How to create an AP invoice in Oracle EBS (Oracle Payables R12)

This guide shows you how to create an AP invoice in Oracle EBS using the Invoice Workbench in Oracle Payables. You enter the invoice header and line details, add an expense distribution, validate the invoice, create draft accounting, and review the resulting journal entry. The example uses supplier ABC Tech, invoice number ABC1, and an amount of 2,000.00 USD.

Prerequisites

Before you begin, make sure you have:

- Access to Oracle Applications with the **Payables** responsibility.
- The vendor (trading partner) name, supplier number, and supplier site from the invoice.
- The invoice date, invoice number, and total invoice amount.
- The date on which you want the invoice to be accounted (the GL date) and the payment currency.
- The ship-to location and the expense account for the invoice line.

Open the Invoice Workbench

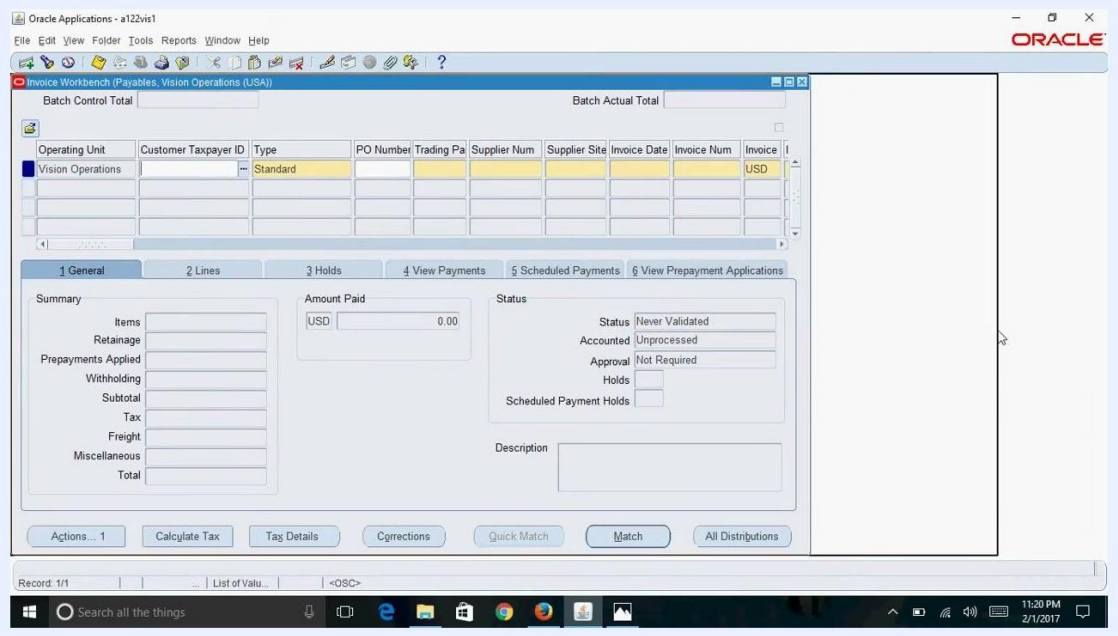
Step 1: Log in with the Payables responsibility

1. Open Oracle Applications.
2. Select the **Payables** responsibility from the list.

Step 2: Navigate to invoice entry

1. In the Navigator window, expand **Invoices**.

2. Select **Entry**, and then select **Invoices** to open the Invoice Workbench.



Navigator window with Invoices selected under Maintain Invoices and the Open button visible

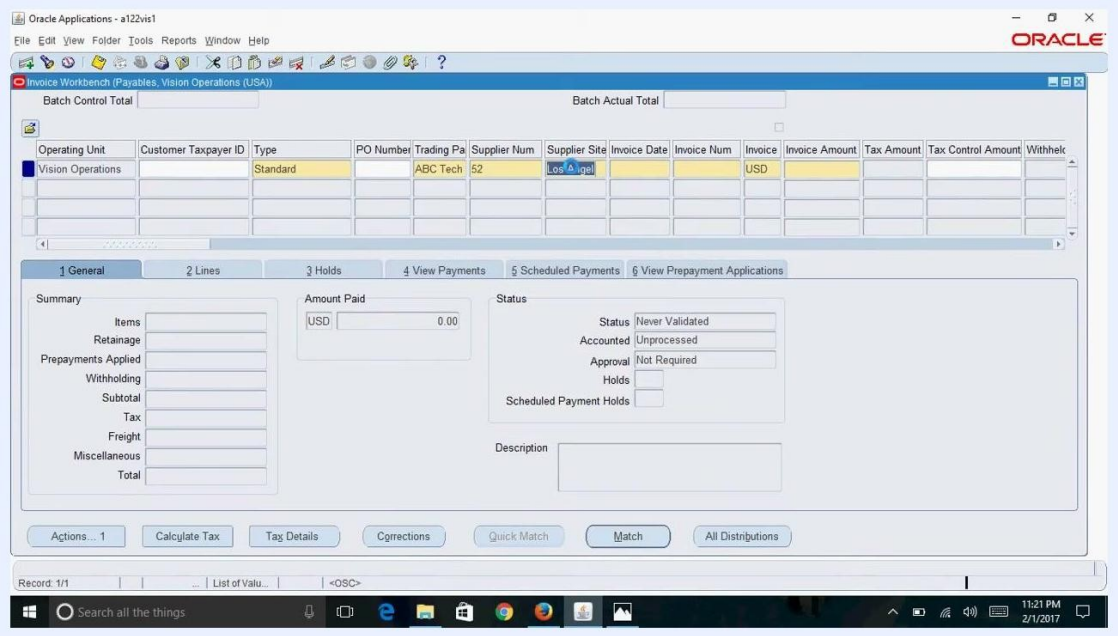
The Invoice Workbench window opens and displays the fields for invoice entry.

Enter the invoice header

Step 3: Enter the trading partner, supplier number, and supplier site

1. In the **Trading Partner** field, enter the vendor from whom you received the invoice. For example, enter ABC Tech.
2. In the **Supplier Num** field, enter the supplier number. For example, enter 52.

