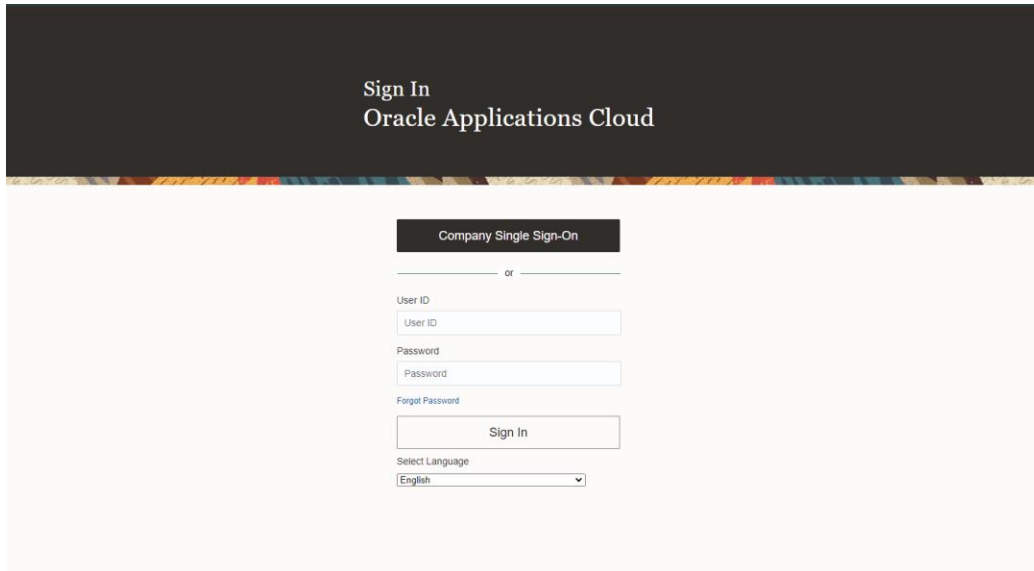


Payables Invoices Report Guide

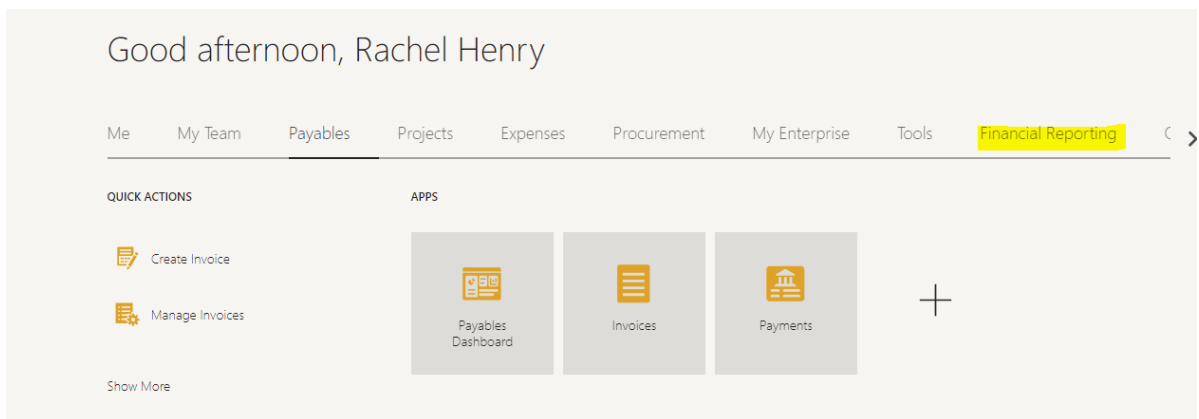
This guide will provide you with step by step instructions on how to run a Payables Invoice Report.

