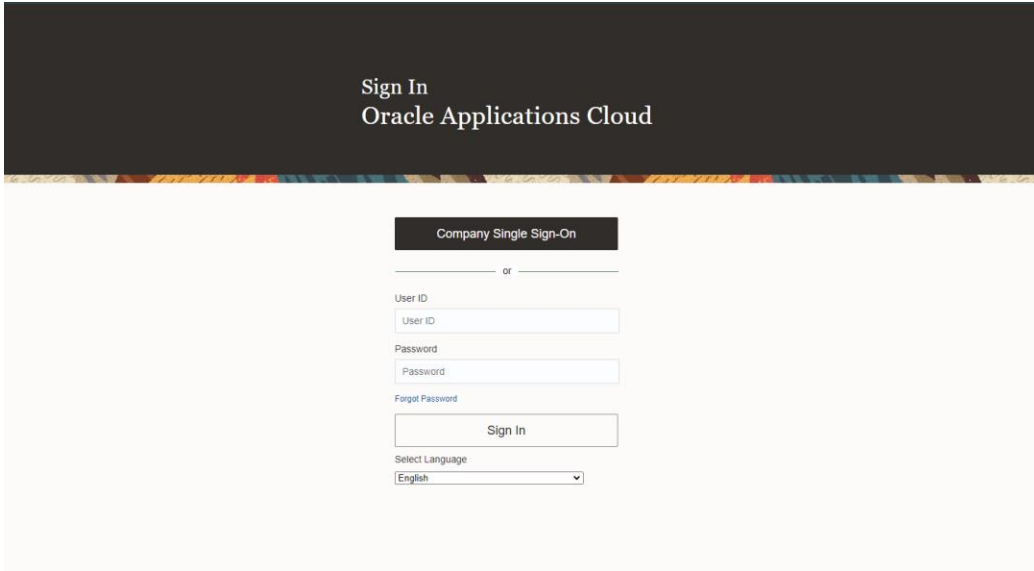


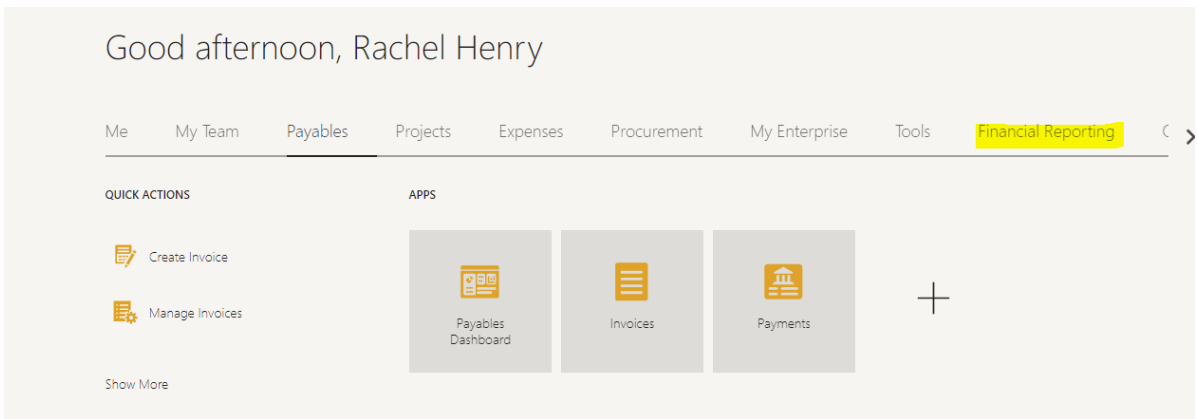
Payables Invoices Report Guide

This guide will provide you with step by step instructions on how to run a Payables Invoice Report.