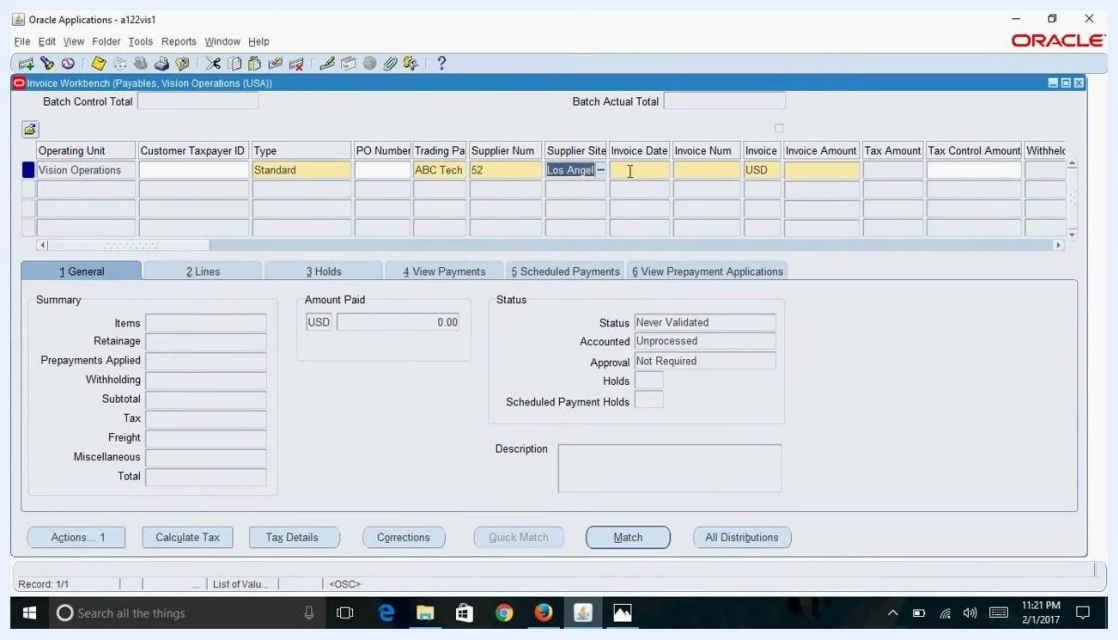
3. In the **Supplier Site** field, enter the vendor address. For example, enter Los Angeles.



Invoice Workbench with Trading Partner ABC Tech, Supplier Num 52, and Supplier Site Los Angeles filled in

Step 4: Enter the invoice date

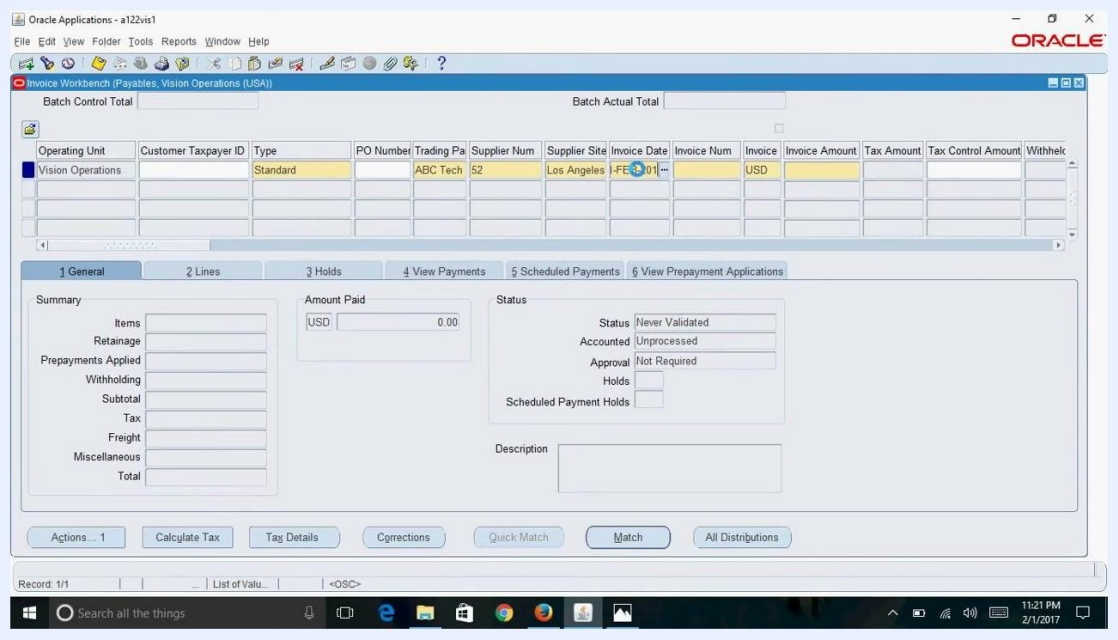
In the **Invoice Date** field, enter the date printed on the invoice copy. For example, enter 01-FEB-2017.



Invoice Workbench with the Invoice Date field being filled in

Step 5: Enter the invoice number

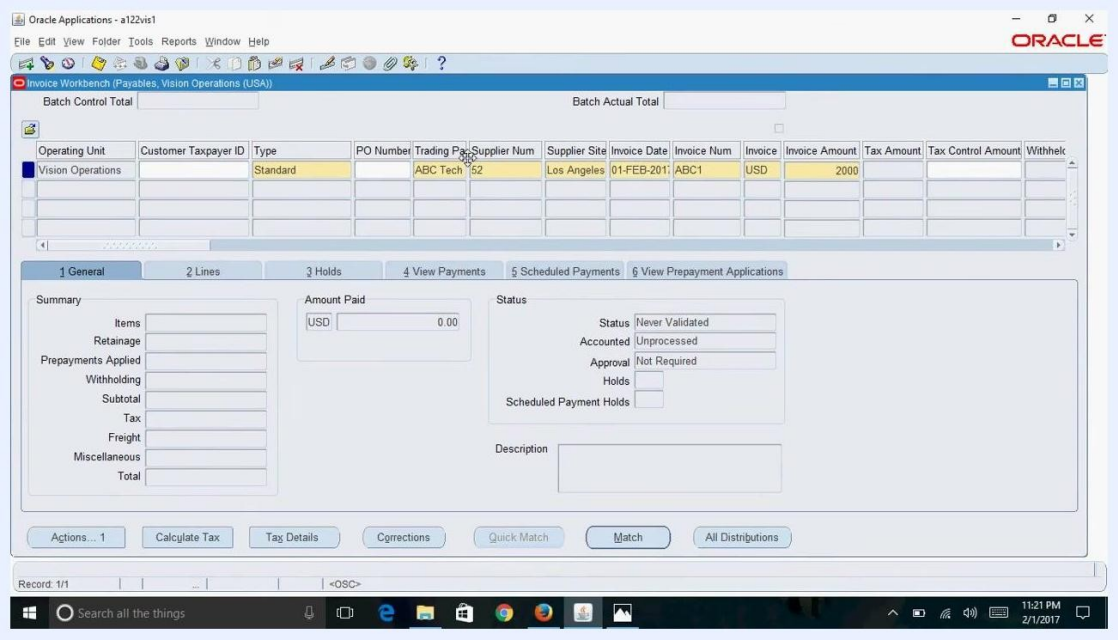
In the **Invoice Num** field, enter the invoice number as it appears on the invoice. For example, enter ABC1.



