Caltech

Oracle Release 12

Accounts Payable - Payments
Payment Services
February 3, 2011

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Agenda

- Overview R12 Payment Manager
- Payment Process
  - R11i Payment Process
  - R12 Payment Process
- Payment Workbench
  - Payment Templates
  - Payment
  - Reporting
  - Voids
- Next Steps
- Q&A

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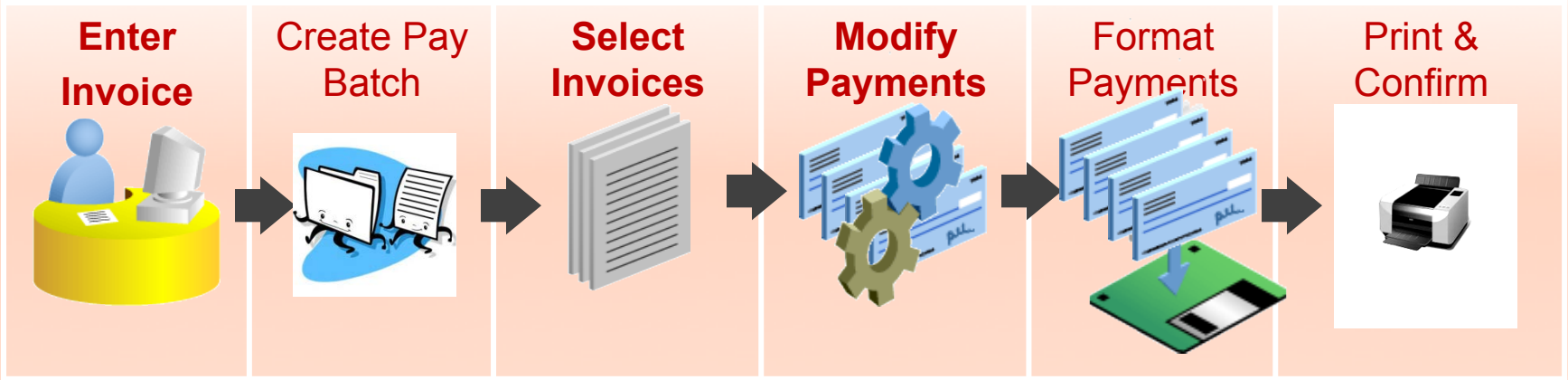
R12 Payment Overview

- R11i Payment Workbench replaced
  - Quick checks are the same as in 11i
- Replaced with Oracle Payments
  - Oracle centralized all disbursement activities into one application to reduce redundancy across the apps
  - Oracle Payments also manages the interfaces between E-Business Suite products and financial institutions such as banks and credit card processors
  - Utilizes a dashboard to guide users to take actions on payments
  - Utilizes payment templates that have the ability to fully automate the payment process from selection of invoices, to printing or electronic transmission

