How to create a payables invoice in Oracle Fusion

This guide walks you through how to create a payables invoice in Oracle Fusion, from logging in to the application through entering invoice details, saving, and validating the invoice. Follow each step in order to ensure all required header, line, tax, and total information is captured correctly for your accounts payable workflow.

Prerequisites

- You must be logged into your Oracle Fusion instance.
- You need access to the Payables application and the Invoices work area.
- You should know the supplier, business unit, and distribution details required for your invoice before you begin.

Steps

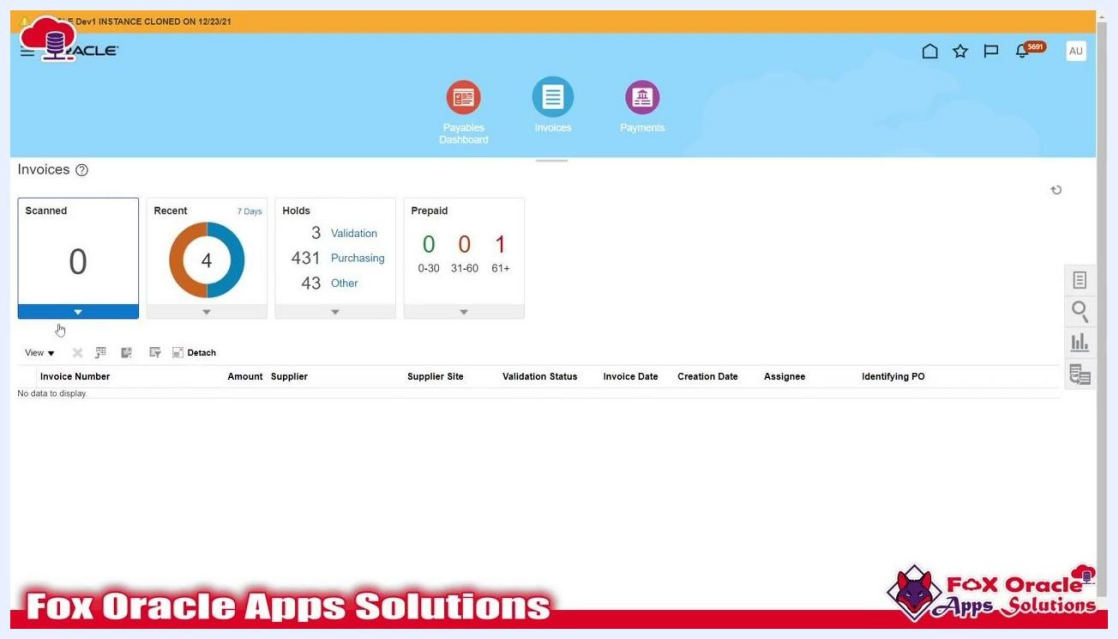
1. Log in to Oracle Fusion Applications

Make sure you are logged into your Oracle Fusion instance. The home screen displays application icons such as Collections, Contract Management, Receivables, Product Information Management, and Payables. Your user information and dashboard widgets appear on the left side of the screen.

Oracle Fusion home screen with application icons and user dashboard

2. Navigate to the Payables application

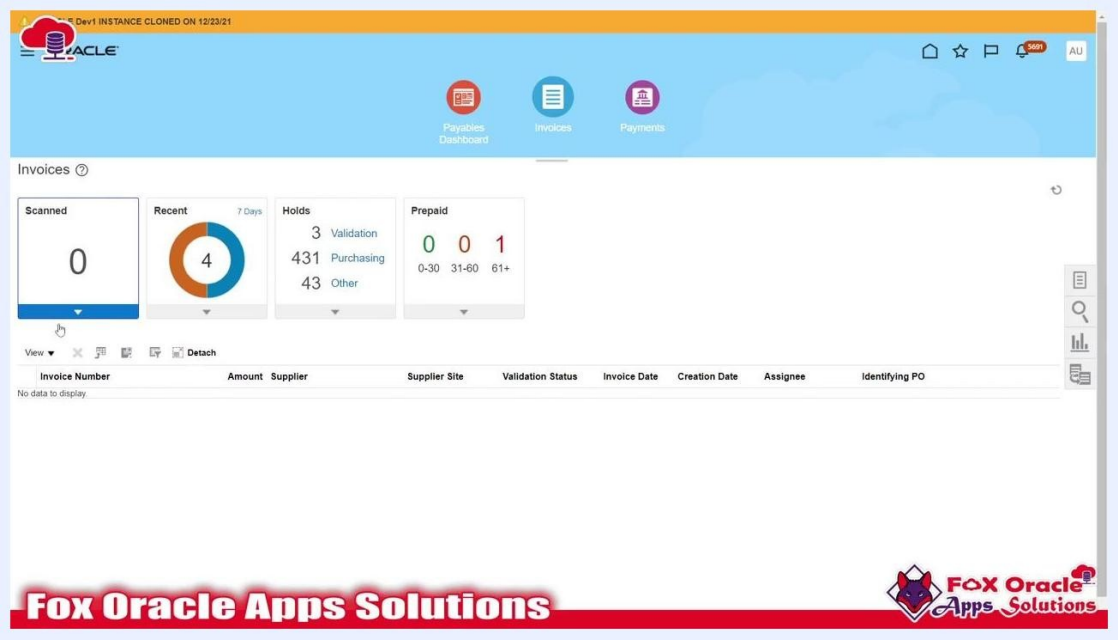
Locate the purple icon labeled Payables in the application menu and click it to open the Payables workspace.