Invoice Workbench with invoice number ABC1 entered

Step 6: Enter the invoice amount

In the **Invoice Amount** field, enter the total amount of the invoice. For example, enter 2,000.00.

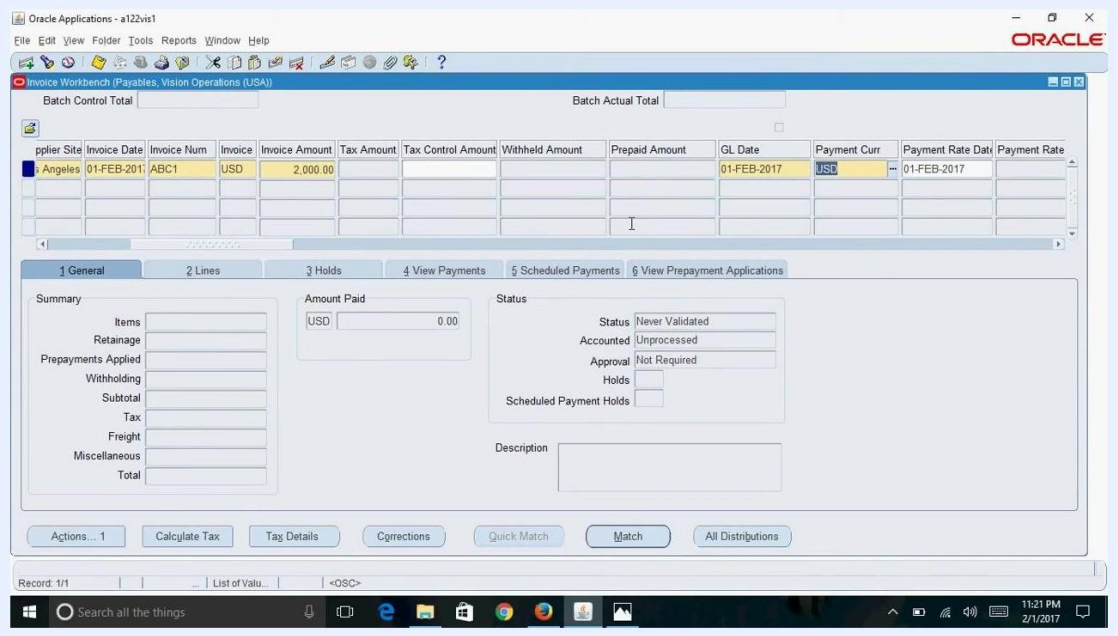


Invoice Workbench with invoice amount 2,000.00 entered

Step 7: Enter the GL date and payment currency

1. In the **GL Date** field, enter the date on which you want the invoice to be accounted in the system. For example, enter 01-FEB-2017.

2. In the **Payment Curr** field, enter the payment currency. For example, enter USD.



Invoice Workbench with GL Date 01-FEB-2017 and payment currency USD entered

Step 8: Review the optional fields

Review the other header fields, such as payment terms and payment method. Most of these fields are optional, so fill them in as needed.

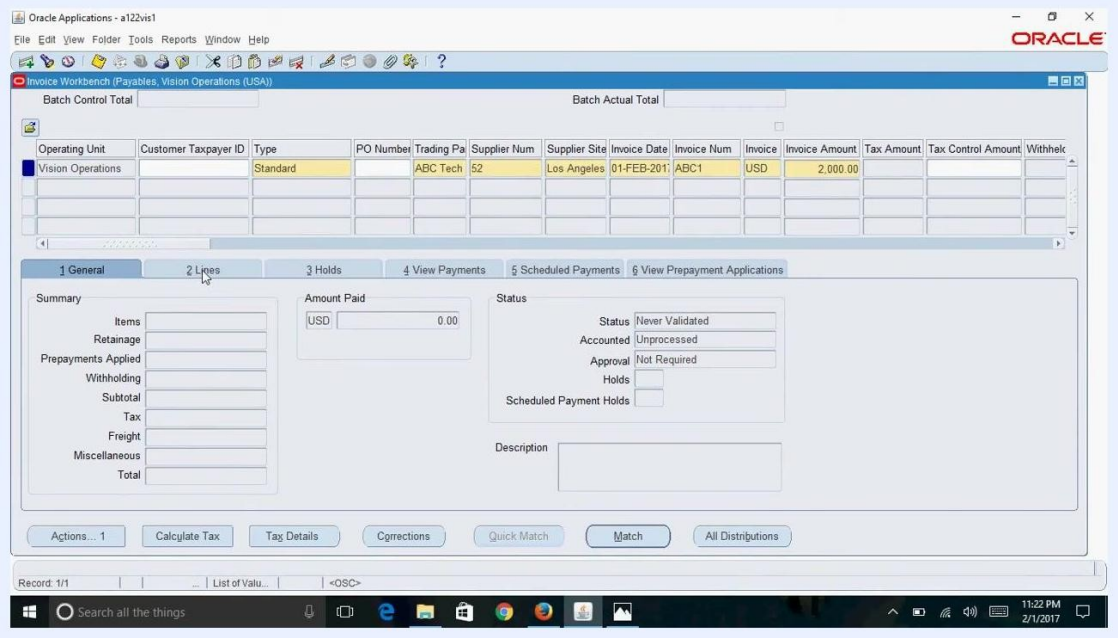
Enter the invoice line and distribution

In R12, invoice lines sit between the invoice header and the distributions. This differs from 11i, which had only an invoice header and distributions. Each invoice line can have its own amount, GL date, ship-to location, and distribution details.