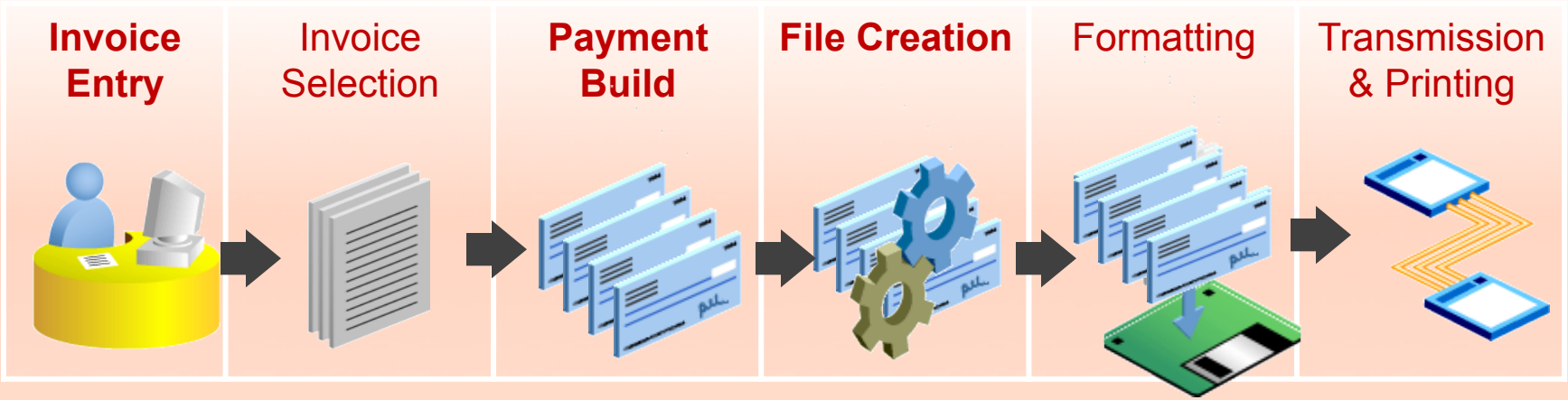
R11i Payment Process

---Preliminary Payment Register--



R12 Payment Process

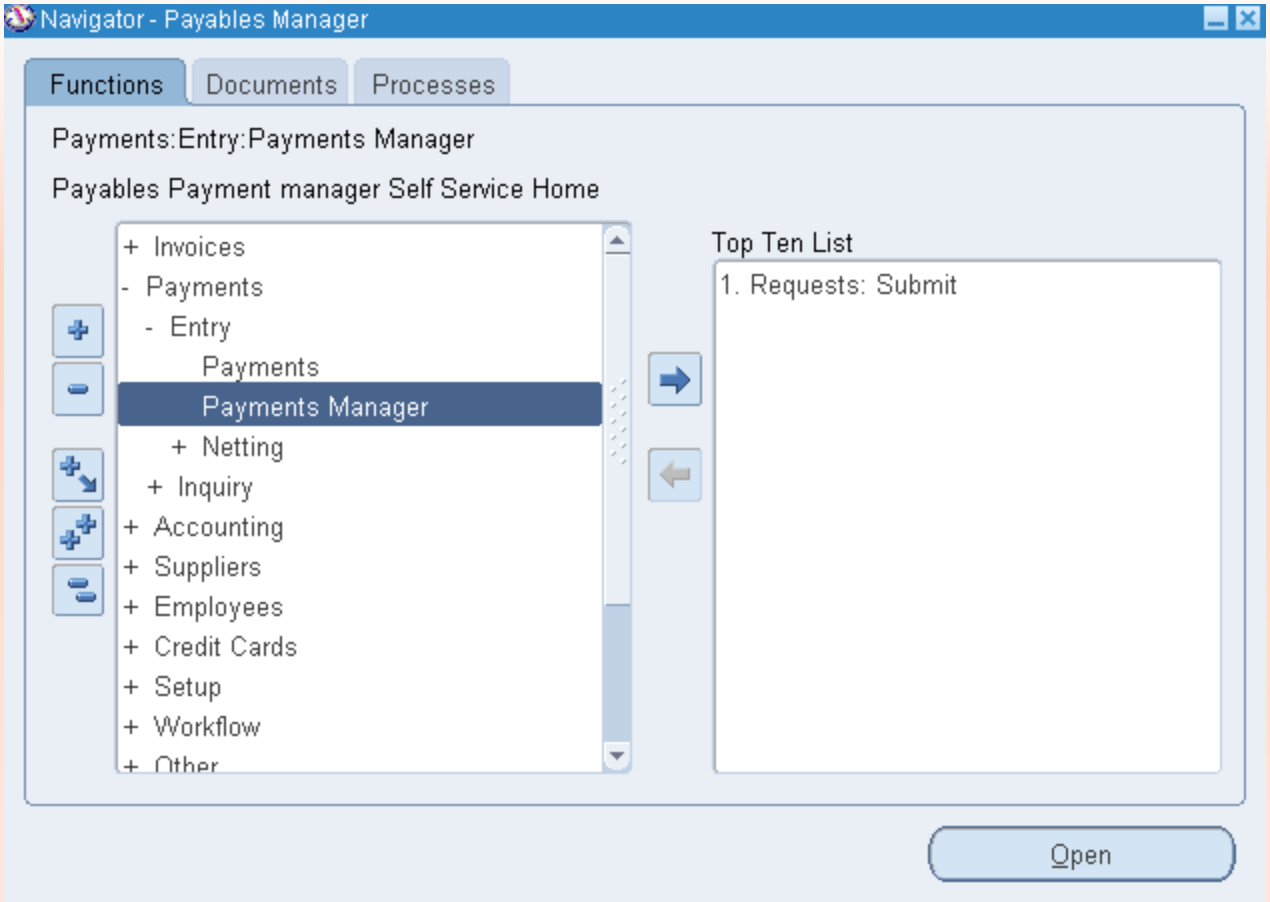
---Scheduled Payment Selection Report-



---Payment Templates---

R12 Payment Workbench

New: Payment Navigation



R12 New Terminology

- Payment Dashboard
  - Monitor the progress of the recent pay run processes
  - Highlight any payment processes that require attention and automatically prompt to take appropriate actions
  - Shortcuts and tabs for initiating, reviewing and adjusting proposed funds disbursements

- Payment Process Request <PPR>
  - Is similar to the Payment Batch in R11i

R12 Payments

R12 Payment Dashboard View 1

ORACLE Payables

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Tabs

Search

Template

Go

Shortcuts

- Submit Cash Requirements Report
- Create Template
- Schedule Payment Process Request
- Submit Single Payment Process Request
- Create Printed Payment Instructions
- Create Electronic Payment Instructions
- Review Completed Payments
- Stop or Void Payments

Concurrent Requests

- Submit a Request
- Monitor Requests

Shortcuts for items found in the tabs above

Payments Dashboard

Personalize "Payments Dashboard"

Payment Requests Summary

Today's Payment Process Requests

Need Action	Program Errors	Processing	User Terminated	Completed	Total
2	0	0	1	1	4

Refresh Status

R12 Payments

R12 Payment Dashboard View 2

Payments Dashboard

Personalize "Payments Dashboard"

