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.**
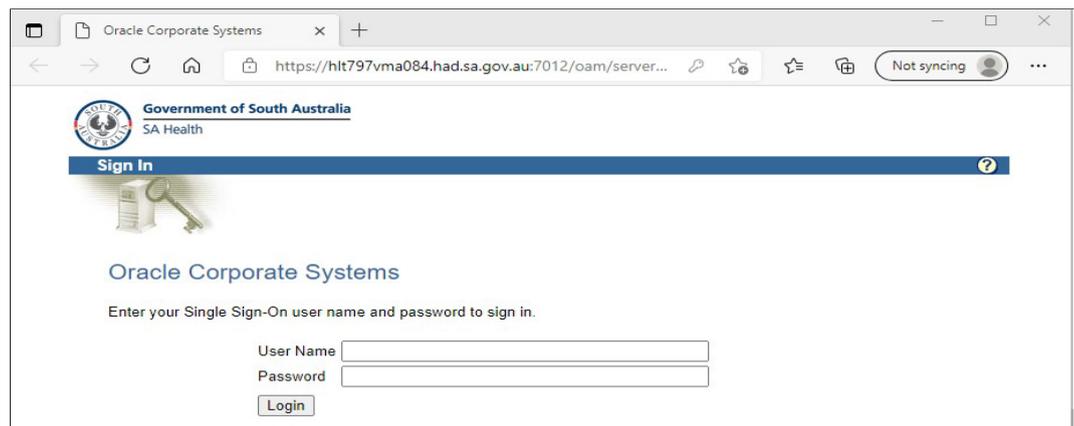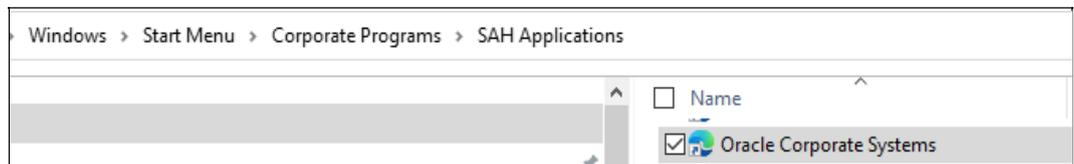

[You might want to add this program to your login favourites/dashboard for quick access.]

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.
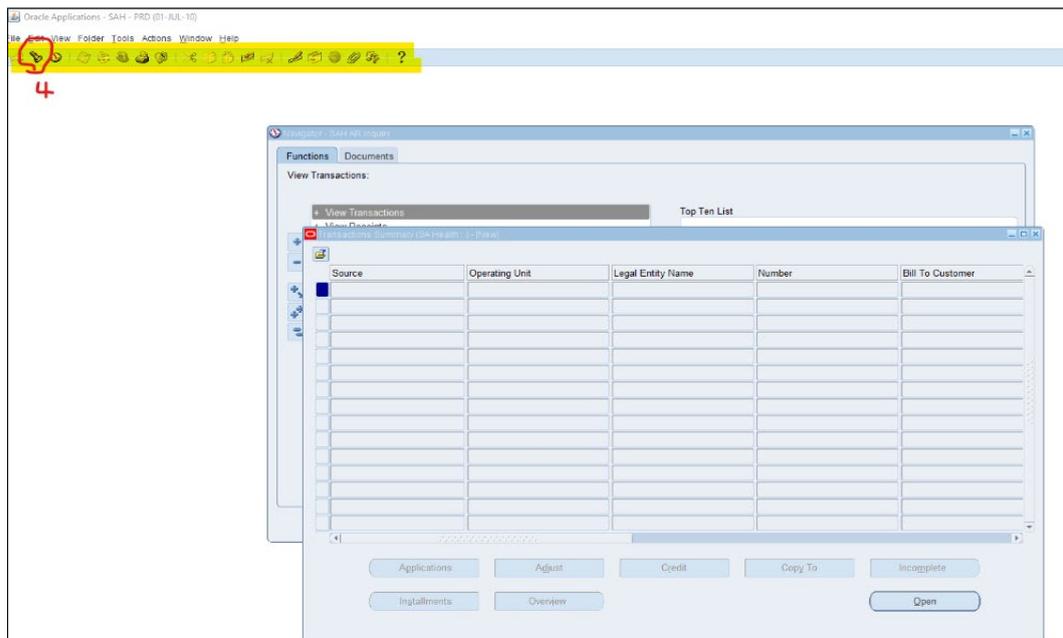
5.   'Find Transactions' page will pop up.