Step 9: Open the Lines tab and enter the line amount

1. Click the **2 Lines** tab.

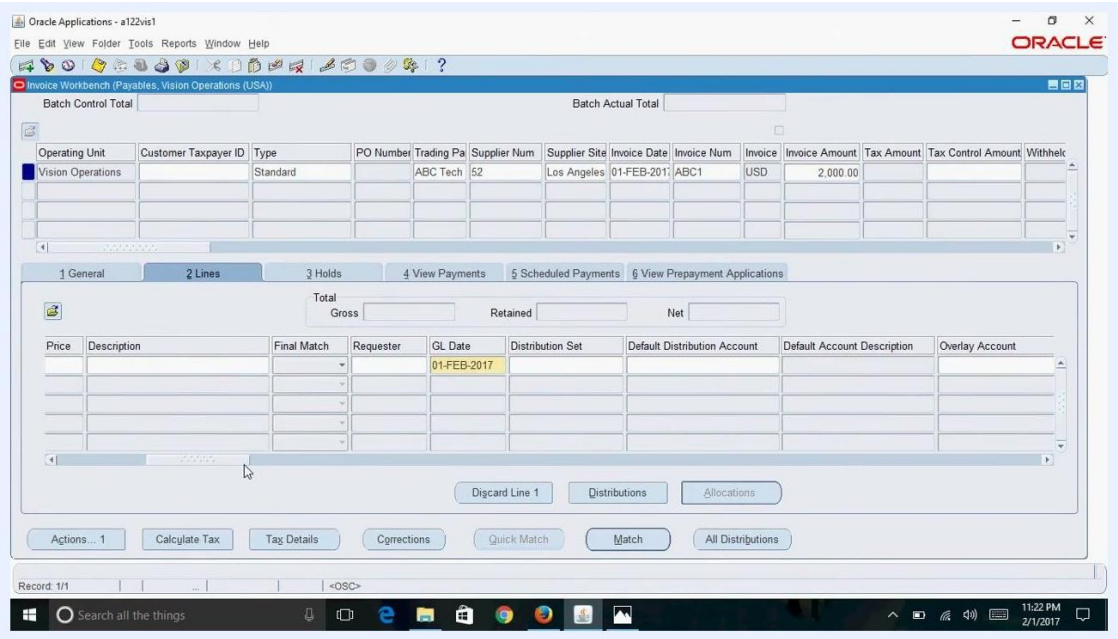
2. Enter the amount for the line item. For example, enter 2,000.00.



Invoice Workbench with the cursor selecting the 2 Lines tab to enter line details

Step 10: Confirm the line GL date

Make sure the **GL Date** is filled in for the invoice line. This field is mandatory and defaults from the header GL date. For example, confirm that 01-FEB-2017 appears.

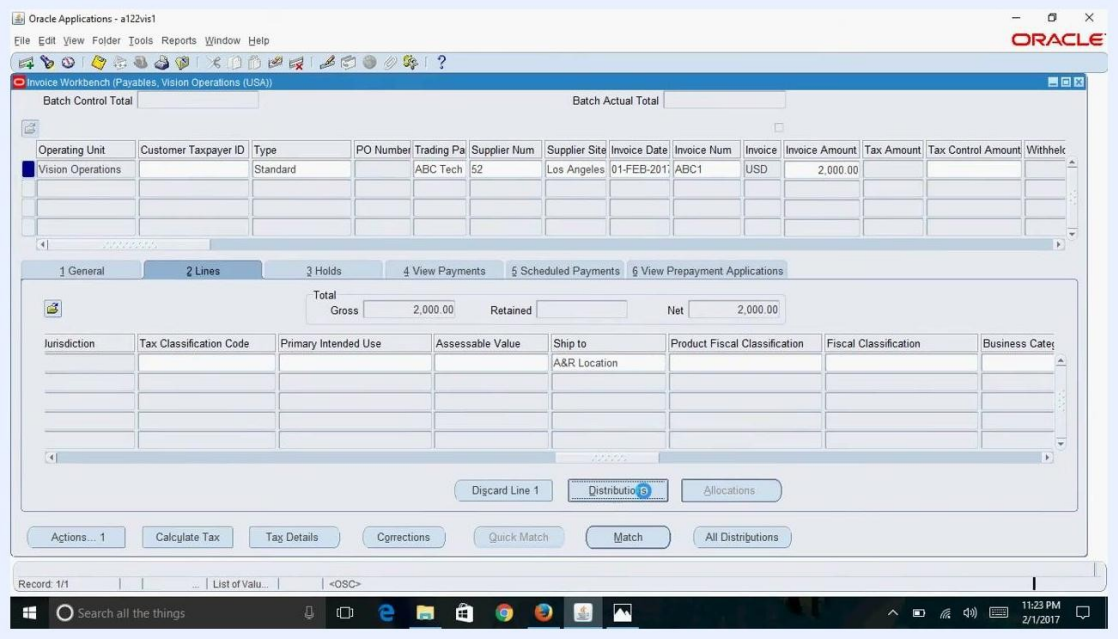


Invoice Workbench 2 Lines tab with the GL Date field populated with 01-FEB-2017

Step 11: Select the ship-to location

1. Click the list of values (LOV) button next to the **Ship to** field.
2. Choose the location where the vendor shipped the goods or services. For example, select A&R Location.
3. Click **OK** to confirm.

Verify that the selected location appears in the **Ship to** field for the invoice line.

