Whitepaper

Oracle Cloud One Time Payments

Module: Accounts Payables

JADE GLOBAL

Contents

Introduction

The One Time Payment feature facilitates seamless processing of payments for transactions from third party external systems. The feature allows transactions to be imported into payables from external systems such as payment requests using a predefined FBDI template. The payees and any bank account information for electronic payments are created automatically when transactions are imported into payables.

These payment requests are created with distributions and validated as part of the import process. This eliminates the need for manual intervention when importing payment requests from their external systems. Payment requests can be approved and updated, and attachments added. Separate payment runs can be processed for these transactions from the regular payments to suppliers.

One Time Payments are used to pay other parties without creating a Supplier, Supplier Address, Sites, Site Assignments.

Business Requirement

Many industries, such as government agencies, real estate management, and telecommunications, can use this process whenever they need to make a One Time Payment to a supplier with which there is no long-term relationship or additional reporting necessary. This process saves data entry time and can be a more efficient use of the address book.

Challenges Faced

Before the setup is configured in the system, the business has to make annual payments to the parties that did not have supplier accounts created/had to create and maintain the supplier record for the party even though there won't be any future transactions with the party.

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Solution Scope

This document has the step-by-step process to setup the One Time Payment (OTP) method, which helps make payments to other parties without creating a supplier account.

This method is used for entering invoices and payments for a supplier that you do not need to add to the Address Book system.

Components Involved for Setups

Enable One Time Payments feature for the instance

Navigation: Setup and Maintenance → Select offering Financials → Change Feature Opt-In → Select Payables feature → Enable One Time Payments → Lookup Type: Source → Click on Search →

Add the OTP Code as Payables Source

Navigation: Setup and Maintenance → Go to Tasks → Click on Search → Manage Payables Lookups

Navigation: Go to Financials Generic Lookup Type region → Click on + Symbol to create new One Time Payment source code → Click on Save and Close

Add the source at Trading Community Source System

Navigation: Setup and Maintenance → Go to Tasks → Click on Search → Manage Trading Community Source System and click on Search → to add the Source System type must be "Spoke" Enable for Trading Community Member = Y

Add two more Codes

Enter default Liability and Expense accounts at 'Manage Common Options for Payables and Procurement

Navigation: Setup and Maintenance → Go to Tasks →Click on Search →Manage Common Options for Payables and Procurement → Go to One Time Payments region.

Enter the default location at the 'Manage Business Unit.

Note: Make Sure that a Location is assigned. This is required; if we do not assign the location to our Business unit One Time Payment request, invoices will not be imported.

Navigation: Setup and Maintenance → Go to Tasks → Click on Search → Manage Business Unit
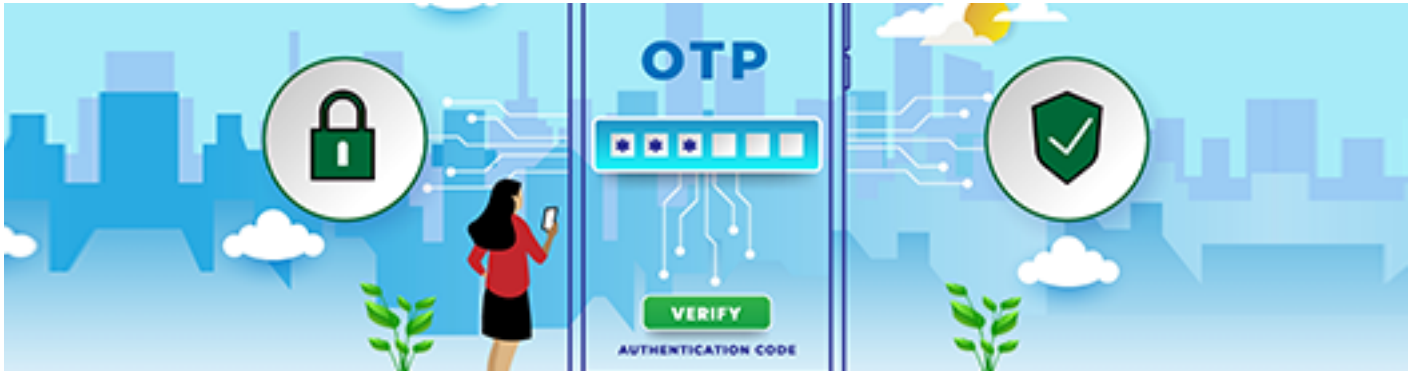
How to Process One Time Payment?

