



Whitepaper

# Oracle Cloud One Time Payments

Module: Accounts Payables



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# 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.

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## 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.

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## 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 →

Feature	Always Enabled From	Help	Opt In Task	Enable	View History	Selected
One Time Payments				<input checked="" type="checkbox"/>	60	
Early Payment Offers				<input type="checkbox"/>	60	Dynamic O
Generate SAFT Audit File for Portugal				<input checked="" type="checkbox"/>	60	
Invoice Routing for Account Coding				<input checked="" type="checkbox"/>	60	
Configurable Payables Workflow Notifications				<input type="checkbox"/>	60	Invoice App
Streamlined Payment Processing				<input type="checkbox"/>	60	None
Match in Full				<input checked="" type="checkbox"/>	60	
Tax Agent Invoice for Russia				<input type="checkbox"/>	60	
Supplier Portal Invoicing Enhancement				<input checked="" type="checkbox"/>	60	



## Add the OTP Code as Payables Source

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

vision  
Manage Payables Lookups

Search

\*\* Lookup Type: Source

Meaning

Description

\*\* User Module Name

Search Reset

\*\* At least one is required

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

Search Results

Actions View Format + X Freeze Detach Wrap

Lookup Type	Ref	Gro	Nan	Meaning	Description	Application	Config Level
SOURCE				Source	Source of invoice data to import from the Pay	Payables	Extensi

Financials Generic Lookup Type : SOURCE

Actions View Format + X Detach Wrap

* Lookup Code	* Reference Data Set	Displa Seque	Enable	Start Date	End Date	* Meaning	Description
JADE_OTP	Common Set	1	✓	9/30/20	m/s/yy	JADE Payment request for One Time Payme	JADE Payment request for One Time Payment

## 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

vision  
Manage Trading Community Source Systems

Search

Code Starts with

Type Equals

Name Starts with

Description Starts with

Status Equals

Enable for Order Orchestration and Planning Equals

Enable for Items Equals

Enable for Trading Community Members Equals

Enable for Assets Equals

Search Reset Save Add Fields Reorder

Search Results

Actions View Format + X Freeze Wrap

Code	Type	Name	Description	Enable for Assets	Enable for Items	Enable for Trading Community Members	Enable for Order Orchestration and Planning
JADE_OTP	Spoke	JADE_OTP	JADE_OTP			Y	

Add two more Codes

**VISION**

Manage Trading Community Source Systems ?

Search

Code Starts with Type Equals Name Starts with Description Starts with Status Equals Active

Enable for Order Orchestration and Planning Equals Enable for Items Equals Enable for Trading Community Members Equals Enable for Assets Equals

Search Results

Code	Type	Name	Description	Enable for Assets	Enable for Items	Enable for Trading Community Members	Enable for Order Orchestration and Planning
Dividends_OTP	Spoke	Dividends_OTP	Dividends_OTP	—	—	✓	—
IS_OTP	Spoke	IS OTP	IS One Time Payments	—	—	✓	—

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.

**vision**

Manage Common Options for Payables and Procurement

Business Unit: US1 Business Unit

Default Distributions

Automatic Offsets

One Time Payments

Liability: 101 10 22100 000 000 000

Expense: 101 10 70900 000 000 000

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

**vision**

Edit Business Unit

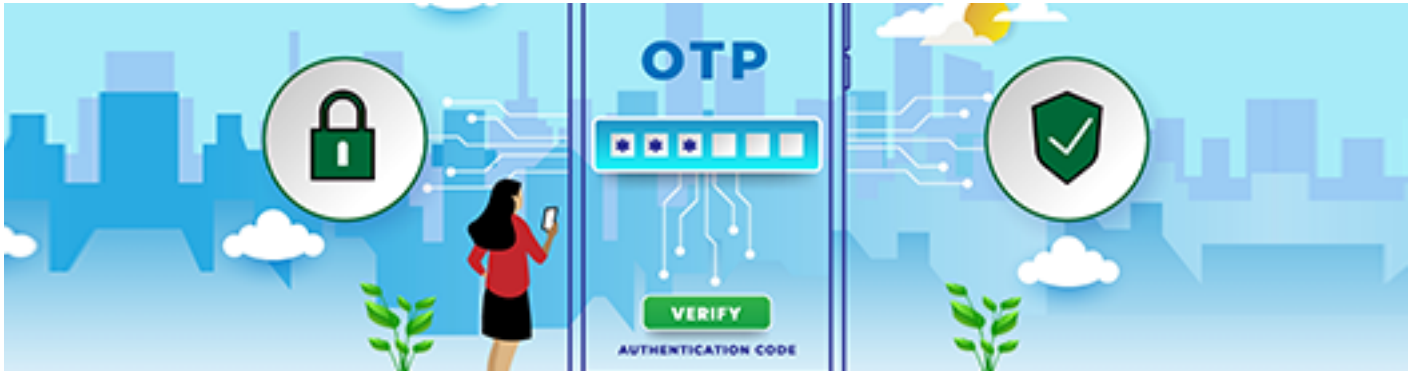
Name: US1 Business Unit

Manager: [User]

