	01501-7410-0000-000

The invoice lines are matched to the appropriate PO lines and distributions in INVOICEIT and the account coding is copied from the PO.

Type	Tax	Description	Line price
Item	Non-Taxable	IMP-PROJECTFEE	4500.00
Accounting	03 000 1814 0000 000		
Item	Non-Taxable	IMP-EXPENSES	958.26
Accounting	03 000 1813 0000 000		

The pre-registration invoice that was originally imported to Oracle AP is cancelled.

Standard Agilysis, Inc PAYSPH 2005-OCT-31 PRE01-PO10990401A05 0.00 Line

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

Amount Paid: USD  0.00

Invoice Status: Status  Cancelled Accounted  No

Approval Status: Approval  Not Required Pending Approver

Description:

Summary: Holds  0 Distribution Total  0.00

A new invoice is imported into Oracle AP containing the accounting distribution copied from the purchase order in the INVOICEIOT workflow.



Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount
Standard	Agilysis, Inc	PAYSPH	2005-OCT-31	PO10990401A05	5,458.26	Line		

1 General

2 Holds

3 View Payments

4 Scheduled Payments

5 View Prepayment Applications

**Amount Paid**  
 USD 0.00

**Invoice Status**  
 Status: Validated  
 Accounted: No

**Approval Status**  
 Approval: Not Required  
 Pending Approver:

Description:

**Summary**  
 Holds: 0  
 Distribution Total: 5,458.26

Distributions (Vision Operations: USD) - PO10990401A05, Agilysis, Inc.

Invoice Total: 5,458.26  
 Distribution Total: 5,458.26

**CT\_DistributionFolder**

Num	Track as Asset	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account
1	<input checked="" type="checkbox"/>	Item	4,500.00	Non-Taxable		<input type="checkbox"/>	2010-FEB-26	03-000-1814-0000-000
2	<input checked="" type="checkbox"/>	Item	958.26	Non-Taxable		<input type="checkbox"/>	2010-FEB-26	03-000-1813-0000-000

## Pre-registration in GL

To pre-register invoices in both AP & GL, set the system profile option *INVOICEIT3 : Pre registration target of invoice* to one of the values below based on which invoices you want to pre-register:

- GE & PO → GL      Pre-register both GE and PO invoices.
- GE → GL      Pre-register GE invoices only.
- PO → GL      Pre-register PO invoices only.

## GE Invoice

A new invoice has been sent into the workflow, but no action has yet been taken.

**Accounting**

**Stock, Ms. Pat**

Invoice: GE022010GL  
 Supplier: Staples  
 Supplier site: STAPLES LA  
 Invoice Date: 01-MAY-2009  
 Invoice Total: 115.00  
 Currency: USD  
 Reference:  
 Flex: [...]

Show notes   Add note

Distribution: 115.00  
 Net line price: 100.00  
 Calculated tax: 15.00  
 Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 15%	Weekly Warehousing	100.00		Approval

Accounting:

Save changes   Action: Save and continue flow

An invoice prefixed with PRE01- is imported into Oracle AP and is on hold. The invoice distribution is created using the default item account.



Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Su
Standard	Staples	STAPLES	01.MAY.2009	PRE01.GE022010GL	115.00	Line			50

Hold Name	Hold Reason	Held By	Hold Date	Release Name	Release Reason	Released By	Release Date
INVOICEIT_ALLO	InvoiceIT Allow Posti	CBAKER	10-JAN-2010				

Num	Type	Amount	VAT-15%	100	GL Date	Account	Includ
1	Item	100.00	VAT-15%	100	10-JAN-2010	01.501.7410.0000.000	
2	Tax	15.00	VAT-15%		10-JAN-2010	01.000.7740.0000.000	

Invoice Total: 115.00  
Distribution Total: 115.00

Notice that this hold allows posting so that the accounting can be recorded in GL.

You must create accounting manually or by submitting a request. A concurrent request may be scheduled to run on a recurring schedule.

**NOTE: These steps are not part of the standard INVOICEIT workflow.**

**Invoice Actions**

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

**Submit Request**

Run this Request...

Name: Payables Accounting Process

Parameters:

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout:

Notify:

Print to: noprint

Help (C)

**Parameters**

Account From Date:

Account To Date:

Document Class: All

Submit Transfer to GL: No

Submit Journal Import: No

Validate Accounts: Yes

Summarize Report: No

Run Accounting Report: Yes

OK Cancel Clear Help



Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount
Standard	Staples	STAPLES	01-MAY-2009	PRE01-GE022010GL	115.00	Line		

1 General		2 Holds		3 View Payments		4 Scheduled Payments		5 View Prepayment Applications	
Amount Paid USD 0.00		Invoice Status Status: Needs Revalidation Accounted: Yes		Approval Status Approval: Not Required Pending Approver:					
Description		Invoice is accounted		Summary		Holds: 1 Distribution Total: 115.00			

The Payables Transfer to General Ledger and the Journal Import must then be run to post the invoice to the general ledger. Notice on the previous page that these jobs may be run along with the Payables Accounting Process if you set the “Submit Transfer to GL” and “Submit Journal Import” parameters to Yes.

**NOTE: These steps are not part of the standard INVOICEIT workflow.**

After the Payables Transfer to General Ledger and the Journal Import jobs have run, the invoice is posted to GL.

Journals (Vision Operations) - 22281 Payables 4834251: A 52416									
Journal	Purchase Invoices USD								
Period	Jan-10	Effective Date	10-JAN-2010						
Category	Purchase Invoice	Source	Payables						
Balance Type	Actual	Budget							
Reference Date									
Description	Journal Import 4834251:								
Reference	Journal Import Created								
Clearing Company									
Control Total									
Conversion		Status							
Currency	USD	Posting	Unposted						
Date	10-JAN-2010	Funds	N/A						
Type	User	Approval	N/A						
Rate	1								
Reverse		Method: Switch Dr/Cr							
Date		Status: Not Reversed							
Period									
Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description			
1	01-000-2210-0000-000		115.00			Journal Import Created			
2	01-501-7410-0000-000	100.00				5029-GE022010GL			
3	01-000-7740-0000-000	15.00				Value Added Tax - 15%			

The invoice is coded in INVOICEIT.

Accounting																	
Invoice: GE022010GL																	
Supplier: Staples																	
Supplier site: STAPLES LA																	
Invoice Date: 01-MAY-2009																	
Invoice Total: 115.00																	
Currency: USD																	
Reference:																	
Flex: [.]																	
<div> <div>Show notes Add note</div> <div></div> </div>																	
<table> <tr> <td>Distribution:</td> <td>115.00</td> </tr> <tr> <td>Net line price</td> <td>100.00</td> </tr> <tr> <td>Calculated tax</td> <td>15.00</td> </tr> <tr> <td>Difference:</td> <td>0.00</td> </tr> </table>										Distribution:	115.00	Net line price	100.00	Calculated tax	15.00	Difference:	0.00
Distribution:	115.00																
Net line price	100.00																
Calculated tax	15.00																
Difference:	0.00																
Type	Tax	Description	Line price	Next approver	Next action												
Item	Value Added Tax - 15%	Weekly Warehousing	100.00		Approval												
Accounting	03	000	1813	0000	000												
<div>Save changes Action: Save and continue flow</div>																	

The pre-registration invoice that was originally imported to Oracle AP is cancelled.



Standard	Staples	STAPLES	01-MAY-2009	PRE01-GE022	0.00	Line			5029
----------	---------	---------	-------------	-------------	------	------	--	--	------

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

<b>Amount Paid</b> USD 0.00	<b>Invoice Status</b> Status: Cancelled Accounted: Yes	<b>Approval Status</b> Approval: Not Required Pending Approver:
--------------------------------	--	---

Description:	<b>Summary</b> Holds: 0 Distribution Total: 0.00
--------------	--

A new invoice is imported into Oracle AP containing the accounting distribution that was coded in the INVOICEIT accounting workbench.

Invoices (Vision Operations: USD)									
Batch Control Total					Actual Total				
<b>TAX at Header</b>									
Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Supplier Num
Standard	Staples	STAPLES	01-MAY-2009	GE022010GL	115.00	Line			5029

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

<b>Amount Paid</b> USD 0.00	<b>Invoice Status</b> Status: Validated Accounted: Yes	<b>Approval Status</b> Approval: Not Required Pending Approver:
--------------------------------	--	---

Distributions (Vision Operations: USD) - GE022010GL_ Staples									
								Invoice Total	115.00
								Distribution Total	115.00
Num	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account		Include
1	Item	100.00	VAT-15%	100		10-JAN-2010	03-000-1813-0000-000		Of
2	Tax	15.00	VAT-15%			10-JAN-2010	01-000-7740-0000-000		...

A new journal is imported into General Ledger.

Journals (Vision Operations) - 22282 Payables 4834343: A 52417									
Journal	Purchase Invoices USD		Effective Date	10-JAN-2010		Conversion	Status		
Period	Jan-10		Source	Payables		Currency	USD		Posting
Category	Purchase Invoice		Budget			Date	10-JAN-2010		Funds
Balance Type	Actual					Type	User		Approval
Reference Date						Rate	1		N/A
Description	Journal Import 4834343:					Reverse			
Reference	Journal Import Created					Date			Method
Clearing Company			Control Total			Period			Status
									Not Reversed

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	03-000-1813-0000-000	100.00				Weekly Warehousing
2	01-000-2210-0000-000		115.00			Journal Import Created
3	01-000-2210-0000-000		115.00			Journal Import Created
4	01-501-7410-0000-000		100.00			5029-GE022010GL
5	01-000-7740-0000-000	15.00				Value Added Tax - 15%
6	01-000-7740-0000-000		15.00			Value Added Tax - 15%
		230.00	230.00			

## PO Invoice

Pre-registration to GL for PO invoices works the same way as it does for GE invoices except that the account coding in the INVOICEIT workflow comes from the purchase order rather than an account coder having to key in the accounting distribution.



## Pre-registration – PO to GE and GE to PO

The INVOICEIT pre-registration works a little bit differently for invoices changed from PO to GE or GE to PO. We will show here an example of a PO invoice changed to a GE invoice.

Below a PO invoice is imported into INVOICEIT.

The screenshot shows the INVOICEIT interface for a purchase order not matched. The header includes the user name "Baker, Catherine" and a status bar. The main section displays invoice details for "D10990401A05" from "Agilysis, Inc." with a supplier site of "PAYSPHERE". The invoice date is "31-OCT-2005", the total is "5458.26", and the currency is "USD". A "Flex" field is set to "[-]". To the right, there are buttons for "Show notes" and "Add note", and a summary table showing "Distribution: 5458.26", "Net line price: 5458.26", "Tax: 0.00", and "Difference: 0.00". Below this is a table with columns: Type, Tax, Description, Line price, Next approver, and Next action. The table contains three rows: 1. "IMP-PROJECTFEE" with a line price of "4500.00" and next action "Approval". 2. "Accounting 03" with a line price of "000" and next action "[-]". 3. "EXPENSES" with a line price of "958.26" and next action "Approval".

The pre-registration invoice PRE01- D10990401A05 is created in Oracle AP.

The screenshot shows the Oracle AP interface for "Invoices (Vision Operations: USD)". It displays a "Batch Control Total" and "Actual Total" field. The "TAX at Header" section shows a table with columns: Type, Supplier, Site, Invoice Date, Invoice Num, Invoice Amount, Tax Calculation, Tax Code, Tax Amount, and Supplier Num. The table contains one row: "Standard", "Agilysis, Inc.", "PAYSPH", "31-OCT-2005", "PRE01-D1099", "5,458.26", "None", "", "", "20027". Below this is a section for "Distributions (Vision Operations: USD) - PRE01-D10990401A05, Agilysis, Inc." showing "Invoice Total: 5,458.26" and "Distribution Total: 5,458.26". At the bottom, there is a table with columns: Num, Type, Amount, Tax Code, Recovery Rate, Recoverable, GL Date, Account, and Include. The table contains one row: "Item", "5,458.26", "", "", "", "08-MAR-2010", "01-501-7410-0000-000", and "Include".

The PO invoice is changed to a GE invoice.

The screenshot shows the INVOICEIT interface for a purchase order not matched, similar to the first screenshot. The header includes the user name "Baker, Catherine" and a status bar. The main section displays invoice details for "D10990401A05" from "Agilysis, Inc." with a supplier site of "PAYSPHERE". The invoice date is "31-OCT-2005", the total is "5458.26", and the currency is "USD". A "Flex" field is set to "[-]". To the right, there are buttons for "Show notes" and "Add note", and a summary table showing "Distribution: 5458.26", "Net line price: 5458.26", "Tax: 0.00", and "Difference: 0.00". Below this is a table with columns: Type, Tax, Description, Line price, Next approver, and Next action. The table contains three rows: 1. "IMP-PROJECTFEE" with a line price of "4500.00" and next action "Approval". 2. "Accounting 03" with a line price of "000" and next action "[-]". 3. "EXPENSES" with a line price of "958.26" and next action "Approval". At the bottom, there is a "Save changes" button and an "Action" dropdown menu set to "PO invoice to GE invoice".



The GE invoice is account coded and approved (in this case in a single step).

**Accounting** Baker, Catherine

---

Invoice: D10990401A05  
 Supplier: Agilysis, Inc.  
 Supplier site: PAYSPHERE  
 Invoice Date: 31-OCT-2005  
 Invoice Total: 5458.26  
 Currency: USD  
 Reference:  
 Flex: [-]

Distribution: 5458.26  
 Net line price: 5458.26  
 Tax: 0.00  
 Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item		IMP-PROJECTFEE	4500.00		Approval
Accounting					[-]
Item		EXPENSES	958.26		Approval
Accounting					[-]

Save changes Action: Save and continue flow

Pre-registration PRE02- D10990401A05 invoice is imported into Oracle AP and the original pre-registration invoice PRE01-D10990401A05 is reversed so that it now totals \$0.

**Invoices (Vision Operations: USD)**

Batch Control Total: Actual Total:

**TAX at Header**

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Supplier Num
Standard	Agilysis, Inc.	PAYSPH	31-OCT-2005	PRE01-D1099	0.00	None			20027
Standard	Agilysis, Inc.	PAYSPH	31-OCT-2005	PRE02-D1099	5,458.26	None			20027

**Distributions (Vision Operations: USD) - PRE02-D10990401A05, Agilysis, Inc.**

Invoice Total: 5,458.26  
 Distribution Total: 5,458.26

Num	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account	Incl
1	Item	5,458.26				08-MAR-2010	01-501-7410-0000-000	

**Invoices (Vision Operations: USD)**

Batch Control Total: Actual Total:

**TAX at Header**

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Supplier Num
Standard	Agilysis, Inc.	PAYSPH	31-OCT-2005	PRE01-D1099	0.00	None			20027
Standard	Agilysis, Inc.	PAYSPH	31-OCT-2005	PRE02-D1099	5,458.26	None			20027

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

**Amount Paid:** USD 0.00

**Invoice Status:**  
 Status: Needs Revalidation  
 Accounted: No

**Approval Status:**  
 Approval: Not Required  
 Pending Approver:

Description:

**Summary:**  
 Holds: 1  
 Distribution Total: 0.00

**Distributions (Vision Operations: USD) - PRE01-D10990401A05, Agilysis, Inc.**

Invoice Total: 0.00  
 Distribution Total: 0.00

Num	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account	Incl
1	Item	5,458.26				08-MAR-2010	01-501-7410-0000-000	
2	Item	<5,458.26>				08-MAR-2010	01-501-7410-0000-000	



The GE invoice is coded and approved in INVOICEIT.

**Accounting** Baker, Catherine

Invoice: D10990401A05  
 Supplier: Agilysis, Inc.  
 Supplier site: PAYSPHERE  
 Invoice Date: 31-OCT-2005  
 Invoice Total: 5458.26  
 Currency: USD  
 Reference:  
 Flex: [-]

Show notes | Add note

Distribution: 5458.26  
 Net line price: 5458.26  
 Tax: 0.00  
 Difference: 0.00

Type	Tax	Description	Line price	Next approver	Next action
Item		IMP-PROJECTFEE	4500.00		Approval
Accounting	03 000	1813 0000			[-]
Item		EXPENSES	958.26		Approval
Accounting	03 000	1813 0000			[-]

Save changes | Action: Save and continue flow

Both pre-registration invoices are cancelled.

1 General | 2 Holds | 3 View Payments | 4 Scheduled Payments

Amount Paid: USD 0.00

Invoice Status: Canceled  
 Status: Canceled  
 Accounted: No

Invoice D10990401A05 is imported into AP with the account coding added in the INVOICEIT workbench.