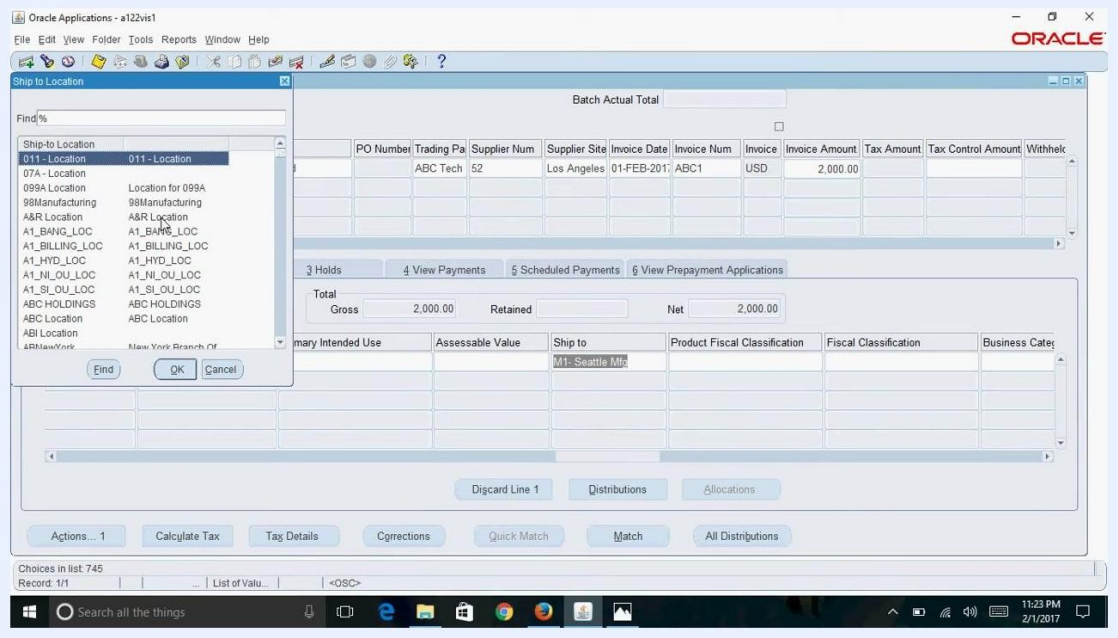


Invoice Workbench 2 Lines tab with A&R Location entered in the Ship to field

Step 12: Enter the expense account in Distributions

1. Click the **Distributions** button to open the distributions window for the invoice line.
2. Use the LOV to search for the expense account. For example, search for %post% to find a postage account.
3. Select the account. For example, select 01-000-7510-0000-000 for postage.

4. Click **OK** to confirm the account.

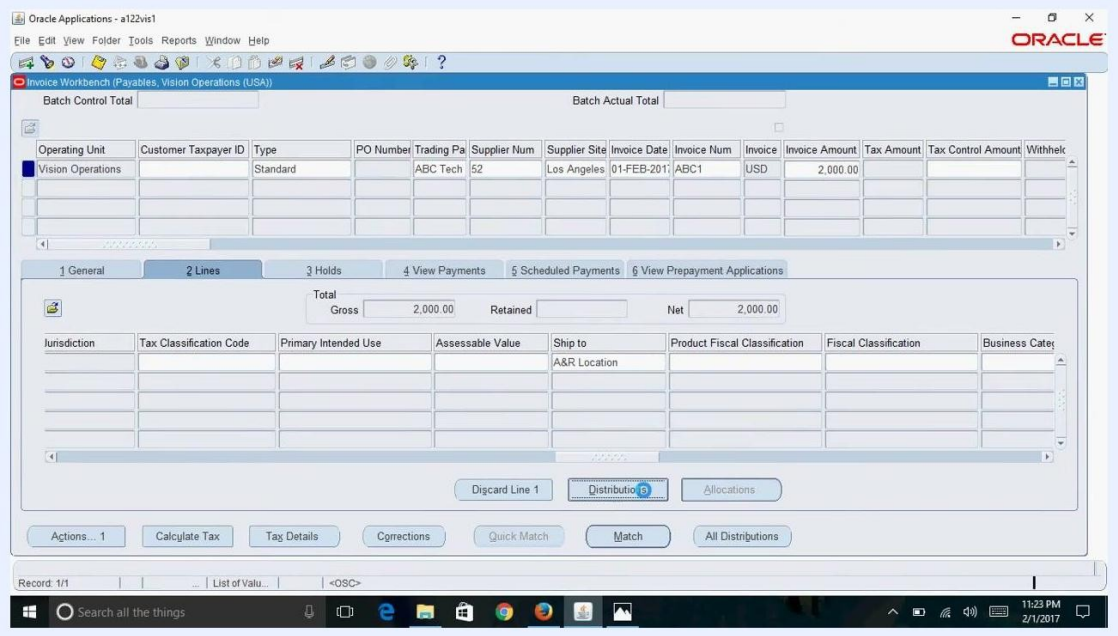


Distributions window open with an account search for %post% and the account list displayed

Step 13: Check and save the distribution

1. Make sure the distribution line shows the correct amount, GL date, and account. In this example, the amount is 2,000.00, the GL date is 01-FEB-2017, and the account is 01-000-7510-0000-000.

2. Confirm that the status at the bottom of the window reads "Transaction complete: 2 records applied and saved."



Distributions window showing the saved line with amount 2,000.00, GL Date 01-FEB-2017, and account 01-000-7510-0000-000