Cursor hovering over the Payables icon in the Oracle Fusion application menu

3. Access the Invoices work area

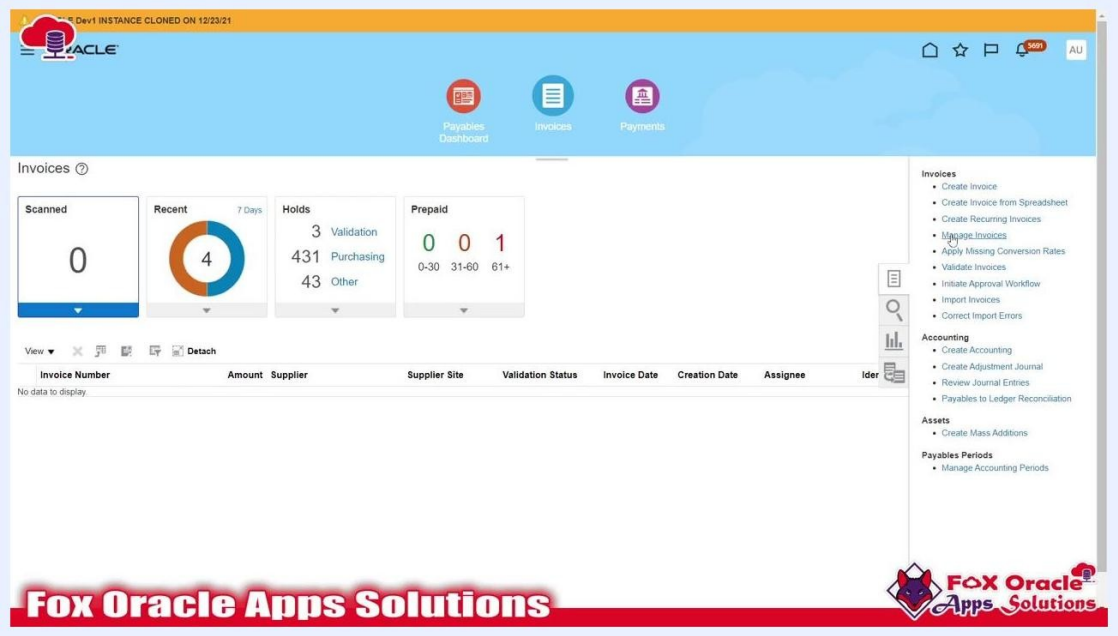
After clicking Payables, a submenu appears with options including Payables Dashboard, Invoices, and Payments. Click the Invoices icon to enter the Invoices work area.



Payables submenu with the Invoices option highlighted

4. Review the Invoices dashboard

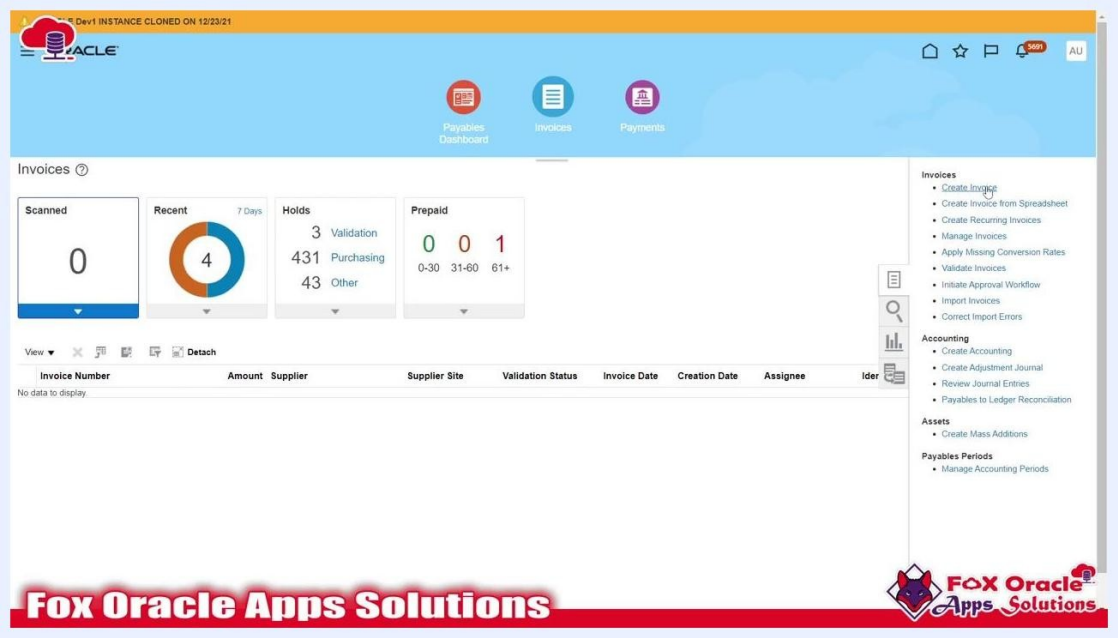
The Invoices dashboard shows summary information, including scanned invoices, recent invoices from the last 7 days, holds (Validation, Purchasing, and Other), and prepaid amounts grouped by age. The lower section lists invoice details such as Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, Creation Date, Assignee, and Identifying PO.