Invoices (Vision Operations: USD)

Batch Control Total: Actual Total

TAX at Header

Type	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Calculation	Tax Code	Tax Amount	Status
Standard	Agilysis, Inc.	PAYSPH	31-OCT-2005	D10990401A05	5,458.26	None			20

Distributions (Vision Operations: USD) - D10990401A05, Agilysis, Inc.

Invoice Total: 5,458.26  
 Distribution Total: 5,458.26

Num	Type	Amount	Tax Code	Recovery Rate	Recoverable	GL Date	Account	Includ
1	Item	4,500.00				08-MAR-2010	03-000-1813-0000-000	CE
2	Item	958.26				08-MAR-2010	03-000-1813-0000-000	CE

This process works the same way for a GE invoice changed to a PO invoice except that the account coding for matched lines comes from the PO rather than being added by the account coder.

## Pre-registration Troubleshooting

Please see to the section regarding Preregistration in the INVOICEIT setup guide for details.





# Prepayment Functionality

This section describes the three different ways in which INVOICEIT can handle invoice prepayments. The solution is designed according to the import facility supplied by Oracle Accounts Payable Open Interface.

The prepayments are handled in three different ways controlled by the INVOICEIT system profiles:

1. Prepayments are ignored.
2. If a prepayment amount is available for application to invoices from a supplier, a hold is applied to all invoices from this supplier, preventing any other amount from being paid before the prepayment amount has been used. All invoices with this hold must be manually handled within the E-Business Suite core.
3. If a prepayment amount is available for application to invoices from a supplier, a notification is sent to an operator who decides if a prepaid amount should be applied to the invoice.

When an invoice is ready to be imported into Oracle E-Business suite, INVOICEIT detects if any prepayments are available. The workflow will handle this information in accordance with the setup.

## Prepayments are ignored

*This is the default setting.*

The INVOICEIT workflow will neither handle nor warn if any prepayments are available to be applied to invoices from the current supplier.

## Prepayment hold is applied

When an invoice is ready to be imported into Oracle E-Business suite, INVOICEIT detects if any prepayments are available for the invoice supplier.

If a prepaid amount is available, a hold is placed on the invoice after import. The hold is named **INVOICEIT Prepayment Hold**. The workflow will *not* handle this hold.

In order to pay the invoice, a clerk must remove the hold manually in Oracle E-Business Suite core. The clerk is also responsible for applying any prepayment to the invoice.

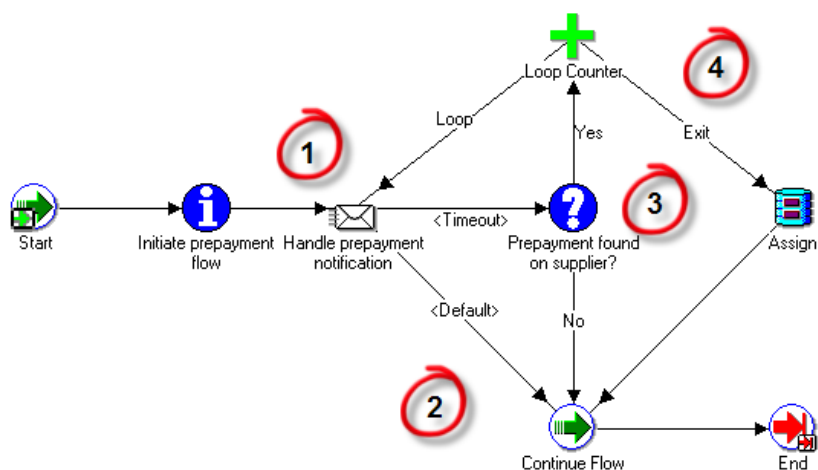
There is the possibility that prepayments that existed at the time of the import of the invoice have been applied to other invoices when the invoice is actually handled by the clerk.

## Prepayments are handled by a flow

When an invoice is ready to be imported into Oracle E-Business suite, INVOICEIT detects if any prepayments are available for the invoice supplier. If a prepaid amount is available to be applied, a workflow is initiated to handle the prepayment.



## Prepayment Flow



(1) A notification is sent to the Accounts Payable Superuser identified by the standard setup of INVOICEIT. He or she can use the **INVOICEIT Prepayment handling** workbench described later to apply the prepayment which will make the main flow of the invoice continue (2).

If the notification times out, the flow will check if a prepaid amount is still available (3). If a prepaid amount is available, the notification will be resend (1) unless the maximum of allowed notifications has been reached.

If this is the case, the flow is aborted and the invoice will receive the **INVOICEIT Prepayment Found** hold (4). It must then be handled manually in Oracle E-Business Suite core. This is to prevent the invoice from waiting too long to be imported into EBS. The configuration is controlled by setting the two system profile values *INVOICEIT3 : Prepayment notification maximum loops* and **INVOICEIT3 : Prepayment notification timeout in minutes**. The Superuser receives a notification as shown below.

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---

Worklist for [Stock, Ms. Pat](#)


### Prepayments available to apply on invoice : WEBTEST0390 - TT Services - Vision Operations

<a href="#">Reply</a>	<a href="#">Reassign</a>	<a href="#">Request Information</a>
-----------------------	--------------------------	-------------------------------------

To **Stock, Ms. Pat**  
 Sent **30-Aug-2008 11:34:03**  
 Due **30-Aug-2008 14:54:03**  
 ID **944186**

The invoice WEBTEST0390 from supplier TT Services has been received and is accounted.

Prepayments were available for application to invoices for this supplier at the time the invoice was ready for import.

Please use the following link to handle the prepayment for this invoice  
[Apply prepayment](#) 

[Show a picture of the scanned invoice](#)

If no action is taken, the invoice will be imported with a hold, preventing the invoice from being paid - as long as prepayments are available to be applied.

**Action History**

Num	Action Date	Action	From	To	Details
1	30-AUG-2008 11:34:03	Submit	Stock, Ms. Pat	Stock, Ms. Pat	

[Return to Worklist](#)

<a href="#">Reply</a>	<a href="#">Reassign</a>	<a href="#">Request Information</a>
-----------------------	--------------------------	-------------------------------------

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By clicking the **Apply prepayment** link in the notification the operator can apply the prepaid amount to the invoice using the workbench as shown below.



# Prepayment Workbench

Home InvoiceIT Prepayment handling Logged in as Stock, Ms. Pat (OPERATIONS)

Invoice Info				Available prepayments					
Supplier	TT Services (5017)			Use	Number	Dist	Tax	Amount available	Site
Invoiceno	WEBTEST0390			<input checked="" type="radio"/> Any	<input type="radio"/> Pre01	<input type="radio"/> 1		3915,00	TT SAN FRAN
Currency	USD				<input type="radio"/> Pre02	<input type="radio"/> 1		34,75	TT SAN FRAN
Invoice amount	1500,00				<input type="radio"/> Pre03	<input type="radio"/> 1		900,00	TT SAN FRAN
Amount available	12599,75				<input type="radio"/> PRE04	<input type="radio"/> 1		100,00	TT SAN FRAN
Unapplied Amount	1500,00					<input type="radio"/> 3		150,00	TT SAN FRAN
					<input type="radio"/> Pre05	<input type="radio"/> 1		2333,00	TT SAN FRAN
					<input type="radio"/> 2		167,00	TT SAN FRAN	
					<input type="radio"/> 3		5000,00	TT SAN FRAN	

Amount to apply  Apply prepayments Reset

☐ Invoice amount has been reduced by a prepayment (amount paid on the invoice will not be reduced by the prepayment applied to it)

On the left side the invoice header and invoice lines are presented. On the right side the available remaining prepayments from the invoice supplier are found.

The operator only needs to fill out the amount to apply but have the option to specify which prepayment to use on the invoice. It is only possible to apply a single amount on the invoice due to restrictions from Oracle Payable Open Interface Import.

Home InvoiceIT Prepayment handling Logged in as Stock, Ms. Pat (OPERATIONS)

Invoice Info				Available prepayments					
Supplier	TT Services (5017)			Use	Number	Dist	Tax	Amount available	Site
Invoiceno	WEBTEST0390			<input checked="" type="radio"/> Any	<input type="radio"/> Pre01	<input type="radio"/> 1		3915,00	TT SAN FRAN
Currency	USD				<input type="radio"/> Pre02	<input type="radio"/> 1		34,75	TT SAN FRAN
Invoice amount	1500,00				<input type="radio"/> Pre03	<input type="radio"/> 1		900,00	TT SAN FRAN
Amount available	12599,75				<input type="radio"/> PRE04	<input type="radio"/> 1		100,00	TT SAN FRAN
Unapplied Amount	1500,00					<input type="radio"/> 3		150,00	TT SAN FRAN
					<input type="radio"/> Pre05	<input type="radio"/> 1		2333,00	TT SAN FRAN
					<input type="radio"/> 2		167,00	TT SAN FRAN	
					<input type="radio"/> 3		5000,00	TT SAN FRAN	

Amount to apply  Apply prepayments Reset

☐ Invoice amount has been reduced by a prepayment (amount paid on the invoice will not be reduced by the prepayment applied to it)

By selecting a desired *level* (either a specific prepayment number or a specific prepayment distribution line) the operator can use the prepaid amount available at the selected level.

In the example above all prepayments are available which makes the total available amount \$12,599.75. The available amount is increased / decreased according to the selected level.

The amount to apply cannot exceed the total invoice amount or the amount available from the specific selection. If this is the case a warning is issued and the amount to apply will be decreased to the maximum allowed amount. See the following page for an example.



Home  
InvoiceIT Prepayment handling  
Logged in as Stock, Ms. Pat (OPERATIONS)

Invoice Info		Available prepayments					
Supplier	TT Services (5017)	Use	Number	Dist	Tax	Amount available	Site
Invoiceno	WEBTEST0390	<input type="radio"/> Any	<input type="radio"/> Pre01	<input type="radio"/> 1		3915,00	TT SAN FRAN
Currency	USD		<input type="radio"/> Pre02	<input type="radio"/> 1		34,75	TT SAN FRAN
Invoice amount	1500,00		<input type="radio"/> Pre03	<input type="radio"/> 1		900,00	TT SAN FRAN
Amount available	12599,75		<input type="radio"/> PRE04	<input type="radio"/> 1		100,00	TT SAN FRAN
Unapplied Amount	0		<input type="radio"/> PRE05	<input type="radio"/> 3		150,00	TT SAN FRAN
				<input type="radio"/> 1		2333,00	TT SAN FRAN
						57,00	TT SAN FRAN
						0,00	TT SAN FRAN

Amount to apply: 1500

☐ Invoice amount has been reduced by the prepayment applied to it)

Microsoft Internet Explorer  
Applied amount cannot exceed 1500 (Invoice amount)!  
Amount has been reduced to maximum value.  
OK

In the above example we entered \$2,000.00 in the amount to apply which was immediately reduced to \$1,500.00. We then select only prepayment number “Pre03” and the amount to apply is reduced to \$900.00 as shown below.

Home  
InvoiceIT Prepayment handling  
Logged in as Stock, Ms. Pat (OPERATIONS)

Invoice Info		Available prepayments					
Supplier	TT Services (5017)	Use	Number	Dist	Tax	Amount available	Site
Invoiceno	WEBTEST0390	<input type="radio"/> Any	<input type="radio"/> Pre01	<input type="radio"/> 1		3915,00	TT SAN FRAN
Currency	USD		<input type="radio"/> Pre02	<input type="radio"/> 1		34,75	TT SAN FRAN
Invoice amount	1500,00		<input checked="" type="radio"/> Pre03	<input type="radio"/> 1		900,00	TT SAN FRAN
Amount available	900		<input type="radio"/> PRE04	<input type="radio"/> 1		100,00	TT SAN FRAN
Unapplied Amount	0		<input type="radio"/> PRE05	<input type="radio"/> 3		150,00	TT SAN FRAN
				<input type="radio"/> 1		2333,00	TT SAN FRAN
						57,00	TT SAN FRAN
						0,00	TT SAN FRAN

Amount to apply: 900

☐ Invoice amount has been reduced by the prepayment applied to it)

Microsoft Internet Explorer  
Applied amount cannot exceed 900 (Amount available)!  
Amount has been reduced to maximum value.  
OK

When the invoice is actually imported the prepayment is applied by the Payable Open Interface Import program. The program will apply the prepayments in chronological order, starting with the oldest prepayment until the prepayment amount is used.

There is the possibility that a prepayment that existed at the time of the prepayment check has been applied to other invoices when the invoice is actually imported. This will produce an import error and is handled by the standard INVOICEIT workflow.

## Tips

- If the page cannot be accessed then grant access for the package in standard Oracle.
- The setup has to be done as listed below and you will have access to the prepayment screen.

Navigator - System Administrator

Functions Documents

Security: Web PL/SQL

Top Ten List

1. Users
2. Administrator Con
3. Responsibilities
4. Profile System
5. Profile User Va
6. Printers
7. Functions
8. Menus

Web Enabled PL/SQL

Name	Type	Enabled
XXIT3 PREPAYM	Procedure	<input checked="" type="checkbox"/>



# Invoice batches

This section describes the INVOICEIT functionality and screens for processing invoice batches. In order to use INVOICEIT batch functionality the system profile *AP: Use Invoice Batch Controls* must be set to **Yes**.

Profile	Site	User	Server	Organization
AP: Use Invoice Batch Controls	Yes			Vision Operations
				Yes

The system profile *INVOICEIT3 : Batch controls profile* controls how the batch number is assigned.

**INVOICEIT3 : Batch controls profile**

**Invoice / Profile**

**Invoice** The value of Batch name is captured via the mapping tables from scanned invoices.

**Profile** The value of Batch name is decided by the profile option *INVOICEIT3 : Current batch name*.

## Invoice

If the system profile *INVOICEIT3 : Batch controls profile* is set to **Invoice** as shown below then each invoice must be transferred from INVOICES into INVOICEIT with a batch number.

Profile	Site
INVOICEIT3 : Batch controls profile	Invoice

To set up INVOICES to use batch mode, update the general properties of your job/jobs in the Manager module. Open the appropriate job and check the “Use batch mode” checkbox.

**Job description - po\_new**

**Settings**

**General**

Invoice profile: PO\_new

☒ Use batch mode

☐ Save statistics

☒ Wait mode



You also need to add #BatchNo to the transaction description for each INVOICES profile so that the batch number is transferred to INVOICEIT.

The 'Transaction description - PO\_NEW' dialog box shows a list of fields to be mapped. The 'Available fields' list on the left includes #Appendices, #BatchDate, #BatchIdx, #BatchNo, #BatchPrefix, #BatchTime, #Buyer, #BuyerCorporate, #BuyerNumber, #CertRef, #Credit, and #Currency. The main table lists fields with their indices, names, formats, and positions. The field #BatchNo (index 11) is highlighted in the table.

No.	Field name	Idx	Format	Pad always	Len	Pos	Expression
1	InvoiceNum...	0	..''A(0...	0	34	1	
2	#Appendices	0	X(8000]	0	8...	35	
3	#Credit	0	..''X(1)	0	1	8...	
4	Currency	0	..''A(3)	0	3	8...	
5	#Date	0	YYYYM...	0	8	8...	
6	#Id	0	+''X(38)	0	38	8...	
7	#Imagefile	0	..''X(260)	0	260	8...	
8	#Imagefile2	0	..''X(260)	0	260	8...	
9	#Supplier	0	..''X(100)	0	100	8...	
10	#ProcessLog	0	..''X(150)	0	150	8...	
11	#BatchNo	0	+''N(6)	0	6	8...	
12	Contact	0	..''X(0-50)	0	50	8...	
13	InvoiceDate	0	YYYYM...	0	8	8...	
14	SupplierSite	0	..''X(0-50)	0	50	8...	
15	NetAmount	0	+''0*N(...	0	10	8...	

NOTE: When a batch of invoices is scanned, information about it is stored in the INVOICES database. The entire batch remains in INVOICES until it is removed, for example, when the last invoice in the batch is transferred. For more information about processing batches in INVOICES, please see the INVOICES Help.

Then map the BatchNo field transferred in the transaction description to the BATCH\_NAME in the INVOICEIT\_OBJECT\_LIBRARY of the INVOICEIT mapping table as shown below.

The mapping table configuration dialog box shows the following fields: INTERFACE\_ID: 2, LINE\_ID: 3, INT\_TABLE\_NAME: INVOICEIT\_OBJECT\_LIBRARY, OBJECT\_NAME: BATCH\_NAME (highlighted with a red box), and XML\_ATTR\_NAME: BatchNo.

When the invoices are scanned, enter the appropriate batch information. In the example below we will scan 2 invoices so we set the BatchSize to 2, enter a BatchNo (batch number) and click **Start**.

The 'Batch information' dialog box shows the following fields: BatchSize: 2, BatchPrefix: (empty), BatchNo: 10, BatchIdx: 1, BatchDate: 3/11/2010, and BatchTime: 1610.

