

Central Adelaide Local Health Network

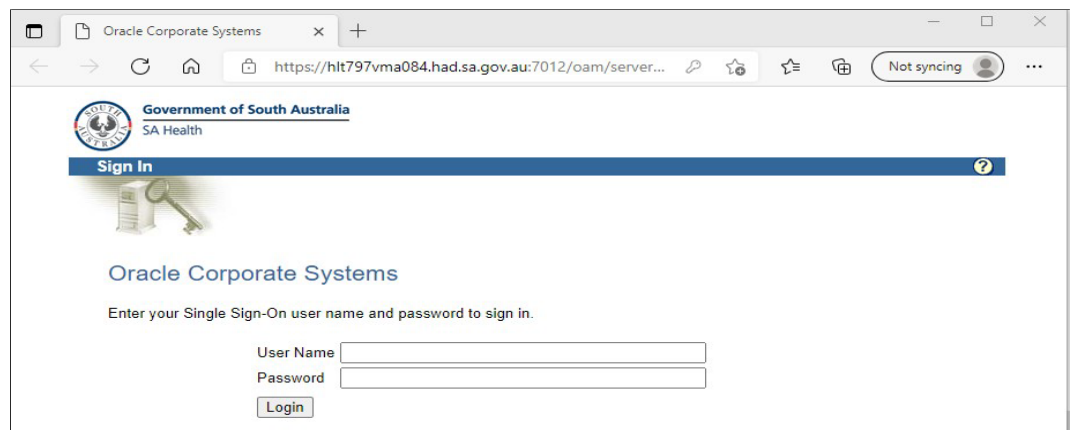
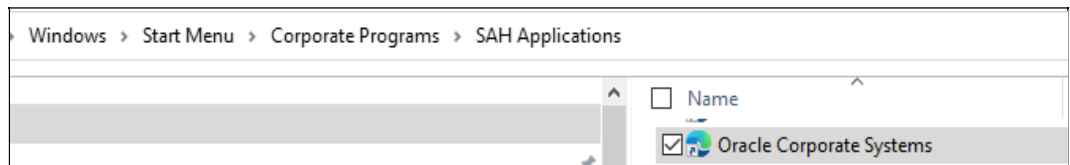
Research Services

(SOP) Oracle Corporate System Project Tax Invoice – SAH AR Inquiry

This guide will allow you to check SA Health project tax invoice transaction details such as:

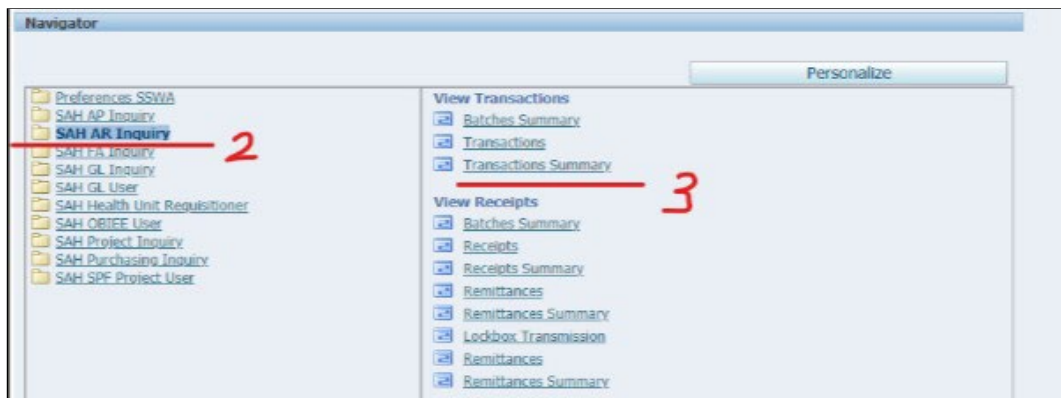
- >vendor, bill to and location code ID
- >SAH Project ID, invoice & GL dates, invoice description details, and
- >payment status.