1) Log into Oracle



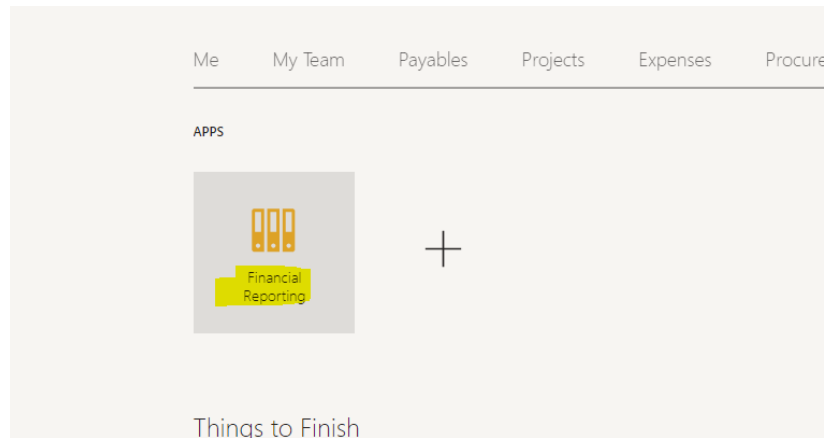
The image shows the Oracle Applications Cloud sign-in page. At the top, it says "Sign In Oracle Applications Cloud". Below that is a "Company Single Sign-On" section with a "or" separator. There are input fields for "User ID" and "Password", a "Forgot Password" link, and a "Sign In" button. At the bottom, there is a "Select Language" dropdown menu set to "English".

2) From the home screen, click on Financial Reporting



The image shows the Oracle Applications Cloud home screen. At the top, it says "Good afternoon, Rachel Henry". Below that is a navigation bar with tabs for "Me", "My Team", "Payables", "Projects", "Expenses", "Procurement", "My Enterprise", "Tools", and "Financial Reporting" (which is highlighted in yellow). Below the navigation bar are two sections: "QUICK ACTIONS" with "Create Invoice" and "Manage Invoices" buttons, and "APPS" with "Payables Dashboard", "Invoices", and "Payments" buttons, and a plus sign icon.

