

Automating Accounts Payable Payment Requests

Jason Beitzel

David Register



Agenda

- AP module review recap
- Payment Request
 - What is it?
 - Why is it important?
 - How does it impact my Institution?
- Q&A

AP module review – November 2016

- Review of enhancements delivered since the v9.2 upgrade
- Demo/Discussion of available Oracle enhancements for Payables module
- Other enhancements requested?
- Enhancement Prioritization



AP module review – November 2016

- Top 3 Enhancements Requested
 1. Training and Documentation
 2. Voucher Batch Approval - Submit for approval
 3. Payment Request



Payment Request

- What is Payment Request functionality?
- Why is this important?
 - Self Service is more efficient
 - Approval prior to voucher creation
- How will this impact my Institution?
 - Reduce AP workload
 - 88,000 vouchers entered in first quarter FY2018

Payment Request

- [Payment Request - Oracle Video](#)

Payment Request

- [DEMO](#)

Payment Request

- Implementation Timeline
 - December 2017 – Fall Release (5.30) Go Live
 - Jan 2018 - Meeting with Pilot Institutions
 - GA Highlands College
 - GA Gwinnett College
 - Gordon State College
 - Kennesaw State University
 - Spring 2018 Go Live


Q&A



Screen Prints - Placeholder

Payment Request Center

Welcome: J.Beitzel OIIT

Request Summary From 06/28/2017 to 09/26/2017 



Recent Messages

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	2
<input checked="" type="checkbox"/>	Approved	1
<input type="checkbox"/>	Vouchered	1

Request ID	Message Topic	Last Updated By	Last Updated Datetime	Initiated By	Initial Datetime
0000000003	CAT supplier - non PO voucher	Janice Brown	09/21/2017 4:59PM	Janice Brown	09/21/2017 4:58PM

Create

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay	
0000000004	09/25/2017 10:41AM	258258	0000007426	PaperClip Communications	Test Request	100.00	USD	Approved	98000			  
0000000003	09/21/2017 4:51PM	TEST3JB	CAT0000010	Staples	TEST	1,000.00	USD	Pending	98000			  
0000000002	09/21/2017 4:38PM	TEST2JB	0000000152	Canon U. S. A. Inc	TESST	200.00	USD	Pending	98000			 

Screen Prints - Placeholder

Message Details

Initial Date Time	09/21/2017 4:58:15PM	Supplier SetID	98000
Request ID	0000000003	Supplier ID	CAT0000010 Staples
Requester	J.Beitzel OIIT	Request Status	Pending
Request Created Datetime	09/21/17 4:56PM	Gross Invoice Amount	1000.00 USD

Message Details

Datetime 09/21/2017 4:58PM
Originated From Janice Brown
Message To J.Beitzel OIIT
*Conversation Topic

Message

Recent Messages

(09/21/2017 16:59 PM) Janice Brown : Jason,

Why aren't you using the GFM to create Staples orders? Don't you know that payment requests should be for non-PO vouchers only????? Good grief.

Your Response

Post


Cancel

Screen Prints - Placeholder



Exit | Save for Later | Next >


Summary Information - Step 1 of 4

Instructions 

*Business Unit 

Request ID 0000000006

Invoice Number

*Invoice Date 

Entered By J.Beitzel OIIT

Entered Datetime 09/26/2017 9:07AM

Description 


[Attachments \(1\)](#)

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount 500.00 *Currency 

Notes/Comments 

Screen Prints - Placeholder

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit

Save for Later

Previous

Next

Supplier Information - Step 2 of 4

Instructions ?

Business Unit 98000

Request ID 0000000006

Invoice Number prtest2jb

Invoice Date 09/26/2017

Entered By J.Beitzel OIIT

Entered Datetime 09/26/2017 9:07AM

Country 

Supplier ID  

Supplier Name









Screen Prints - Placeholder

Add a New Line

Instructions 

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	<input type="text" value="test voucher line jb"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/>	<input type="text" value="500.00"/>

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Program Code	Class	Bus
 	1	<input type="text" value="500.00"/>	<input type="text" value="98000"/> 	<input type="text" value="211400"/> 	<input type="text" value="10000"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text" value="20"/>

Horizontal scrollbar: < [] >

Screen Prints - Placeholder

Exit

Save for Later

Review and Submit - Step 4 of 4

Instructions

Business Unit 98000

Request ID 0000000006

Invoice Number prtest2jb

Invoice Date 09/26/2017

Entered By J.Beitzel OIIT

Entered Datetime 09/26/2017 9:07AM

Description test invoice - payment request jb

Supplier Dierdorff, Matthew

Total Amount 500.00 USD

Request Status New

Click the "Review" button to review the detailed request.

Click the "Submit" button to submit your request.

Review

Submit

Screen Prints - Placeholder

Summary Information

Request ID	0000000004	Request Status	Approved
Entered By	J.Beitzel OIIT		
Entered Datetime	09/25/2017 10:41AM	Attachments (1)	
Business Unit	98000	Approval History	
Invoice Number	258258		
Invoice Date	09/25/2017		
Description	Test Request		
Total Amount	100.00	USD	
Notes/Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>		

Supplier Information

Supplier ID	0000007426
Supplier	PaperClip Communications 125 Paterson Avenue Suite 4 Little Falls, NJ 07424

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	test	1.0000	EA	100.00000	100.00

Accounting Details

Line	Quantity	Amount	GL Business Unit	Account	Fund Code	Department	Program Code	Class
1	1.0000	100.00	98000	118100				



Cost Sub-Total	100.00
Misc Charge Amount	
Freight Amount	
Total Amount	100.00 USD

Screen Prints - Placeholder

Payment Request Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Request ID =

Search

[Advanced Search](#)

Search Results

[View All](#)