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

6.   Click > **'FIND'**
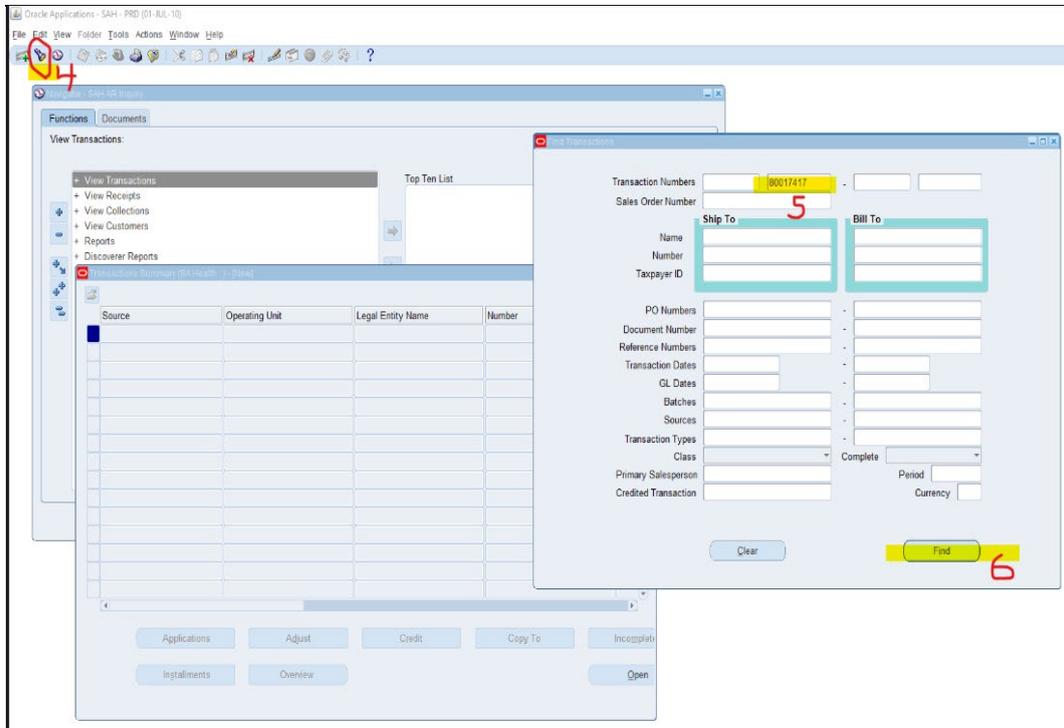
7.   '**Transaction Summary**' will appear, click >**'Open'**.
This will show the summary of invoice, (includes vendor details & balance details).
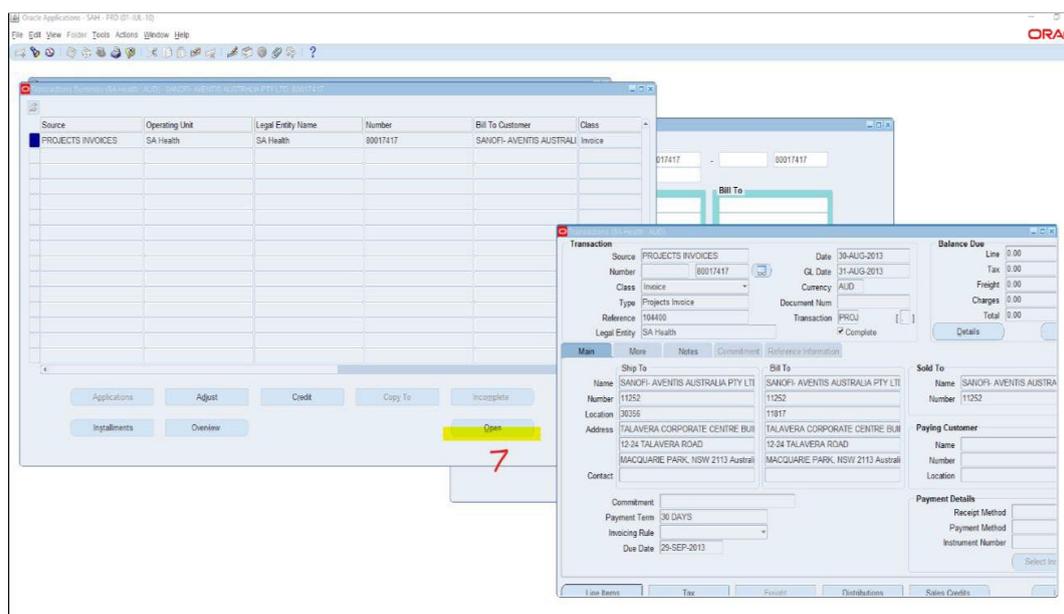
8. To see the invoice description line, then click >'**Line Items'**.

