

# Wizards for ORACLE® Procure to Pay Process



More4Apps Wizards harness the full power of Microsoft Excel's productivity features to make your procurement data entry tasks a breeze. Oracle users around the world use this productivity-enhancing tool to reduce time and cost of entering large volumes of data.

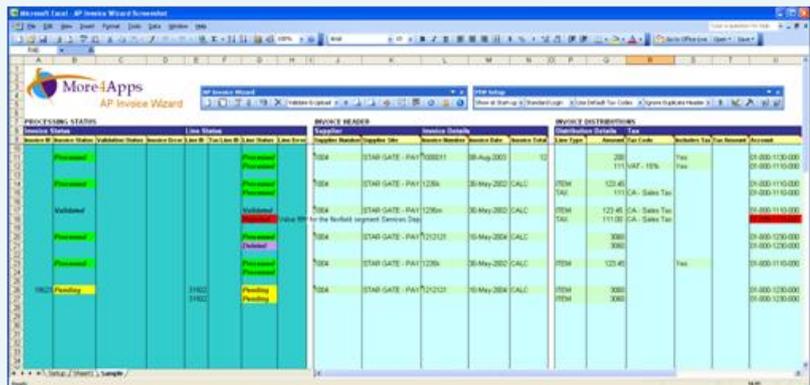
## Benefits

- Increase productivity, reduce data-entry time and costs
- Increase accuracy, by validating prior to loading
- Empower end-users to load large numbers of transactions
- Reduce dependency on specialist IT resources
- Quick to implement and deliver solutions
- Consistent look-and-feel in Excel, easy to learn and use
- Compliant with Oracle Support

More4Apps offers a broad selection of Excel-based data integration products to process information with superior speed and accuracy. This provides more reliable, timely data delivery for users of the Oracle E-Business Suite who are looking for the best user experience available.

## Architecture

- Compatible with Microsoft Excel 2000 and later versions
- Oracle R11i and R12
- Uses Oracle E-Business Suite security
- XML Web-based Communication
- No client install
- Install and setup in minutes



AP INVOICE STATUS				AP INVOICE HEADER				AP INVOICE DISTRIBUTIONS					
Invoice Number	Supplier	Invoice Date	Invoice Amount	Supplier Number	Supplier Site	Invoice Date	Invoice Total	Line Type	Amount	Cost Code	Debit/Cre	Debit/Cre	Account
T004	STAND GATE - FAX	7/20/2011	12			18-Aug-2003	12		111	1047 - 10%	True		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	123.45			30-May-2002	CALC	ITEM	123.45		False		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	111.00			30-May-2002	CALC	TAX	111.00	CA - Sales Tax	False		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	123.45			30-May-2002	CALC	ITEM	123.45	CA - Sales Tax	False		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	111.00			30-May-2002	CALC	TAX	111.00	CA - Sales Tax	False		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	123.45			30-May-2002	CALC	ITEM	123.45		False		31-000-1170-000
T004	STAND GATE - FAX	7/20/2011	111.00			30-May-2002	CALC	TAX	111.00		False		31-000-1170-000

More4Apps offer the following products to support your Procure to Pay Process:

- AP Invoice Wizard
- Purchase Order Wizard
- Price List Wizard
- Requisition Wizard
- Supplier Wizard

### AP Invoice Wizard

- Simplifies invoice preparation and data entry
- Uploads multiple Invoices
- Manages validation for users
- Loads attachments
- Ability to match an invoice to GL account, project or purchase order

### Purchase Order Wizard

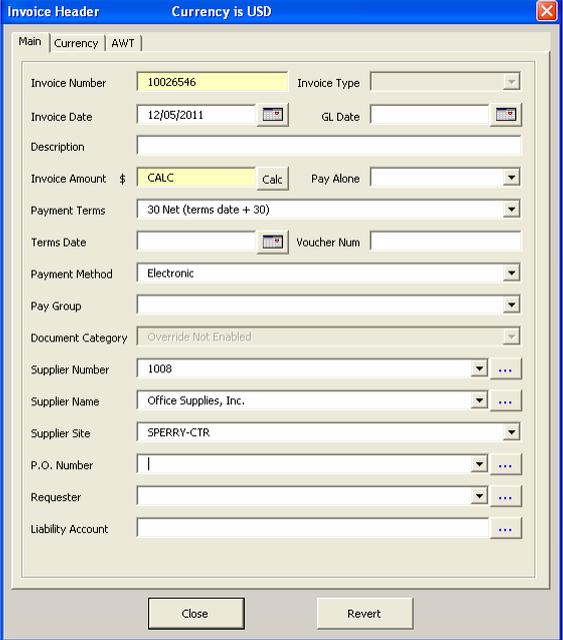
- Loads standard purchase orders and blanket purchase agreements
- Loads Attachments
- Updates pricing on blanket PO's
- Adds new lines to Standard PO's
- Downloads existing orders from Oracle

