# 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



- 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

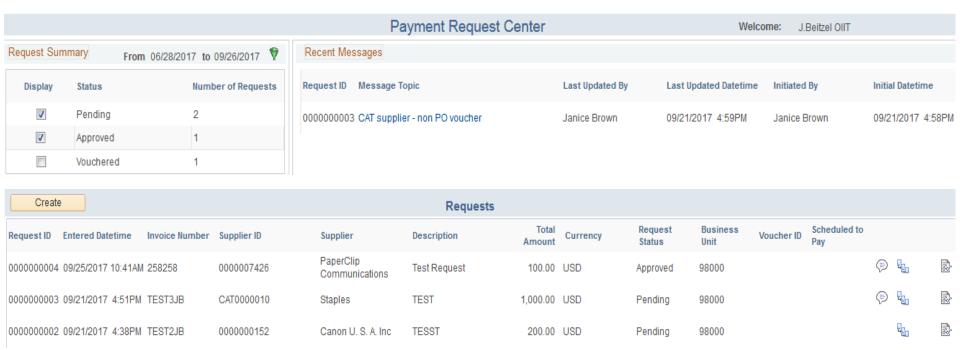
Payment Request - Oracle Video

• <u>DEMO</u>

- 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





#### Message Details

Initial Date Time 09/21/2017 4:58:15PM

Request ID 0000000003

Requester J.Beitzel OIIT

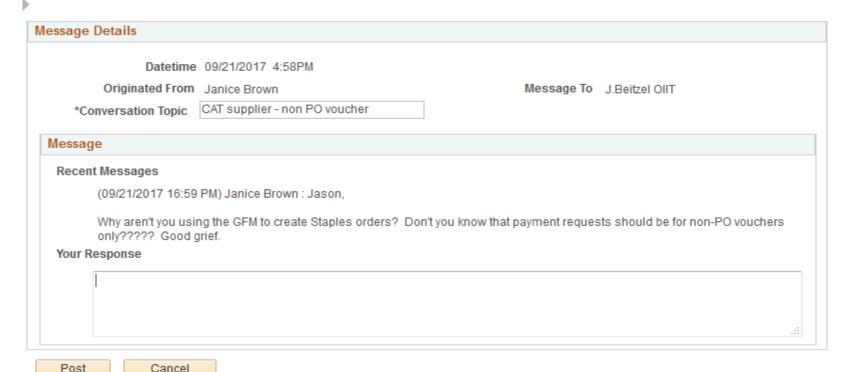
Request Created Datetime 09/21/17 4:56PM