Invoices dashboard showing summary widgets and the invoice table

5. Open the Task menu and select Create Invoice

Click the Tasks icon, usually on the right side of the screen, to open the task pane. In the Invoices section, select Create Invoice to start a new invoice. Other available options include Create Invoice from Spreadsheet, Create Recurring Invoices, and Manage Invoices.



Task pane open with the Create Invoice option highlighted

6. Enter invoice header details

The Create Invoice screen appears, divided into the Invoice Header, Lines, Taxes, and Totals sections. In the header, fill in required fields:

- Business Unit: Select from the dropdown, for example GlobalTranz Enterprises, LLC
- Supplier and Supplier Site: Enter or search for the correct values
- Legal Entity: Select the appropriate legal entity
- Number: Enter the invoice number
- Amount: Enter the invoice amount and select the currency, such as USD
- Type: Choose the invoice type, for example Standard
- Date: Enter the invoice date
- Payment Terms and Terms Date: Select and enter as required
- Requester, Attachments, Description: Optional fields you can complete if needed

Additional fields such as Identifying PO, Supplier Number, and Invoice Group can be filled in as needed.

Create Invoice screen showing the Invoice Header, Lines, Taxes, and Totals sections

7. Review line, tax, and total sections

Expand the Lines section to add invoice line items, and expand the Taxes section to review or enter tax details. Expand the Totals section to review calculated totals, including Items, Freight, Miscellaneous, Tax, Included Prepayments, Applied Prepayments, Retainage, Withholding, and Total Due. These sections may already be pre-configured based on your business unit or user settings.

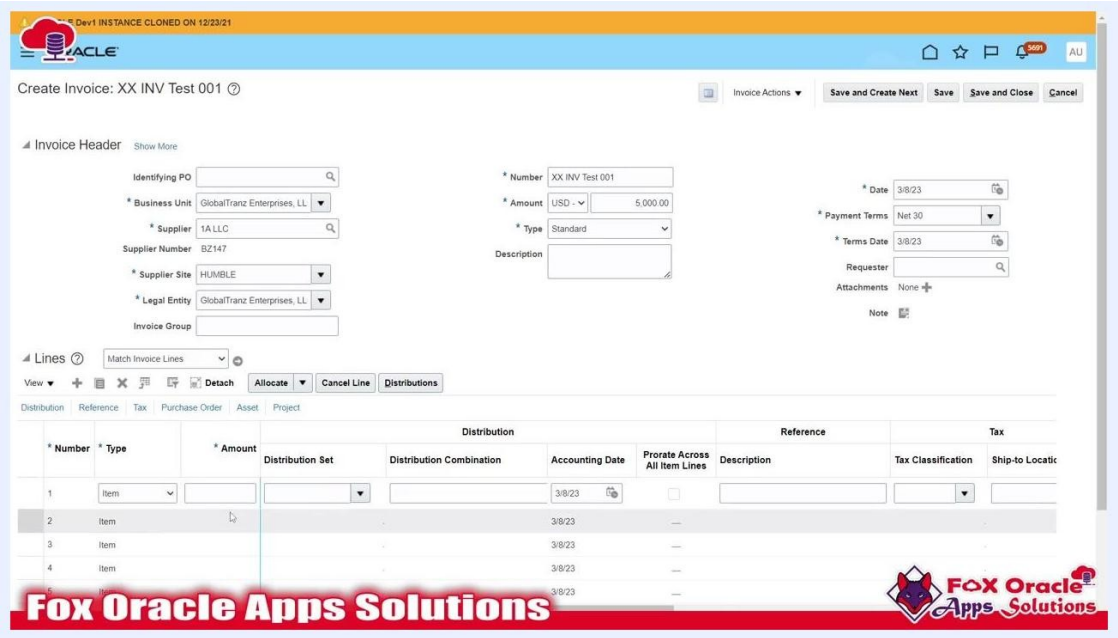
Create Invoice screen with focus on the Invoice Header, Lines, Taxes, and Totals sections

8. Enter invoice header information

In the Invoice Header section, enter the following details. If your invoice does not require taxation, you can skip the Taxes tab for now.

- Number: XX INV Test 001
- Amount: 5,000.00, with currency set to USD
- Type: Standard
- Business Unit: GlobalTranz Enterprises, LLC
- Supplier: 1A LLC
- Supplier Number: Auto-populates as BZ147
- Supplier Site: HUMBLE
- Legal Entity: GlobalTranz Enterprises, LLC
- Date: 3/8/23
- Payment Terms: Net 30
- Terms Date: 3/8/23