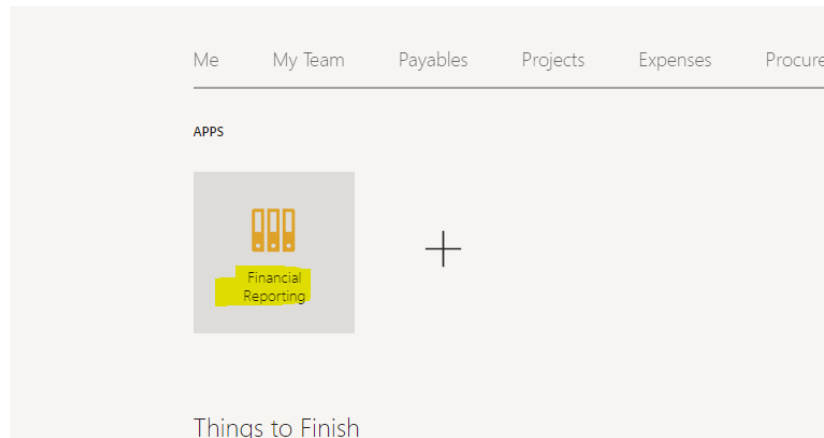
- 1) Log into Oracle



- 2) From the home screen, click on Financial Reporting



3) Click on Financial Reporting



4) From this main page, click on Payables Invoices



- 5) This will open a new window where you will be able to look up an invoice by Supplier/Party Name, Invoice Number, or Invoice Date.

Opening this dashboard page may take a while. Select prompt values and click Continue if you want to open this page. Continue

Payables Report Prompts

Supplier or Party Name --Select Value-- ▼

Invoice Number contains any --Select Value-- ▼

Invoice Date Between [] []

Reset ▼

Payables Invoices

Compound View

- 6) Fill out the fields as required. You can either type into the boxes or use the down arrows to search for something.

Supplier or Party Name --Select Value-- ▼

Invoice Number contains any --Select Value-- ▼

Invoice Date Between [] []

Reset ▼

- 7) Once all fields are filled, click on Continue in the upper right.

Opening this dashboard page may take a while. Select prompt values and click Continue if you want to open this page. Continue

Payables Report Prompts

Supplier or Party Name BAKER TILLY US ▼

Invoice Number contains any --Select Value-- ▼

Invoice Date Between [] []

Reset ▼

8) After the search is concluded, you will see all the invoices that match the fields you filled out in step 6.

4
Payables Invoices

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid	Supplier or Party Name	Supplier or Party Site	Account Coding Status	Validation Status	Accounting Status	Invoice Source Name	Payment Method	Approval Status	Invoice Line Number	Invoice Line Description	Invoice Line Amount	Distribution Invoice Line Number	Invoice Distribution Amount	Concatenated Segments	Accounting Date	Task Number
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Gray Felt Bulletin Board 18 X 24 Inches with Silver Aluminum Frame - Perfect Memo Board and Notes Organizer for Home, Office and School	34.99	1	34.99	10000-11100-62000-00000-0000-00000	5/8/2024	
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	2		0	2	0	10000-11100-62000-00000-0000-00000	5/8/2024	
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	3		0	3	0	10000-11100-62000-00000-0000-00000	5/8/2024	
14LN-CY13-4H31	5/7/2024	14.99	14.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Sooez Art Portfolios 11"x17", Large Portfolio Folder with 30 Pockets & Black Inner Sheets, Display 60 Pages, 11 x 17 Presentation Book	14.99	1	14.99	10000-11100-62000-00000-0000-00000	5/8/2024	
14LN-CY13-4H31	5/7/2024	14.99	14.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	2		0	2	0	10000-11100-62000-00000-0000-00000	5/8/2024	
14LN-CY13-4H31	5/7/2024	14.99	14.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	3		0	3	0	10000-11100-62000-00000-0000-00000	5/8/2024	
1409-FJ21-R993	5/16/2024	27.61	27.61	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Avery (8167) Easy Peel Return Address Labels for Inkjet Printers, 1/2" x 1 1/4", White, 25 Sheets, 2000 Labels	22.96	1	22.96	10000-11100-62000-00000-0000-00000	5/16/2024	

9) From there, you should be able to see information such as Account Coding Status, Validation Status, Accounting Status, and Approval Status for all the invoices on this screen.