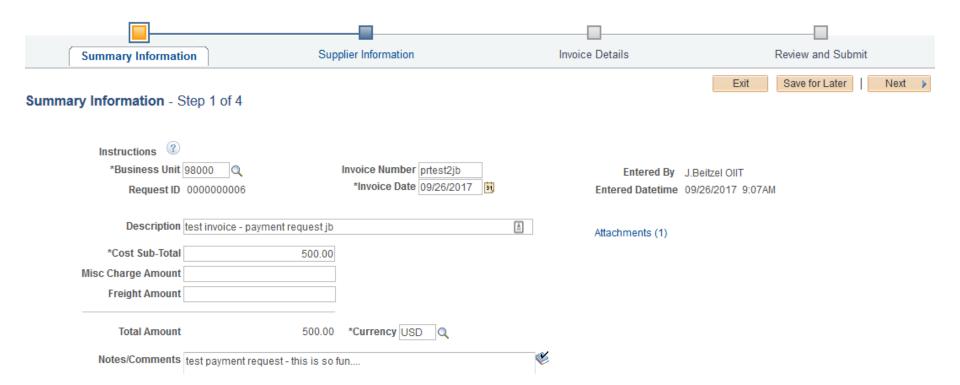
Supplier SetID 98000

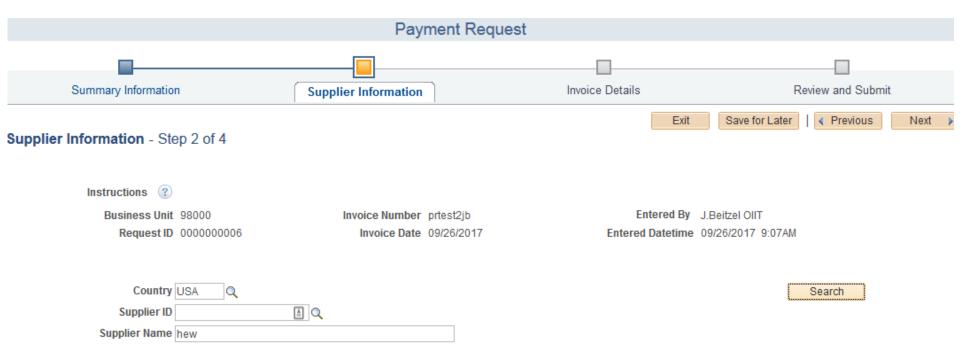
Supplier ID CAT0000010 Staples

Request Status Pending

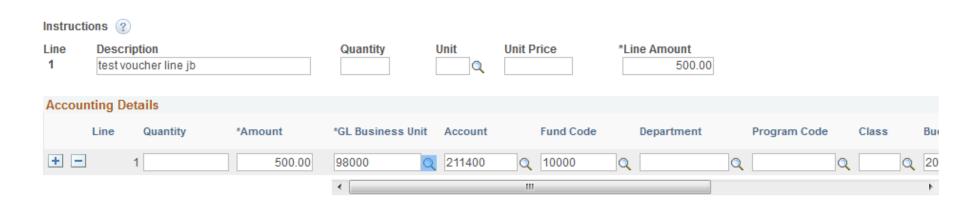
Gross Invoice Amount 1000.00 USD







#### Add a New Line



Exit

Review and Submit - Step 4 of 4



Business Unit 98000

Invoice Number prtest2jb Invoice Date 09/26/2017 Entered By J.Beitzel OIIT

Entered Datetime 09/26/2017 9:07AM

Save for Later

Description test invoice - payment request jb

Supplier Dierdorff, Matthew

Total Amount 500.00 USD

Request ID 0000000006

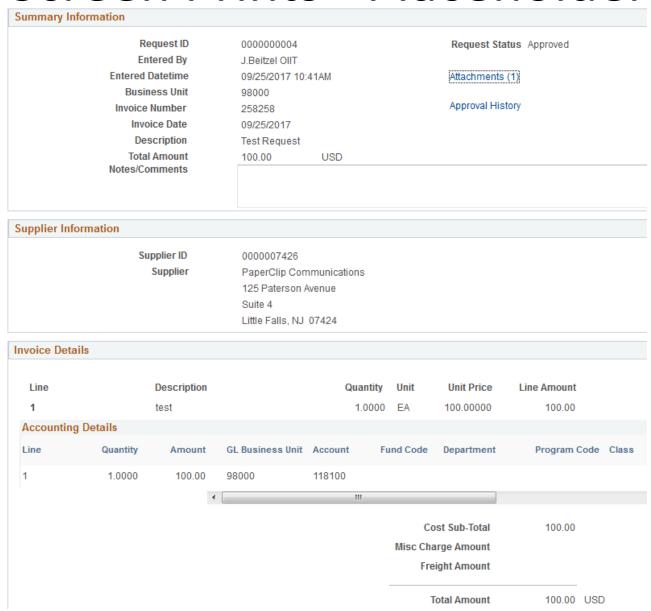
Request Status New

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

Click the "Submit" button to submit your request.