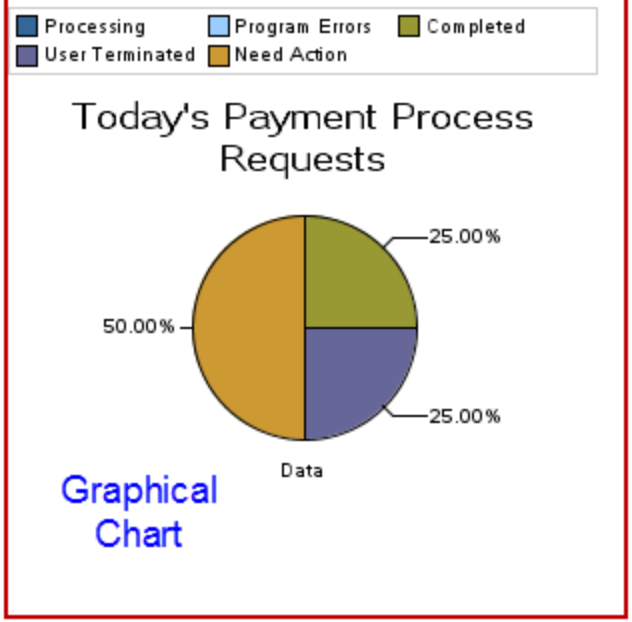
Payment Requests Summary

Today's Payment Process Requests

Need Action	Program Errors	Processing	User Terminated	Completed	Total
2	0	0	1	1	4

Refresh Status

Personalize Stack Layout: (GraphRN)



Graphical Chart

R12 New Terminology

- Payment Templates
  - Templates provide a way to store section criteria, payment attributes, and processing rules that can be reused for single pay runs or scheduled pay runs.
    - EBS will update the dates based on information in the template
  - Pre-defined payment instructions
  - Includes the invoice selection criteria
  - Includes instructions on how validation failures are going to be handled.

R12 New Terminology

Five(5) CIT Defined Payment Templates

Payment Process Request Templates

Search

Note that the search is case insensitive

Template Name

Type

Status Active

Go Clear

Create

Template Name	Description	Type	Status
CIT ACH Payment Trans	CIT ACH Payment Trans		Active
CIT EFT Payment Trans	CIT EFT Payment Trans		Active
CIT-Checks	Checks		Active
CIT-Petty Cash	CIT-Petty Cash		Active
Cost Transfer	Cost Transfer Zero Dollar Recorded Payaments		Active

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R12 Payment Templates

CIT Check Template:

Name **CIT-Checks**
Description Checks
User **SDOLLAR**

Template Type
End Date

Scheduled Payment Selection Criteria | **Payment Attributes** | **Process Automation** | **Validation Failure Results** | **Additional Information**

Number of Pay From Days
* Additional Pay Through Days 0
Payment Priority High 1
Payment Priority Low 99
(1 is highest priority, and 99 is lowest)
☐ Include Only Due

Supplier Type
Payee
Payment Method CIT-Check
Document Exchange Rate Type
☑ Include Zero Amount

Pay Groups

Values ○ All ◉ Specify

Add

Pay Group	Remove
Standard	

Legal Entities

Values ◉ All ○ Specify

Payment Currencies

Values ◉ All ○ Specify

Operating Units

Values ◉ All ○ Specify

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R12 Payment Templates

CIT Check Template:

Name **CIT-Checks**
Description Checks
User **SDOLLAR**
Template Type
End Date

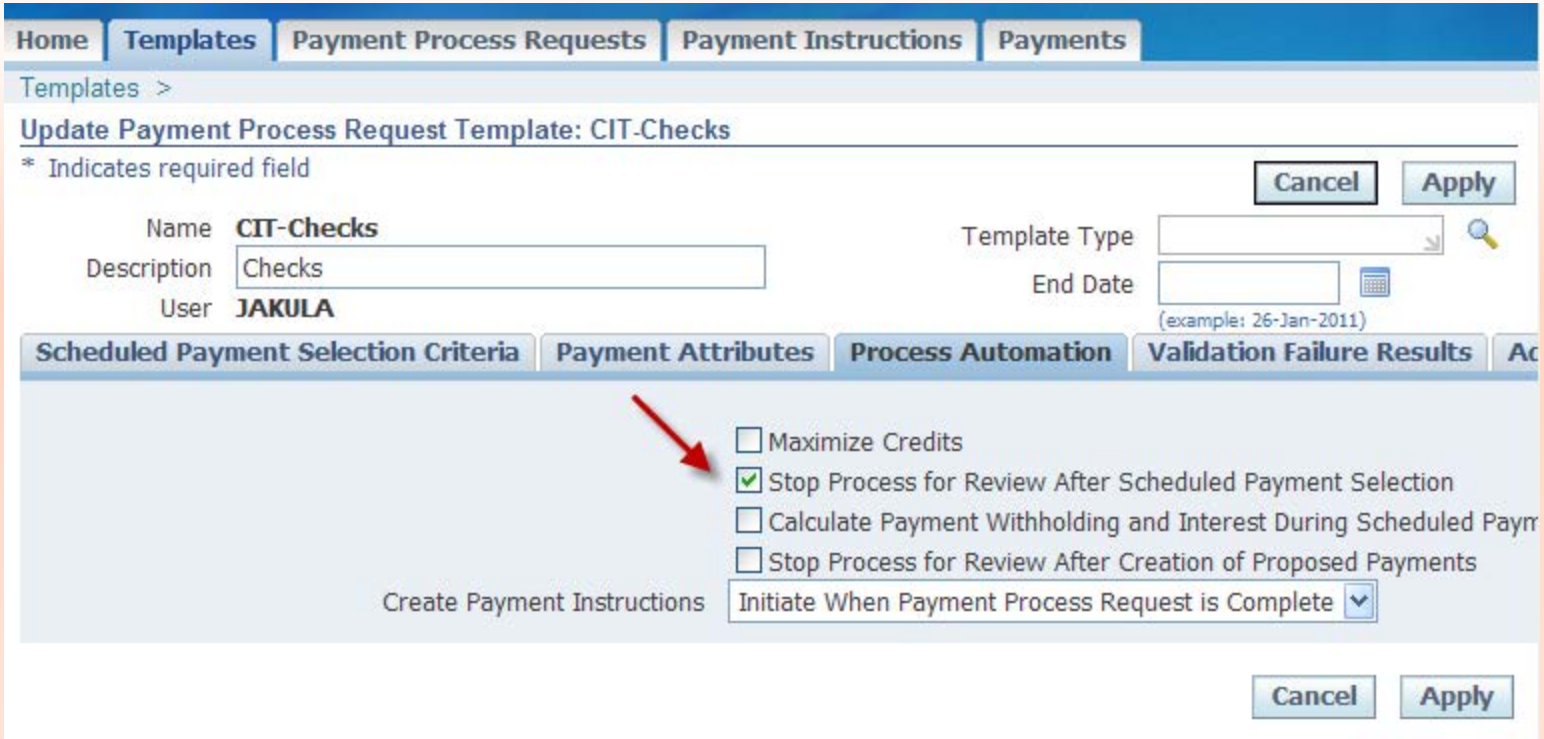
Scheduled Payment Selection Criteria | **Payment Attributes** | **Process Automation** | **Validation Failure Results** | **Additional Information**