### Price List Wizard

- Create new Price Lists
- Update existing Price Lists
- Download Price List information
- Supports Advanced Pricing attributes and qualifiers for the Price List

Upload Oracle Payables Invoices directly from an Excel spreadsheet.

More4Apps AP Invoice Wizard uses Oracle Payables Open Interface. It is easy to use, and is designed to assist in loading transactions that come from spreadsheets and other sources. Just about any file format can be loaded into Excel, formatted and loaded into Oracle Payables using the More4Apps AP Invoice Wizard.



More4Apps Purchase Order Wizard enables the users to create, validate and upload Purchase Orders (blanket or standard), into Oracle using Excel. Orders can be created manually, by importing data from another system or downloading a previous order from Oracle. Once the data is in Excel you can use spreadsheet functionality to create new orders. Then, without leaving the spreadsheet, you can validate and create your new orders in Oracle Purchasing.

More4Apps Price List Wizard manages the loading and maintenance of Price Lists from Excel into Oracle E-Business Suite, quickly and accurately. You can create new Price Lists, download and update existing Price Lists all from within Excel.

Price Lists are commonly used in the Purchasing and Order Management applications to derive prices for various items. Price List wizard includes the ability to set Advanced Pricing attributes and qualifiers for the Price Lists.

### Requisition Wizard

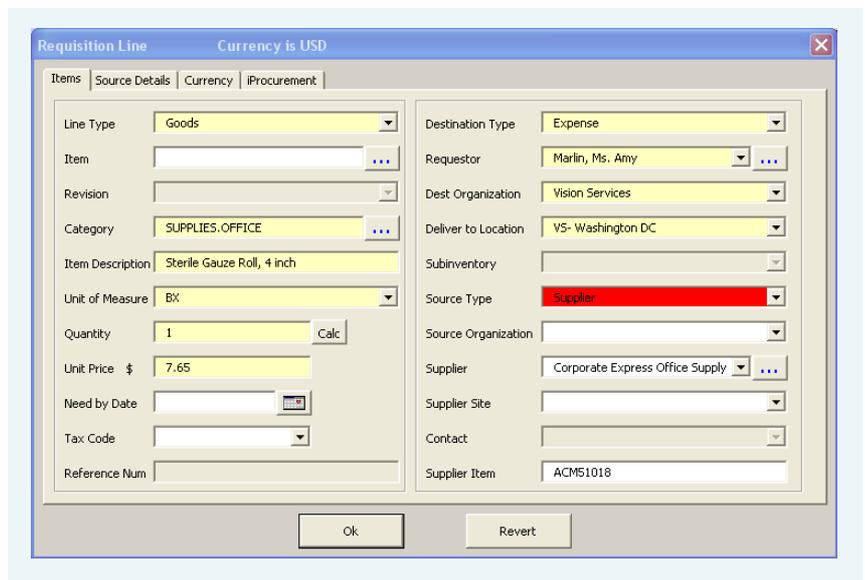
- Downloads template, requisition, quotation or purchase order information into Excel
- Modifies and creates new Requisitions in Oracle
- Searches facilities for Item, Category, Requestor and Suppliers
- Supports distributions by account or project
- Loads attachments
- Supports sourcing options

### Supplier Wizard

- Create new suppliers, sites and contacts from Excel
- Download existing Supplier , Sites and Contacts for maintenance
- Import information from spreadsheets and other sources
- Validation ensures accuracy

More4Apps Requisition Wizard reduces processing time and inefficiencies associated with loading and applying large numbers of requisitions by using a template driven tool. Requisition Wizard is the only Excel-based Requisition loading tool available for Oracle Purchasing and iProcurement.