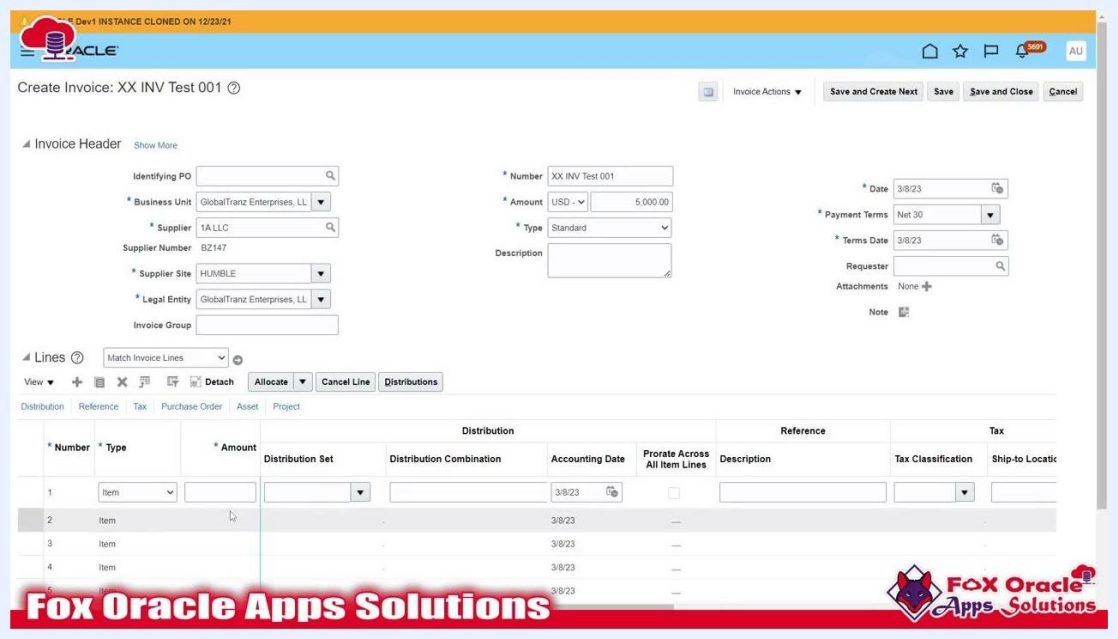
Leave optional fields such as Requester, Attachments, Description, and Invoice Group blank unless your organization requires them. The Total and Due fields at the bottom right update automatically as you enter the amount.



Invoice header fields filled with Number: XX INV Test 001, Amount: 5,000.00 USD, Supplier: 1A LLC, Supplier Site: HUMBLE, Legal Entity: GlobalTranz Enterprises, LLC, Payment Terms: Net 30, Date: 3/8/23

9. Expand the Lines section

Click the arrow next to the Lines section to expand it. This opens the invoice lines entry area, where you specify the details for each item or service being invoiced.



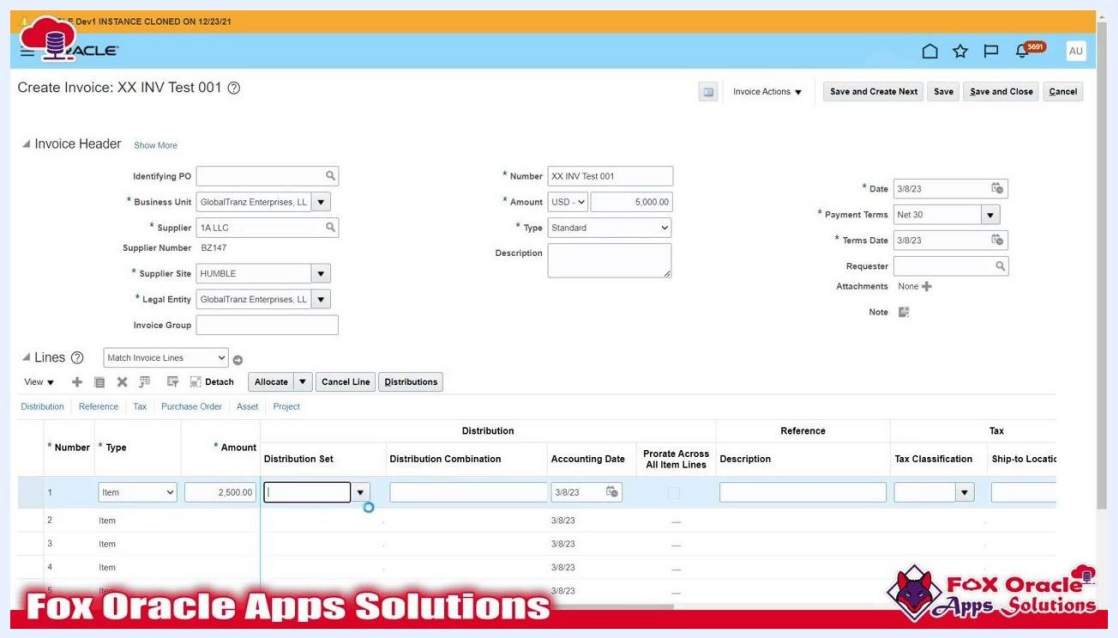
Lines section expanded, showing fields for line entry including Number, Type, Amount, Distribution Set, Distribution Combination, and Accounting Date

10. Enter the first invoice line

Create two invoice lines to match the total invoice amount of 5,000.00 USD. For the first line:

- Type: Item
- Amount: 2,500.00
- Distribution Set or Distribution Combination: Enter the value appropriate to your organization's configuration
- Accounting Date: 3/8/23

You can leave fields such as Reference, Description, Tax Classification, and Ship-to Location blank unless required.



