



## AP Invoice Wizard

### Benefits

- Extremely easy to use
- Configures itself to your system setup
- Close to zero implementation effort
- Easy to customize
- Cuts down data entry time
- Eliminates re-keying errors
- Lets you automate Invoice preparation
- Correct errors quickly

*AP Invoice Wizard enables you to maintain your Oracle Payable invoices from Excel. Forget about manual data entry when you can now download invoice information into Excel, make the necessary changes and upload into Oracle Payables. It is robust, easy to use, fast and flexible.*

*Enjoy the smoothest integration from your desktop to Oracle Payables.*

### Feature Overview

- Based on MS-Excel
- Control the entire process from the spreadsheet
- Forms assist with data entry validation and error correction
- Load any number of Invoices and Distributions
- Two way interface between Excel and Oracle
- Delete errors, correct and reload in minimal time
- No need to log into Oracle Applications

PROCESSING STATUS						INVOICE HEADER					
Invoice ID	Invoice Status	Invoice Error	Line ID	Line Status	Line Error	P.O. Number	Supplier Number	Supplier Name	Supplier Site	Invoice Number	Invoice Date
	Processed			Processed		1030	1004	Star Gate Ltd	STAR GATE - PAY	1000011	08-Aug-
	Processed			Deleted							
	Rejected	AP Invoice		Deleted				Barana	STAR GATE - PAY	1235m	30-May-
	Processed			Processed		3042	1004	Star Gate Ltd	STAR GATE - PAY	1212121	10-May-
2342	Loaded		1233	Loaded		3042	1004	Star Gate Ltd	STAR GATE - PAY	1212121	10-May-
	Deleted		1234	Loaded							
	Deleted			Deleted		3042	1004	Star Gate Ltd	STAR GATE - PAY	1212121	10-May-
	Deleted			Deleted							
	Deleted			Deleted							
	Deleted			Deleted							

### Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Applications function security
- XML Web-based Communication
- No client install
- Install and setup in minutes

## Invoice Header

- Search facility for Suppliers and Purchase Orders
- Pop-up calendars for dates
- All LOV fields validated
- Fields colour coded to indicate if mandatory or optional
- Most fields are optional and can be deleted from worksheet.
- Forms and upload validation
- Invoice and Line level Descriptive Flexfields

**Invoice Header** Currency is AUD

Main | Currency

Invoice Number: P173241

Invoice Date: 10-May-2004 GL Date: 29-May-2004

Description: Widgets

Invoice Amount: 12 Pay Along

Payment Terms: 2/10 Net 45

Payment Method: Clearing

Pay Group: BOE

Document Category: Override Not Enabled

Supplier Number: 1004

Supplier Name: Star Gate Ltd

Supplier Site: STAR GATE - PAY

P.O. Number: 3042

Calendar: May 2004

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 23/05/2004

Buttons: Close, Revert

## Multi Currency

- Full support for multi-currency Invoices.
- This section is optional and can be deleted.

**Invoice Header** Currency is AUD

Main | Currency

Currency Code: AUD

Rate Type: EMU Fixed

Exchange Rate: [Empty]

Exchange Date: [Empty]

Invoice Currency: [Dropdown]

Payment Currency: BRL

Spot: [Dropdown]

1.23

10-Oct-2002

Calendar 1: October 2002

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 23/05/2004

Calendar 2: October 2002

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 23/05/2004

Buttons: Close, Revert

## Multi Language

- All languages supported on 8i database or above.

## Standard Distributions, Matching to a Purchase Order or Project

### Standard Distributions

- Facility to match an invoice to a general ledger account combination
- Allows the use of aliases
- Allows matching to a distribution set

The image shows two overlapping dialog boxes. The top one is titled "Invoice Distributions" and has tabs for "Distribution Details", "Purchase Order", and "Project Accounting". The "Distribution Details" tab is active, showing fields for Line Type (ITEM), Dist/Tax Amt (8000), Tax Amt (400), Description (Consultancy Services), Tax Code (VAT - 5%), Includes Tax, Income Tax Type (DDI/DI), AWT Group Name, Prorate, Distribution set, and Charge Account (01-424-5040-000). The bottom dialog box is titled "Charge Account" and has tabs for "Segments" and "Aliases". The "Aliases" tab is active, showing fields for Company (01), Services Department (424), Services Account (5040), and Product (000). Buttons for "Ok", "Cancel", "Combinations", and "Clear" are visible at the bottom.

### Match to Project Accounting

- Search facility for Projects
- Drop down LOVs for Tasks, Expenditure Types, and Expenditure Organisations
- Checks transaction against PA charge controls

The image shows the "Invoice Distributions" dialog box with the "Project Accounting" tab selected. The "Currency is USD" label is visible in the title bar. The "Project Accounting" tab is active, showing fields for Project Number (Acme Airlines Engine), Task (3.0), Expenditure Type (Car Rental), Organization (Executive Office), Item Date (14-May-2004), and Quantity (200). A "Clear" button is located below the Quantity field. At the bottom of the dialog box, there are "Close" and "Revert" buttons.

## Match to Purchase Orders

- Search facility for Purchase Orders
- Drop down LOVs for P.O. Receipts, Releases, Lines, Inventory Items, Shipments & Distributions
- Automatically calculates extended amounts
- Allows downloading of purchase order and receipt information to assist with matching

You can use the standard 'Invoice Distributions' form:

Or, you can use the "PO Matching" form to download an individual or multiple purchase orders that have either a receipt or purchase order match type.

## Control your batches from the spreadsheet

- You may use this form to delete your entire batch.
- You can delete batches before or after import.

Visit us at <http://www.more4apps.com> to download the trial version.  
 Contact us at <http://www.more4apps.com/contact-us/> for more information.