Step 14: Return to the General tab

1. Close the distributions window.
2. Click the **General** tab to return to the main invoice entry screen.

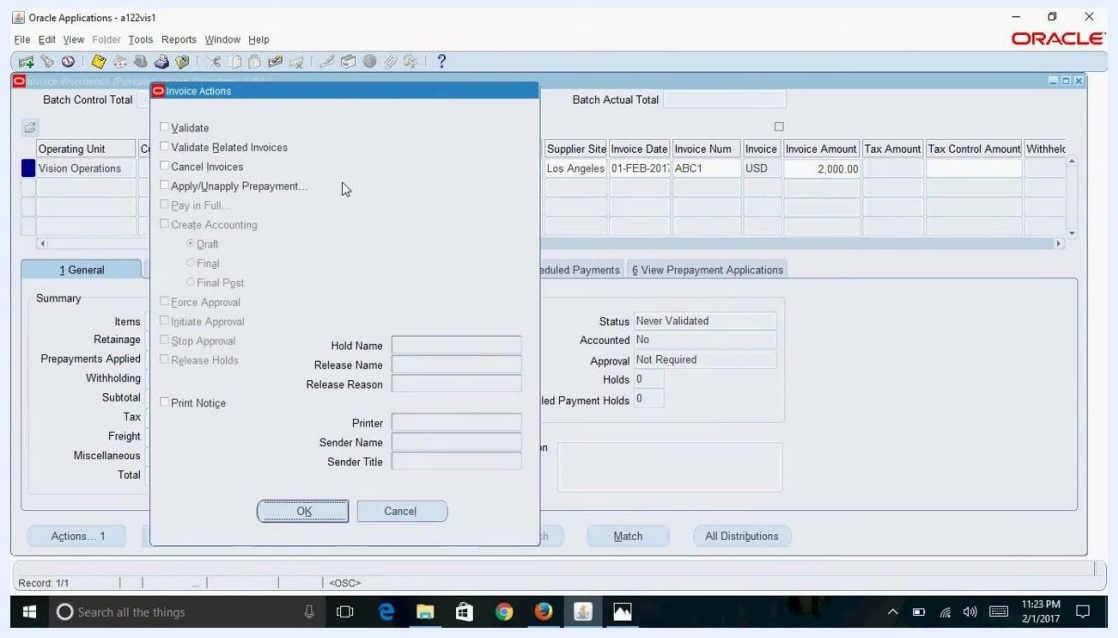
Validate the invoice and create accounting

Step 15: Validate the invoice

After you create the invoice, its status is "Never Validated" and the **Accounted** status is "No". You must validate the invoice before you can create accounting.

1. Click the **Actions** button at the bottom left of the Invoice Workbench.
2. In the **Invoice Actions** window, select the **Validate** checkbox.

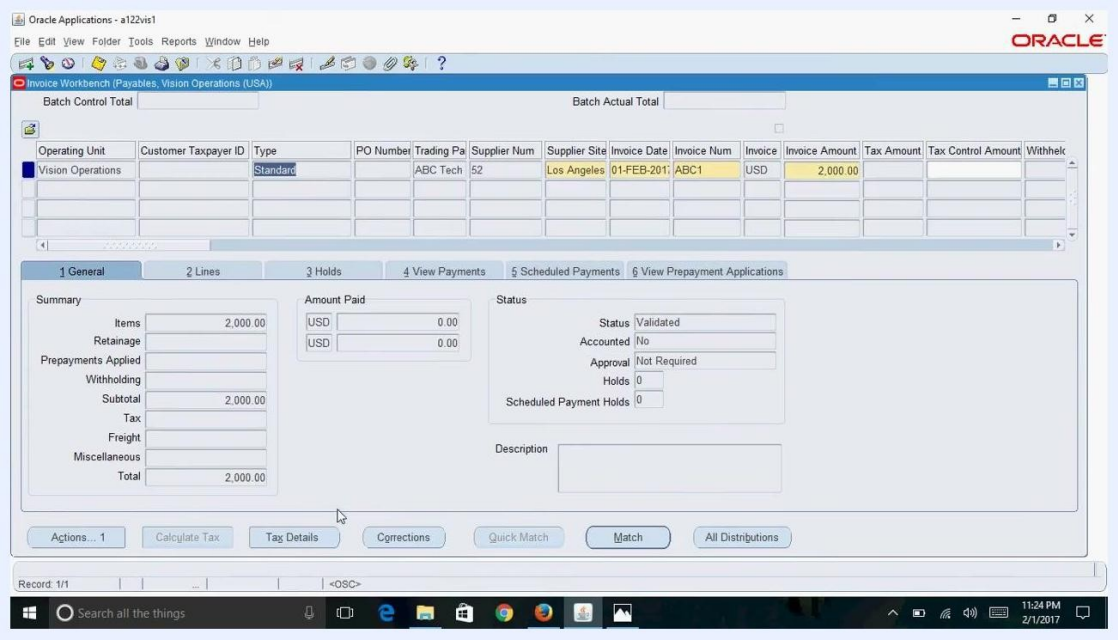
3. Click **OK**.



Invoice Actions window with the Validate option available and the invoice status showing Never Validated

Step 16: Confirm the invoice is validated

Verify that the **Status** field now displays "Validated". The **Accounted** status remains "No" at this stage.



Invoice Workbench showing the invoice status as Validated and the accounted status as No

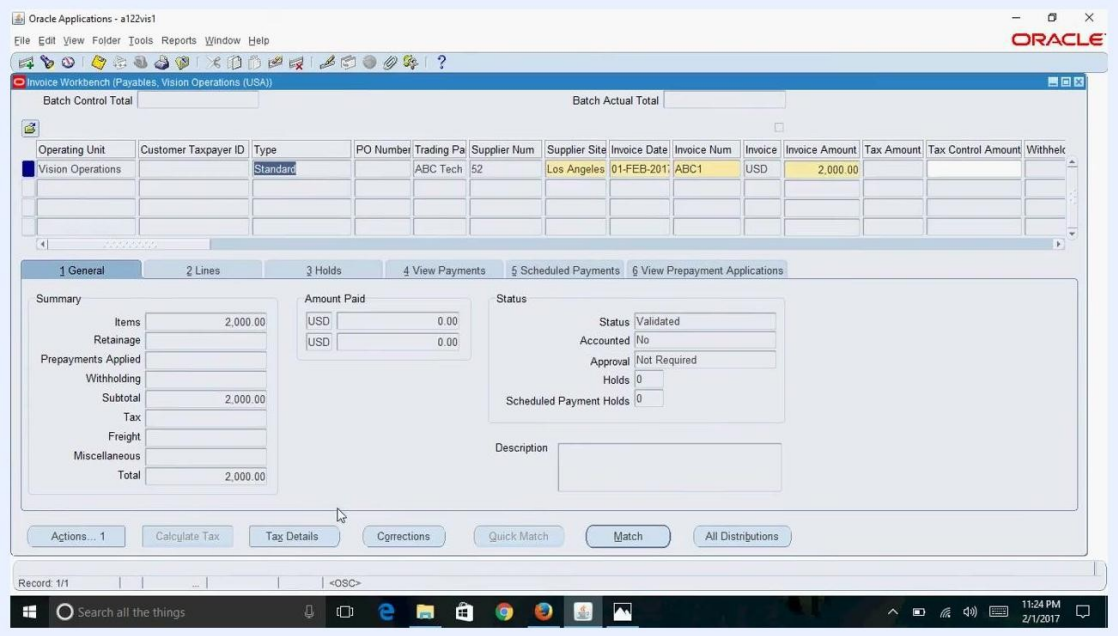
Step 17: Create accounting in draft mode

1. Click the **Actions** button again.
2. In the **Invoice Actions** window, select the **Create Accounting** checkbox.
3. Choose an accounting mode. For this example, select **Draft**.
4. Click **OK**.