Payment Date: Same as Request Date / Extra Days
Disbursement Bank Account: Controlled Vendor Disbu
Payment Document: CIT_CHECK
Payment Process Profile: CIT Standard Check For
* Payment Exchange Rate Type: Corporate

Override Settlement Priority
Override Bank Charge Bearer
Transfer Priority
Starting Voucher Number

R12 Payment Templates

CIT Check Template:



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R12 Payment Templates

CIT Check Template:

Update Payment Process Request Template: CIT-Checks

* Indicates required field

Name **CIT-Checks**

Description Checks

User **SDOLLAR**

Scheduled Payment Selection Criteria | Payment Attributes | Process Automation | Validation Failure Results | Additional Info

When withholding at payment time is on, the system rejects all the invoices for a payee in the request or rejects the entire request if there is a

Document Stop Process for Review

Payment Stop Process for Review

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R12 Payment Submission

- Payment Submission R12
  - Select Payment Template
  - Run Cash Requirements Report <optional>
  - Submit Single Request
    - Enter Payment Process Name <similar to Batch Name in 11i>
  - View Selected Invoices online
    - Oracle will automatically generate the Scheduled Payment Selection Report which is the equivalent to the Preliminary Payment Register in 11i
  - Add Invoices, Update Amounts or Unselect Invoices to be paid
  - Submit Payment
  - Format Payment
  - Print/Transmit Payments
  - Confirm Payments
    - Run the Payment Register

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R12 Payment Workbench

Payment Submission: Select Payment Template

Payment Process Request Templates

Search

Note that the search is case insensitive

Template Name

Type

Status Active

Go Clear

Create

Template Name	Description	Type	Status	Run Cash Requirements Report	Submit Single Request	Schedule Repeating Requests	Update
CIT ACH Payment Trans	CIT ACH Payment Trans		Active				
CIT EFT Payment Trans	CIT EFT Payment Trans		Active				
CIT-Checks	Checks		Active				
CIT-Petty Cash	CIT-Petty Cash		Active				

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R12 Payment Workbench

Payment Submission: Submit Cash Requirements Report <optional>

ORACLE Payables

Close Window Preferences Help Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

Manage Schedule Cancel Submit Step 1 of 7 Next

Program Name **Cash Requirement Report**

Request Name 012511 CIT CHECK 01

The name can later be used to search for this request

* Operating Unit Caltech

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
☑	American English	United States	.,

Manage Schedule Cancel Submit Step 1 of 7 Next

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R12 Payment Workbench

Payment Submission: Submit Cash Requirements Report <optional>

ORACLE Payables

Close Window Preferences Help Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Name Schedule Layout Notifications Delivery Review

Schedule Request: Parameters

* Indicates required field

Cancel Submit Back Step 2 of 7 Next

Program Name **Cash Requirement Report**

Request Name **012511 CIT CHECK 01**

Include Unvalidated Invoices: No

Include Unapproved Invoices: No

Pay Through Date:

Payment Date: 25-Jan-2011

* Template: CIT-Checks

Summary Option: No

Include Selected Invoices: Yes

R12 Payment Workbench

Payment Selection: Review Cash Requirements Report <optional>

```
                                                Cash Requirement Report                          Report Date:
                                                                                                        Page:

                     Template:CIT-Checks                                                 Include Unvalidated Invoi
               Pay Through Date:25-JAN-11                                                 Include Unapproved Invoi
                   Payment Date:25-JAN-11                                                            Summary Opt


                          Caltech
                         Currency:USD


          Trading                 Invoice          Invoice                        Pay
Date      Partner                 Number           Date                   Amount  Group          Validated     Approved
--------- ---------------------- ---------------- --------- ----------------- ----------     ---------     --------
07-MAR-10 ALLIED AUTO SUPPLY OF eb-tax3          05-FEB-10              0,00  Standard             Yes           Yes
                                                                  -----------------
                       Total for ALLIED AUTO SUPPLY OF:                  0,00

                                                                  =================
          Total for 07-MAR-10                                             0,00

                                                                  =================
                                Currency total for USD:                   0,00
```