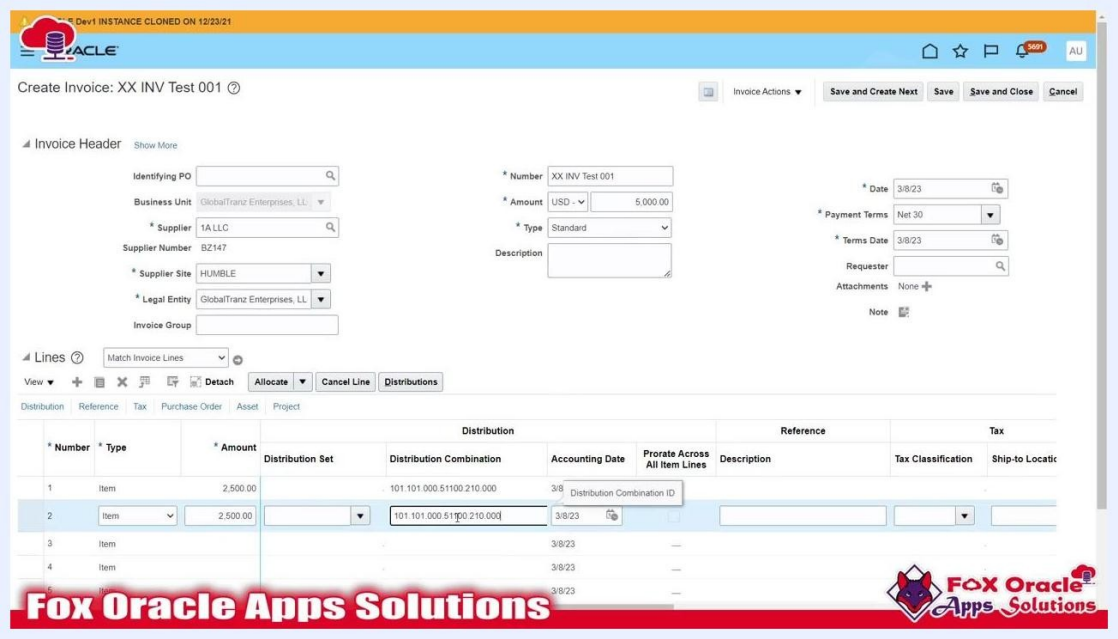
First invoice line entered with Amount: 2,500.00, Distribution Set/Combination, and Accounting Date: 3/8/23

11. Complete the second invoice line

Leave the remaining default details unchanged, then enter the following for the second line:

- Type: Item
- Amount: 2,500.00
- Distribution Combination: 101.101.000.51100.210.000, matching the first line
- Accounting Date: 3/8/23

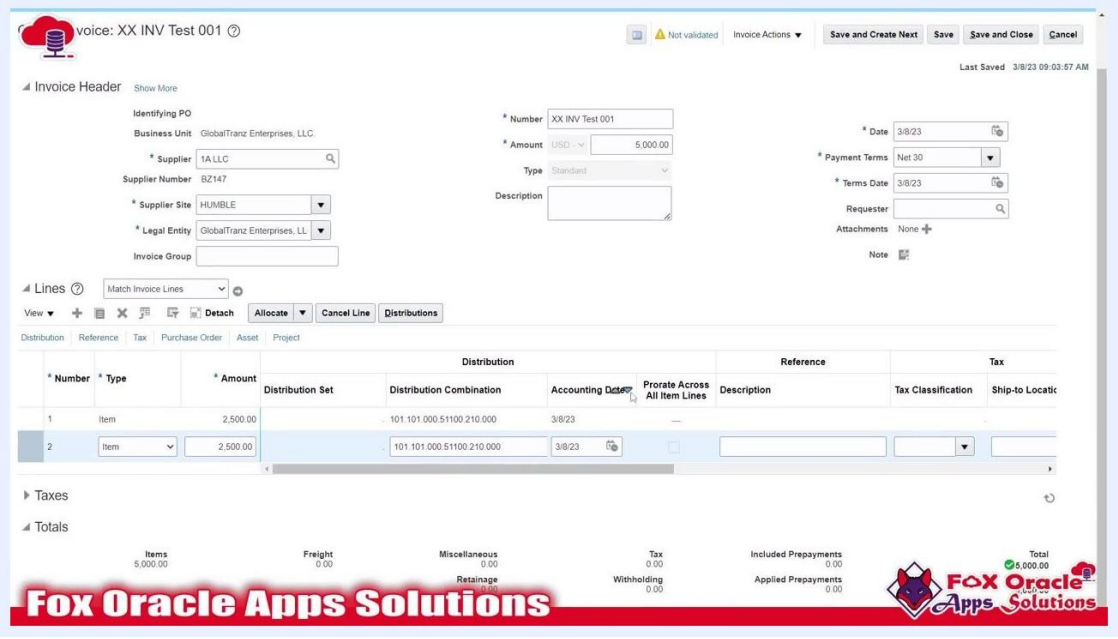
Confirm that both lines together total 5,000.00 USD.