You can choose to download template, requisition, quotation or purchase order information from Oracle into Excel, and use this as the basis for new requisitions. Alternatively you could import files into Excel, validate and load into Oracle.



More4Apps Supplier Wizard manages the loading and maintenance of supplier master-data, quickly and accurately from Excel into Oracle E-Business Suite. Supplier Wizard can be used at data conversion time to migrate supplier information and on an on-going basis to maintain supplier details. You can choose to download existing supplier information into Excel, make the necessary changes, validate and then upload into Oracle.

Validation within the spreadsheet ensures the accuracy of the information being loaded. Supplier Wizard improves productivity and accuracy, and reduces rework.

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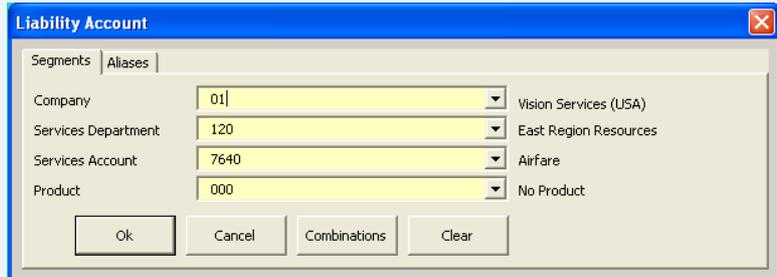
**Mailing Address:**

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**Configures to Your System Set up**

More4Apps Wizards read your system set up and configure the wizard accordingly. This means that the data-entry forms can correctly display and validate fields and flexfields (with lists of values, date formats etc).



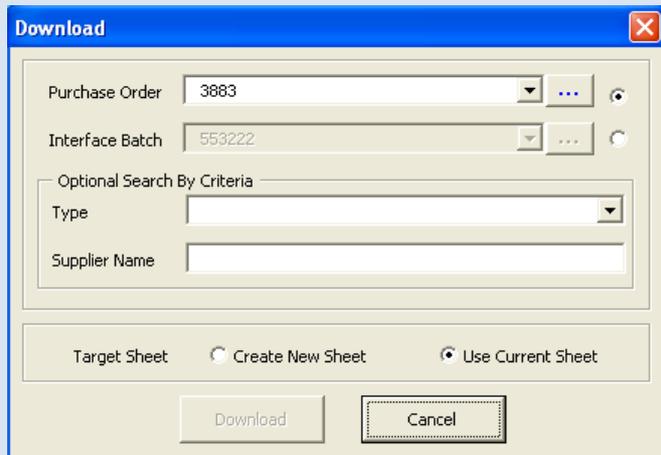
The screenshot shows a 'Liability Account' dialog box with two tabs: 'Segments' and 'Aliases'. The 'Segments' tab is active, showing a table of fields:

Field	Value	Description
Company	01	Vision Services (USA)
Services Department	120	East Region Resources
Services Account	7640	Airfare
Product	000	No Product

Buttons at the bottom include 'Ok', 'Cancel', 'Combinations', and 'Clear'.

**Comprehensive Download Facility**

More4Apps Wizards provide downloads enabling you to extract, modify and load information back into Oracle® Applications.

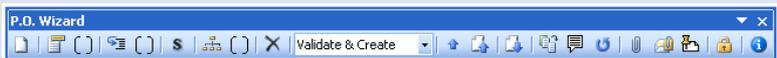


The screenshot shows a 'Download' dialog box with the following fields and options:

- Purchase Order: 3883
- Interface Batch: 553222
- Optional Search By Criteria:
  - Type: [Dropdown]
  - Supplier Name: [Text Field]
- Target Sheet:  Create New Sheet  Use Current Sheet
- Buttons: 'Download' and 'Cancel'

**Control the Entire Process from the Spreadsheet**

More4Apps Wizards are designed to be run without the need to log in the Oracle® forms. Therefore, virtually all required processes can be submitted and monitored from within the More4Apps Wizards.



The screenshot shows a spreadsheet toolbar for the 'P.O. Wizard' with a 'Validate & Create' button and various standard spreadsheet icons.

**Download a Trial Version**

Download a trial version, visit us at:  
[www.more4apps.com/downloads](http://www.more4apps.com/downloads)