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R12 Payment Workbench

Payment Submission: Submit Single Payment Request

Payment Process Request Templates

Search

Note that the search is case insensitive

Template Name

Type

Status Active

Go Clear

Create

Template Name	Description	Type	Status	Run Cash Requirements Report	Submit Single Request	Schedule Repeating Requests	Update
CIT ACH Payment Trans	CIT ACH Payment Trans		Active				
CIT EFT Payment Trans	CIT EFT Payment Trans		Active				
CIT-Checks	Checks		Active				
CIT-Petty Cash	CIT-Petty Cash		Active				

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R12 Payment Workbench

Payment Submission. Submit Single Payment Request

ORACLE Payables

Close Window Preferences Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Submit Payment Process Request

* Indicates required field

Batch Name

Cancel Submit

* Payment Process Request Name: 012711 R12 DEMO1

Use Template: CIT-Checks

(A template will update this page with default values)

Scheduled Payment Selection Criteria | Payment Attributes | User Rates | Processing | Validation Failure Resu

Pay From Date: (example: 27-Jan-2011)

* Pay Through Date: 27-Jan-2011

Payment Priority High: 1

Payment Priority Low: 99

(1 is highest priority, and 99 is lowest)

☐ Include Only Due

☐ Include Zero Amount

Supplier Type

Payee

Payment Method: CIT-Check

Invoice Batch Name

Invoice Exchange Rate Type

Pay Groups

Values: ○ All ◉ Specify

Add

Pay Group	Remove
Standard	

Legal Entities

Values: ◉ All ○ Specify

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R12 Payment Workbench

Payment Submission. Submit Single Payment Request

ORACLE Payables

Close Window Preferences Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Confirmation

Payment Process Request 012711 R12 DEMO1 with Request Id 5066887 was submitted for payment. You can query it to monitor its status.

Payment Process Requests

Save Search

Search

Note that the search is case insensitive

Advanced Search | Views

Payment Process Request: 012711 R12 DEMO1

Status:

Payment Date:

Created Date:

(example: 27-Jan-2011)

Go | Clear

Caltech

R12 Payment Workbench

Payment Submission. Submit Single Payment Request

ORACLE Payables

Close Window Preferences Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Payment Process Requests

Save Search

Search

Note that the search is case insensitive

Advanced Search | Views

Payment Process Request: 012711 R12 DEMO1

Status:

Payment Date:

(example: 27-Jan-2011)

Created Date:

Go | Clear

Submit Single Request | Schedule Repeating Request

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
Show	012711 R12 DEMO1	27-Jan-2011	27-Jan-2011	3		No	Invoices Pending Review		

Refresh Status

R12 Payment Workbench

Payment Submission. Review Selected Payment Schedules Report <optional>

ORACLE Payables

Selected Payment Schedules Report

te	Document Number	Due Date	Unpaid Amount	Withheld Amount	Discount Taken	Payment An
EMIT-BUS	12210	02-DEC-10	875.00	0.00	0.00	8
EMIT-DAL	666YT	01-DEC-10	53.75	0.00	0.00	5
EMIT-MIN	12310	02-JAN-11	1,000.00	0.00	0.00	1,0
Totals	USD		1,928.75	0.00	0.00	1,9

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R12 Payment Workbench

Payment Submission. Review Selected Payments

ORACLE Payables

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Payment Process Requests >

Payment Process Request: Selected Scheduled Payments

Click the Calculate button to see new calculations and totals.

Cancel

Selected Sc
Scheduled Payme

Payment Process Request **012711 R12 DEMO1**
Payment Date **27-Jan-2011**
User **ESTHERST**

Current Estimated Currency Totals

Payment Currency	Selected Scheduled Payments	Amounts Remaining	Withheld Amounts	Discounts	Payment Amounts	Interest Due	Total Amounts Payable
USD	3	1,928.75	0.00	0.00	1,928.75		1,928.75

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R12 Payment Workbench

Payment Submission. Review Selected Payments

Select Scheduled Payments: Remove from Request | Add Scheduled Payments

Select All | Select None

Select	Details	Trading Partner	Payee	Document Number	Due Date	Payment Currency	Amount Remaining	Withheld Amount	Discount Taken	Payment Amount	Interest Due
☐	Show	MANHATTAN GROUP LLC dba MANHATTAN TOY		12310	02-Jan-2011	USD	1,000.00		0.00	1,000.00	
☐	Show	CARLETON COLLEGE		12210	02-Dec-2010	USD	875.00		0.00	875.00	
☐	Show	DELL MARKETING LP		666YT	01-Dec-2010	USD	53.75		0.00	53.75	

Cancel | Terminate Request | Calculate | Save | Submit | Save Search

R12 Payment Workbench

Payment Submission. Format Payment Request

Note that the search is case insensitive

Advanced Search | Views

Payment Process Request: 012711 R12 DEMO1

Status:

Payment Date: (example: 27-Jan-2011)

Created Date:

Go | Clear

Submit Single Request | Schedule Repeating Request

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
Hide	012711 R12 DEMO1	27-Jan-2011	27-Jan-2011	3		No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
80045	012711 R12 DEMO1	27-Jan-2011	Created - Ready for Printing		

R12 Payment Workbench

Payment Submission. Format and Print Payments

ORACLE Payments

Close Window Preferences Help Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Payment Process Requests >

Print Payment Documents: Payment Instruction 80045

Payment Document **CIT_CHECK** Total Documents

Paper Stock Type **Prenumbered Stock** Last Available Document Number **10000**

Cancel | Terminate Payment Process

Print Details

* Indicates required field

* Printer **payroll1**

Cancel | Terminate Payment Process | Format and Print

Home Templates Payment Process Requests Payment Instructions Payments Close Window Preferences Help Personalize Page