Location: Redwood City

Default Set: US1 BU Set

# 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

Payment Requests								
*Transaction Identifier	*Party Name	*Party Original System Reference	*Party Type	*Location Original System Reference	Country	Address Line 1	Address Line 2	City
110001 USA		US_012	Corporation	US_123_Loc001	US	P O BOX 70242	SUITE 201	Pr
220002 CAN		CAN_023	Corporation	CAN_345_Loc002	US	P O BOX 101373		A1

*Business Unit	*Source	*Invoice Number	*Invoice Date	*Currency	Description	Legal Entity	Pr
US1 Business Unit	IS_OTP	JADE OTP1	2020/09/30	USD	JADE TEST OTP1	US1 Legal Entity	Im
US1 Business Unit	Dividends_OTP	JADE OTP2	2020/09/30	USD	JADE TEST OTP2	US1 Legal Entity	Im

## Generate CSV and zip files from template

The screenshot shows a Microsoft Excel spreadsheet with the following content:

**8 Loading the Data**  
After you finish preparing the data, click the Generate CSV File button to generate a ZIP file containing CSV file.  
For information on loading the CSV files into the interface tables, see Using External Data Integration Services for Oracle ERP Cloud (2102800.1) on My Oracle Support at <https://support.oracle.com>.  
For information on loading the data in the CSV files into the interface tables, see the Documentation tab for the Load Interface File for Import scheduled process in Oracle Enterprise Repository for Oracle Fusion Applications.

**11 Excel Template Format**  
• The first row in worksheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.  
Do not change the order of the columns in the Excel sheets. Changing the order of the columns will cause the load process to fail.  
You can hide columns that you do not intend to use, but you cannot delete columns. Deleting columns will cause the load process to fail.  
• Each column header contains bubble text about the expected data type and, in some cases, instruction text.  
• You must enter data that conforms to what the control file can accept and process for the associated database column.  
- Date fields must be entered in YYYY/MM/DD format.  
- Amount columns must not contain thousands separator and must use a period (.) as the decimal separator.  
- Columns that must be whole numbers have data validation to allow only whole numbers.

The spreadsheet shows the following data in the first two rows:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	110001	USA	US_012	Corporat	US_123_Li	US	P O BOX 7	SUITE 201										PHILADELPHIA
2	220002	CAN	CAN_023	Corporat	CAN_345_US		P O BOX 101373											ATLANTA GA

A red box highlights the 'Generate CSV File' button, and a red arrow points to it.

A confirmation dialog box is displayed with the message: "CSV and ZIP file have been created." and an "OK" button.