3) Click on Financial Reporting

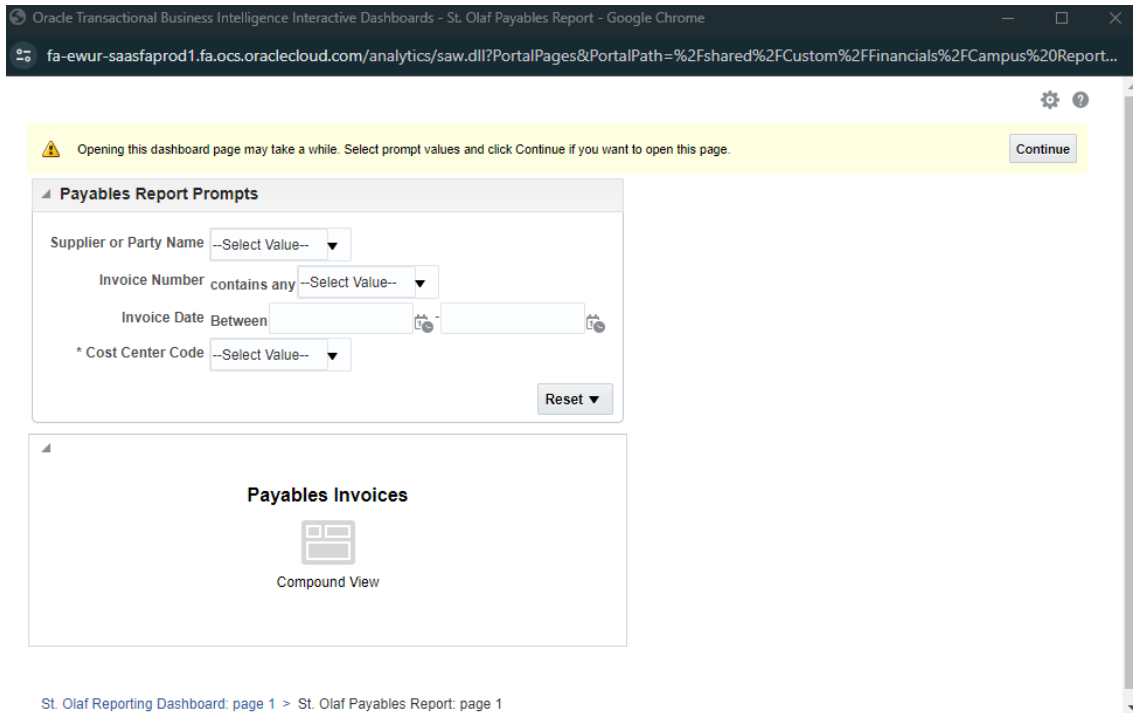


4) From this main page, click on Payables Invoices

- ▲ **Budget Reports**
 - [PLT Level Budget Report - General Operating Fund 10000](#)
 - [Divisional Budget Reports - General Operating Fund 10000](#)
 - [Departmental Budget Reports - General Operating Fund 10000](#)
 - [Departmental Budget Reports - All Operating Funds \(including grants, restricted funds, appropriated funds\)](#)
 - [Activity Level Budget-to-Actuals - All Funds](#)
 - [Activity Level Budget to Actuals - General Operating Fund 10000](#)
 - [Fund Balance Report - Single Fund - Single Cost Center](#)
 - [Fund Balance Report - Single Fund - All Cost Center](#)
 - [Fund Balance Listing - Multiple Fund Balance Listing Report](#)
 - [Transaction Detail](#)
- ▲ **Departmental Transaction Reports**
 - [Payables Invoices](#)
 - [Journal Entries](#)
 - [Fixed Asset Register](#)
- ▲ **System Reports**
 - [Chart of Account Values](#)
 - [Cost Center Access Report](#)
 - [Cost Center Manager Report](#)
- ▲ **Payroll Reports**
 - [Student Work Study Report](#)

- 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.

Note: The Cost Center Code has to be entered and you can only enter cost centers you have access too.



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



7) Here is an example of some of the fields filled in.

Supplier or Party Name

Invoice Number contains any

Invoice Date Between -

* Cost Center Code

[Reset](#)

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

Warning: 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


Invoice Number contains any

Invoice Date Between -

* Cost Center Code

[Reset](#)

Payables Invoices



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

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-NKHS-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	E2B 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-NKHS-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	E2B XML invoice	PAYMERANG	Workflow approved	2		0	2	0	10000-11100-62000-00000-0000-00000	5/8/2024	
11D1-NKHS-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PAY	Complete	Validated	Accounted	E2B 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	E2B XML invoice	PAYMERANG	Workflow approved	1	Stoebz 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	E2B 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	E2B XML invoice	PAYMERANG	Workflow approved	3		0	3	0	10000-11100-62000-00000-0000-00000	5/8/2024	
1409-FJDJ-R993	5/16/2024	27.61	27.61	Amazon Capital Services	MAIN-PAY	Complete	Validated	Accounted	E2B XML invoice	PAYMERANG	Workflow approved	1	Avery (8167) Easy Peel Return Address Labels for Inkjet Printers, 1/2" x 1", White, 25 Sheets, 2000 Labels	22.96	1	22.96	10000-11100-62000-00000-0000-00000	5/16/2024	

10) 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.



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-PHY	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	10000-11100-62000-00000-0000-00000-00000	5/8/2024		
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PHY	Complete	Validated	Accounted	B2B XML invoice	PAYMERANG	Workflow approved	2		0	2	0	10000-11100-62000-00000-0000-00000-00000	5/8/2024		

11) 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

12) 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-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PHY
				 View Invoice	
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PHY
				 View Payment Details	
11D1-NKH6-XNCP	5/7/2024	34.99	34.99	Amazon Capital Services Inc	MAIN-PHY

13) 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 81287, Seattle, WA-98108

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

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

Lines Holds and Approvals Payments Installments

Items

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 Aluminum Frame - Perfect Memo Board and Notes Organizer for Home, Office and School	1	34.99	EA	PO10555	1	1			St. Olaf College