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R12 Payment Workbench

Payment Submission: Confirm Payments

Payment Process Requests >

Payment Instruction: 80045

Reprint | Record Print Status

Reference **80045**
Reference Assigned by Administrator **012711 R12 DEMO1**
Creation Date **27-Jan-2011**

Processing Type **Printed**
Status **Submitted for Printing**
Comments

Payment Summary

Currency Code	Currency Name	Payments	Total Amount
USD	US Dollar	3	1,928.75
	Total	3	

Process Information

Process Type **Standard**

Payments Complete **No**

Reporting

Personalize "Reporting"

Separate Remittance Advice Created

Positive Pay File Created **No**

Regulatory Report Created **No**

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R12 Payment Workbench

Payment Submission. Confirm Payments

ORACLE Payments

Close Window Preferences Help Personalize Page

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Payment Process Requests > Payment Instruction: 80045 >

Record Print Status: Payment Instruction 80045

Payment Document **CIT_CHECK** Paper Stock Type **Prenumbered Stock** Cancel Continue

Document Print Status

Personalize "Document Print Status"

Printed Documents	Total
Setup	0
Overflow	0
Printed	3

Spoiled Documents **0**
Skipped Documents **0**

☐ Submit Positive Pay Program Immediately

Revert to Original Status

Document Number	Payment Reference	Trading Partner	Payee	Amount	Status

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R12 Payment Workbench

Payment Submission. Confirm Payments

Payment Process Requests > Payment Instruction: 80045 > Record Print Status: Payment Instruction 80045 >

Warning

Are you sure you want to confirm the print status as final? This action cannot be reversed. You should not proceed with this action unless you are sure that all documents with the status of Printed were successfully printed. The payments will be marked as complete and the payment documents will be recorded as issued. If you complete this action and discover printing problems, you will need to void the payment and select the document to be paid in a new payment process.

Review Record Print Status: Payment Instruction 80045

Payment Document **CIT_CHECK** Paper Stock Type **Prenumbered Stock**

Cancel Back Apply

Document Print Status

Personalize "Document Print Status"

Printed Documents	Total
Setup	0
Overflow	0
Printed	3

Spoiled Documents **0**
Skipped Documents **0**

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R12 Payment Workbench

Payment Submission. Confirm Payments

Payment Process Requests

Save Search

Search

Note that the search is case insensitive

Advanced Search | Views

Payment Process Request | Status

Payment Date | Created Date

(example: 27-Jan-2011)

Go | Clear

Submit Single Request | Schedule Repeating Request

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
Show	012711 R12 DEMO1	27-Jan-2011	27-Jan-2011	3		Yes	Confirmed Payment		

Refresh Status

Caltech

R12 Payment Workbench

Payment Submission. Run Final Payment Register

```
Caltech                                        Payment Register For  27-JAN-11 To  27-JAN-11      Report Date: 27-JAN-2011 10:39
  BANK: Bank of America            Branch : Los Angeles Main            Account: Controlled Vendor Disbur   Page:     1
       Bank Account Currency: USD ( US Dollar )                            Payment Currency:  USD ( US Dollar )
         Payment Type: All                                        Display Supplier Address:  Yes


                                                                                          Cleared
 Payment Number  Sequence Num Date      Supplier Name       Site        Payment Amount Date           Cleared Amount         Status
---------------  ------------ --------- ------------------- --------- --------------- ---------    ----------------         ------
   Payment Document : CIT_CHECK

  109                         27-JAN-11  MANHATTAN GROUP                    1,000.00                                      Negotiable
                                         LLC dba MANHATTAN
                                         TOY
                NW 5631                  PO Box 1450        Minneapolis MN 55485- United States

  110                         27-JAN-11  DELL MARKETING LP                     53.75                                      Negotiable
                c/o Dell USA LP          PO Box 120001     Dept 0729 Dallas TX 75312- United States

  111                         27-JAN-11  CARLETON COLLEGE                     875.00                                      Negotiable
                Business Office          One North College SNorthfield MN 55057 United States


                                                                  ---------------------          ---------------------
                           Payment Document Subtotal:                      1,928.75


                                                                   ====================        =======================
                             Bank Account Subtotal :                       1,928.75
                                                                 =======================        =======================
         Report Count : 3                Report Total:             1,928.75
                                                        ====================         ====================
```

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R12 Payment Workbench

Payment Submission. For EFT – Submit Payment Instructions

Home | Templates | Payment Process Requests | Payment Instructions | Payments

Name — Schedule — Layout — Notifications — Delive

Schedule Request: Parameters

* Indicates required field

Cancel | Submit

Program Name **Create Electronic Payment Instructions**

Request Name **FEB0311 1**

Reference Assigned by Administrator	
Comments	
Payment Process Profile	CIT EFT NACHA Format
Payment Currency	
Internal Bank Account	
Select Payments from Source Product	Payables
Select Payments from Payment Process Request	20311 EFT 01
Select Payments from Legal Entity	
Select Payments from Organization Type	
Select Payments from Organization	
Select Payments from Payment From Date	
Select Payments from Payment To Date	
* Transmit Now	Yes