After all of the invoices in the batch have been approved in Verify, the invoices are transferred into INVOICEIT together. Then as each invoice is coded and approved, or matched to a purchase order, the invoice is imported into Oracle AP with the batch number from INVOICES. You can then query on the batch number to find the invoices in Oracle AP.



**Find Invoices**

**Supplier**

Name  Number   
 Site  Taxpayer ID   
 PO Num  PO Shipment:

**Invoice**

Number  Terms:   
 Type  Pay Group:   
 Amounts  -  Invoice Batch   
 Dates  -  Currency

**Invoices (Vision Operations: USD)**

Batch Control Total

**TAX at Header**

Type	Batch Name	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount
Standard	10	H. Jones Co	CITRUS	01-MAY-2006	12051961-26	868.54
Standard	10	Labiches	HIGHWA	03-DEC-2006	392094	1,900.00

## Exceptions

If an invoice does not have a batch number the accounting super user is notified before the invoice is imported into Oracle AP and he or she must add a batch number manually for that invoice.

**Worklist**

View

Select Notifications:

Select All | Select None

Select From  Type  Subject

	InvoiceIT3 Supplier Invoices - Scanner Workflow	Add Batch name: BATCH-INVOICE1 - Agilysis, Inc. - Vision Operations
<input type="checkbox"/>		

Enter the batch name in the *Batch\_name* and click **Okay**.

**ORACLE Workflow**

Worklist > Add Batch name: BATCH-INVOICE1 - Agilysis, Inc. - Vision Operations

To: Baker, Catherine  
 Sent: 11-Mar-2010 14:15:13  
 ID: 1196487  
 Supplier: Agilysis, Inc.  
 Supplier invoice number: BATCH-INVOICE1

Batch name was missing during scanning.  
 Please enter a batch name.

**Action History**

Num	Action Date	Action	From	To	Details
1	11-MAR-2010 12:15:13	Submit	Baker, Catherine	Baker, Catherine	

**Response**

Batch\_name

☐ Display next notification after my response

The invoice is imported into Oracle AP with the batch number that was manually assigned.

**Invoices (Vision Operations: USD)**

Batch Control Total

**TAX at Header**

Type	Batch Name	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount
Standard	batch2	Agilysis, Inc	PAYSPH	01-JAN-2010	BATCH-INVOICE1	110.00

## Profile

You can use the INVOICEIT batch screen and system profile *INVOICEIT3 : Current batch* name to specify a current batch name for each organization. To do this, you must set the system profile *INVOICEIT3 : Batch controls profile* to Profile.



Profile	Site
INVOICEIT3 : Batch controls profile	Profile
Editor	
INVOICEIT3 : Batch controls profile	

You must also set the Hierarchy type for the profile *INVOICEIT3 : Current batch* to **Organization**.

The screenshot shows the 'Profiles' window with the following details:

- Name:** XXIT3\_CURRENT\_BATCH\_NAME
- Application:** InvoiceIT3.0
- User Profile Name:** INVOICEIT3 : Current batch name
- Description:** INVOICEIT3 : Current batch name
- Active Dates:** Start: 16-AUG-2006, End: (empty)
- Hierarchy Type:** Organization (circled in red)
- User Access:**
  - ☒ Visible
  - ☐ Updatable
- Program Access:**
  - ☒ Visible
  - ☒ Updatable
- Hierarchy Type Access Level:**

	Visible	Updatable
Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Application	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>
Server	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select INVOICEIT Batch from the INVOICEIT menu.

The screenshot shows the 'InvoiceIT' menu with the following options:

- InvoiceIT search
- InvoiceIT BI
- InvoiceIT Batch** (highlighted)
- InvoiceIT Workflow Monitor
- InvoiceIT Administrator
- InvoiceIT Inbox

Specify the Organization and new batch number.

The 'New batch number' dialog box shows the following details:

- Organization:** Vision Operations (selected from dropdown)
- New batch number:** batch1 (entered in text field)
- Save changes:** (button)





When the changes are saved the system profile *INVOICEIT3 : Current batch name* is updated with the new batch number entered in the INVOICEIT batch screen.

Profile	Site	User	Server	Organization
INVOICEIT3 : Batch controls pro	Profile			Vision Operations
INVOICEIT3 : Current batch name				batch1

All invoices processed through INVOICEIT for this organization will be assigned this same batch number until a new batch number is assigned for the organization. In Oracle AP you can query these invoices by the Invoice Batch as shown below.

**Find Invoices**

Supplier: Name, Site, PO Num, Number, Taxpayer ID, PO Shipment:

Invoice: Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch (batch1), Currency

**Invoices (Vision Operations: USD)**

Batch Control Total

TAX at Header


Type	Batch Name	Supplier	Site	Invoice Date	Invoice Num	Invoice Amount
Standard	batch1	Agilysis, Inc	PAYSPH	01-JAN-2010	BATCH-PROFILE1	100.00
Standard	batch1	Agilysis, Inc	PAYSPH	01-JAN-2010	BATCH-PROFILE2	110.00











## Apply Payment Hold

You may choose to have INVOICEIT apply a payment hold to invoices in the batch. This is controlled by the system profile option *INVOICEIT3 : Use invoice batch controls profile's value to apply*. See the "INVOICEIT setup guide" for details.



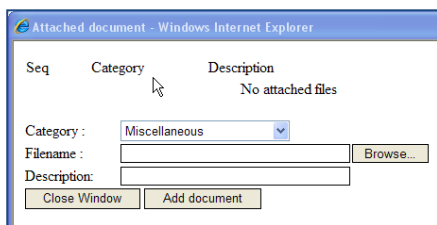
# PO Attachments

You can add attachments to purchase orders. The Multi-Match screen has an attachment icon for each PO Details line. The icon indicates whether or not the purchase order has an attachment. Attachments are marked by the icon 

PO Details										
To Match on a different PO, enter the PO info in the filterboxes below.										
		Match Option	PO	PO Line	Release Item	Supplier Item	Description	Quantity	Unit	Distribution
			442%	1						
		Purchase order	4421	1		CM45098	Slot Cover	1		1
		Receipt	4422	1		CM45098	Slot Cover	1		1
		Receipt	4422	1		CM45098	Slot Cover	1		1
		Receipt	4423	1		CM45098	Slot Cover	1		1

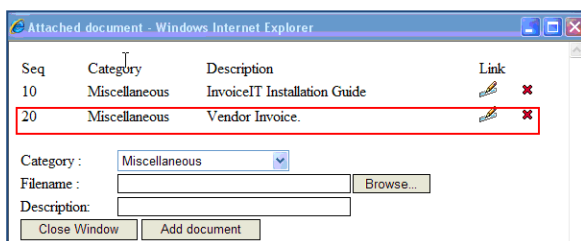
## Adding Purchase Order Attachments

Clicking on an attachment icon generates a generic pop-up window for either viewing the associated attachments or adding additional attachments to the PO.



Attaching files are done by following the following steps:

- Select the **Category**. Document Categories are setup through the applications and may vary.
- Click **Browse** to navigate to the appropriate file and click **open**.
- Type a short description of the file.
- Click **Add document**
- The document now appears in the pop-up window in the attachment list.



## Viewing Purchase Order Attachments

Viewing the attachments can be done by simply clicking on the link icon next to the corresponding attachment found in the pop-up window. Based on the type of attachment, the appropriate application will launch to viewing the attachment.

## Deleting Purchase Order Attachments

Attachments added to the Purchase Order through the Multi-Match screen can be deleted by clicking on the red x in the pop-up window. Attachments can only be deleted by user who attached the document to the purchase order.



# Exception Handling

This section describes the INVOICEIT functionality and screens for processing exceptions to the normal workflows.

## Return to Accounting Department (Accounting Super User)

When an invoice in the INVOICEIT workflow needs to be cancelled or needs a correction to the invoice header data, the account coder can choose the action “Return task to acct. dept” to send the invoice to the designated INVOICEIT accounting super user. The account coder is required to add a note describing what needs to be done with this invoice.

The screenshot shows the 'Accounting' user interface for a task assigned to 'Stock, Ms. Pat'. The invoice details are: Invoice 02262010C, Supplier Staples, Supplier site STAPLES LA, Invoice Date 2006-MAY-01, Invoice Total 150.00, Currency USD, Reference [], and Flex []. A note box contains the text 'Please update the supplier site'. The summary shows Distribution 150.00, Net line price 150.00, Calculated tax 0.00, and Difference 0.00. The task list shows a task for 'Weekly Warehousing' with a line price of 150.00 and a next action of 'Approval'. The 'Action' dropdown is set to 'Return task to acct. dept', which is highlighted by a callout box.

## Send to Error Box (Accounting Super User)

This scenario is basically the same as the last one – “Return task to acct. dept”, except that in this scenario the approver (not the account coder) requires assistance from the AP department to cancel or correct the invoice. The approver can choose the action “Send invoice to error box” to send the invoice to the designated INVOICEIT accounting super user. The approver is required to add a note describing what needs to be done with this invoice.

The screenshot shows the 'Approval' user interface for a task assigned to 'Baker, Catherine'. The invoice details are: Invoice WEBTEST0936, Supplier Staples, Supplier site STAPLES LA, Invoice Date 01-MAY-2009, Invoice Total 125.00, Currency USD, Reference [], and Flex []. A note box contains the text 'error box'. The summary shows Distribution 125.00, Net line price 110.00, Calculated tax 15.00, and Difference 0.00. The task list shows two tasks: 'Weekly Warehousing' with a line price of 100.00 and 'Miscellaneous Charges' with a line price of 10.00. The 'Action' dropdown is set to 'Send invoice to error box', which is highlighted by a callout box.

From this point forward, the flows are the same for both “Return task to acct. dept” and “Send invoice to error box.”

The screenshot shows the 'Worklist' interface. It has a 'View' dropdown set to 'Open Notifications' and a 'Go' button. Below are buttons for 'Select Notifications: Open', 'Reassign', and 'Switch User'. There are links for 'Select All' and 'Select None'. The table below shows a list of tasks:

Select From	Type	Subject
<input type="checkbox"/> Brown, Ms. Casey	InvoiceIT3 Supplier Invoices - Scanner Workflow	Invoice has been rejected: 01212010_3 - H. Jones Company -



**Notifications >** Invoice has been rejected: 01212010\_3 - H. Jones Company - Worklist for Horton, Ms. Connor Esc

From: Brown, Ms. Casey  
 To: Horton, Ms. Connor Esq.  
 Sent: 2010 Jan 21 19:38:29  
 ID: 1189495  
 Supplier: H. Jones Company  
 Supplier invoice number: 01212010\_3

[Show the a picture of the scanned invoice](#)  
 Show or add invoice notes: [Show/Add notes](#)

If you want to reimport an invoice into another organisation, please enter the organisation number or the name of the organisation and the new supplier site. Please note that is possible to change the contactperson at the same time.  
 The invoice will be removed from the original organisation.

If you only want to send the invoice to another contact person, please pick the person from the list and press "Send to new contact person".

If you only want to correct the invoice header data, please correct through [Maintain invoice tables](#). When the invoice has been corrected it will be sent to the dispatcher.

**Action History**

Num	Action Date	Action	From	To	Details
1	2010-JAN-21 17:38:29	Submit	Brown, Ms. Casey	Brown, Ms. Casey	
2	2010-FEB-25 17:55:42	Transfer	Brown, Ms. Casey	Horton, Ms. Connor Esq	

**Response**

New contact person:    
 New organisation id:   
 New supplier site:

If you need to correct the invoice header information, click on the [Maintain invoice tables](#) link to see and update this information.

? **Open interface** **Stock, Ms. Pat**

Action :

**Invoice header**

ACCTS\_PAY\_CODE\_COMBINATION\_ID   
 AMOUNT\_APPLICABLE\_TO\_DISCOUNT   
 AWT\_GROUP\_ID   
 AWT\_GROUP\_NAME   
 DESCRIPTION   
 DOC\_CATEGORY\_CODE   
 EXCHANGE\_DATE   
 EXCHANGE\_RATE   
 EXCHANGE\_RATE\_TYPE   
 EXCLUSIVE\_PAYMENT\_FLAG   
 GL\_DATE   
 GOODS\_RECEIVED\_DATE   
 GROUP\_ID   
 INVOICE\_AMOUNT   
 INVOICE\_CURRENCY\_CODE   
 INVOICE\_DATE

## Data is not correct for invoice

It is possible that on occasion there may be a problem with some of the data on an incoming invoice. When this happens the INVOICEIT accounting super user gets a notification that the “Data is not correct for invoice.”

**Worklist**

View:

Select Notifications:

[Select All](#) | [Select None](#)

Select From	Type	Subject
<input type="checkbox"/>	InvoiceIT3 Supplier Invoices - Scanner Workflow	Data is not correct for invoice : 02262010B - Staples - Vision Operations

The notification describes which data is not correct. In this example the supplier site on the invoice cannot be found in Oracle.



Notifications >

**Data is not correct for invoice : 02262010B - Staples - Vision Operations**

To: Stock, Ms. Pat  
Sent: 2010-Feb-26 13:44:22  
ID: 1190551  
Following error occurred while checking invoice 02262010B from supplier Staples.

[Supplier site is not found](#)

The invoice can be corrected through [Maintain invoice tables](#)

When invoice has been corrected, the purchase order check will then run again.

[Show a picture of the scanned invoice](#)

Action History

Num	Action Date	Action	From	To
1	2010-FEB-26 11:44:22	Submit	Stock, Ms. Pat	Stock, Ms. Pat

[Return to Worklist](#)

☐ Display next notification after my response

Click on the **Maintain invoice tables** link and correct the bad or missing information.

VENDOR_ID	557
VENDOR_NAME	Staples
VENDOR_NUM	5029
VENDOR_SITE_CODE	STAPLES LA
VENDOR_SITE_ID	

Once the data has been corrected, scroll up to the top of the screen, select the action “Save invoice and start preprocessing data,” and then click the Save button.

Open interface Stock, Ms. Pat

Save changes Action: Save invoice and start preprocessing data  
Abort pre process and flow(s)  
Save invoice and start preprocessing data

Invoice header

At this point you may instead choose the action “Abort pre process and flow(s)”. This will terminate the current workflow and any active sub-flows and give the invoice a Cancelled status in the INVOICEIT tables.

## Oracle open interface fails

There are times when the Oracle open interface invoice import fails for various reasons. When this happens, the standard approver for the organization as defined in the INVOICEIT setup.

Worklist

View: Open Notifications Go

Select Notifications: Open Reassign Switch User

Select All Select None

Select From	Type	Subject
<input type="checkbox"/>	InvoiceIT3 Supplier Invoices - Scanner Workflow	Invoice import has failed for invoice: 032010A - Staples - Vision Operations

This notification includes a description of the error that caused the invoice import to fail.

Worklist >

**Invoice import has failed for invoice: 032010A - Staples - Vision Operations**

To: Baker, Catherine  
Sent: 12-Jan-2010 11:44:30  
ID: 1197518  
Import of invoice 032010A from supplier Staples has failed

The following message returned from the import job:

**Table: AP\_INVOICES\_INTERFACE: Error Code: INVALID SUPPLIER SITE**

The invoice can be corrected through [Maintain invoice tables](#)

When invoice has been corrected, the import job will run again.

[Show a picture of the scanned invoice](#)

Click here to correct the invoice data.

When you click the **Maintain invoice tables** link you can correct the invoice data or cancel the workflow as discussed in the previous section “Data is not correct for invoice.”



# Workflow Monitor

This section describes the INVOICEIT Workflow Monitor which is used to handle INVOICEIT workflows which are in an error status.

Select INVOICEIT Workflow Monitor from the INVOICEIT menu.

All INVOICEIT workflows that are in an error status will be displayed. You can narrow your search by keying information in the text box at the top of any of the columns and then clicking the “Perform Search” button. You can also select one or more workflows and click the “Perform retry” button to try the workflow again. In some cases this will allow the workflow to complete successfully.

The screenshot shows the INVOICEIT Workflow Monitor application window. It features a table of workflows with columns: Item key, User key, Begin date, End date, Error, Retries, Worklist, Diagram, and a selection column. Three callouts provide instructions: 1. A callout pointing to the search boxes above the table columns says: "Type values in any of these boxes to narrow search & click perform Search". 2. A callout pointing to the "Perform retry" button says: "Re-try selected workflows". 3. A callout pointing to the selection checkboxes in the table says: "Select 1".