Prepare Data:

- Extract Payment Data from External Systems

- Transaction data into FBDI data format

Import Data:

- Import Data file through ESS job/Web Service

- Identify and fix import exceptions

Process and Account Payments:

- Approve and Process Payments

- Create Accounting

Creating Payment Request Invoice and Payment

Prepare the FBDI template with Payment Process Request data

Generate CSV and zip files from template

Upload the zip to UCM Server. Account- fin/payables/import

Navigation: Navigator → Tools → Select File import and Export → Upload Zip file → Click on Save and Close
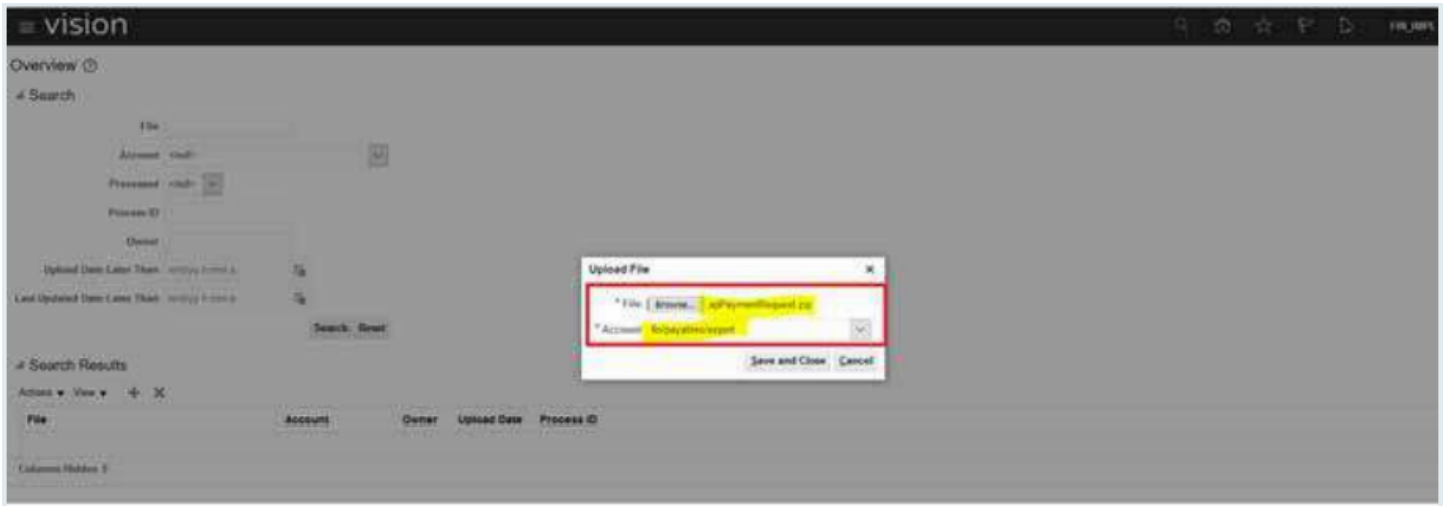
Run the 'Load Interface File for Import' process to load the data to the interface table

Navigation: Go to Tools → Click on Schedule Process → Search Load Interface File for Import → Click on OK → Select the Import Process as "Import Payables Payment Requests" and select a Data file and click on OK

Run the 'Import Payables Payment Request' process. Source: JADE Payment request for OTP

Navigation: Invoices → Tasks → Import Payables Payment Request → Select BU, Ledger, Source → click on Submit

- Invoice created

- Payment can be made by selecting 'Pay in Full' from Invoice Action or Creating a new Payment at Manage Payments.