Cancel | Submit

R12 Payment Workbench

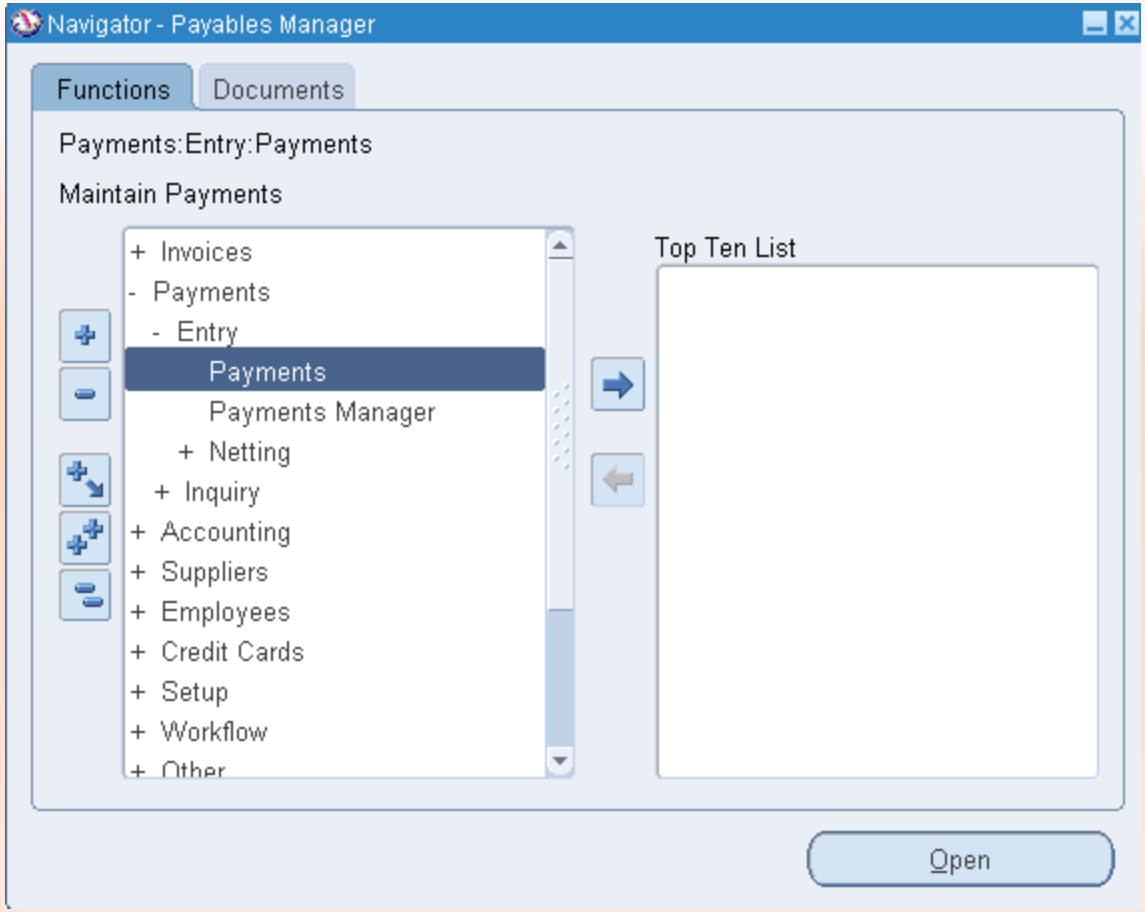
Remit Email Notification.

From: PPSDisbursements@caltech.edu [mailto:PPSDisbursements@caltech.edu]
Sent: Thursday, February 03, 2011 10:11 AM
To: Dollar, Susan
Subject: Separate Remittance Advice: payment reference number - 248

```
Supplier Number  :  10161
Supplier Name    :  VWR INTERNATIONAL
Payment Number   :  248
Transmission Date:  Jan 06, 2011
Payment Amount   :  $804.6

Invoices included in this payment:
Invoice(s) #          Invoice Date          Invoice Paid Amount
------------------    --------------        -------------------
 EFT-1                  Jan 6, 2011                    $109.75
 EFT-2                  Jan 6, 2011                    $219.50
 EFT-3                  Jan 6, 2011                    $109.75
 EFT-4                  Jan 6, 2011                    $109.75
 EFT1                   Jan 5, 2011                    $109.75
 EFT2                   Jan 5, 2011                    $100.00
 EFT3                   Jan 5, 2011                     $46.10

A deposit of $804.6 will be made to your bank account three bank-working days
after the date of this notice.

Email ProcurementHotline@caltech.edu if you have questions regarding
this statement or call (626)395-8900.

Please retain this statement for your records
```

R12 Payment Voids

Same process as in 11i:



R12 Payment Voids

Same process as in 11i:

Find Payments

Payment

Numbers 10005 - 10005

Dates 02-FEB-2011 - 02-FEB-2011

Amounts - Curr

Operating Unit Bank Account

Payment Method Document Name

Payment Process Profile Payment Process Request

Payee

Payee Name

Supplier Number

Taxpayer ID

Supplier Site

Paid To Name

Remit To Account

Voucher Audit

Category

Sequence Name

Number From

Number To

Status

Status

Dates

Accounted

Clear New Find

Caltech

R12 Payment Voids

Same process as in 11i:

Payments (Payables Manager)

Type	Document Num	Operating Unit	Trading Partner	Supplier Number	Supplier Site
Paymer	10005	Caltech	NOVA UNIVERSITY	68071	PO-CITY-REMIT-P

Number	Date	Amount	GL Date	Payment Amount	[ ]
223889	31-JAN-2011	100.00	02-FEB-2011	100.00	.