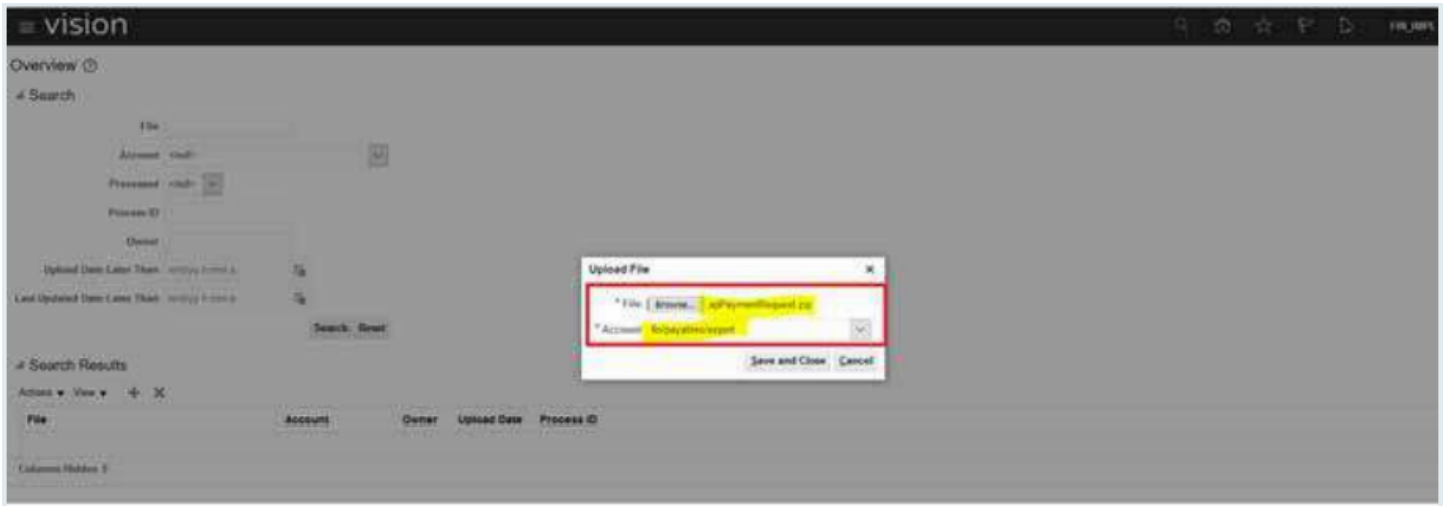
## Upload the zip to UCM Server. Account- fin/payables/import

**Navigation:** Navigator → Tools → Select File import and Export → Upload Zip file → Click on Save and Close

The screenshot shows the UCM Server Navigator interface. The 'Tools' section is expanded, and the 'File Import and Export' option is highlighted with a red box.

The main window displays the 'General Accounting' tab, with sub-tabs for 'Intercompany Accounting' and 'Budgetary Control'.





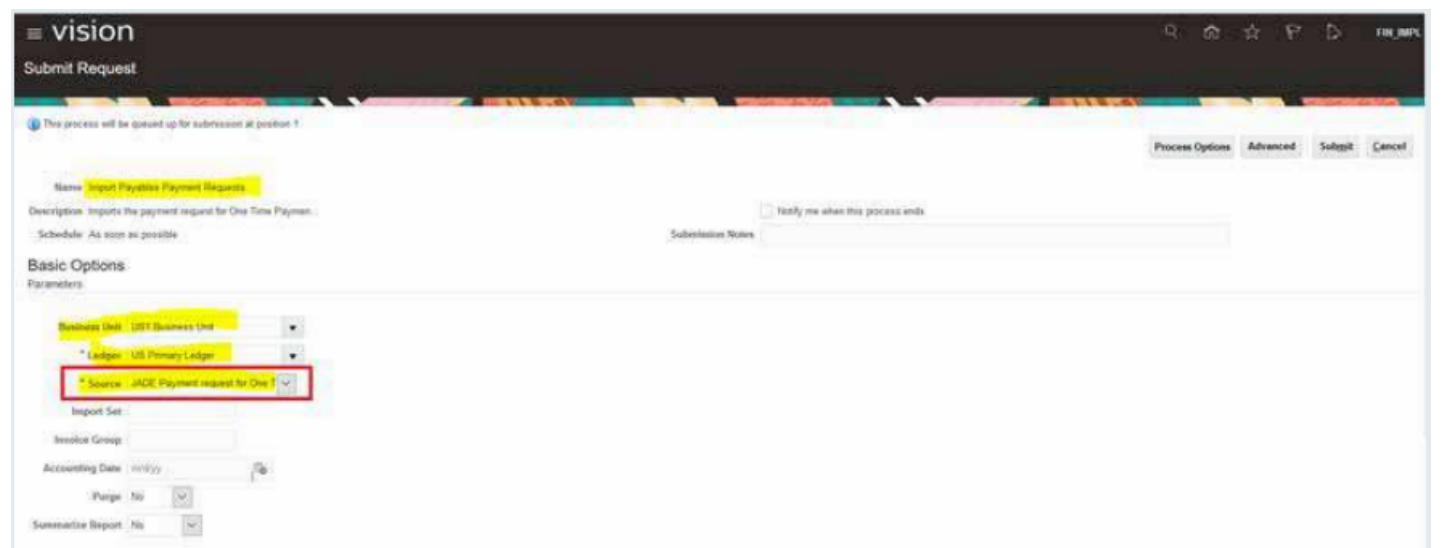
## Run the 'Load Interface File for Import' process to load the data to the interface table