Item key	User key	Begin date	End date	Error	Retries	Worklist	Diagram	
5092	DOCUMENT_ID : 3458	04-Jan-2010 11:58		ORA-20102: Object library do not return a responsibility xxit3_multiorp.set_fnd_global (XXIT3, 5092, 608773, RUN, Error : ORA-	0	Worklist	Diagram	<input type="checkbox"/>
5091	Organization : (204) Vision Operations Supplier name : Staples Vendor invoice no :WEBTEST0929	04-Jan-2010 11:55		ORA-20102: Object library do not return a responsibility XXIT3_approval_ctrl.set_approval_status_wf.set_approval_status_wf	0	Worklist	Diagram	<input type="checkbox"/>
4853	Organization : (204) Vision Operations Supplier name : Agilysis, Inc. Vendor invoice no :WEBTEST0849	15-Sep-2009 11:28		ORA-04061: existing state of has been invalidated ORA-04061: existing state of package body "APPS.XXIT3_MATCH" has been invalidated	0	Worklist	Diagram	<input type="checkbox"/>

If a restarted workflow does not complete successfully, the invoice will appear again in the INVOICEIT Workflow Monitor after the workflow fails again and you perform another search. If the workflow cannot be successfully restarted from this screen, then you will need to contact a workflow administrator to help resolve the issue or to have the invoice cancelled from the Oracle Status Monitor.



# Notifications

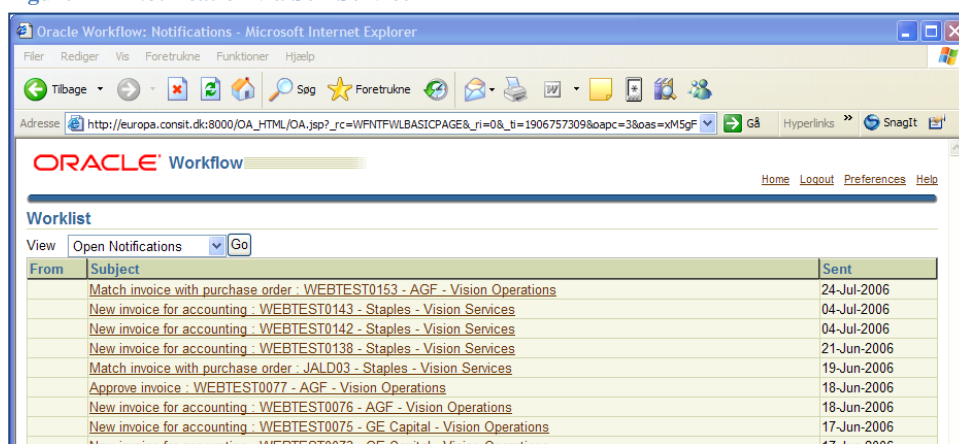
This section describes how INVOICEIT generates and supplies notifications to the appropriate users when invoices are forwarded in the INVOICEIT workflow. Notifications are used to present invoices or problems with an invoice to the users who are to take action. The notification may also be presented via an email. Both the notification in Oracle Self Service and the mail contain a link to the invoice in question.

## Configure access

Access to the Self Service notification is configured in Standard Oracle E-Business Suite via one of the responsibilities that are configured to give access. For further information see the standard Oracle documentation.

## Notification via self service

Figure 44 – Notification via Self Service



From	Subject	Sent
	<a href="#">Match invoice with purchase order : WEBTEST0153 - AGF - Vision Operations</a>	24-Jul-2006
	<a href="#">New invoice for accounting : WEBTEST0143 - Staples - Vision Services</a>	04-Jul-2006
	<a href="#">New invoice for accounting : WEBTEST0142 - Staples - Vision Services</a>	04-Jul-2006
	<a href="#">New invoice for accounting : WEBTEST0138 - Staples - Vision Services</a>	21-Jun-2006
	<a href="#">Match invoice with purchase order : JALD03 - Staples - Vision Services</a>	19-Jun-2006
	<a href="#">Approve invoice : WEBTEST0077 - AGF - Vision Operations</a>	18-Jun-2006
	<a href="#">New invoice for accounting : WEBTEST0076 - AGF - Vision Operations</a>	18-Jun-2006
	<a href="#">New invoice for accounting : WEBTEST0075 - GE Capital - Vision Operations</a>	17-Jun-2006
	<a href="#">New invoice for accounting : WEBTEST0072 - GE Capital - Vision Operations</a>	17-Jun-2006

When users log on to Oracle E-Business Suite, they are able to review the invoices that they are responsible for either approving or coding. The initial view is a worklist as shown above. Access to each separate approval/coding form is gained by clicking the appropriate link.

## Notification via email

Each user can specify to receive notifications as *Email*. This is done in the **General Preferences** for each user. Both worklist notifications and emails contain links to the accounting / approval web forms. It should be noted that in order to receive Email notifications, the Oracle Workflow Notification Mailer must be configured and running.



Figure 45 – Notification Specification in General Preferences

## INVOICEIT Inbox

INVOICEIT Inbox is a page where INVOICEIT users can search for and handle all of their INVOICEIT invoices currently pending user action. This inbox makes it possible to search for specific invoices by organization name or id, by vendor name or number, or by notification type. Users can select all or specific invoices for handling or for redirecting to other users.

Figure 46 – INVOICEIT Inbox

Redirect	Vendor name	Sent	Invoiceno.	Amount	Cur	Subject	URL
<input type="checkbox"/>	Staples	11-JAN-2010	WEBTEST0939	115.00	USD	Reminder-1: New invoice for accounting : WEBTEST0939 - Staples - Vision Operations	<input type="checkbox"/> 0
<input type="checkbox"/>	Staples	11-JAN-2010	WEBTEST0938	127.00	USD	Reminder-2: New invoice for accounting : WEBTEST0938 - Staples - Vision Operations	<input type="checkbox"/> 0

### Inbox access

The inbox is accessed via the E-Business Suite Navigator menu. Clicking the **INVOICEIT** submenu shows the INVOICEIT functionalities available to the current user. Click the **INVOICEIT Inbox** link to enter the current user's inbox.

The access is controlled via Oracle menus and responsibilities. See the section "User Menu Access" for details. Please note that the naming of responsibility, menu and submenus are free of choice when setting up INVOICEIT, and therefore the naming here may not be similar to that of others systems.





## Inbox functionality

The INVOICEIT inbox consists of two main areas; Search **Notifications** and **Notifications**.

**Search Notifications** is used to search for specific notifications in the list available to the current user.

**Notifications** present a list of all INVOICEIT invoice notifications pending action from the current user. The notifications are presented in a table containing Vendor name, *Sent date*, *Invoice number*, *Amount*, *Currency* and *Subject*. The list can be sorted by clicking any of the column headings.

Each notification can be accessed individually via the **Subject** link or via the **Handle** functionality described below. Using the **o-Link** at the right hand side a user can gain access directly to the accounting screen for the invoice.

It is possible to handle multiple invoices by selecting these invoices by checking the boxes in the column for URL, and afterwards clicking the Handle button. This will present all the marked invoices in a series without returning to the Inbox. Simply when an invoice is processed, the next marked invoice will appear automatically.

Notifications can be redirected to other users via the **Redirect** functionality described below.

Figure 47 – An open notification

The screenshot shows the Oracle INVOICEIT interface. At the top, there's a navigation bar with 'ORACLE' logo and links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a breadcrumb trail shows 'Worklist for Stock, Ms. Pat'. The main heading is 'Match invoice with purchase order : WEBTEST0220 - TT Services - Vision Operations'. There are three buttons: 'Reply', 'Reassign', and 'Request Information'. The notification details are: 'To: Stock, Ms. Pat', 'Sent: 07-Feb-2008 09:23:01', 'Due: 26-Jun-2008 09:23:01', and 'ID: 910550'. Below this, it says 'Please match the following invoice against purchase order:'. A table titled 'Notification history - 460' is shown with columns: 'Done', 'Who', 'Subject', 'Started', 'End', and 'Result'. The first row shows a checkmark in the 'Done' column, 'Stock, Ms. Pat' in 'Who', 'New invoice for accounting : WEBTEST0220 - TT Services - Vision Operations' in 'Subject', '07-FEB-08' in 'Started', '07-FEB-08' in 'End', and 'GE invoice changed to PO invoice' in 'Result'. The second row shows an empty 'Done' column, 'Stock, Ms. Pat' in 'Who', a blue link 'Match invoice with purchase order : WEBTEST0220 - TT Services - Vision Operations' in 'Subject', '07-FEB-08' in 'Started', and empty 'End' and 'Result' columns.

## Inbox search

A user can search for notifications using the following criteria:

- Organization: Org ID, Org Name or both
- Vendor: Vendor Number, Vendor Name or both.
- Notification Type: For a list of notifications types see the table below

When typing search criteria in the boxes and clicking the TAB-button, a list of values is presented. Users can choose to complete the typing or select the appropriate value from the list. Click **Find Notifications** to effectuate the search. Click **Reset to clear all criteria**. To return to a complete notification list, do a search with no criteria listed.

Table 1 – Notification Types

Notification Type	Explanation
Add accounting to expense invoice	The invoice is waiting for accounting and has not been split.
Add accounting/approval for expense invoice – multiple approvers	The invoice has been split via either accounting or approval.
Workflow could not match purchase order	The invoice is awaiting manual match.



<b>Could not match purchase order</b>	All PO invoices which have either a 2- or 3-way match hold applied in Oracle AP, for example invoice price exceeds purchase order price, quantity billed exceeds quantity ordered and Quantity billed exceeds quantity received).
<b>Could not match purchase order 2</b>	All PO invoices that have matching holds which are not a 2- or 3-way matching hold applied in Oracle AP, for example shipment amount exceeds limit.
<b>Invoice can not be approved</b>	All GE invoices that have a system hold applied in core Oracle, for example if the total of invoice distributions does not equal invoice amount.
<b>Invoice data is not correct</b>	All invoices that have been stopped via Open Interface, if for example a duplicate invoice number is found in AP invoices table.
<b>Approver has rejected invoice and returns it to accounting department</b>	All invoices that have been returned to the accounting department.
<b>Can not find approver for expense invoice</b>	All GE invoices where there is no valid user (coder/approver) added.
<b>Invoice import has failed</b>	The invoice import to Oracle AP has failed.

## Handle function

The handle function makes it possible to perform accounting on several invoices in a single series. By checking the boxes in the **URL** column for the relevant notifications and clicking **Handle**, the next selected invoice notification is opened when the first invoice has been processed. Thereby the user is not returned to the inbox when having processed an invoice.

It is possible to select all or no invoices by clicking **Handle: All** or **Handle: None**

## Redirect Function

The redirect functionality is used to redirect notifications to other users. By marking the desired notifications in the **Redirect** column and clicking **Redirect**, notifications can be forwarded to another user. Type in partials of the Oracle username or employee name and select the user from the list of values presented. Click **Execute Redirect** to forward the chosen notification(s).

It is possible to select all or no invoices by clicking **Redirect: All** or **Redirect: None**



Figure 48 – Redirect function

Find notifications Reset

Redirecting notifications

Cancel 3 notifications selected. New recipient: Brown

Type name to see a list of values

Execute Redirect

Supplier :	Subject
TT Services	Data is not correct for invoice : WEBTEST0262 - TT Services - Vision Operations
TT Services	Invoice has been send to error box from manual match: WEBTEST0195 - TT Services - Vision Operations
TT Services	Match invoice with purchase order : WEBTEST0198 - TT Services - Vision Operations

## INVOICEIT Administrator

INVOICEIT Administrator is an inbox for the AP Superuser(s) (shared service centre). Via the Administrator tool, AP superusers can reroute invoice notifications to other users. It is possible to search for all open invoice notifications or specific invoices by organization, supplier, users, etc.

### Administrator access

Administrator is accessed via the E-Business Suite Navigator menu. Clicking the **INVOICEIT** submenu shows the INVOICEIT functionalities available to the current user. Click the **INVOICEIT Administrator** link to enter the INVOICEIT administrator.

The access is controlled via Oracle menus and responsibilities. See the section “User Menu Access” for details. Normally access to the administrator should only be given to superusers.

Figure 49 – INVOICEIT Administrator initial view

Home

Search Notifications

Logged in as Stock, Ms. Pat. (OPERATIONS)

Organization Search using ☐ Org name, ☐ Org id or ☒ both

Current recipient Search using ☐ User name, ☐ Display name or ☒ both

Vendor name Search using ☐ vendor number, ☐ Vendor name or ☒ both

Notification type

Find notifications Reset

### Administrator search

A user can search for notifications using the following criteria:

- Organization: Org ID, Org Name or both
- Current recipient: User name, display name or both.
- Vendor: Vendor Number, Vendor Name or both.
- Notification Type: For a list of notifications types see [table 1](#).

When typing search criteria in the boxes, a list of values is presented when pressing the TAB button on the keyboard. The user can choose to complete the typing or select the appropriate value from the list. Click **Find Notifications** to effectuate the search. Click **Reset** to clear all criteria. To return to a complete notification list, do a search with no criteria listed.

The notifications are presented in a table containing Vendor name, *Sent date*, *Invoice number*, *Amount*, *Currency*, *Subject*, and *Recipient*. The list can be sorted by clicking any of the column headings.

Note that only notification types currently in flow can be selected from the Notification type box.



## Administrator redirect functionality

The redirect functionality is used to redirect notifications to other users. By marking the desired notifications in the **Redirect** column and clicking **Redirect**, notifications can be forwarded to another user. Type in username or select the user from the list of values presented and click **Execute Redirect** to forward the chosen notification(s). Click Cancel to return to the Administrator main window.

It is possible to select all or no invoices by clicking **Redirect: All** or **Redirect: None**

## Administrator redirect and query examples

To find all notifications belonging to the organization “Vision Operations” and the vendor “TT Services”, type the criteria in the appropriate fields and click **Find notifications**.

Figure 50 – Administrator query result sorted by amount

Home  
Search Notifications  
Logged in as Stock, Ms. Pat (OPERATIONS)

Organization: Vision Operations (204) Search using: ☐ Org name, ☐ Org id or ☒ both

Current recipient: Search using: ☐ User name, ☐ Display name or ☒ both

Vendor name: TT Services (5017) Search using: ☐ vendor number, ☐ Vendor name or ☒ both

Notification type:

Find notifications Reset

Notifications

Selected Notifications: **Redirect** Sorted by Amount 453 Recs 0 selected.

Redirect	Vendor name	Sent	Invoice no.	Amount	Cur	Subject	Recipient
<input type="checkbox"/>	TT Services	27-AUG-09	WEBTEST0985	154,000,000.00	USD	New invoice for accounting : WEBTEST0985 - TT Services - Vision Operations	Baker, Catherine
<input type="checkbox"/>	TT Services	27-AUG-09	WEBTEST0984	154,000,000.00	USD	New invoice for accounting : WEBTEST0984 - TT Services - Vision Operations	Heather, Ms. Emily
<input type="checkbox"/>	TT Services	18-JUN-09	WEBTEST0662	330,000.00	USD	Reminder-2: New invoice for accounting : WEBTEST0662 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	16-FEB-09	WEBTEST0469	330,000.00	USD	Reminder-2: New invoice for accounting : WEBTEST0469 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	16-FEB-09	WEBTEST0470	330,000.00	USD	Reminder-2: New invoice for accounting : WEBTEST0470 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	20-AUG-09	WEBTEST0867	330,000.00	USD	Reminder-1: New invoice for accounting : WEBTEST0867 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	11-FEB-09	WEBTEST0430	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0430 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	11-FEB-09	WEBTEST0425	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0425 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	06-FEB-09	WEBTEST0399	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0399 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0400	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0400 - TT Services - Vision Operations	Madsen, Jakob
<input type="checkbox"/>	TT Services	06-FEB-09	WEBTEST0401	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0401 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0402	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0402 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0404	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0404 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0403	165,000.00	USD	Reminder-2: New invoice for accounting : WEBTEST0403 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0405	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0405 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0406	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0406 - TT Services - Vision Operations	Munk, Brian
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0407	165,000.00	USD	Reminder-2: New invoice for accounting : WEBTEST0407 - TT Services - Vision Operations	Marcussen, Gry
<input type="checkbox"/>	TT Services	10-FEB-09	WEBTEST0408	165,000.00	USD	Reminder-2: [Transferred to next approver] Please approve : WEBTEST0408 - TT Services - Vision Operations	Munk, Brian

The superuser selects the notifications for redirection by checking boxes in the *Redirect* column and clicking **Redirect**. This makes the field *New Recipient* available.

Figure 51 - Redirect functionality

Select Notifications: **Redirect**

Select all | Select none

Redirect	Vendor	Sent	Invoice Num	Amount	Cur	Subject
<input checked="" type="checkbox"/>	TT Services	10-JAN-08	WEBTEST0146	3,500.00	USD	Reminder-2: Match invoice with purchase order
<input type="checkbox"/>	TT Services	10-JAN-08	WEBTEST0145	3,500.00	USD	Reminder-2: Match invoice with purchase order
<input type="checkbox"/>	TT Services	09-JAN-08	WEBTEST0144	3,500.00	USD	Reminder-2: Match invoice with purchase order
<input type="checkbox"/>	TT Services	22-JAN-08	WEBTEST0143	3,500.00	USD	Reminder-2: Match invoice with purchase order
<input checked="" type="checkbox"/>	TT Services	22-JAN-08	WEBTEST0142	3,500.00	USD	Reminder-2: Match invoice with purchase order

The selected notifications are redirected to the user typed in or selected in the field *New recipient*. To finally redirect the notifications click **Execute Redirect**. If the selection is wrong, click **Cancel** to return to the Administrator main window.