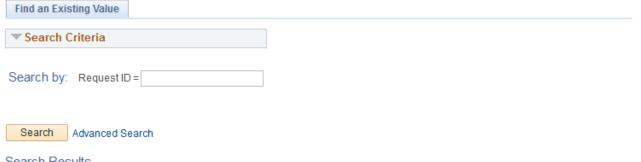
Review

Submit



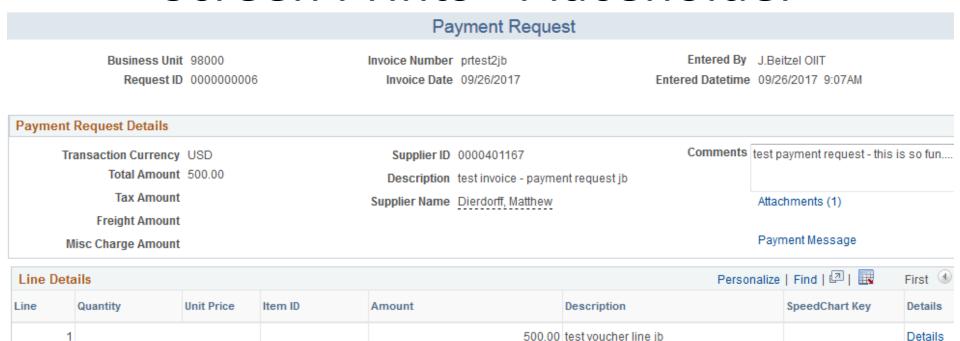
#### **Payment Request Approval**

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



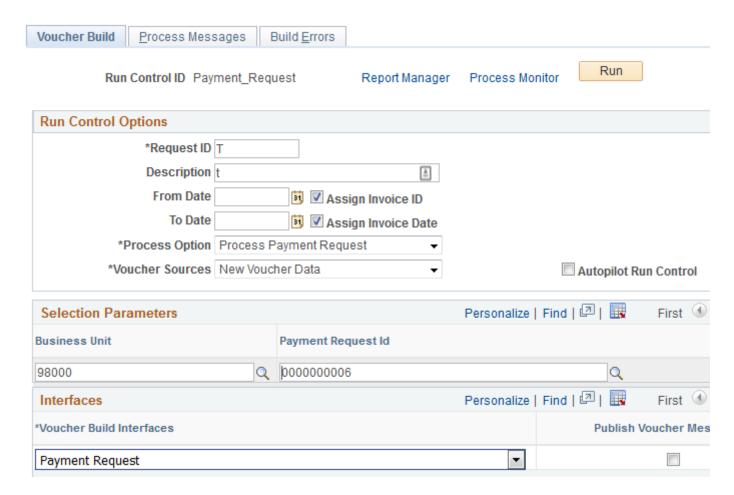
#### Search Results

| View All First 1-3 of 3 |               |              |        |                |              |             |                    |                                   | -3 of 3 🕑 Last       |                      |                |
|-------------------------|---------------|--------------|--------|----------------|--------------|-------------|--------------------|-----------------------------------|----------------------|----------------------|----------------|
| Request ID              | Business Unit | Entered Date | etime  | 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        |
| 000000003               | 98000         | 09/21/2017   | 4:51PM | TEST3JB        | 09/21/2017   | CAT0000010  | Staples            | TEST                              | 1000                 | USD                  | Pending        |
| 000000006               | 98000         | 09/26/2017   | 9:07AM | prtest2jb      | 09/26/2017   | 0000401167  | Dierdorff, Matthew | test invoice - payment request jb | 500                  | USD                  | Pending        |



