

Fact Sheet



AP Invoice Wizard

AP Invoice Wizard enables you to create your Oracle Payable invoices using Excel. Forget about manual data entry when you can now download or copy invoice information into Excel, make the necessary changes and upload the new invoices into Oracle Payables through the supported interface. It is robust, easy to use, fast and flexible.

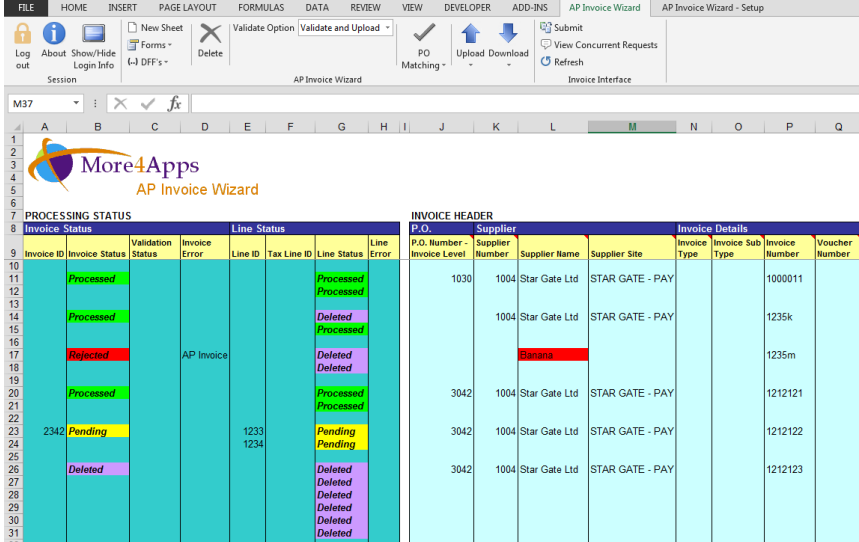
Enjoy the smoothest integration from your desktop to Oracle Payables.

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

Feature Overview

- Based on Microsoft 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
- Populate sheets using PO information



PROCESSING STATUS								INVOICE HEADER							
Invoice ID	Invoice Status	Validation Status	Invoice Error	Line ID	Tax Line ID	Line Status	Line Error	P.O. Number - Invoice Level	Supplier Number	Supplier Name	Supplier Site	Invoice Type	Invoice Sub Type	Invoice Number	Voucher Number
	Processed					Processed		1030	1004	Star Gate Ltd	STAR GATE - PAY			1000011	
	Processed					Deleted			1004	Star Gate Ltd	STAR GATE - PAY			1235k	
	Rejected		AP Invoice			Deleted				Barina				1235m	
	Processed					Processed		3042	1004	Star Gate Ltd	STAR GATE - PAY			1212121	
2342	Pending			1233	1234	Pending		3042	1004	Star Gate Ltd	STAR GATE - PAY			1212122	
	Deleted					Deleted		3042	1004	Star Gate Ltd	STAR GATE - PAY			1212123	

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Oracle Applications function security
- XML Web-based Communication
- No client install and can be ready to use in minutes

Invoice Header

- Search facility for Suppliers and Purchase Orders
- Pop-up calendars for dates
- Fields are validated using your EBS list of values
- Fields colour coded to indicate if mandatory or optional
- Most fields are optional and can be deleted from worksheet.
- Separate form tabs for different types of data
- Use 'CALC' functionality to total invoices

[Rata Demo VIS9 12.1.3] Invoice Header Currency is USD

Main | Currency | AWT | Tax

Legal Entity: Vision Services Reg #: []

Invoice Number: DR011215-4 Invoice Type: Standard

Invoice Date: 12/01/2015 GL Date: 12/01/2015

Description: []

Invoice Amount \$: 419.61 Calc

Tax Control Amount: []

Payment Terms: 15 Net (terms date + 15)

Terms Date: 12/1/2015

Payment Method: Check

Pay Group: Standard

Document Category: Contra

Supplier Number: 1004

Supplier Name: Star Gate Ltd

Supplier Site: STAR GATE - PAY

P.O. Number: []

Requester: []

Liability Account: 01-000-2210-000

Remit To Account: []