Figure 52 - Executing redirect

Cancel 3 notifications selected. New recipient: Type in the new receiver of the chosen notifications Execute Redirect

TT Services	Reminder-2: Match invoice with purchase order : WEBTEST0146 - TT Services - Vision Operations	Stock, Ms. Pat
TT Services	Reminder-2: Match invoice with purchase order : WEBTEST0142 - TT Services - Vision Operations	Baker, Catherine
TT Services	Reminder-2: Match invoice with purchase order : WEBTEST0177 - TT Services - Vision Operations	Stock, Ms. Pat

The figures below illustrate two other search query examples.

Figure 53 - Administrator query example 1



Home

Search Notifications Logged in as Stock, Ms. Pat (OPERATIONS)

Organization:  Search using ☐ Org name, ☐ Org id or ☒ both

Current recipient:  Search using ☐ User name, ☐ Display name or ☒ both

Vendor name:  Search using ☐ vendor number, ☐ Vendor name or ☒ both

Notification type:

**Notifications**

Selected Notifications:  14 Recs  
0 selected.

Select all | Select none

	Redirect	Vendor name	Sent	Invoiceno.	Amount	Cur	Subject	Recipient
1.	<input type="checkbox"/>	GE Plastics	2009-10-09	T_1831_15	1,100.00	USD	New invoice for accounting : T_1831_15 - GE Plastics - Vision Operations	Brown, Ms. Casey
2.	<input type="checkbox"/>	GE Plastics	2009-09-30	WEBTEST1296	110.00	USD	Please approve : WEBTEST1296 - GE Plastics - Vision Operations	Brown, Ms. Casey
3.	<input type="checkbox"/>	GE Plastics	2009-09-25	WEBTEST1254	110.00	USD	Please approve : WEBTEST1254 - GE Plastics - Vision Operations	Brown, Ms. Casey
4.	<input type="checkbox"/>	TT Services	2009-09-10	WEBTEST1116	110.00	USD	Please approve : WEBTEST1116 - TT Services - Vision Operations	Brown, Ms. Casey
5.	<input type="checkbox"/>	GE Plastics	2009-08-24	20090821-1	11.00	USD	[Transferred] New invoice for accounting : 20090821-1 - GE Plastics - Vision Operations	Brown, Ms. Casey

Figure 54 - Administrator query example 2

Home

Search Notifications Logged in as Stock, Ms. Pat (OPERATIONS)

Organization:  Search using ☐ Org name, ☐ Org id or ☒ both

Current recipient:  Search using ☐ User name, ☐ Display name or ☒ both

Vendor name:  Search using ☐ vendor number, ☐ Vendor name or ☒ both

Notification type:

**Notifications**

Selected Notifications:  **32 Recs** =>  
0 selected.

Select all | Select none

	Redirect	Vendor name	Sent	Invoiceno.	Amount	Cur	Subject	Recipient
1.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1827_00	11.00	USD	Match invoice with purchase order : T_1827_00 - GE Plastics - Vision Operations	Stock, Ms. Pat
2.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_07	22.00	USD	Match invoice with purchase order : T_1826_07 - GE Plastics - Vision Operations	Stock, Ms. Pat
3.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_06	11.00	USD	Match invoice with purchase order : T_1826_06 - GE Plastics - Vision Operations	Stock, Ms. Pat
4.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_05	11.00	USD	Match invoice with purchase order : T_1826_05 - GE Plastics - Vision Operations	Stock, Ms. Pat
5.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_04	11.00	USD	Match invoice with purchase order : T_1826_04 - GE Plastics - Vision Operations	Stock, Ms. Pat
6.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_03	11.00	USD	Match invoice with purchase order : T_1826_03 - GE Plastics - Vision Operations	Stock, Ms. Pat
7.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_02	11.00	USD	Match invoice with purchase order : T_1826_02 - GE Plastics - Vision Operations	Stock, Ms. Pat
8.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_01	11.00	USD	Match invoice with purchase order : T_1826_01 - GE Plastics - Vision Operations	Stock, Ms. Pat
9.	<input type="checkbox"/>	GE Plastics	2009-10-16	T_1826_00	11.00	USD	Match invoice with purchase order : T_1826_00 - GE Plastics - Vision Operations	Stock, Ms. Pat
10.	<input type="checkbox"/>	GE Plastics	2009-10-06	T_1829_17	1,100.00	USD	Match invoice with purchase order : T_1829_17 - GE Plastics - Vision Operations	Stock, Ms. Pat
11.	<input type="checkbox"/>	GE Plastics	2009-10-06	T_1829_15	1,100.00	USD	Match invoice with purchase order : T_1829_15 - GE Plastics - Vision Operations	Stock, Ms. Pat
12.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_14	1,100.00	USD	Match invoice with purchase order : T_1829_14 - GE Plastics - Vision Operations	Stock, Ms. Pat
13.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_13	1,100.00	USD	Match invoice with purchase order : T_1829_13 - GE Plastics - Vision Operations	Stock, Ms. Pat
14.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_11	1,100.00	USD	Match invoice with purchase order : T_1829_11 - GE Plastics - Vision Operations	Stock, Ms. Pat
15.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_10	1,100.00	USD	Match invoice with purchase order : T_1829_10 - GE Plastics - Vision Operations	Stock, Ms. Pat
16.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_09	1,100.00	USD	Match invoice with purchase order : T_1829_09 - GE Plastics - Vision Operations	Stock, Ms. Pat
17.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_08	1,100.00	USD	Match invoice with purchase order : T_1829_08 - GE Plastics - Vision Operations	Stock, Ms. Pat
18.	<input type="checkbox"/>	GE Plastics	2009-10-05	T_1829_07	1,100.00	USD	Match invoice with purchase order : T_1829_07 - GE Plastics - Vision Operations	Stock, Ms. Pat



# Security Rules

INVOICEIT supports the setup of Oracle security rules. INVOICEIT must be configured through the following setup of system profile options:

System Profile Option	Value
INVOICEIT3 : Responsibility security rule	PI (Payables and INVOICEIT responsibilities)
INVOICEIT3 : Security level	2 (High)

An Oracle security rule is created as shown below. This rule entails that for the responsibility *Payables*, *Vision Operations (USA)*, it is not allowed to use the value 130 in the segment *Department*. All other valid values are permitted for accounting (Include 000-ZZZ).

Figure 55 – Setup of security rule

Figure 56 – Assigning the security rule to a responsibility

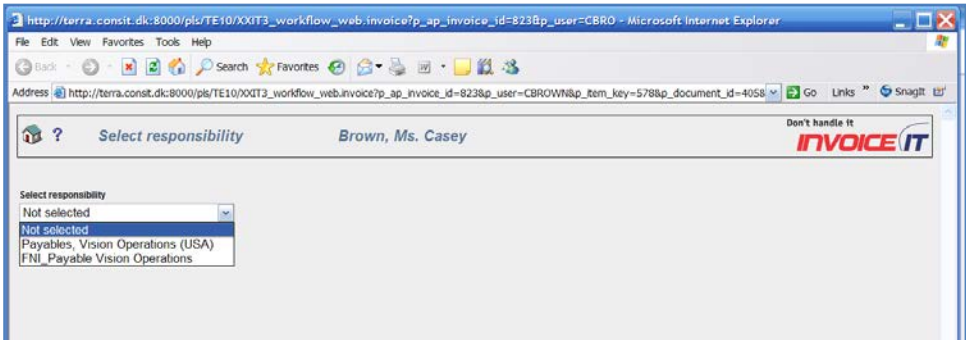
In INVOICEIT the security rule will have the effect on opening the INVOICEIT workbench as the user is now prompted to choose which responsibility to handle the invoice through. This is only when the user is assigned more than one responsibility for the same organization. In the below example the user is granted the





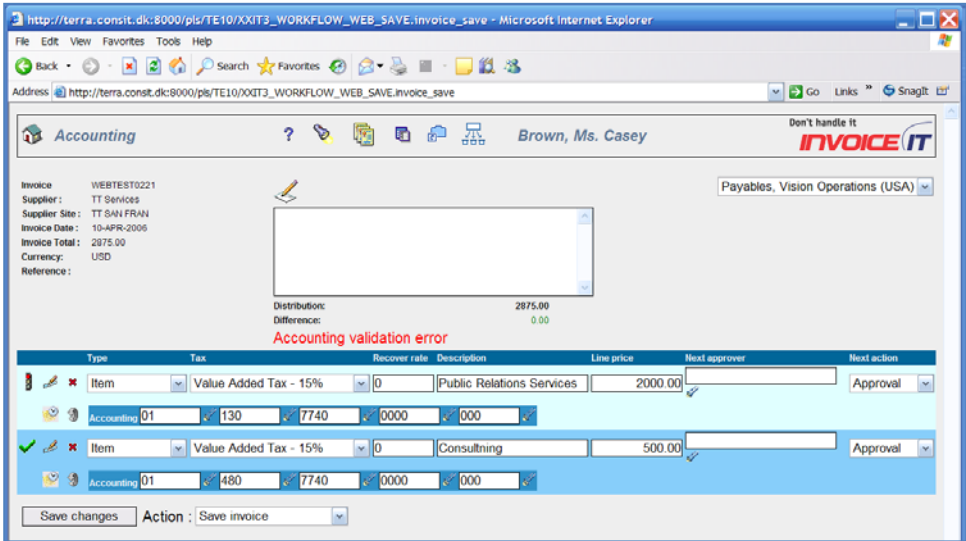
‘Payables, Vision Operations (USA)’ and a ‘FNI\_Payable Vision Operations’ responsibility and therefore the user needs to determine through which responsibility the invoice should be processed.

Figure 57 – Choosing responsibility



After choosing the responsibility to which the security rule was assigned, the INVOICEIT accounting workbench is opened. When coding on department 130 and validating the coding, INVOICEIT will find that the security rule does not allow any coding on department 130, and this will be flagged in the workbench.

Figure 58 – Accounting validation error



# Language Settings

In order to run INVOICEIT in any language, the following preferences must be set to the language of choice.

Figure 59 - Oracle user preferences

**ORACLE® E-Business Suite** [Home](#) [Logout](#) [Preferences](#) [Help](#)

**General Preferences** [Cancel](#) [Reset to Default](#) [Apply](#)

**Languages**

Current Session Language	French
Default Application Language	French

**Accessibility**

Accessibility Features: None

**Regional**

Territory: United States

Date Format: dd-MMM-yyyy (08-Dec-2009)

Timezone: (GMT -08:00) Pacific Time

Number Format: 10,000.00

Currency:

Client Character Encoding: Western European (Windows)

**Change Password**

Known As: CODER1

Old Password:

New Password:

Repeat Password:

**Start Page**

Responsibility:

Page:

**Notifications**

Email Style: Plain text mail

Notifications will be sent in your current default language, American English.

[Cancel](#) [Reset to Default](#) [Apply](#)





# Search

In general the INVOICEIT search form is used to find invoices. After finding an invoice a variety of information is showed: When was the invoice scanned into the system, which user did the coding, who did the approval etc. On the search result form there is a link to the activity list. This makes it possible to see where an invoice is in the INVOICEIT process at any time.

## Configure access

To give an employee access to the search, the Oracle FND User must be configured as follows:

- Responsibility: **INVOICEIT**
- Application: **INVOICEIT3.0**

Figure 60 - Search Access Configuration

The screenshot shows the Oracle FND User configuration form for the user 'OPERATIONS'. The form includes fields for User Name, Password, Description, Person, Customer, Supplier, E-Mail, and Fax. The 'Effective Dates' section shows 'From' as 01-APR-1996 and 'To' as blank. The 'Direct Responsibilities' tab is selected, showing a table with columns: Responsibility, Application, Security Group, and Effective Dates. The table contains one row: InvoiceIT, InvoiceIT3.0, Standard, and 05-JUN-2006.

Responsibility	Application	Security Group	Effective Dates
InvoiceIT	InvoiceIT3.0	Standard	05-JUN-2006

To give a user access to invoices recorded or approved by another user, navigate to the tab **Securing Attributes** and reapply the attribute **ICX\_HR\_PERSON\_ID** and chose the appropriate **Person\_ID**.

- Attribute: **ICX\_HR\_PERSON\_ID** Value: **[Person\_ID]**
- Attribute: **TO\_PERSON\_ID** Value: **[Person\_ID]**

Figure 61 - Granting access to another user's recorded invoices

The screenshot shows the Oracle FND User configuration form for the user 'OPERATIONS' with the 'Securing Attributes' tab selected. The table lists attributes and their values:

Attribute	Application	Value
Billing Details Access	Receivables	Yes
ICX_HR_PERSON_ID	Self-Service Web Application	25
TO_PERSON_ID	Self-Service Web Application	25

A 'Person Names' dialog box is open, showing a list of employees. The employee 'Brown, Mr. Casey' with Employee Number 49 is selected.

Employee Name	Employee Number	Contingency
Brown, Doctor Kimberly Ann	129	
Brown, Joe		
Brown, John	901	
Brown, Mark	549	
Brown, Miss Jackie	797	
Brown, Miss Mona	55	
Brown, Miss Natheema	143	
Brown, Mr. Casey	49	
Brown, Mr. David	238	
Brown, Mr. Harold		



# Search Parameters

Figure 62 – INVOICEIT Search Form with Search Parameters

Search

☐ Show all

Search for invoice

Stock, Ms. Pat

Organization

Not selected

Supplier name :

..

Vendorno.:

..

Invceno.:

to

Invoice type:

All

Invoice amount:

to

Currency:

All

Invoice Date :

to

Accounting date:

to

Due date:

to

Approval date:

to

Invoice status:

All

to:

All

Reminder level:

All

Holds:

..

Accounted by:

..

Approved by:

..

From Orderno:

Rel.:

To Orderno:

Rel.:

Scanning date:

to

1. Sort by:

Supplier

☐ descending

2. Sort by:

Invcneno.

☐ descending

3. Sort by:

Invoice Date :

☐ descending

Search

Reset

Clear

The form above shows the search parameters available in the INVOICEIT Search Form. The search parameters may be combined, if for instance you want to find a certain invoice from a certain vendor or if you want to find all invoices from a certain vendor, scanned on a certain date or in a certain interval of dates.

Search

This runs the search. Remember to select your criteria before running the search.

☐ Show all

If Show all is ticked, the result will be presented in one list containing all selected invoices. Alternatively, the result will be presented on a number of pages with 20 entries on each

Stock, Ms. Pat

Shows the current user. If the user has access to other users' search options, the list of values shows available users.

## Organization

At the top of the search form the field *Organization* can be used as a search parameter. Available organizations are only those assigned to the current user. If an organization is selected, users see the invoices connected to that organization unit given the other search parameters.

If no organization is selected only invoices recorded/approved by the current user is displayed. If an invoice is recorded/approved by more than one user (invoice lines approved by different approvers), all the approvers of the invoice are allowed to query the entire invoices.