4
Payables Invoices

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid	Supplier or Party Name	Supplier or Party Site	Account Coding Status	Validation Status	Accounting Status	Invoice Source Name	Payment Method	Approval Status	Invoice Line Number	Invoice Line Description	Invoice Line Amount	Distribution Invoice Line Number	Invoice Distribution Amount	Concatenated Segments	Accounting Date	Task Number	Project Number
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Gray Felt Bulletin Board 18 X 24 Inches with Silver Aluminum Frame - Perfect Memo Board and Notes Organizer for Home, Office and School	34.99	1	34.99	10000-11100-62000-00000-0000-00000	5/8/2024		
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	2		0	2	0	10000-11100-62000-00000-0000-00000	5/8/2024		

10) If you want to see an individual invoice, you can click on the Invoice Number

Invoice Number	Invoice Date	Invoice Amount
11D1-NKH6-XNCP	5/7/2024	34.99
11D1-NKH6-XNCP	5/7/2024	34.99

11) Click on View Invoice. (Please go to step 18 for Payment Details instructions)

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid	Supplier or Party Name	Supplier or Party Site
11D1-NKH6-XN	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-P/
11C NK XN			34.99	Amazon Capital Services Inc	MAIN-P/
11D1-	5/7/2024	34.99	34.99	Amazon	MAIN-P/

12) You will then have a new tab opened in your browser with the invoice details

Production
ST. OLAF COLLEGE

Invoice Details : 11D1-NKH6-XNCP

Invoice Date: 5/7/2024
Invoice Type: Standard
Supplier or Party: Amazon Capital Services Inc
Supplier Site: MAIN-PAY
Address: PPO Box 81207, Seattle, WA 98108

Invoice Amount: 34.99 USD
Applied Prepayments: 0.00 USD
Unpaid Amount: 0.00 USD
Holds: 0
Notes: 0

Business Unit: St. Olaf College
Payment Business Unit: St. Olaf College
Payment Terms: Net 30
Payment Currency: USD
Attachments: None

Validated Actions Save Save and Close Done

Lines Holds and Approvals Payments Installments

Items

View [grid] [list] [attach] [detach]

Line	Amount	Description	Quantity	Price	UOM Name	Purchase Order Number	Line	Schedule	Receipt Number	Line	Ship-to Location
1	34.99	Gray Felt Bulletin Board 18 X 24 Inches with Silver Aluminium Frame - Perfect Memo Board and Notes Organizer for Home, Office and School	1	34.99	EA	PO19555	1	1			St. Olaf College

Shipping and Handling

Line	Charge Type	Amount	Description
2	Freight	0.00	
3	Miscellaneous	0.00	

Summary Tax Lines

13) Click on Holds and Approvals to see information on any holds/approvals.

Lines Holds and Approvals Payments Installments

Items

14) This will show you who was included in the approval process. You will also be able to see the hold reasons if there is a hold on the invoice.

Lines **Holds and Approvals** Payments Installments

Approval and Notification History

View **Detach**

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval		Initiated	5/8/2024 10:50 AM	STOLAF.SC...	34.99 USD		
Invoice approval		Assigned to	5/8/2024 10:50 AM	Jason Engbr...			
Invoice approval		Approved	5/9/2024 10:18 AM	Jason Engbr...	34.99 USD		

Holds

15) In order to see any payments, click on Payments.

Lines **Holds and Approvals** **Payments** Installments

Approval and Notification History

View **Detach**

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval		Initiated	5/8/2024 10:50 AM	STOLAF.SC...	34.99 USD		
Invoice approval		Assigned to	5/8/2024 10:50 AM	Jason Engbr...			
Invoice approval		Approved	5/9/2024 10:18 AM	Jason Engbr...	34.99 USD		

Holds

16) This will show you the status of the payment, if the invoice is reconciled, the payment date, as well as any other information related to the payment of the invoice.