Invoice Sub Type: []

Close Revert

[Rata Demo VIS9 12.1.3] January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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

Today

Multi Currency

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

[Rata Demo VIS9 12.1.3] Invoice Header Currency is AUD

Main | Currency | AWT | Tax

Currency Code: Invoice Currency: AUD Payment Currency: BRL

Rate Type: EMU Fixed Spot

Exchange Rate: 1.23

Exchange Date: []

[Rata Demo VIS9 12.1.3] July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7	8

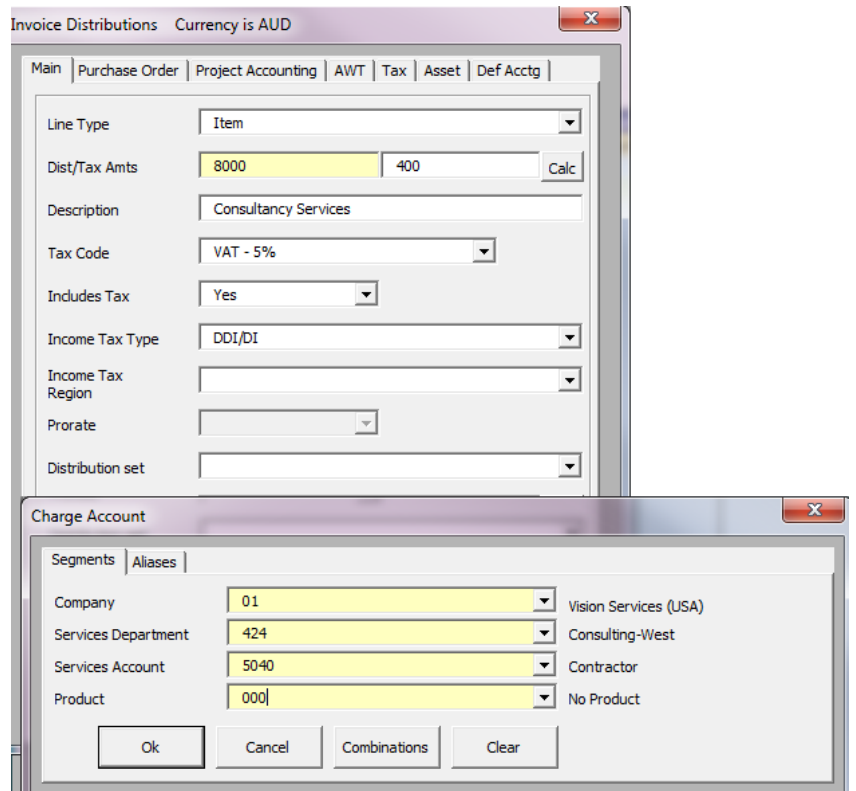
Today

Close Revert

Standard, Project or Purchase Order Distributions

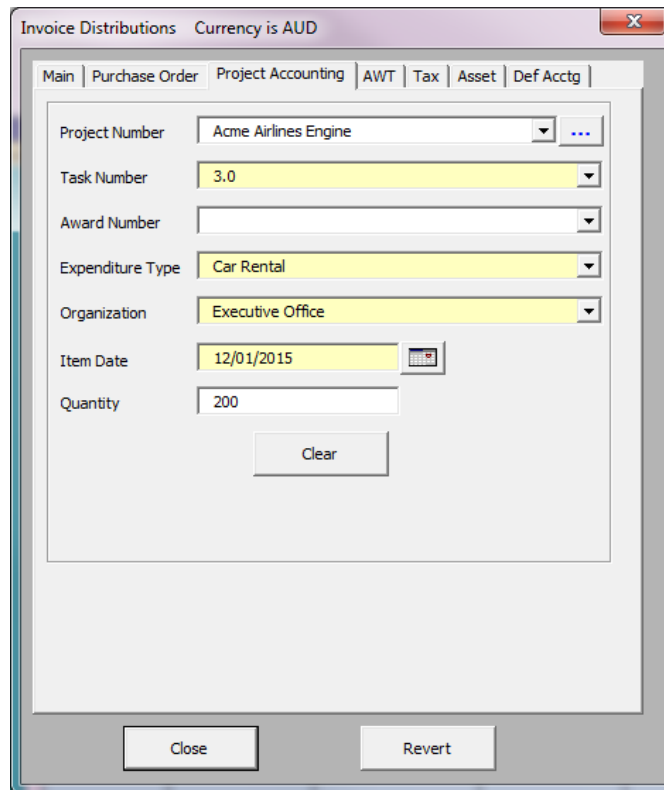
Distributions

- Separate form tabs for different types of data
- Search for existing GL code combinations or dynamically create new codes
- Allows the use of aliases
- Allows matching to a distribution set