Description

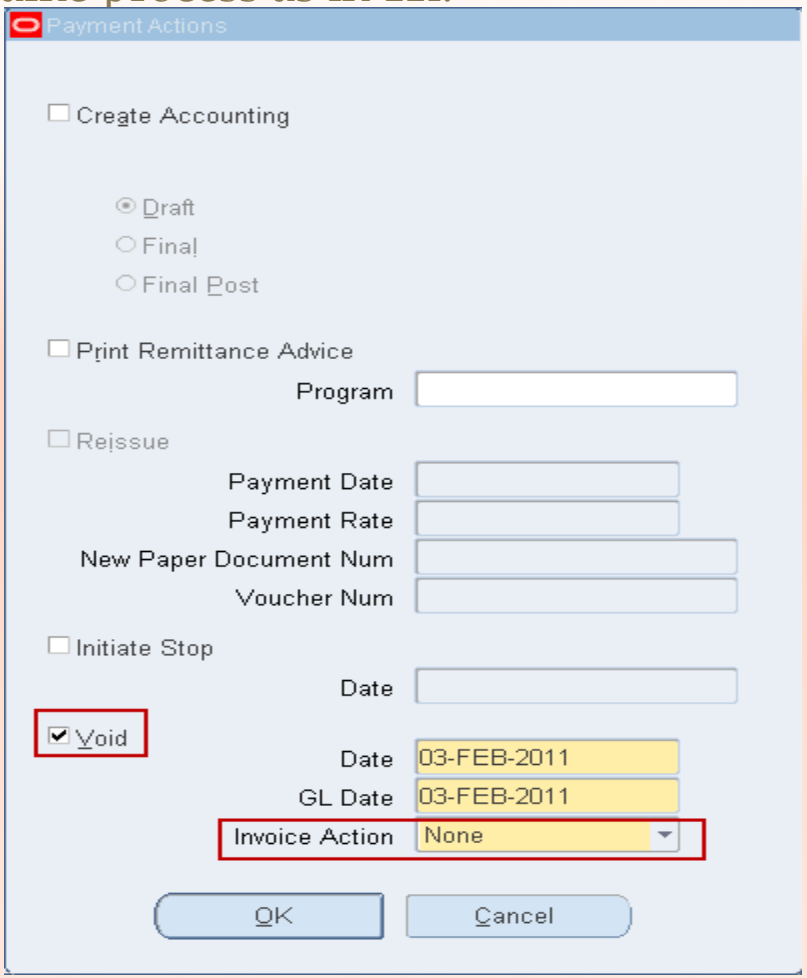
Invoice Overview

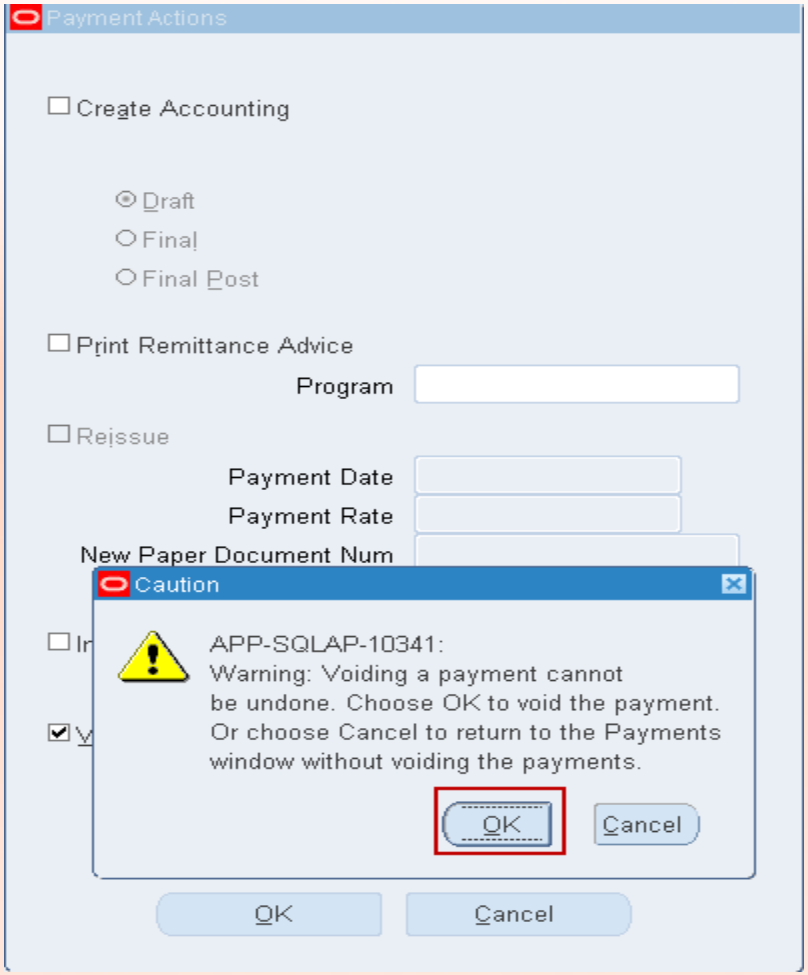
Accounting Unprocessed

Actions... 1 | Enter/Adjust Invoices | Payment Overview

R12 Payment Voids

Same process as in 11i:





Q&A