Second invoice line being entered with Amount: 2,500.00 and Distribution Combination: 101.101.000.51100.210.000

12. Save the invoice

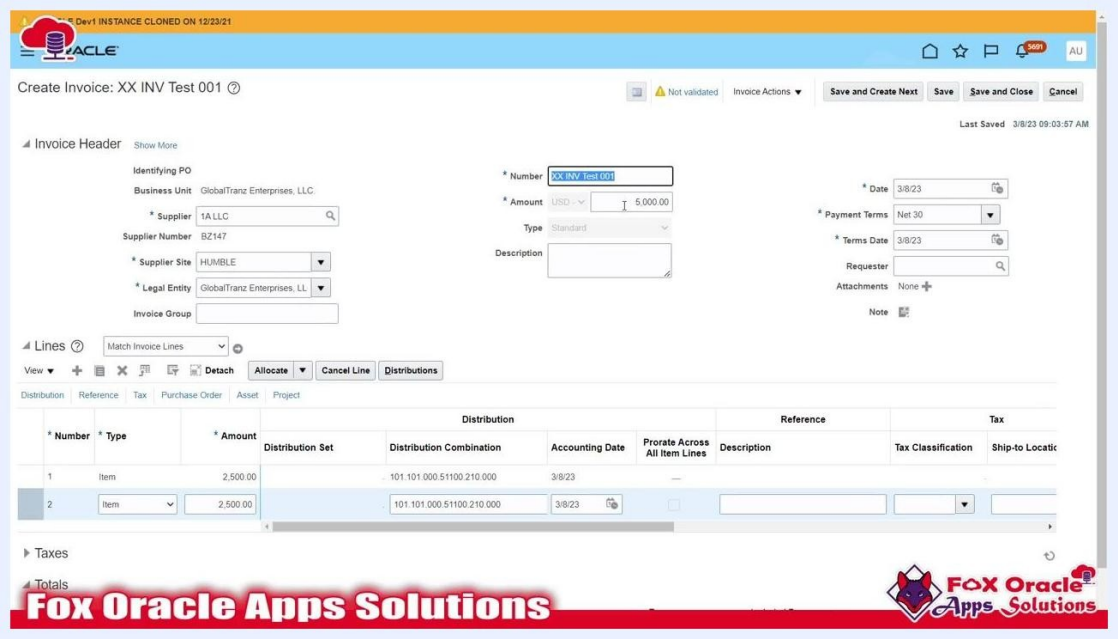
Click Save at the top right of the screen. The invoice is created with the number XX INV Test 001, but its status shows as Not validated.



Invoice saved, status shows Not validated, both lines entered, total is 5,000.00 USD

13. Copy the invoice number and close

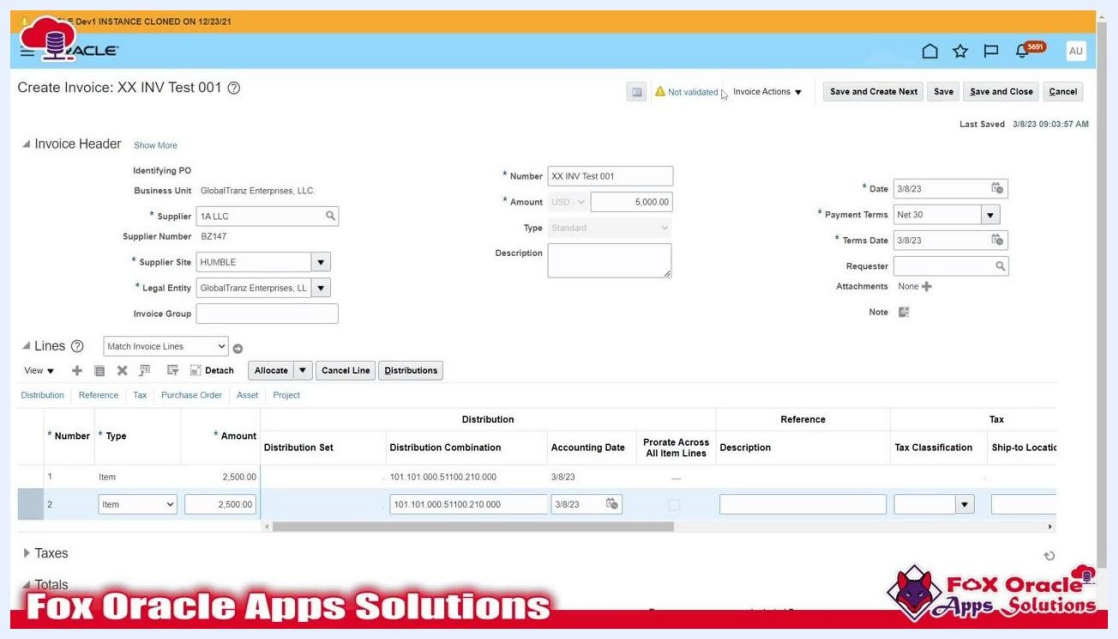
Copy the invoice number XX INV Test 001 for reference, then click Save and Close to exit the invoice creation screen.



Invoice number XX INV Test 001 highlighted, ready to be copied, with the Save and Close button visible