The accounting modes are:

- **Draft**: Lets you review and modify distributions before finalizing.
- **Final**: Locks distributions so that no further changes are allowed.

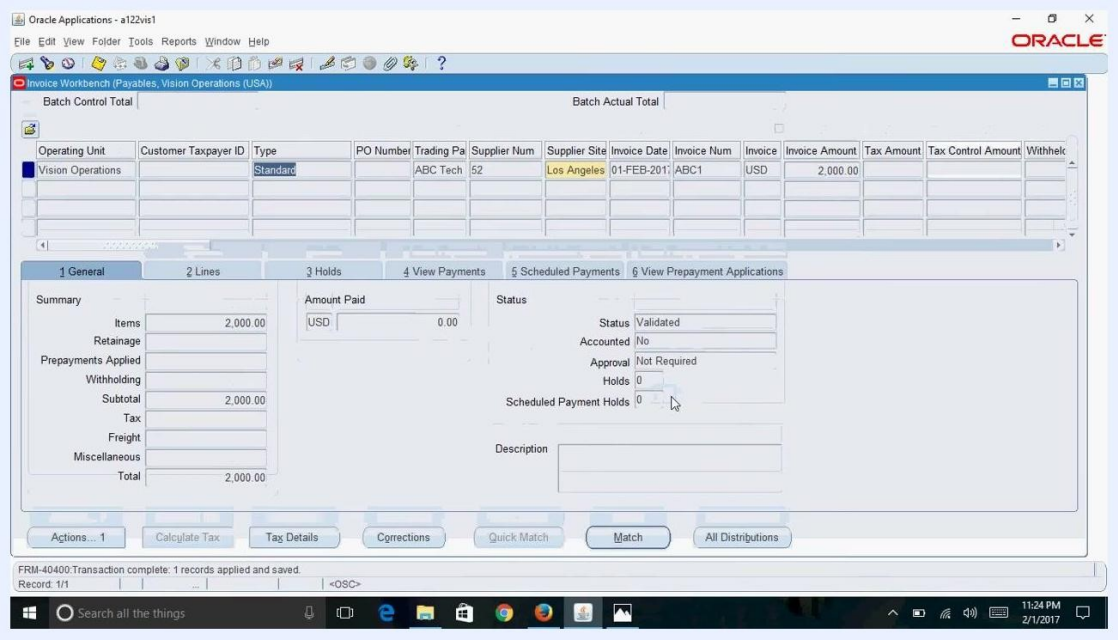
- **Final Post**: Creates accounting and transfers the invoice to the General Ledger.



Invoice Actions window with Create Accounting selected and Draft chosen

Step 18: Verify the result of draft accounting

After you run draft accounting, the **Accounted** status is still "No" because the accounting is not final. The invoice status remains "Validated".



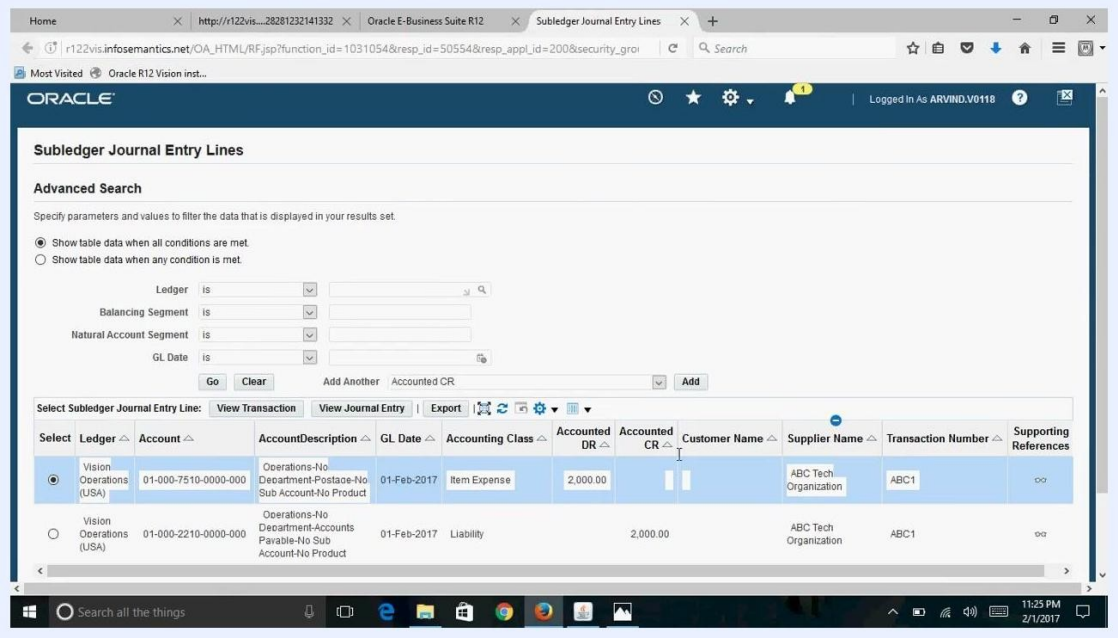
Invoice Workbench showing the status as Validated and the accounted status as No after draft accounting

View the accounting and journal entry

Step 19: Open View Accounting

1. From the menu, select **Reports** > **View Accounting**.
2. A web page opens and displays the Subledger Journal Entry Lines.