#### 980 Payment Request Approver

► REQUEST\_ID=000000006:Approved

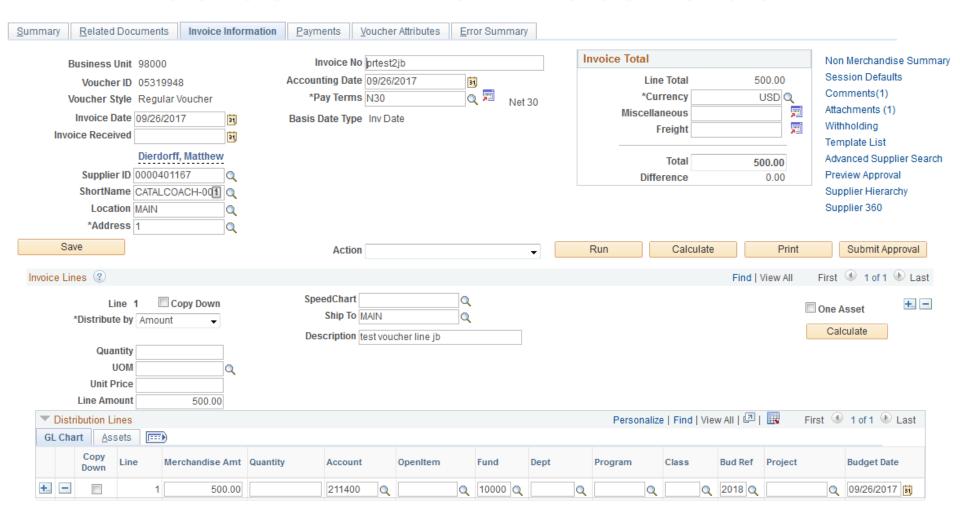


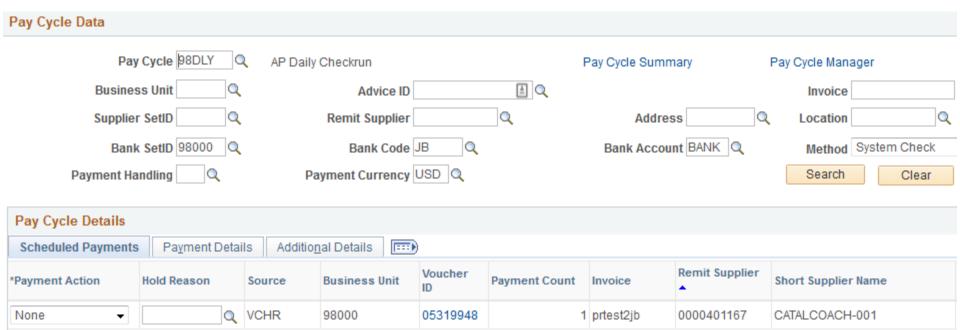
| Business Unit       | = 🔻           | 98000           | Q  |  |  |  |  |
|---------------------|---------------|-----------------|----|--|--|--|--|
| Voucher ID          | begins with 🔻 | 05              |    |  |  |  |  |
| Invoice Number      | begins with → |                 |    |  |  |  |  |
| Invoice Date        | = •           |                 | 31 |  |  |  |  |
| Short Supplier Name | begins with 🔻 |                 |    |  |  |  |  |
| Supplier ID         | begins with 🔻 |                 | Q  |  |  |  |  |
| Supplier Name       | begins with 🔻 |                 |    |  |  |  |  |
| Voucher Style       | = •           |                 | ~  |  |  |  |  |
| Related Voucher     | begins with 🔻 |                 |    |  |  |  |  |
| Entry Status        | = •           |                 | ~  |  |  |  |  |
| Voucher Source      | = •           | Payment Request | ~  |  |  |  |  |
| Incomplete Voucher  | = •           |                 | ~  |  |  |  |  |
| Case Sensitive      |               |                 |    |  |  |  |  |
|                     |               |                 |    |  |  |  |  |

Search Clear Basic Search Save Search Criteria

#### Search Results

| VIEW AII      | IEW AII    |                |                      |                |              |                     |             |                    |  |
|---------------|------------|----------------|----------------------|----------------|--------------|---------------------|-------------|--------------------|--|
| 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         |  |





| Check # | Date               | Total Gross Amount | Total Discounts | Total Paid Amount |
|---------|--------------------|--------------------|-----------------|-------------------|
| 000004  | September 26, 2017 | <b>\$</b> 500.00   | \$0.00          | \$500.00          |

BOARD OF REGENTS

270 Washington Street 21/211

Atlanta, GA 30334

JB TEST BANK

VOID IF NOT PAID WITHIN 90 DAYS 2500 DANIELLS BRIDGE RD ATHENS, GA 30606

Date September 26, 2017

Pay Amount

\$500.00\*\*\*

Check# 000004

Pay To The Order Of \*\*\*\*FIVE HUNDRED AND XX/100 DOLLAR \*\*\*\*

Catalyst Coaching LLC

448 Cole RD SW Lilburn, GA 30047

Diane D. Hickey

""OOOOOG" 1:061000104: 123456789"