

# Procure to Pay

Days: 4

## Delegates:

This course is designed for users in Facilities, Purchasing, Finance and Accounts Payable departments.

## Objectives:

By the end of this course delegates will be able to use Oracle Purchasing to manage the procurement process. They will also know how to manage suppliers, locations and items; how to create quotations, requisitions, purchase orders and how to receive items. Delegates will be able to understand the key set up steps relating to Purchasing and how they affect the system in daily use.

By the end of this course delegates will also be able to use Oracle Payables to manage the payables process. In particular delegates will be able to process invoices, credit notes and payments, submit reports, close accounts payable periods and transfer accounting details to the General Ledger.

## Topics Covered:

### PURCHASING

- Overview of the Procure to Pay cycle
- Supplier Management
  - Create a new supplier account
  - Merge supplier records
  - Create Approved Supplier Lists
- Defining and Creating Items
  - Using templates
  - Assigning items to organizations
  - Attribute controls
- Approved Suppliers and Sourcing Rules
- Purchase Requisition Processing
  - Setting Preferences
  - Making Amendments
  - Multi Line Requisitions
  - Split Distribution Requisitions
  - Foreign Currency
  - Cancelling Lines
  - Cancelling Requisitions
  - Inquiries
- Purchase Order Processing
  - Standard Purchase Order
  - Autocreating orders from requisition lines
  - Blanket Purchase Orders (raising and releasing)
  - Inquiries
- Purchase Order Receipt Processing
  - Under or Over Receipting
  - Returns
  - Corrections
  - Receipting un-ordered goods

- Approval Process
  - Approve / Reject
  - Forward / Reassign
- Forward to Workflow Process
- iProcurement
  - Shopping by Store
  - Shopping by Category
  - Non-catalog requests
  - Search facilities
  - Copy, amend or cancel an iProcurement requisition
  - Approval process
  - Receiving
  - Express receiving
  - Returns & corrections
- Running standard Purchasing reports
  - Print
  - View
  - Copy
- Period end processes
  - Generate uninvoiced receipt accruals and post to General Ledger
  - Interaction with Payables at period end
- Enterprise structure overview
  - Organisations
  - Locations
  - Units of Measure
  - Item Categories
- Purchasing Set Up Overview
  - Profile options
  - Purchasing and receiving options
  - Matching and tax tolerances
  - Approvals

## **PAYABLES**

- Overview of the Oracle Account Payables process
- Enter, Review and Approve Supplier Invoices
- Adjust or Cancel Invoices
- Carry Out Invoice Enquiries
- Match Invoices to Purchase Orders and Receipts
- Enter Recurring Invoices
- Process Prepayments
- Process Holds and Releases
- Enter and Process Credit and Debit Memos
- Process Employee Expense Reports
- Process Single Payments and Refunds
- Generate Payment Batch Processing
- Period Closing Process
- Run Accounts Payable Reports

### **Requirements:**

Delegates should have knowledge of the Procure to Pay process within their own organisation.

Knowledge of Oracle Navigation would be advantageous.

**Follow-On Courses:**

Cash Management

Asset Management

General Ledger