14. Search for the created invoice

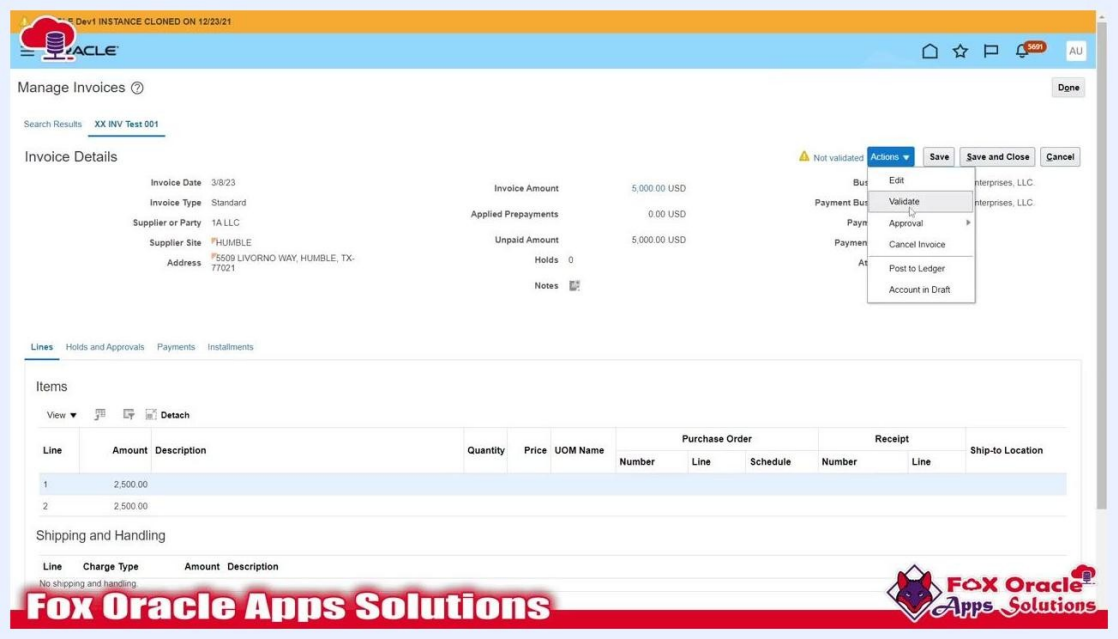
Navigate to the Manage Invoices screen, enter the invoice number XX INV Test 001 in the Invoice Number field, and click Search.



Manage Invoices screen with the Invoice Number field filled as XX INV Test 001, ready to search

15. Review invoice search results

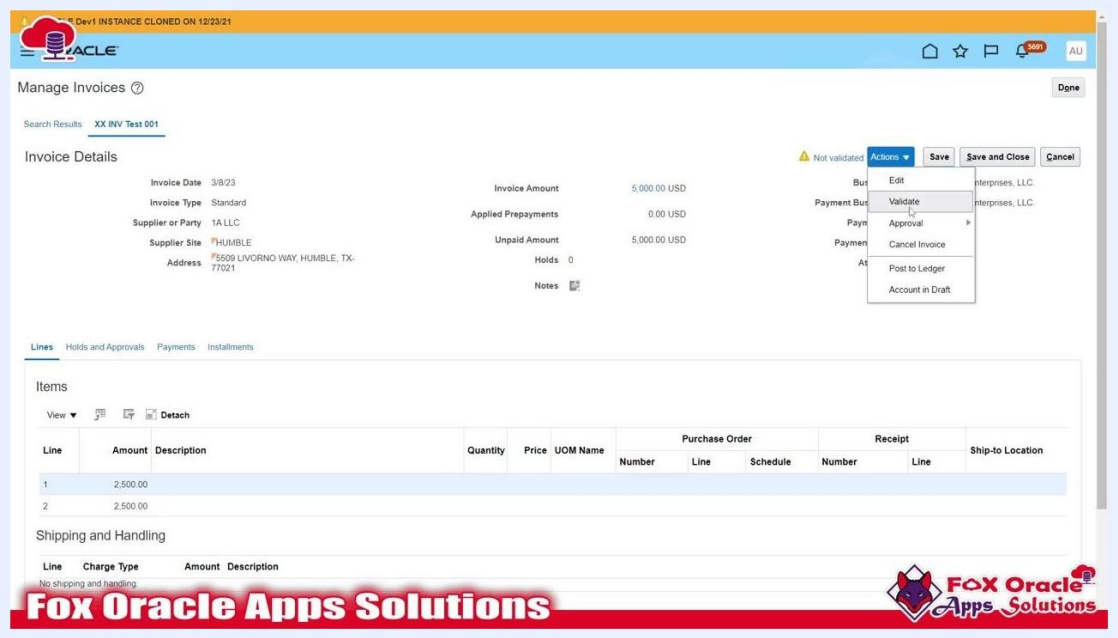
Confirm that the invoice appears in the search results and that its status shows as Not validated.



Search results showing invoice XX INV Test 001 with status Not validated

16. Open the invoice and validate

Click the invoice number XX INV Test 001 in the search results to open its details. In the invoice details screen, click the Actions dropdown, then select Validate.



Invoice details screen with the Actions dropdown open and Validate option highlighted