Figure 63 - The result of a search performed



Search result - from 1 to 20 of 155

Invoice	Invoice type	Orderno	Supplier	Invoice Total	Invoice status	Accountant	Approver	Scanning date	Accounting date	Approval date	Due date	Reminder	Payment status
20090921-1	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-2	Standard	-	GE Plastics	11,00 USD	Waiting for import	Stock, Ms. Pat	Stock, Ms. Pat	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-3	Standard	-	GE Plastics	11,00 USD	Waiting for import	Stock, Ms. Pat	Stock, Ms. Pat	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-4	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-5	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-6	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090921-7	Standard	-	GE Plastics	11,00 USD	Waiting for import	Stock, Ms. Pat	Stock, Ms. Pat	2009-09-21	2009-09-21,	2009-09-21	-	-	-
20090922-1	Credit Memo	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-22	2009-09-22,	2009-09-22	-	-	-
20090903-1	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-2	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-3	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-4	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-5	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-6	Standard	-	GE Plastics	11,00 USD	Validated	Stock, Ms. Pat	Baker, Catherine*	2009-09-03	2009-09-03,	2009-09-03	2009-07-10	No	-
20090903-7	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090903-8	Standard	-	GE Plastics	11,00 USD	Validated	Stock, Ms. Pat	Cockson, Mr. Rob*	2009-09-03	2009-09-03,	2009-09-03	2009-07-10	No	-
20090903-9	Standard	-	GE Plastics	11,00 USD	Scanned	-	-	2009-09-03	2009-09-03,	2009-09-03	-	-	-
20090928-1	Standard	20090928A	GE Plastics	1.100,00 USD	Needs Revalidation	-	-	2009-09-28	2009-09-28,	2009-09-28	2009-10-20	No	-
20090928-1	Standard	20090928A	GE Plastics	1.100,00 USD	Needs Revalidation	-	-	2009-09-28	2009-09-28,	2009-09-28	2009-10-20	No	-
20090928-10	Standard	20090928B	GE Plastics	1.100,00 USD	Waiting for manual check.	-	-	2009-09-28	2009-09-28,	2009-09-28	-	-	-

Total amount on page: 3.465,00 USD

Search result - from 1 to 20 of 155

Above is the result of a search for all invoices from “3M Health Care” with due date “28-JUL-2003”. The search result shows 6 invoices. For each invoice the following information is available:



<b>Invoice number</b>	The invoice number in EBS.
<b>Invoice type</b>	The invoice type.
<b>Order number</b>	If there is a purchase order number on the invoice.
<b>Supplier name</b>	Name of the supplier.
<b>Invoice total</b>	Total amount on the invoice.
<b>Invoice status</b>	Status of the invoice (e.g. scanned, waiting for import, validated, etc.)
<b>Accountant</b>	Name of the accountant(s).
<b>Approver</b>	Name of the approver(s) of the invoice.
<b>Scanning date</b>	Date of scanning.
<b>Accounting date</b>	Date(s) for accounting.
<b>Approval date</b>	Date(s) for approval.
<b>Due date</b>	Date when the invoice falls due.
<b>Reminder</b>	The reminder level of the invoice.
<b>Payment status</b>	Payment status.
<b>Paid</b>	Is the invoice paid (Yes/No)
	Click <b>View Accounting</b> to open a read-only version of the invoice. It is not possible to update or insert any data in the invoice. See example in Figure 66 – View Accounting
	Click <b>View Notification History</b> to show the notification history for the invoice. See example in Figure 67 – View Activity History.



Figure 64 – View Accounting

Show invoice
?
Stock, Ms. Pat
Don't handle it **INVOICE IT**

Invoice: 20090928-14

Supplier: GE Plastics

Supplier site: LINE

Invoice Date: 2009-09-25

Invoice Total: 1100.00

Currency: USD

Reference:

Flex: [.]

Show notes | Add note

28/09/2009 12:04 - IMPORTED VIA SCANNING

Distribution: 1000,00

Type	Tax	Recover rate	Description	Line price	Accounted by	Approved by	Next approver	Next action
Item	VAT-10%	100	INVOICE DESC	900,00	Stock, Ms. Pat	Stock, Ms. Pat	OPERATIONS	Approval
Accounting 01	420	7720	0000	000				
Freight	VAT-10%	100	-	100,00	Stock, Ms. Pat	Stock, Ms. Pat		Approval
Accounting 01	000	2130	0000	000				

Figure 65 – View Activity History

Activity history
Stock, Ms. Pat
Don't handle it **INVOICE IT**

**Processlog from INVOICES**

Timestamp	Type	Module	Action	Owner	Message
No entries found in processlog.					

**Main flow for invoice 20090928-14**

Who	Subject	Started	End	Result
Workflow		28-SEP-2009 12:04	28-SEP-2009 12:04	Successful pre processing data
Workflow	Successful pre process	28-SEP-2009 12:04	28-SEP-2009 12:04	Running preregistration of invoice
Workflow	Running preregistration of invoice	28-SEP-2009 12:04	28-SEP-2009 12:04	Succesful preregistration
Workflow	Successful preregistration	28-SEP-2009 12:04	28-SEP-2009 12:04	New invoice
Stock, Ms. Pat	New invoice for accounting	28-SEP-2009 12:04	28-SEP-2009 12:06	Save and continue flow
Stock, Ms. Pat	Waiting for approval sub flows	28-SEP-2009 12:06	28-SEP-2009 12:06	Running import of invoice
Workflow	Running import of invoice	28-SEP-2009 12:06	28-SEP-2009 12:07	Invoice imported sucessful
Workflow	Invoice imported sucessful	28-SEP-2009 12:07	28-SEP-2009 12:08	Flow completed
Workflow	Complete flow	28-SEP-2009 12:08		

**Sub flow for invoice line 1**

Who	Subject	Started	End	Result
Stock, Ms. Pat	Please approve	28-SEP-2009 12:06	28-SEP-2009 12:06	Approve
Stock, Ms. Pat	Approved	28-SEP-2009 12:06		

**Sub flow for invoice line 2**

Who	Subject	Started	End	Result
-----	---------	---------	-----	--------



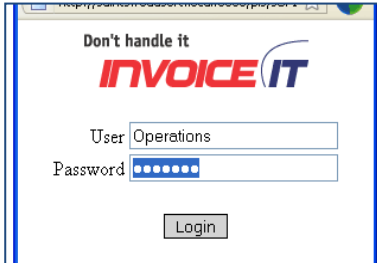
# Web Utility tool

## Accessing Web Utility

Secure URL login

Navigate to the Web Utility Page using this URL. Replace server, port and databaseid:

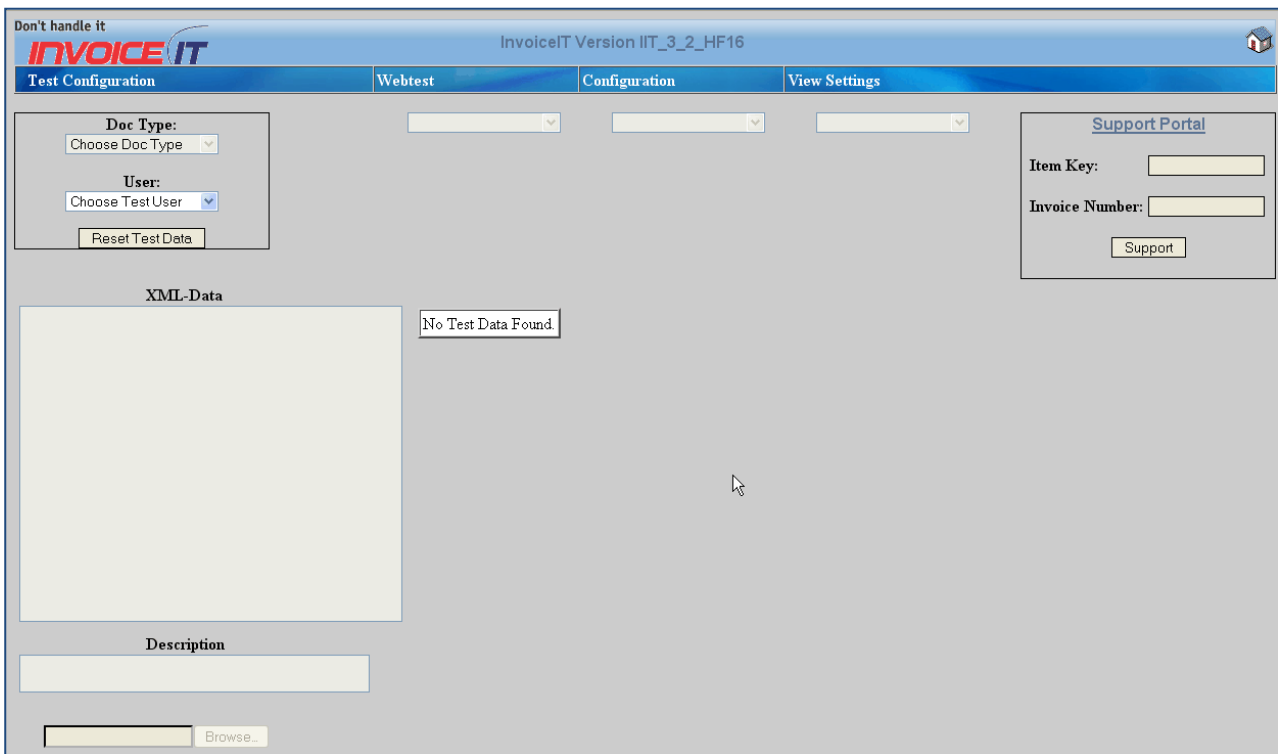
[http://server:port/pls/databaseid/XXIT3\\_web\\_test.showtest](http://server:port/pls/databaseid/XXIT3_web_test.showtest)



## Oracle Applications Login

Log into Oracle E-Business Suite. The Web Utility will allow you access if you session is still active and you are setup as a secure user.

## Web Utility initial appearance



## Selecting user

### Select an existing user

You can select an exiting user from the “User” drop down list under the Test Configuration options.

Don't handle it InvoiceIT Version IIT\_3\_2\_HF16

Test Configuration Webtest Configuration View Settings

Doc Type: Choose Doc Type

User: Choose Test User

Reset Test Data

Add User

Support Portal

Item Key:

Invoice Number:

Support

### Create a new user

A new user can be created by entering the desired user name into the text field and clicking “Add User” button.

Don't handle it InvoiceIT Version IIT\_3\_2\_HF16

Test Configuration Webtest Configuration View Settings

Doc Type: Choose Doc Type

User: Choose Test User

Reset Test Data

Add User NEW USER

XML-Data

No Test Data Found

Support Portal

Item Key:

Invoice Number:

Support

## Processing test invoices

### Manual XML Entry

Select the Document type from the “Doc Type” drop down list under the Test Configuration options.

Don't handle it InvoiceIT Version IIT\_3\_2\_HF16

Test Configuration Webtest Configuration View Settings

Doc Type: Choose Doc Type

User: Choose Test User

Reset Test Data

Add User

Support Portal

Item Key:

Invoice Number:

Support

XML-Data

<Credit>0</Credit>  
<Supplier>20026</Supplier>  
<InvoiceNumber></InvoiceNumber>  
<InvoiceDate>20051031</InvoiceDate>  
<SubTotal>50769.57</SubTotal>  
<TaxAmount>0.00</TaxAmount>  
<TotalAmount>50769.57</TotalAmount>  
<Currency>USD</Currency>  
<PONumber></PONumber>  
<FreightAmount>0.00</FreightAmount>  
<MiscAmount>0.00</MiscAmount>  
<ORG\_ID>204</ORG\_ID>  
<SupplierSite></SupplierSite>  
<LINEITEM>  
<LineTotal>47282.49</LineTotal>  
<Description>Security for Ardaley Campus</Description>  
<PONum L></PONum L>  
<Qty>47282.49</Qty>

Description

Save Test Browse...

Doc Type	Workflow	Item Key	Log
Doctype=InvoiceIT1 Invoice WEBTEST0161	workflow started	ITEM KEY 353	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>
Doctype=InvoiceIT1 Invoice WEBTEST0162	workflow started	ITEM KEY 352	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>
Doctype=InvoiceIT1 Invoice WEBTEST0195 Test	workflow started	ITEM KEY 351	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>

The XML tag for a given Document type can be retrieved through the “View Setting” DDL “Scanner Interface” option.



**View Settings**

Scanner Interface

XXIT3 INVOICES		
Column	Data-type	XML-TAG
INVOICE_NUM	VARCHAR2	<InvoiceNumber></InvoiceNumber>
INVOICE_DATE	DATE	<InvoiceDate></InvoiceDate>
PO_NUMBER	VARCHAR2	<PONumber></PONumber>
VENDOR_NUM	VARCHAR2	<Supplier></Supplier>
VENDOR_SITE_CODE	VARCHAR2	<SupplierSite></SupplierSite>
INVOICE_AMOUNT	NUMBER	<TotalAmount></TotalAmount>
INVOICE_CURRENCY_CODE	VARCHAR2	<Currency></Currency>
INVOICE_RECEIVED_DATE	DATE	<Date></Date>
ORG_ID	NUMBER	<ORG_ID></ORG_ID>
XXIT_CONTACT_USER	VARCHAR2	<Contact></Contact>
XXIT_NOTE	VARCHAR2	<UserRemark></UserRemark>
XXIT_TAX_AMOUNT	NUMBER	<TaxAmount></TaxAmount>
XXIT_SQL	VARCHAR2	<ExecuteSQL></ExecuteSQL>
CREDIT_INVOICE_NUM	VARCHAR2	<CreditInvoiceNum></CreditInvoiceNum>
LATE_SCAN	VARCHAR2	<LateScan></LateScan>
XXIT_VAT_CODE	VARCHAR2	<HeaderTaxCode></HeaderTaxCode>

Enter the XML information and click **Save Test**.

Don't handle it

**INVOICE IT** InvoiceIT Version IIT\_3\_2\_HF16

Test Configuration Webtest Configuration View Settings

Doc Type: Choose Doc Type

User: Choose Test User

Reset Test Data

Add User

**Support Portal**

Item Key: 1

Invoice Number:

Support

**XML-Data**

```
<Credit>0</Credit>
<Supplier>20026</Supplier>
<InvoiceNumber></InvoiceNumber>
<InvoiceDate>20051031</InvoiceDate>
<SubTotal>50769.57</SubTotal>
<TaxAmount>0.00</TaxAmount>
<TotalAmount>50769.57</TotalAmount>
<Currency>USD</Currency>
<PONumber></PONumber>
<FreightAmount>0.00</FreightAmount>
<MiscAmount>0.00</MiscAmount>
<ORG_ID>204</ORG_ID>
<SupplierSite></SupplierSite>
<LATE_SCAN>
<LineTotal>47282.49</LineTotal>
<Description>Security for Ardsley Campus</Description>
<PONum L></PONum L>
<Qty>47282.49</Qty>
```

**Description**

Save Test

Browse...

1.	Doctype=InvoiceIT1 Invoice WEBTEST0162	Start Workflow	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
2.	Doctype=InvoiceIT1 Invoice WEBTEST0161	Start Workflow	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
3.	Doctype=InvoiceIT1 Invoice from file F93202819/WebTest.xml	workflow started ITEM KEY 290	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>
4.			

Click **Start Workflow**.

**XML-Data**

```
<Credit>0</Credit>
<Supplier>20026</Supplier>
<InvoiceNumber></InvoiceNumber>
<InvoiceDate>20051031</InvoiceDate>
<SubTotal>50769.57</SubTotal>
<TaxAmount>0.00</TaxAmount>
<TotalAmount>50769.57</TotalAmount>
<Currency>USD</Currency>
<PONumber></PONumber>
<FreightAmount>0.00</FreightAmount>
<MiscAmount>0.00</MiscAmount>
<ORG_ID>204</ORG_ID>
```

1.	Doctype=InvoiceIT1 Invoice WEBTEST0162	Start Workflow	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
2.			<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber>



Invoice has been successfully submitted to the workflow

The screenshot shows the 'XML-Data' section on the left with XML content. On the right, a table displays workflow information. A red oval highlights the first row of the table.

1.	DocType=InvoiceIT1 Invoice WEBTEST0195 test	workflow started ITEM KEY 351	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
2.	DocType=InvoiceIT1 Invoice WEBTEST0162	Start Workflow		<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>

## Upload XML from a file

Click the **Browse** button in the bottom left corner and navigate to the desired XML file.

The screenshot shows the 'Invoice from file' section. The 'Browse...' button is highlighted with a red oval.

The XML file path will be reflected as show below.

The screenshot shows the 'Browse...' button with the file path 'C:\Documents and Settings\...'. The 'Save Test' button is also visible.

Click **Start**. The XML data automatically submitted to the workflow.

The screenshot shows the 'InvoiceIT Version IIT\_3\_2\_HF16' interface. The 'XML-Data' section on the left displays XML content. On the right, a table displays workflow information. A red oval highlights the first row of the table.

1.	DocType=InvoiceIT1 Invoice from file F298734607/WebTest.xml	workflow started ITEM KEY 354	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>	<TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
2.	DocType=InvoiceIT1 Invoice WEBTEST0161	workflow started ITEM KEY 353	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>
3.	DocType=InvoiceIT1 Invoice WEBTEST0162	workflow started ITEM KEY 352	<a href="#">See invoice in workflow</a> <a href="#">See InvoiceIT log</a>	<Credit>0</Credit> <Supplier>20026</Supplier> <InvoiceNumber></InvoiceNumber> <InvoiceDate>20051031</InvoiceDate> <SubTotal>50769.57</SubTotal> <TaxAmount>0.00</TaxAmount> <TotalAmount>50769.57</TotalAmount> <Currency>USD</Currency>





## Viewing test history

The Webtest drop down list provides options for viewing test history. Test history is shown for the user selected in the **User** drop down menu.

- **All** – All invoices processed by the user
- **Default** – By default on the last four invoices are displayed.
- **Purchase Order History** – The last four PO invoices processed by the user
- **General Expense History** – The last four GE invoices processed by the user.
- **Purchase Order History All** – All the PO invoices processed by the user.
- **General Expense History All** – All the GE invoices processed by the user.