3. Click **View Journal Entry** to see the detailed accounting lines.



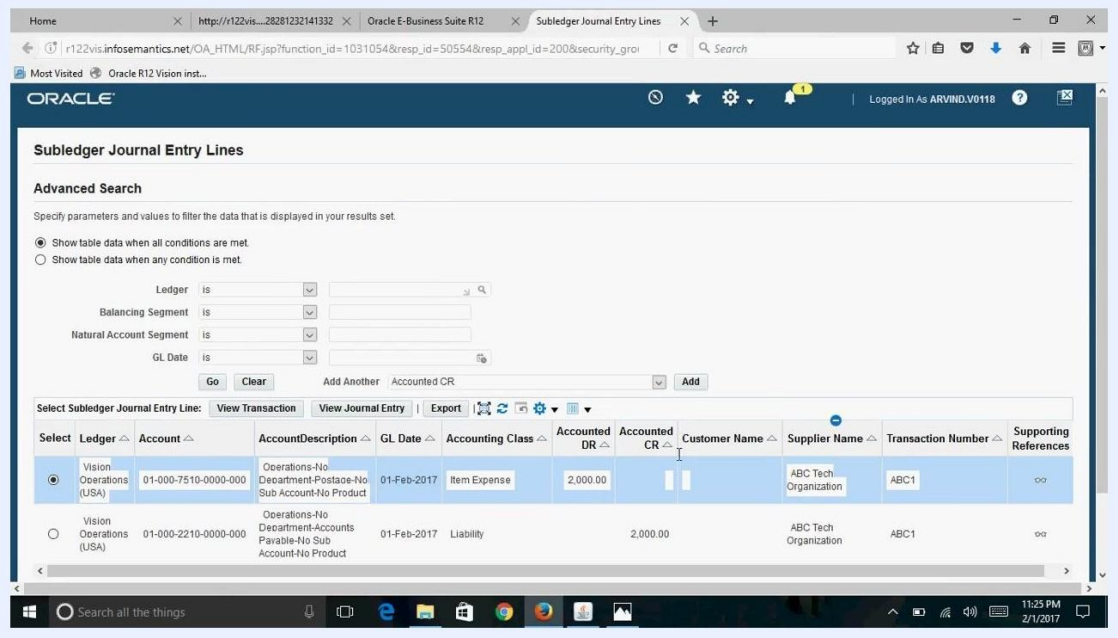
Subledger Journal Entry Lines web page showing the accounting entries for the invoice

Step 20: Review the journal entry details

Confirm the following details in the journal entry:

- **Account** 01-000-7510-0000-000 (Item Expense) is debited for 2,000.00 USD.
- **Account** 01-000-2210-0000-000 (Liability) is credited for 2,000.00 USD.
- **GL Date**: 01-FEB-2017.
- **Supplier Name**: ABC Tech Organization.
- **Invoice Number**: ABC1.
- **Invoice Amount**: 2,000.00 USD.

Make sure the accounted debit and credit amounts match the invoice total.



Journal Entry details page showing item expense debited and liability credited for 2,000.00 USD

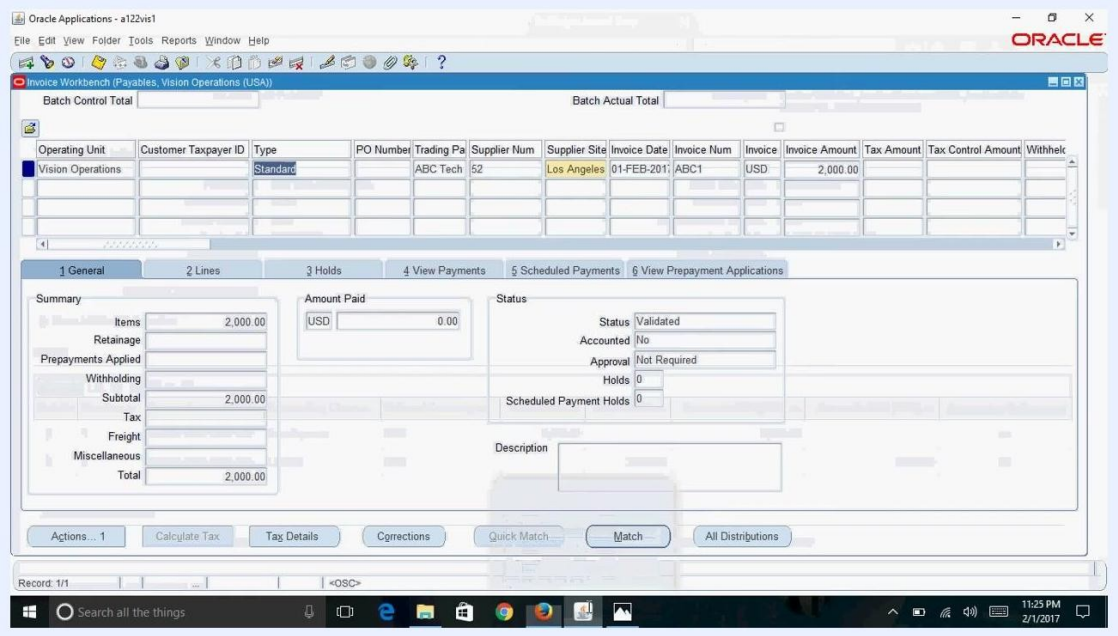
Review the final invoice status

Step 21: Check the completed invoice in the Invoice Workbench

Return to the Invoice Workbench and confirm the key details of the completed invoice:

- **Operating Unit**: Vision Operations
- **Supplier Name**: ABC Tech
- **Supplier Site**: Los Angeles
- **Invoice Date**: 01-FEB-2017
- **Invoice Number**: ABC1
- **Invoice Amount**: 2,000.00 USD
- **Status**: Validated
- **Accounted**: No, because only draft accounting was performed
- **Approval**: Not Required
- **Amount Paid**: 0.00 USD
- **Summary**: Items = 2,000.00, Subtotal = 2,000.00, Total = 2,000.00

Make sure all information matches your source documents and organizational requirements.



Invoice Workbench showing the final validated invoice details, including supplier, site, invoice number, amount, and status

What's next

Save your work and close the Invoice Workbench if you have completed all necessary entries. For further actions, such as final accounting, posting to the General Ledger, or making payments, follow your organization's standard operating procedures.

Summary

You now know how to create an AP invoice in Oracle EBS using Oracle Payables R12. You entered the header details (vendor, invoice number, amount, and GL date), added an invoice line with a ship-to location and expense distribution, validated the invoice, created draft accounting, and reviewed the journal entry. The invoice remains "Validated" and not yet accounted until you run final accounting.