17. Confirm invoice validation

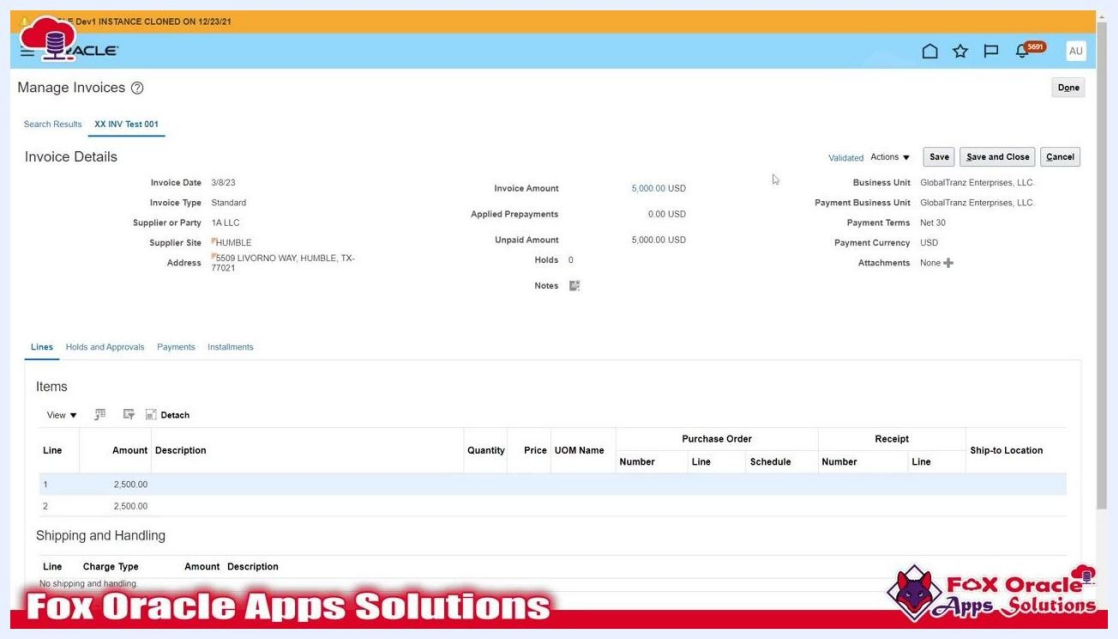
After validation, verify that the invoice status changes from Not validated to Validated. The invoice is now ready for further processing in Oracle Fusion.

18. Review the final invoice details

On the Invoice Details screen, confirm the following information:

- Invoice Number: XX INV Test 001
- Invoice Date: 3/8/23
- Invoice Amount: 5,000.00 USD
- Supplier or Party: 1A LLC
- Supplier Site: HUMBLE
- Address: 5509 LIVORNO WAY, HUMBLE, TX-77021
- Business Unit: GlobalTranz Enterprises, LLC
- Payment Terms: Net 30
- Payment Currency: USD
- Status: Validated
- Line Items: Two lines, each with an amount of 2,500.00 USD

Confirm there are no holds or applied prepayments on the invoice.



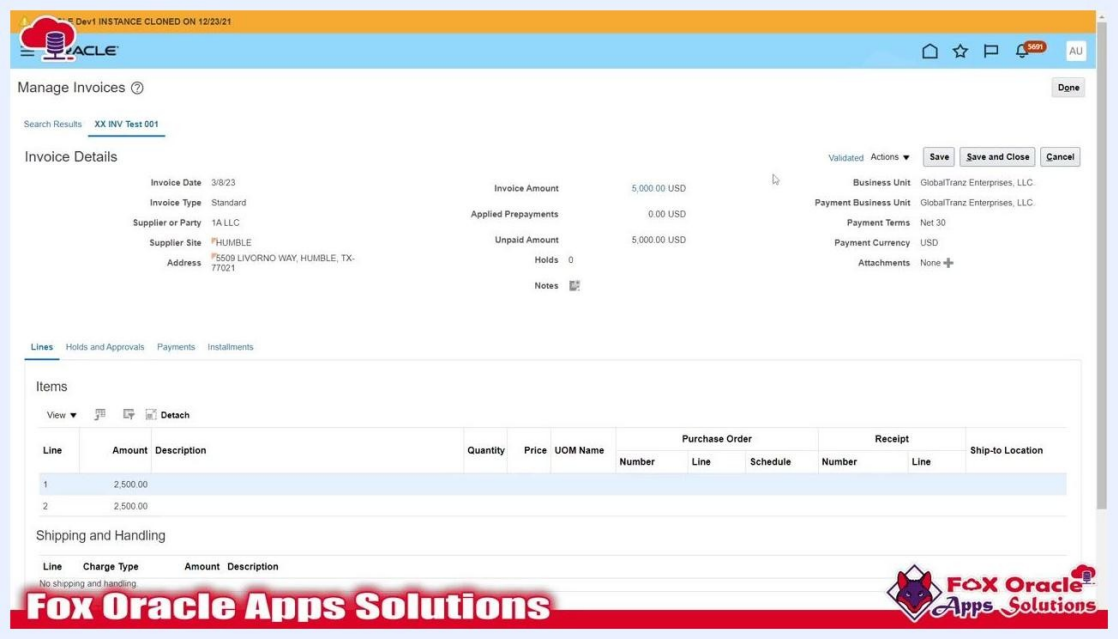
Invoice Details screen showing invoice XX INV Test 001, status Validated, total 5,000.00 USD, and all key fields filled

19. Return to the Manage Invoices screen

Click Done to exit the invoice details view. On the Manage Invoices screen, confirm the invoice appears in the search results with:

- Invoice Number: XX INV Test 001
- Invoice Date: 3/8/23
- Supplier or Party: 1A LLC
- Supplier Site: HUMBLE
- Unpaid Amount: 5,000.00 USD
- Invoice Amount: 5,000.00 USD
- Invoice Type: Standard

- Status: Validated



Manage Invoices screen showing invoice XX INV Test 001 with status Validated and all summary fields

Summary

You have now completed the full process of how to create a payables invoice in Oracle Fusion: entering header, line, tax, and total details, saving the invoice, searching for it in Manage Invoices, and validating it so it is ready for the next step in your accounts payable workflow.