Doc Type: Choose Doc Type  
User: Choose Test User  
Reset Test Data  
Add User  
Support Portal  
Item Key:  
Invoice Number:  
Support

## Configuration Options

There are currently seven configuration options available in the Web Utility.

- **Open API** – Application Programming Interface.
- **XML Types** – You can view and add new XSLT definition.
- **Mapping Table** – Setup INVOICES mapping specifications.
- **Match Hold Receiver** – Setup, edit and delete the receiver of match hold notifications.
- **Reminder Escalations** – Setup reminder groups and levels.
- **Post Approval Workflow** – Enable and disable post approval workflow.
- **Match Rule Configuration** – Configure and edit the INVOICEIT match rule configuration.

Doc Type: Choose Doc Type  
User: Choose Test User  
Reset Test Data  
Add User  
Support Portal  
Item Key:  
Invoice Number:  
Support

## View Settings

There are currently five view-only setting available for the Web Utility.

- **Event States** – Displays the workflow events status.
- **System Profiles** – Displays INVOCIEIT system profiles.
- **Scanner Interface** – Displays all the configured document types interface setups.
- **Overview of Changes** – Displays installation history.
- **Organization Defaults** – Displays the organizations default value setup.

Doc Type: Choose Doc Type  
User: Choose Test User  
Reset Test Data  
Support Portal  
Item Key:  
Invoice Number:  
Support

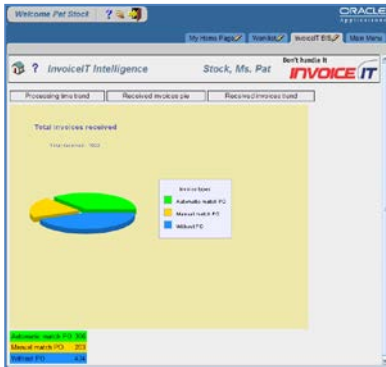


# Business Information

This section presents the business intelligence provided by INVOICEIT. The INVOICEIT business intelligence provides information about how your key performance indicators are performing on a daily basis. The figures can be tracked for each period or year to date.

## Business Intelligence form

Figure 66 – INVOICEIT Business Intelligence Form



The sandy coloured area on the screen contains the Key Performance Indicators (KPI) displayed graphically. The pie graph at the top of the left section illustrates the percentage distribution of invoices. Below this area the data is presented in table view.

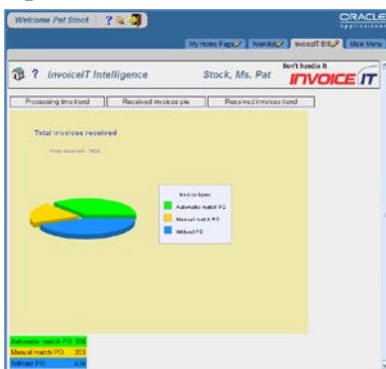
## Key performance indicators

INVOICEIT DBI works with two different KPIs. These are:

- Received invoices (subdivided into “pie” and “trend”)
- Process times

### Received invoices pie chart

Figure 67 – Received Invoices Pie Chart



The received invoices pie chart shows you how many invoices have been registered in a certain period. The invoices are divided into 3 types:

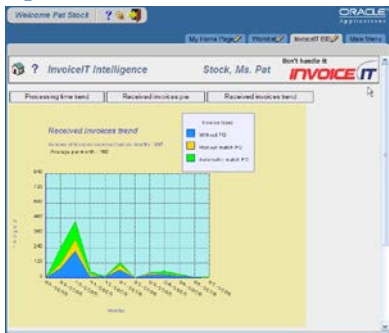
- Scanned invoices matched automatically to PO.
- Scanned invoices matched manually to PO.
- Scanned invoices with no match to PO (GE invoices).



The pie chart shows the distribution between these three invoice types for the requested period in percentages. The table view at the bottom shows the number of invoices associated with the mentioned invoice types.

Received invoices trend

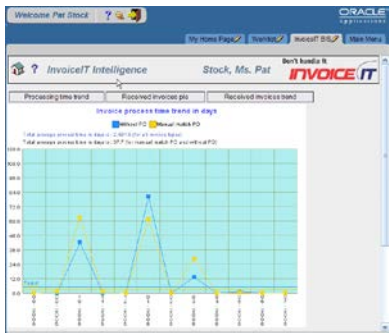
Figure 68 – Received Invoices Trend



“Received invoices trend” illustrates the total number of invoices received, distributed on the prior 12 months and subdivided into the three invoice types. This presentation creates the opportunity to see the number of invoices received over time.

Process times

Figure 69 – Invoice Process Times



At the top of the graphic area *Total average process time in days* is listed for all invoice types and for the different invoice types individually. The graphic area displays the average process time trend for the prior 12 months – one graph for the total average process time and one for each of the invoice types. If you click one of the graphs the following is shown:

Manual match PO		Without PO	
08-2005	0.0	08-2005	0.0
09-2005	0.9	09-2005	0.0
10-2005	62.7	10-2005	42.0
11-2005	0.9	11-2005	0.0
12-2005	0.0	12-2005	0.0
01-2006	61.1	01-2006	80.1
02-2006	0.0	02-2006	0.0
03-2006	28.5	03-2006	13.1
04-2006	0.0	04-2006	0.0
05-2006	0.5	05-2006	1.2
06-2006	0.0	06-2006	0.0
07-2006	0.0	07-2006	0.0

The table view at the bottom of the screen shows the average process time on a monthly basis in detail. The table is subdivided into the total average process time and the process time for each separate invoice type.



# Descriptive flexfields

INVOICEIT supports two descriptive flex fields (DFFs):

- Invoice
- Invoice distribution

In order to enable the invoice DFFs (descriptive flexfields) the system profile option '**INVOICEIT3 : Enable flex header**' should be set to the value 'Yes'.

In order to enable the invoice distribution DFFs, the system profile option '**INVOICEIT3 : Enable flex lines**' should be set to the value 'Yes'.

By clicking the descriptive flexfield information '[...]' field, it is possible to change the data in the relevant invoice form section.

Figure 70 – Descriptive Flexfields

The screenshot displays the 'Accounting' section of the INVOICEIT3 application. The top header includes 'Accounting' and 'Stock, Ms. Pat'. The main area shows invoice details for 'WEBTEST0894' from 'GE Capital' with an invoice date of '09-APR-2009' and a total of '33.00'. A red arrow points to the 'Flex' field, labeled 'Invoice header descriptive flexfield'. To the right, a 'Show notes' box contains the text '02/12/2009 15:26 - IMPORTED VIA SCANNING'. Below this, a summary table shows 'Distribution: 33.00', 'Net line price: 30.00', 'Calculated tax: 3.00', and 'Difference: 0.00'. A table below lists invoice items, including 'Item 1' with a price of '30.00'. A red arrow points to the '[...]' field in the 'Next action' column, labeled 'Invoice Distribution descriptive flexfield'. The bottom of the screen has a 'Save changes' button and an 'Action' dropdown set to 'Save and continue flow'.

## Descriptive flexfield form

When the DFF '[...]' field is clicked a form is opened. In this form the user is able to change the descriptive flexfield segment's values.


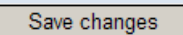

Depending on the AP setup of the environment this form will display all active DFF segments including context information.

Figure 71 – Descriptive Flexfield Form

The screenshot shows a web browser window with the URL 'http://oracle20.readsoft.local:8000/pls/rs20/XXIT3\_WORKFLOW'. The form contains several input fields: 'Responsible person', 'DFF3', 'DFF4', 'Supervisor', and 'Employee', each with a small icon to its right. A 'Context' dropdown menu is also present. A 'Save changes' button is located at the bottom right of the form.



## Descriptive flexfield form actions

Search for value in the value set		If a DFF segment has a flashlight icon next to it, then it means that a value set attached to the flexfield. By clicking the icon, the user is presented with a list of values.
Save values		When clicking this button, the INVOICEIT validates the DFF segment values and saves them into html parameters of the parent invoice form. If the validation is successful then the DFF form will close. Otherwise an error will be shown.
Change context	Context 	There is a possibility to change context information if there are different contexts defined within DFFs.

It is possible to overrule DFF validation by creating a system profile option with the name **XXIT3\_SKIP\_EBS\_DFF\_VALIDATION**. The value **Y** should be assigned on Site level. This profile option is not delivered with standard INVOICEIT installation and by default the DFF structure is always validated when the 'Save changes' button is pressed.


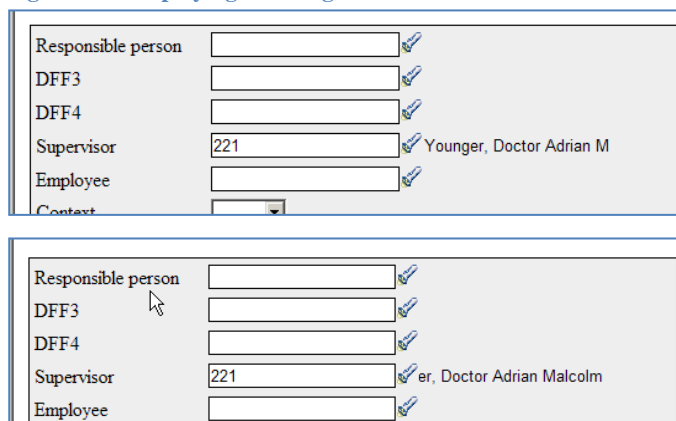
**Note:** If the meaning of the DFFs segment value is not fully shown next to the flashlight icon , then hold down the left mouse button and highlight the value in question and the rest of the value will be shown. Below is shown an example of a value not fully shown.

Figure 72 – Displaying Meaning Value



## Limitations of using value set validation types

There are known limitations of using different value set validation types within INVOICEIT flexfields.

Value set type	Supported in INVOICEIT
Independent	Yes
Dependent	No
Table	Yes (also see Using bind variables in table validation)
Other validation types	No



## Using bind variables in table validation

There are known limitations of using bind variables in table validation type value sets within INVOICEIT descriptive flexfields.

Bind variable type	Supported in INVOICEIT
:\$FLEX\$.Value_set_name	Yes
:block.field,	No
:\$PROFILES\$.Option_name	No
:NULL.suffix	No
:\$FLEX\$.Value_Set_Name.OUTPUT, where OUTPUT can be ID, VALUE, or MEANING	No
Other bind variable types	No

## System profile options used to setup descriptive flexfields

System profile option name	Description
<i>INVOICEIT3 : Enable flex header</i>	Enables or disables invoice descriptive flexfield for viewing and editing in the INVOICEIT invoice form
<i>INVOICEIT3 : Enable flex lines</i>	Enables or disables invoice distribution descriptive flexfield for viewing and editing in the INVOICEIT invoice form
<i>INVOICEIT3 : Show all desc flex fields on invoice lines</i>	Normally this profile option value should be set to 'No' to meet described DFF functionality. If this profile options is set to Yes then all segments (with all available context segments) are shown for every invoice distribution line in INVOICEIT invoice form.

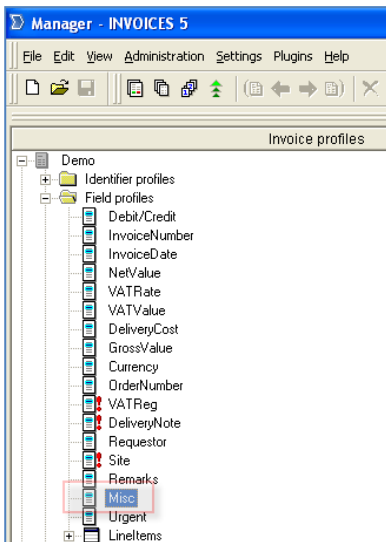


# Freight and Miscellaneous lines types

When configuring INVOICEIT to use Freight and/or Miscellaneous as line types, a valid Oracle tax code must be added through configuration in the INVOICEIT mapping table. Below is demonstrated how to setup INVOICEIT to enable this feature.

## Setup an Invoice field called e.g. “Misc”

Figure 73 – INVOICES setup of item field



Remember to add the field to the transaction description in INVOICES.

## Map and configure Miscellaneous or Freight

Go to the TABLE NAME “INVOICEIT\_OBJECT\_LIBRARY” and chose e.g. STD\_MISCELLANESOUS, STD\_FREIGHT OR STD\_FREIGHT2 under the COLUMN NAME. Via INVOICEIT it is possible to setup the types Miscellaneous and Freight.

Below is given an example for setting up a miscellaneous field:

Figure 74 – Mapping table setup

The screenshot shows the 'Mapping table setup' form. The fields and their values are: INTERFACE\_ID: 1, LINE\_ID: 3, INT\_TABLE\_NAME: INVOICEIT\_OBJECT\_LIBRARY, OBJECT\_NAME: STD\_MISCELLANESOUS, XML\_ATTR\_NAME: N/A, TAX CODE OVERRIDE FLAG: N, TAX CODE: Non-Taxable, LINE ITEM LOOKUP TYPE: MISCELLANEOUS, MAX PERCENT: 10, MAX AMOUNT: 220, SQL STATEMENT: SELECT org.std\_misc\_coid FROM XXIT3\_workflow\_org\_flex\_v org WHERE org.organization\_id=[ORG\_ID], and DESCRIPTION: MISCELLANEOUS. There are four callouts: 'Add XML output name from INVOICES' pointing to XML\_ATTR\_NAME, 'Add a valid Oracle Tax Code' pointing to TAX CODE, 'Add a maximum % and maximum amount' pointing to MAX PERCENT and MAX AMOUNT, and 'Add a description to be shown in INVOICEIT interface' pointing to DESCRIPTION. A 'Save' button is at the bottom right.

For STD\_FREIGHT, STD\_FREIGHT2 and STD\_MISCELLANEOUS the following fields are mandatory.

Mandatory field	Content
XML_ATTR_NAME	Enter the xml tag name from INVOICES.
SQL STATEMENT	Executes the sql statement to get the proper code combination id for the created line.
TAX CODE OVERRIDE FLAG	Y/N – Default value is N
TAX CODE	A valid Oracle tax code must be entered or INVOICEIT cannot create the line.
DESCRIPTION	Text used as description when creating line
LINE ITEM LOOKUP TYPE	Line type, should be one of the following values: ITEM / FREIGHT / MISCELLANEOUS

Below is given an example for freight of how this could look for a read-only line for coding.

**Figure 75 – Freight as pre-approved (read-only) line**

The screenshot displays the INVOICEIT Accounting interface. At the top, there's a header with 'Accounting' and 'Stock, Ms. Pat'. Below this, a summary section shows invoice details: Invoice PRE7, Supplier TT Services, Supplier site TT PROJECTS, Invoice Date 13-SEP-2008, Invoice Total 23300.00, Currency USD, Reference, and Flex. A notes window is open, showing a timestamp and a message about a redirected notification. To the right, a distribution summary shows: Distribution 23300.00, Net line price 20300.00, Calculated tax 3000.00, and Difference 0.00. The main table lists line items. The first line is an 'Item' with tax 'Value Added Tax - 15%' and description 'InvoiceIT', with a line price of 20000.00 and an 'Approval' action. The second line is a 'Freight' item with tax 'Non-Taxable' and description 'FREIGHT', with a line price of 300.00 and an 'Approval' action. This freight line is highlighted with a blue background and a callout box labeled 'Example of Read-only'. At the bottom, there are buttons for 'Save changes' and 'Action: Save and continue flow'.

Tax code and the coding are taken from the INVOICEIT mapping table setup. In this case the Freight line is grayed out because of the logic applied in the field max percent and amount.





Figure 76 – Pre-approved freight line and tax code selection

The screenshot shows the INVOICE IT Accounting interface for a user named 'Stock, Ms. Pat'. The top navigation bar includes 'Accounting', a help icon, a printer icon, a document icon, a folder icon, and the user name. The main header area displays 'Don't handle it' and the 'INVOICE IT' logo.

Invoice details on the left include: Invoice PRE7, Supplier TT Services, Supplier site TT PROJECTS, Invoice Date 13-SEP-2008, Invoice Total 23300.00, Currency USD, Reference [], and Flex [].

On the right, there are 'Show notes' and 'Add note' buttons. A list of notes is displayed, including '01/12/2009 12:56 - Stock, Ms. Pat' and '01/12/2009 11:41 - Stock, Ms. Pat'. Below the notes, summary values are shown: Distribution 23300.00, Net line price 20300.00, Calculated tax 3045.00, and Difference 45.00.