First ◀ 1-3 of 3 ▶ Last

Request ID	Business Unit	Entered Datetime	Invoice Number	Invoice Date	Supplier ID	Supplier Name	Description	Gross Invoice Amount	Transaction Currency	Request Status
0000000002	98000	09/21/2017 4:38PM	TEST2JB	09/21/2017	0000000152	Canon U. S. A. Inc	TESST	200	USD	Pending
0000000003	98000	09/21/2017 4:51PM	TEST3JB	09/21/2017	CAT0000010	Staples	TEST	1000	USD	Pending
0000000006	98000	09/26/2017 9:07AM	prtest2jb	09/26/2017	0000401167	Dierdorff, Matthew	test invoice - payment request jb	500	USD	Pending

Screen Prints - Placeholder

Payment Request

Business Unit 98000
Request ID 0000000006

Invoice Number prtest2jb
Invoice Date 09/26/2017

Entered By J.Beitzel OIIT
Entered Datetime 09/26/2017 9:07AM

Payment Request Details

Transaction Currency USD
Total Amount 500.00
Tax Amount
Freight Amount
Misc Charge Amount

Supplier ID 0000401167
Description test invoice - payment request jb
Supplier Name Dierdorff, Matthew

Comments test payment request - this is so fun...
[Attachments \(1\)](#)
[Payment Message](#)

Line Details

Personalize | Find |  |  First 

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				500.00	test voucher line jb		Details

980 Payment Request Approver

▶ REQUEST_ID=0000000006:Approved


Screen Prints - Placeholder


Voucher Build	Process Messages	Build Errors
---------------	------------------	--------------


Run Control ID Payment_Request Report Manager Process Monitor **Run**

Run Control Options

*Request ID

Description 




From Date  Assign Invoice ID



To Date  Assign Invoice Date

*Process Option ▼




*Voucher Sources ▼ Autopilot Run Control


Selection Parameters

Personalize | Find |  |  First 


Business Unit	Payment Request Id
<input type="text" value="98000"/> 	<input type="text" value="0000000006"/> 

Interfaces

Personalize | Find |  |  First 


*Voucher Build Interfaces	Publish Voucher Mes
<input type="text" value="Payment Request"/> ▼	

Screen Prints - Placeholder


Business Unit = 

Voucher ID begins with

Invoice Number begins with

Invoice Date = 

Short Supplier Name begins with

Supplier ID begins with 

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Search Results

[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
98000	05319948	prtest2jb	500	500	09/26/2017	CATALCOACH-001	0000401167	Dierdorff, Matthew
98000	05319947	test1jb	100	100	09/21/2017	AVAYA-001	0000000256	Avaya, Inc

Screen Prints - Placeholder

- Summary
- Related Documents
- Invoice Information**
- Payments
- Voucher Attributes
- Error Summary

Business Unit 98000
Invoice No prtest2jb
Voucher ID 05319948
Accounting Date 09/26/2017
Voucher Style Regular Voucher
***Pay Terms** N30 Net 30
Invoice Date 09/26/2017
Basis Date Type Inv Date
Invoice Received
Supplier Dierdorff, Matthew
Supplier ID 0000401167
ShortName CATALCOACH-001
Location MAIN
***Address** 1

Invoice Total	
Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
Total	500.00
Difference	0.00

- Non Merchandise Summary
- Session Defaults
- Comments(1)
- Attachments (1)
- Withholding
- Template List
- Advanced Supplier Search
- Preview Approval
- Supplier Hierarchy
- Supplier 360

Action

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
***Distribute by** Amount
SpeedChart
Ship To MAIN
Description test voucher line jb
Quantity
UOM
Unit Price
Line Amount 500.00
 One Asset

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Assets	Copy Down	Line	Merchandise Amt	Quantity	Account	OpenItem	Fund	Dept	Program	Class	Bud Ref	Project	Budget Date
		<input type="checkbox"/>	1	500.00		211400		10000				2018		09/26/2017

Screen Prints - Placeholder

Pay Cycle Data

Pay Cycle	<input type="text" value="98DLY"/>	AP Daily Checkrun	Pay Cycle Summary	Pay Cycle Manager			
Business Unit	<input type="text"/>	Advice ID	<input type="text"/>	Invoice	<input type="text"/>		
Supplier SetID	<input type="text"/>	Remit Supplier	<input type="text"/>	Address	<input type="text"/>	Location	<input type="text"/>
Bank SetID	<input type="text" value="98000"/>	Bank Code	<input type="text" value="JB"/>	Bank Account	<input type="text" value="BANK"/>	Method	<input type="text" value="System Check"/>
Payment Handling	<input type="text"/>	Payment Currency	<input type="text" value="USD"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Pay Cycle Details

Scheduled Payments | Payment Details | Additional Details |

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name
<input type="text" value="None"/>	<input type="text"/>	VCHR	98000	05319948	1	prtest2jb	0000401167	CATALCOACH-001

Screen Prints - Placeholder

Check #	Date	Total Gross Amount	Total Discounts	Total Paid Amount
000004	September 26, 2017	\$500.00	\$0.00	\$500.00

BOARD OF REGENTS

270 Washington Street

Atlanta, GA 30334

21/211

JB TEST BANK

VOID IF NOT PAID WITHIN 90 DAYS

2500 DANIELLS BRIDGE RD

ATHENS, GA 30606

Check# 000004

Date September 26, 2017

Pay Amount

\$500.00***

Pay

****FIVE HUNDRED AND XX/100 DOLLAR ****

**To The
Order Of**

Catalyst Coaching LLC

448 Cole RD SW

Lilburn, GA 30047

Diane D. Hickey

⑈000004⑈ ⑆06 1000 104⑆ 1 2 3 4 5 6 7 8 9⑈