Lines **Holds and Approvals** **Payments** Installments

Payments

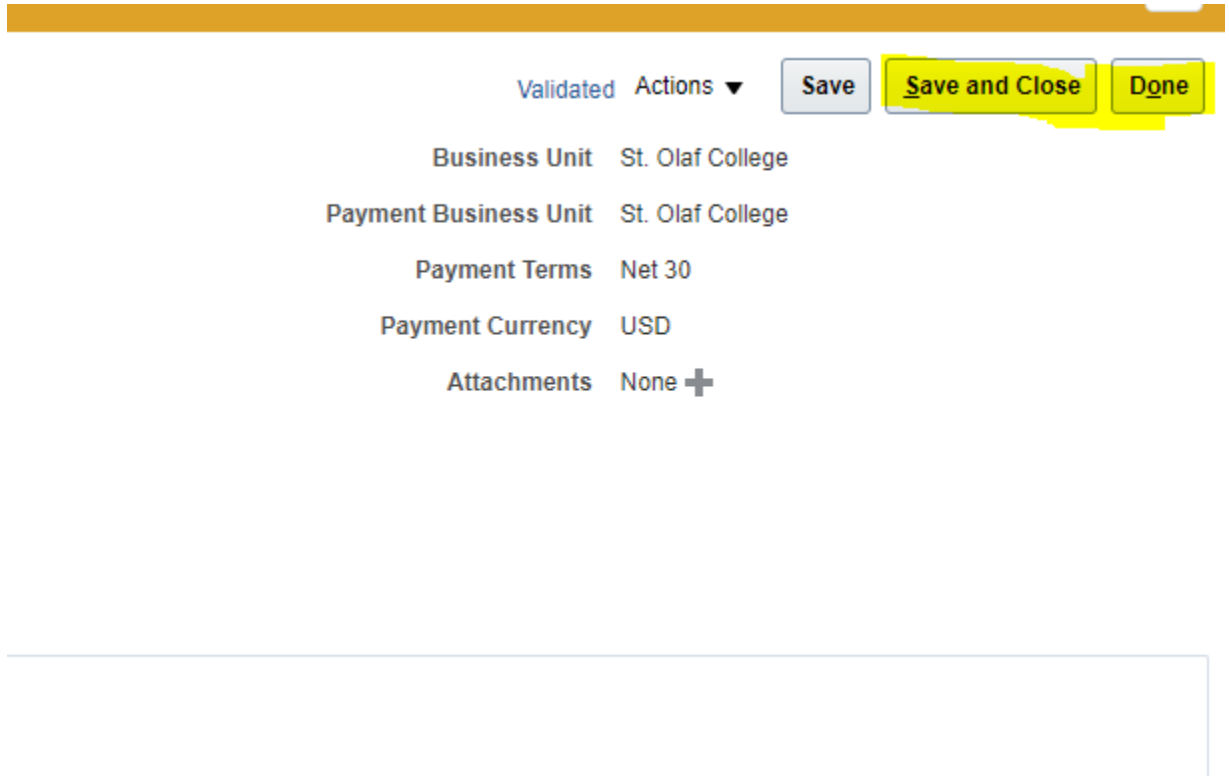
Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address
401309	Paymerang	Cleared	Yes		5/30/2024	34.99 USD	PO Box 81207, Seattle, WA, 98108, King

Prepayments

Available

View **Detach** **Apply**

17) When you are done, you can click either the Done option or the Save and Close option to close out of this screen.



18) If you want to only see the Payment Details from the main report screen, make sure you are on the main screen.

Payables Report Prompts

Supplier or Party Name --Select Value-- ▾

Invoice Number contains any --Select Value-- ▾

Invoice Date Between 05/01/2024 - 07/31/2024

* Cost Center Code 11100 ▾

Apply

Payables Invoices

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid	Supplier or Party Name	Supplier or Party Site	Account Coding Status	Validation Status	Accounting Status	Invoice Source Name	Payment Method	Approval Status	Invoice Line Number	Invoice Description
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Gray Felt Board 18 X with Silver Frame - Pe Memo Board Notes Orga

19) Click on the Invoice Number

Payables Report Prompts

Supplier or Party Name --Select Value--

Invoice Number contains any --Select Value--

Invoice Date Between 05/01/2024 - 07/31/2024

* Cost Center Code 11100

Apply

Payables Invoices

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid	Supplier or Party Name	Supplier or Party Site	Account Coding Status	Validation Status	Accounting Status	Invoice Source Name	Payment Method	Approval Status	Invoice Line Number	Invoice Lir Description
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	1	Gray Felt Board 18 X with Silver / Frame - Pe Memo Boar Notes Ora

St. Olaf Reporting Dashboard: page 1 > St. Olaf Pavables Report: page 1

20) Select View Payment Details

Invoice Number	Invoice Date	Invoice Amount	Invoice Amount Paid
11D1-NKH6-XNCP	5/7/2024	34.99	34.99

View Invoice

View Payment Details

St. Olaf Reporting Dashboard: page 1 > St

21) This will open a new tab in your web browser that will show the payment information, including payment date.

Payables Payments

Payee	Payee Site	Invoice Number	Invoice Date	Payment Date	Payment Method	Payment Number
Amazon Capital Services Inc	MAIN-PAY	11D1-NKH6-XNCP	5/7/2024	5/30/2024	PAYMERANG	401309

Return