Project Accounting

- Search facility for Projects
- Drop down LOVs for Tasks, Expenditure Types, and Expenditure Organisations
- Enforces Oracle Projects transaction controls



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 submit the import program for your batch, or alternatively to delete your entire batch

PRODUCT INFORMATION

Software interfaces with the standard Oracle Open Interface tables for Payables invoices.

Supported Features

- Loading of new Invoices
- Match Invoices to Receipts, Purchase Orders and/or Projects
- Distribute an Invoice to a Distribution Set
- Use Default Tax Codes or Ignore Default Tax Codes
- Duplicate Headers – Ignore Duplicate Header records if they exist using a button
- Global DFFs can be disabled to save time caching and will improve the performance of the Wizard.
- Make additional fields mandatory to meet business needs
- Select Fields Functionality
- 'PO Matching' form to download individual/multiple purchase orders that have a receipt or purchase order match type
- Populate default Invoice information in the Wizard from entered PO Numbers
- Additional Custom Validation available in the supplied EXTENSION PACKAGE on install. Return an 'E' to enforce your own additional validation requirements and display your own error or warning messages
- Additional functionality access and controls set using EBS profiles
- Allows invoice batch entry if configured in Payables

Downloading Capability

- Download Form
- Download Details from Purchase Orders

Multi-Org Access Control

- Fully supported, no requirement to switch responsibilities

Descriptive Flexfields Supported

- Invoice Headers and Distributions (R11)
- Invoice Headers and Lines (R12)

Attachments Supported

Invoice Headers

Functionality Exclusions

Updates to existing invoice headers, lines and distributions

Additional Features

- Enter invoice amount manually, or use the 'CALC' options
- Invoice totals that differ to the distribution totals can be entered. The Wizard will set the appropriate Tax flags. Example is where tax is automatically calculated and added to the invoice total during import
- Withholding Tax - Only available in R12 and dependent on the setup of the supplier site
- Deferred Accounting Invoices (R12)
- Prepayment invoices and applications
- Use the 'Tax Code' field to mimic R11i behavior or use the new R12 Tax fields.
- Fixed Assets - Fields only available in R12

Unsupported

Existing data in the interface tables cannot be updated. It can be quickly deleted and reimported using the Wizard if corrections are required.

Future Release Upcoming Features

- Download Details from open Purchase Order Receipts.
- Extras functionality allowing the update of Payment Schedules, Holds and Releases, developed in release 9.2.00.
- Extras functionality allowing the update of Payment Terms, developed in release 9.4.14.
- Added button to ribbon 'Remove Duplicate Headers'.
- Added functionality to suppress upload validation messages – new icon to ribbon, toolbar and right-click menu.
- Duplicate invoice header data, usually from flat file imports, can be removed very easily using a ribbon option.

Future Planned Major Development

- Allow different DFF values at Invoice Line and Distribution level in R12
- OCR data extracts to populate the Wizard and attach the invoice image in Payables.

Data Layout Complexity

AP Invoice Wizard uses the two standard Payables open invoice interface tables in R11 and R12. Oracle has added another invoice layer into the R12 forms meaning every distribution line loaded through the interface has its own Invoice Line.



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

Common Questions and Answers

Why AP Invoice Wizard instead of other upload options?

- Pre validation of data available in the Wizard
- Flexibility to create multiple templates within the same workbook to meet many suppliers different file formats
- Additional validation control and functionality access controlled via profiles
- Additional user specific validation over and above standard Payables requirements
- Ability to perform other invoice updates using the same tool
- Use the same workbook for all your instances and operating units