1. Once you are logged to SA Health network, follow the path below to login to **Oracle E-Business Suite**.



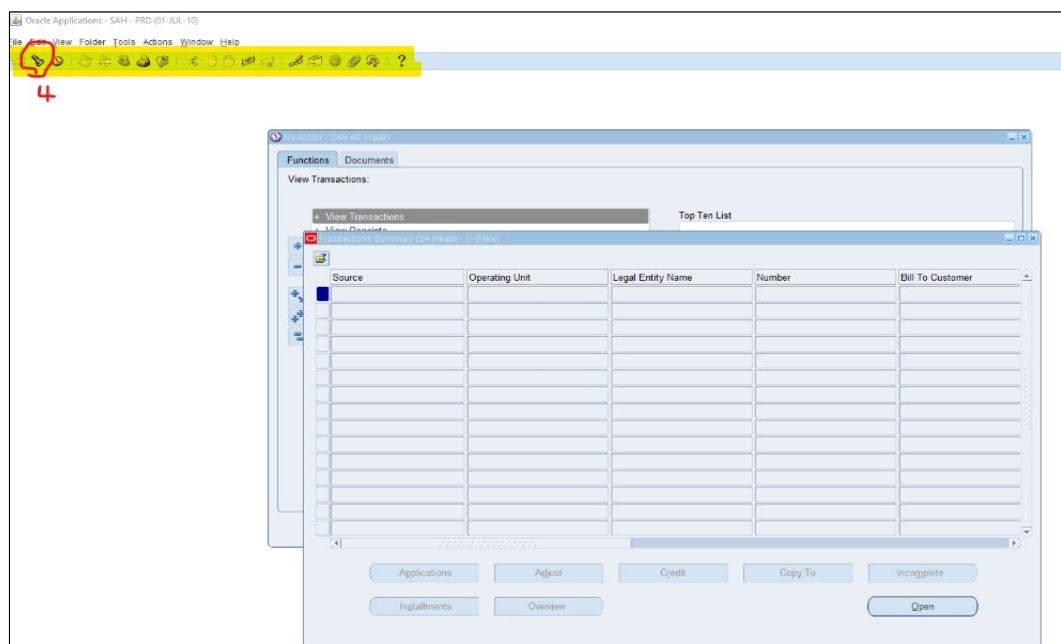
[You might want to add this program to your login favourites/dashboard for quick access.]

2. Go to > **SAH AR Inquiry**, then
3. Go to > **Transaction Summary**



4. The **View Transactions** page will open, (see below).

Go to the top left corner of the tool bar, click the '**torch**' icon to activate the search function.



5. 'Find Transactions' page will pop up.

In the 'Transaction Number', go to the **second entry field box** and **key in** the tax invoice number.

6. Click > **'FIND'**

Oracle Applications - SAH - PRD (31-JUL-10)

File Edit View Folder Tools Actions Window Help

Functions Documents

View Transactions: Top Ten List

Transaction Summary (SA Health - 1) Open

Source Operating Unit Legal Entity Name Number

Applications Adjust Credit Copy To Incomplete

Installments Overview Open

Find Transactions

Transaction Numbers 80017417

Sales Order Number

Ship To Bill To

Name Number Taxpayer ID

PO Numbers Document Number Reference Numbers Transaction Dates GL Dates Batches Sources Transaction Types Class Complete Primary Salesperson Period Currency

Clear Find

7. 'Transaction Summary' will appear, click > **'Open'**.

This will show the summary of invoice, (includes vendor details & balance details).

Oracle Applications - SAH - PRD (31-JUL-10)

File Edit View Folder Tools Actions Window Help

Transaction Summary (SA Health - 1) Open

Source Operating Unit Legal Entity Name Number Bill To Customer Class

PROJECTS INVOICES SA Health SA Health 80017417 SANOFI-AVENTIS AUSTRALI Invoice

Applications Adjust Credit Copy To Incomplete

Installments Overview Open

Transaction Summary

Source PROJECTS INVOICES Date 30-AUG-2013 Balance Due Line 0.00

Number 80017417 GL Date 31-AUG-2013 Tax 0.00

Class Invoice Currency AUD Freight 0.00

Type Projects Invoice Document Num Charges 0.00

Reference 10403 Transaction PROJ Total 0.00

Legal Entity SA Health Complete

Details

Man More Notes Comments Reference Information

Ship To Bill To

Name SANOFI-AVENTIS AUSTRALIA PTY LTD SANOFI-AVENTIS AUSTRALIA PTY LTD

Number 11252 11252

Location 30355 11817

Address TALAVERA CORPORATE CENTRE BUI TALAVERA CORPORATE CENTRE BUI

12-24 TALAVERA ROAD 12-24 TALAVERA ROAD

MACQUARIE PARK, NSW 2113 Austral MACQUARIE PARK, NSW 2113 Austral

Contact

Commitment

Payment Term 30 DAYS

Invoicing Rule

Due Date 25-SEP-2013

Sold To Name SANOFI-AVENTIS AUSTRALIA PTY LTD

Number 11252

Paying Customer Name Number Location

Payment Details Receipt Method Payment Method Instrument Number

Select

Line Items Tax Penalties Contributions Sales Credits

8. To see the invoice description line, then click >'Line Items'.
9. To check invoice balance status, go to 'Balance Due' then click > 'Details'.

The screenshot displays the Oracle AR Proj Tax INV Inquiry interface. The main window shows transaction details for 'PROJECTS INVOICES' with source 'SA Health' and legal entity 'SA Health'. The transaction number is 80017417, dated 10-AUG-2013. The balance due is 170,000.00. The 'Line Items' tab is selected, showing a table with columns: Num, Item, Description, UOM, Quantity, Unit Price. The first line item is '1ST AGREEMENT LINES (6448)' with a quantity of 1 and a unit price of 170000. The 'Balance Due' tab is also visible, showing a table with columns: Line, Tax, Freight, Charges, Total. The balance due is 170,000.00. A red arrow points from the 'Line Items' tab to the 'Details' button in the 'Balance Due' section.

10. Previous pages will remain in the dashboard until you close (x) each page.

To search another tax invoice, repeat from 'Step 4'.