Shipping and Handling

Line	Charge Type	Amount	Description
2	Freight	0.00	
3	Miscellaneous	0.00	

Summary Tax 1 lines

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

Lines Holds and Approvals Payments Installments

Items

15) 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 [icon] [icon] [icon] 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	[icon]	
Invoice approval		Assigned to	5/8/2024 10:50 AM	Jason Engbr...		[icon]	
Invoice approval		Approved	5/9/2024 10:18 AM	Jason Engbr...	34.99 USD	[icon]	

Holds [icon]

16) 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

17) 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

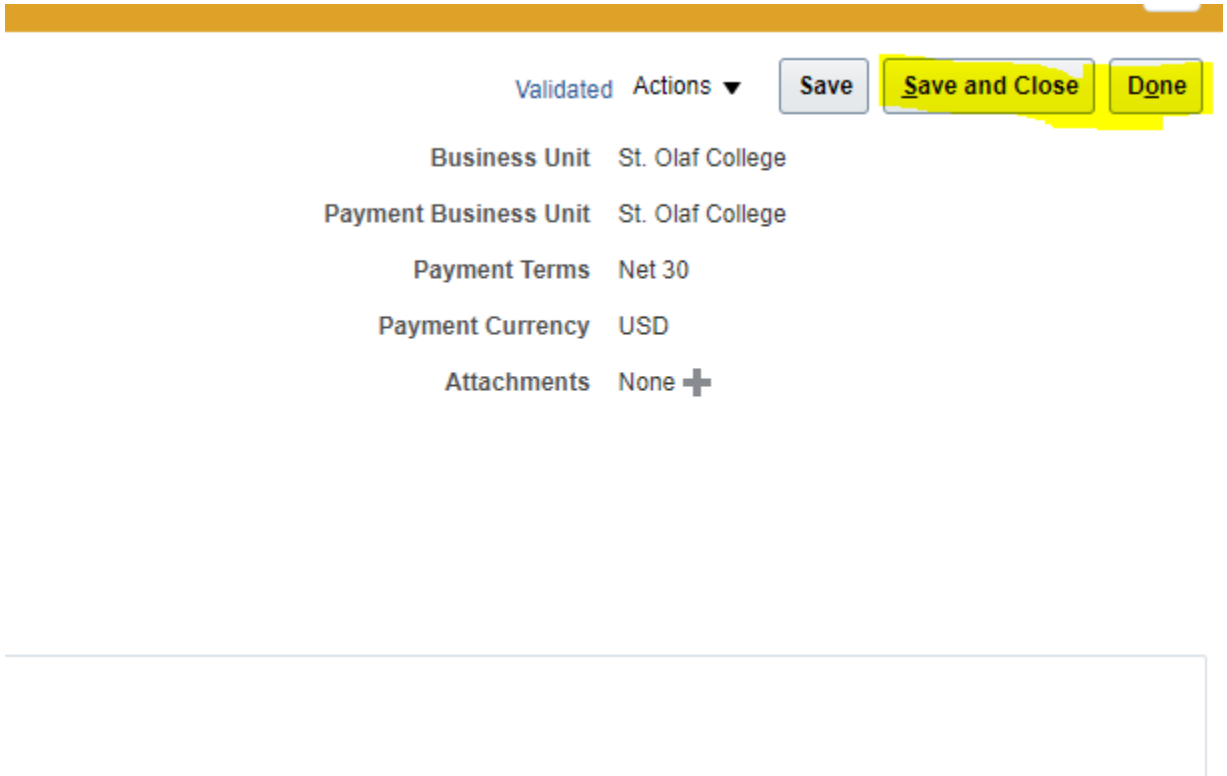
Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address
401309	Paymerang	Cleared	Yes		5/30/2024	34.99 USD	PO Box 81207, Seattle, WA, 98108, King

Prepayments

Available

View **Detach** **Apply**

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



19) 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

20) Click on the Invoice Number

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

21) Select View Payment Details

St. Olaf Reporting Dashboard: page 1 > St

22) 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](#)