**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



Overview

Search

Search Results

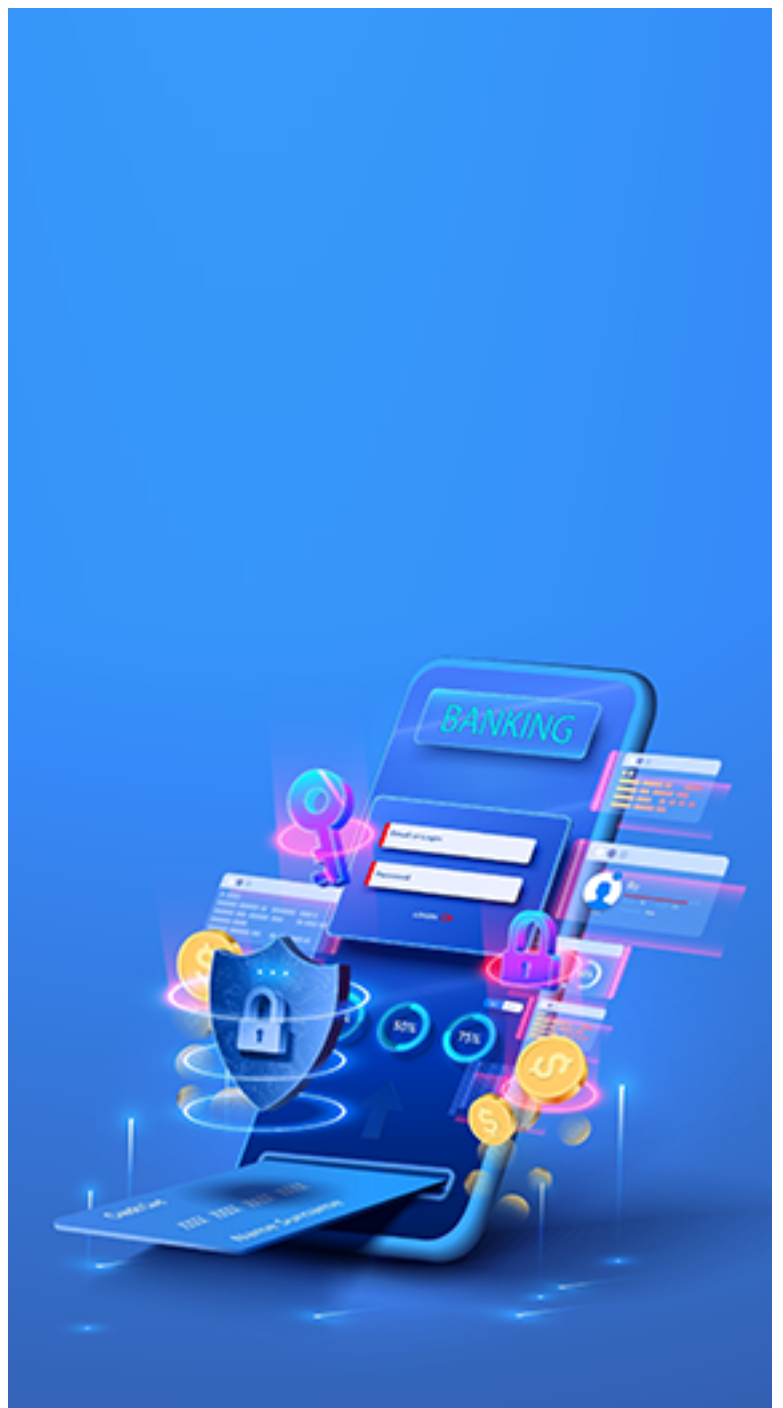
View: Flat List Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	This Job's Items Processed / Errors / Total	Start Time
Input Payables Payment Requests Report	APXPRMPT_BNP	2054780	Succeeded	9/30/20 6:26 PM	9/30/20 6:26 PM	9/30/20 6:26 PM	FBI_BNP	APXPRMPT_BNP		9/30/20 6:26 PM UTC
Input Payables Payment Requests Subprocess	APXPRMPT_	2054790	Succeeded	9/30/20 6:22 PM	9/30/20 6:22 PM	9/30/20 6:25 PM	FBI_BNP	subrequest submitter		9/30/20 6:22 PM UTC
Input Payables Payment Requests	APXPRMPT	2054748	Succeeded	9/30/20 6:22 PM	9/30/20 6:22 PM	9/30/20 6:26 PM	FBI_BNP			9/30/20 6:22 PM UTC

- 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.

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## 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.

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## 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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