9. To check invoice balance status, go to **'Balance Due'** then click > **'Details'**.
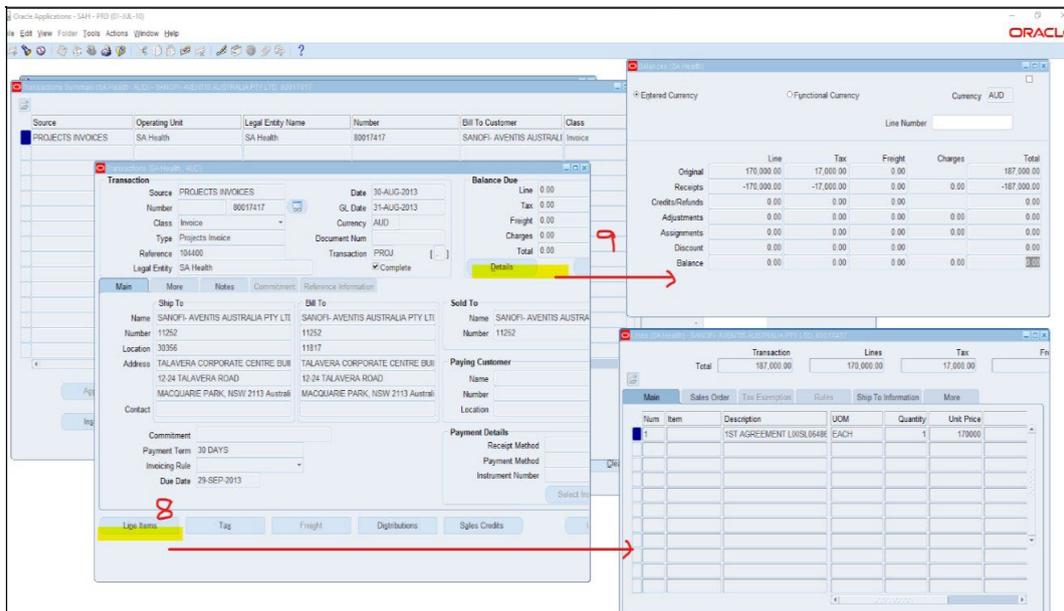
10. Previous pages will remain in the dashboard until you close (x) each page.

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