The main table has columns: Type, Tax, Description, Line price, Next approver, and Next action. It contains two rows: an 'Item' row with 'Value Added Tax - 15%' and a 'Freight' row with 'Value Added Tax - 15%'. The 'Freight' row is highlighted in blue. A callout box points to the 'Tax' dropdown for the 'Freight' row, stating 'Chose the relevant valid Oracle tax code'. The dropdown menu is open, showing options: 'California Sales Tax - 8.25%', 'Non-Taxable', 'Value Added Tax - 15%', 'Value Added Tax - 5%', and 'Virginia Sales Tax - 4.5%'. At the bottom, there are 'Save changes' and 'Action' buttons.

Below is given an example for freight of how this could look like for a NON read-only line for coding:

Figure 77 – Freight line (not pre-approved)

The screenshot shows the INVOICE IT Accounting interface for a user named 'Stock, Ms. Pat'. The top navigation bar includes 'Accounting', a help icon, a printer icon, a document icon, a folder icon, and the user name. The main header area displays 'Don't handle it' and the 'INVOICE IT' logo.

Invoice details on the left include: Invoice WEBTEST0713, Supplier GE Capital, Supplier site BOSTON, Invoice Date 28-MAR-2008, Invoice Total 115100.00, Currency USD, Reference [], and Flex [].

On the right, there are 'Show notes' and 'Add note' buttons. A list of notes is displayed, including '01/12/2009 13:06 - IMPORTED VIA SCANNING'. Below the notes, summary values are shown: Distribution 115100.00, Net line price 100100.00, Calculated tax 15000.00, and Difference 0.00.

The main table has columns: Type, Tax, Description, Line price, Next approver, and Next action. It contains two rows: an 'Item' row with 'Value Added Tax - 15%' and a 'Freight' row with 'Non-Taxable'. The 'Freight' row is highlighted in blue. A callout box points to the 'Tax' dropdown for the 'Freight' row, stating 'ability to change the coding'. The dropdown menu is open, showing options: 'California Sales Tax - 8.25%', 'Non-Taxable', 'Value Added Tax - 15%', 'Value Added Tax - 5%', and 'Virginia Sales Tax - 4.5%'. At the bottom, there are 'Save changes' and 'Action' buttons.

Tax code and the coding are taken from the INVOICEIT mapping table setup. In this case it is a normal coding for the type Freight (not grayed out) because of the logic applied in the field max percent and amount.

Figure 78 – Tax code selection for freight line (not pre-approved)

The screenshot shows the INVOICE IT Accounting interface for a user named 'Stock, Ms. Pat'. The top navigation bar includes 'Accounting', a help icon, a printer icon, a document icon, a folder icon, and the user name. The main header area displays 'Don't handle it' and the 'INVOICE IT' logo.

Invoice details on the left include: Invoice WEBTEST0713, Supplier GE Capital, Supplier site BOSTON, Invoice Date 28-MAR-2008, Invoice Total 115100.00, Currency USD, Reference [], and Flex [].

On the right, there are 'Show notes' and 'Add note' buttons. A list of notes is displayed, including '01/12/2009 13:06 - IMPORTED VIA SCANNING'. Below the notes, summary values are shown: Distribution 115100.00, Net line price 100100.00, Calculated tax 15000.00, and Difference 0.00.

The main table has columns: Type, Tax, Description, Line price, Next approver, and Next action. It contains two rows: an 'Item' row with 'Value Added Tax - 15%' and a 'Freight' row with 'Non-Taxable'. The 'Freight' row is highlighted in blue. A callout box points to the 'Tax' dropdown for the 'Freight' row, stating 'Chose the relevant valid Oracle tax code'. The dropdown menu is open, showing options: 'California Sales Tax - 8.25%', 'Non-Taxable', 'Value Added Tax - 15%', 'Value Added Tax - 5%', and 'Virginia Sales Tax - 4.5%'. At the bottom, there are 'Save changes' and 'Action' buttons.



# Transform invoice type

INVOICEIT features the ability to transform GE invoices to PO invoices and vice versa if the PO invoice is sent for manual match. This is done through the previously described action selector menu. The following section demonstrates two GE to PO invoice scenarios, and a PO to GE scenario.

## GE invoice to PO invoice sent for manual match

In the standard GE accounting screen the action selector menu features the command *GE invoice changed to PO invoice*. When selecting this command a pop up *Purchase Order List* appears. Via this list of values, it is possible to search for all the Purchase Orders for the selected supplier.

By selecting a Purchase Order and clicking *Save changes*, the workflow treats the invoice as a PO invoice and attempts to perform an automatic match (through the match rules defined). If no automatic match is possible then the invoice is sent for manual matching.

Figure 79 – GE invoice changed to PO invoice action in GE accounting screen

The screenshot shows the GE accounting screen with the following details:

Type	Tax	Description	Line price	Next approver	Next action
Item	Value Added Tax - 15%	Line1Public Relations Ser	100.00		Approval

Below the table, the 'Action' dropdown is set to 'GE invoice changed to PO invoice' and the 'Purchase order' field is set to '654'. The 'Save changes' button is highlighted. Below this, the 'IO#' field is set to '654' and the 'Supplier' field is set to 'TT Services'.

Figure 80 – GE changed to PO action - with purchase order selected

The screenshot shows the GE accounting screen with the following details:

The 'Action' dropdown is set to 'GE invoice changed to PO invoice' and the 'Purchase order' field is set to '6543'. The 'Save changes' button is highlighted.

The PO invoice notification is updated with the changes. In the shown example below the invoice is transferred to manual match because the system was unable to perform an automatic match based on the defined match rules and criteria. The activity history (found through INVOICEIT Search) is also updated with the changes.

Figure 81 – GE invoice changed to PO and sent for manual match

The screenshot shows the INVOICEIT Search screen with the following details:

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Stock, Ms. Pat	InvoiceIT3 Supplier Invoices - Scanner Workflow	Match invoice with purchase order - WEBTEST0426 - TT Services - Vision Operations	11-Feb-2008 15	
<input type="checkbox"/> Baker, Catherine	InvoiceIT3 Supplier Invoices - Scanner Workflow	New invoice for accounting - WEBTEST0427 - TT Services - Vision Operations	11-Feb-2008 15	

Below the table, the 'Notification history - 2419' is shown:

Done	Who	Subject	Started	End	Result
<input checked="" type="checkbox"/>	Baker, Catherine	New invoice for accounting - WEBTEST0426 - TT Services - Vision Operations	11-FEB-2008	11-FEB-2008	GE invoice changed to PO invoice
<input type="checkbox"/>	Baker, Catherine	Match invoice with purchase order - WEBTEST0426 - TT Services - Vision Operations	11-FEB-2008		



Figure 82 – GE invoice changed to PO - history updated

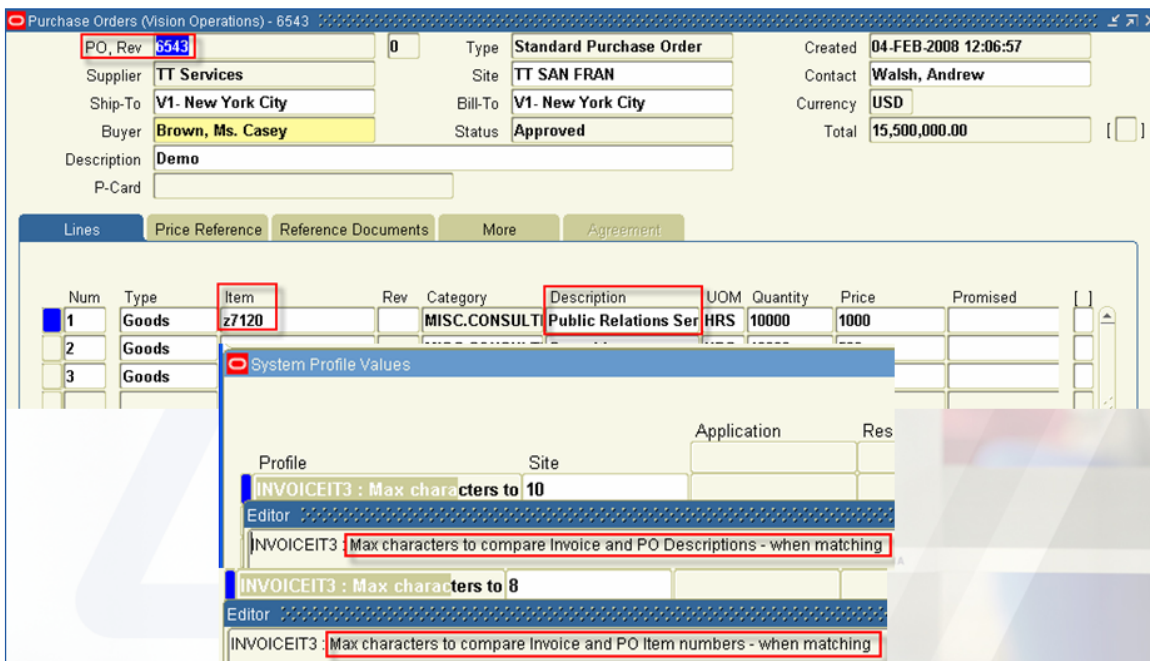


Who	Subject	Started	End	Result
Workflow		11-FEB-2008 12:12	11-FEB-2008 12:12	Successful pre processing data
Workflow	Successful pre process	11-FEB-2008 12:12	11-FEB-2008 12:12	Running preregistration of invoice
Workflow	Running preregistration of invoice	11-FEB-2008 12:12	11-FEB-2008 12:12	Successful preregistration
Workflow	Successful preregistration	11-FEB-2008 12:12	11-FEB-2008 12:12	New invoice
Stock, Ms. Pat	New invoice for accounting	11-FEB-2008 12:12	11-FEB-2008 12:56	GE invoice changed to PO invoice
Workflow	GE invoice changed to PO invoice	11-FEB-2008 12:56	11-FEB-2008 12:56	

## GE invoice to PO invoice performs automatic match

A GE invoice is changed to a PO invoice and matched to a purchase order via the accounting screen action selector menu. The description on the invoice is matched against the description on the purchase order which results in an automatic match. The invoice is automatically matched and imported to Oracle Account Payables.

Figure 83 – GE changed to PO for full match: purchase order and system profile setup



**Purchase Orders (Vision Operations) - 6543**

PO, Rev: **6543** | Type: Standard Purchase Order | Created: 04-FEB-2008 12:06:57

Supplier: TT Services | Site: TT SAN FRAN | Contact: Walsh, Andrew

Ship-To: V1- New York City | Bill-To: V1- New York City | Currency: USD

Buyer: Brown, Ms. Casey | Status: Approved | Total: 15,500,000.00

Description: Demo

P-Card:

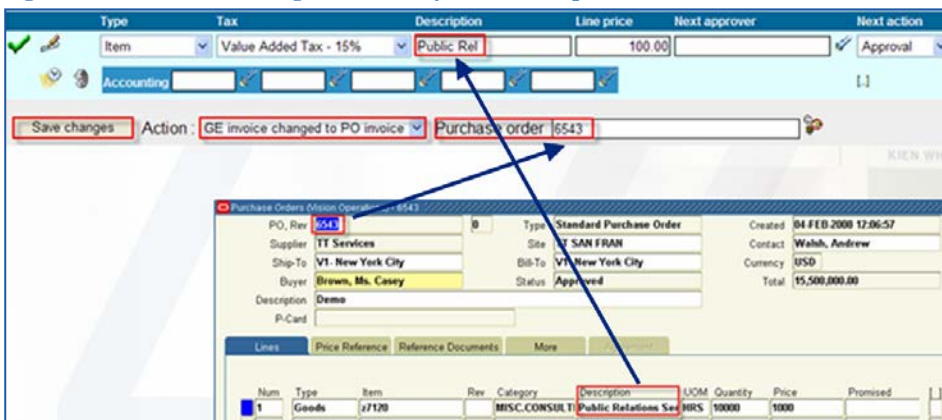
**System Profile Values**

Profile: INVOICEIT3 | Site: | Application: | Res:

Editor: INVOICEIT3 : Max characters to compare Invoice and PO Descriptions - when matching

Editor: INVOICEIT3 : Max characters to compare Invoice and PO Item numbers - when matching

Figure 84 – GE invoice changed to PO fully matched to purchase order



**Accounting**

Type: Item | Tax: Value Added Tax - 15% | Description: Public Rel | Line price: 100.00 | Next approver: | Next action: Approval

Save changes | Action: GE invoice changed to PO invoice | Purchase order: 6543

**Purchase Orders (Vision Operations) - 6543**

PO, Rev: 6543 | Type: Standard Purchase Order | Created: 04-FEB-2008 12:06:57

Supplier: TT Services | Site: TT SAN FRAN | Contact: Walsh, Andrew

Ship-To: V1- New York City | Bill-To: V1- New York City | Currency: USD

Buyer: Brown, Ms. Casey | Status: Approved | Total: 15,500,000.00

Description: Demo

P-Card:

**Lines**

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Goods	z7120		MISC.CONSLT	Public Relations Ser	HRS	10000	1000	



## PO invoice to GE invoice

A PO invoice can be changed to a GE invoice if it is sent for manual match. The change is made via the action *PO invoice to GE invoice* in the manual match screen action selector menu. The action is effectuated by clicking *Save Changes*.

Figure 85 – A manual match notification

Notification history - 2422				
Done	Who	Subject	Started	
✓	Baker, Catherine	Match invoice with purchase order : WEBTEST0429 - TT Services - Vision Operations	11-FEB-2008	11-200
	Baker, Catherine	Reminder-1: Match invoice with purchase order : WEBTEST0429 - TT Services - Vision Operations	11-FEB-2008	

Figure 86 – Manual match screen action selector menu

Save changes

Action : PO invoice to GE invoice  
 Save invoice  
 Matched  
 PO invoice to GE invoice  
 Send to error box  
 Transfer to other user

Figure 87 – PO invoice changed to GE generates a notification to the manual match user

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	InvoiceIT3 Supplier Invoices - Scanner Workflow	New invoice for accounting : WEBTEST0429 - TT Services - Vision Operations	11-Feb-2008	15-Feb-2008
<input type="checkbox"/>	InvoiceIT3 Supplier Invoices - Scanner Workflow	New invoice for accounting : WEBTEST0428 - TT Services - Vision Operations	11-Feb-2008	15-Feb-2008

**ORACLE Workflow**
Home Logout Preferences Help

Worklist >  
 New invoice for accounting : WEBTEST0429 - TT Services - Vision Operations

To Baker, Catherine  
 Sent 11-Feb-2008 13:30:19  
 Due 15-Feb-2008 13:30:19  
 ID 914331

Reply Reassign Request Information

Notification history - 2422						
Done	Who	Subject	Started	End	Result	
✓	Baker, Catherine	Match invoice with purchase order : WEBTEST0429 - TT Services - Vision Operations	11-FEB-2008	11-FEB-2008	Timeout	
✓	Baker, Catherine	Reminder-1: Match invoice with purchase order : WEBTEST0429 - TT Services - Vision Operations	11-FEB-2008	11-FEB-2008	PO invoice to GE invoice	
	Baker, Catherine	New invoice for accounting : WEBTEST0429 - TT Services - Vision Operations	11-FEB-2008			

Consequently the notification is changed from a PO invoice to a GE invoice in the workflow. The GE invoice is sent to the user that originally received the manual match invoice notification. The invoice is available in the Oracle worklist and the INVOICEIT inbox. All changes are registered in the activity history which is accessible via the INVOICEIT Search.

Figure 88 – All invoice type change history is registered

Main flow for invoice WEBTEST0429					
Who	Subject	Started	End	Result	
Workflow		11-FEB-2008 13:25	11-FEB-2008 13:25	Successful pre processing data	
Workflow	Successful pre process	11-FEB-2008 13:25	11-FEB-2008 13:25	Running preregistration of invoice	
Workflow	Running preregistration of invoice	11-FEB-2008 13:25	11-FEB-2008 13:25	Successful preregistration	
Workflow	Successful preregistration	11-FEB-2008 13:25	11-FEB-2008 13:25	Invoice with purchase order received	
Workflow	Invoice with purchase order received	11-FEB-2008 13:25	11-FEB-2008 13:25	Purchase order not matched	
Stock, Ms. Pa	Purchase order not matched	11-FEB-2008 13:25	11-FEB-2008 13:25	Escalated to manager	
Baker, Catherine	Escalated	11-FEB-2008 13:25	11-FEB-2008 13:30	PO invoice to GE invoice	
Workflow	PO invoice to GE invoice	11-FEB-2008 13:30	11-FEB-2008 13:30		
Workflow		11-FEB-2008 13:30	11-FEB-2008 13:30	Successful pre processing data	
Workflow	Successful pre process	11-FEB-2008 13:30	11-FEB-2008 13:30	Running preregistration of invoice	
Workflow	Running preregistration of invoice	11-FEB-2008 13:30	11-FEB-2008 13:30	Successful preregistration	
Workflow	Successful preregistration	11-FEB-2008 13:30	11-FEB-2008 13:30	New invoice	