- Run the Create Accounting

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1099 Reporting for Payables Payment Requests

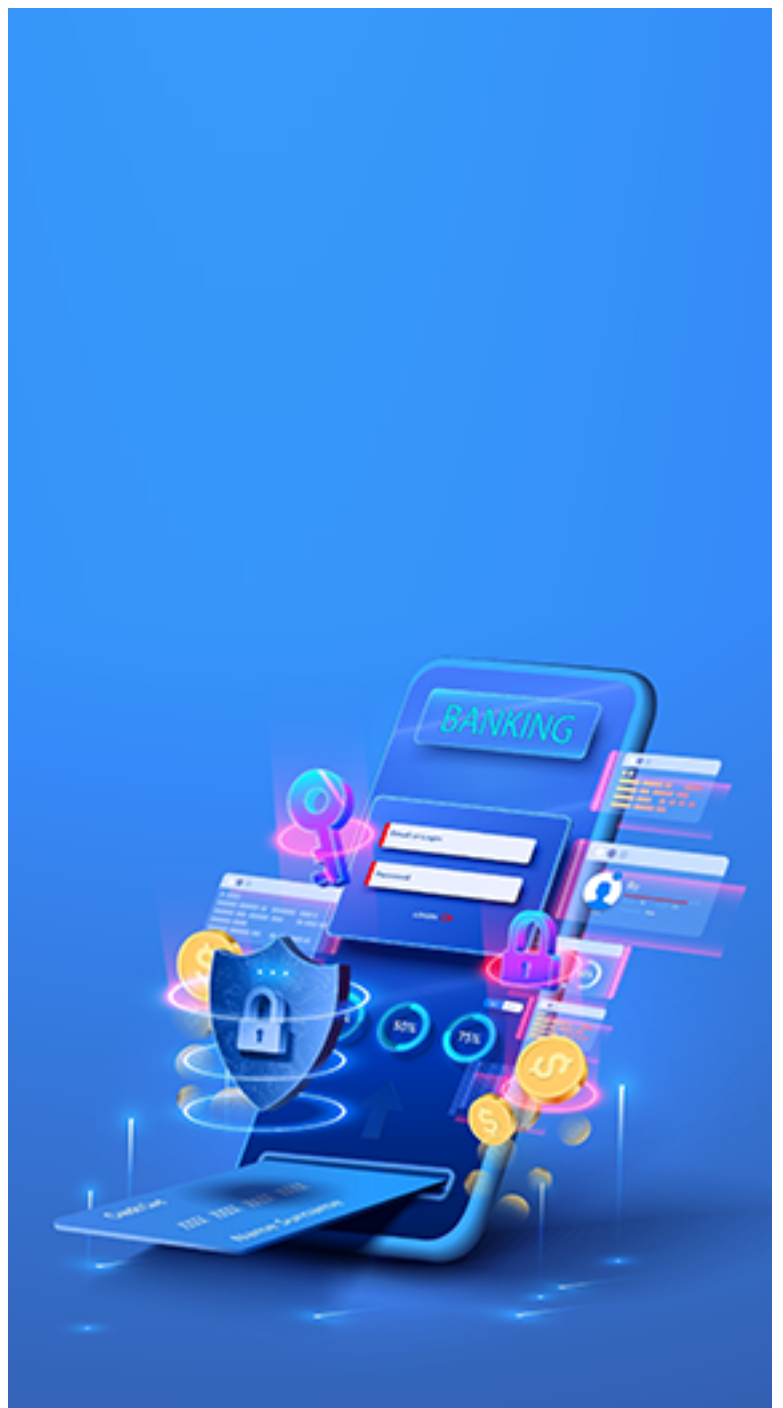1099 reporting is not supported for One Time Payments. The assumption is that the source application generating one-time payments would handle any tax requirements. If payments taken within Oracle Cloud Financials require 1099, the supplier must be created in Oracle and paid by invoice.

Tips and Consideration

- Process One Time Payments separately from other payment requests by using the Source criteria in payment process requests and the payment process requests template. Sources can be user-defined.

- The default liability and expense accounts for payment requests must be configured in the Common Options for Payables and Procurement.

- Only invoices with the type Payment Request can be entered into the FBDI payment requests template.

- To enter payment requests with multiple lines, enter different line information with the same transaction identifier and header information.

- Header amounts do not need to be entered separately. Payables add up the line amounts and populate the amount in the header during import.

- FBDI contains some hidden columns. Provide values in these columns by unhiding the columns.

Conclusion

- Following the above process and making OTP (One Time Payment) Setups does away from creating/maintaining the supplier accounts for parties with whom the payment frequency is significantly less.

- It is advised to do thorough testing in a lower instance and move the solution to the production.

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