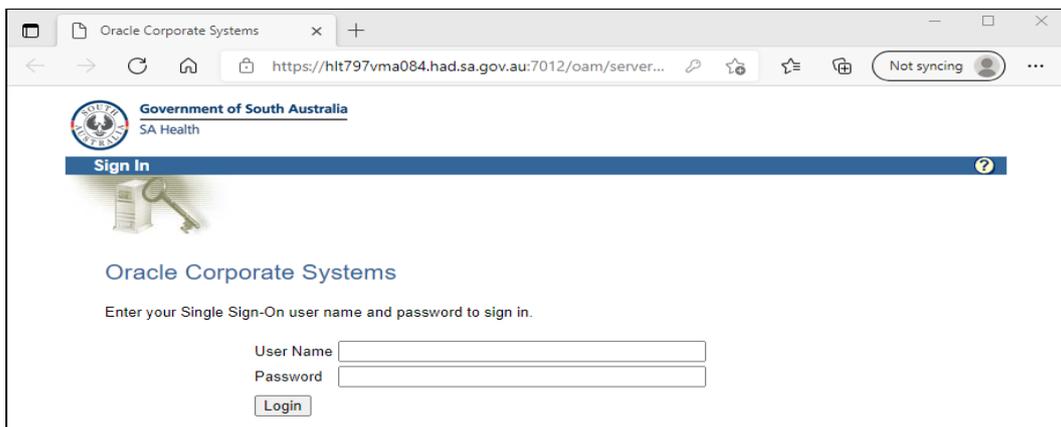
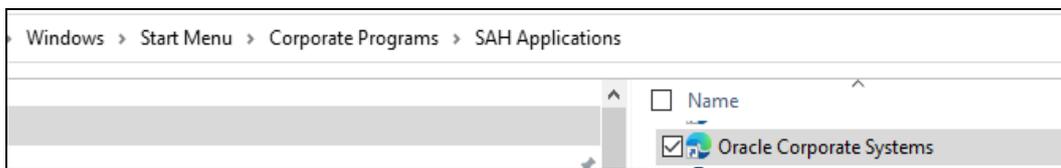


(SOP) Oracle Corporate System Project Tax Invoice – SAH AR Inquiry

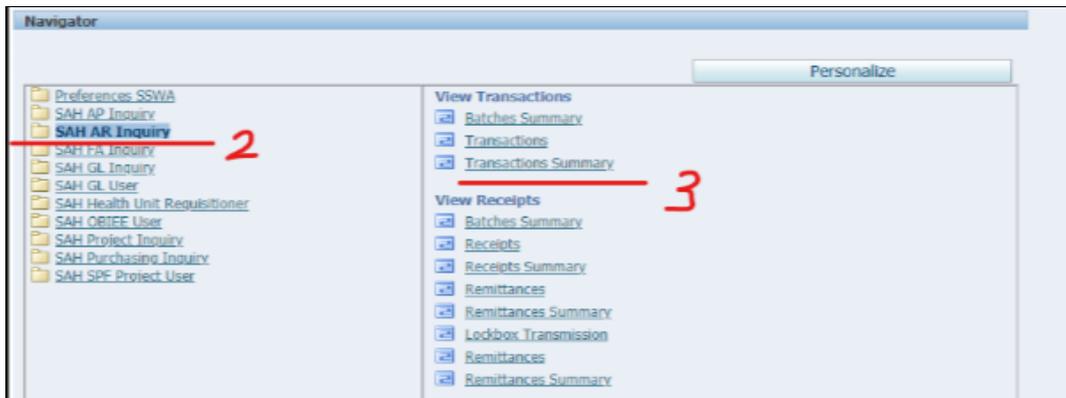
This guide will allow you to check SA Health project tax invoice transaction details such as -
> vendor, bill to and location code ID
> SAH Project ID, invoice & GL dates, invoice description details, and
> payment status.

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

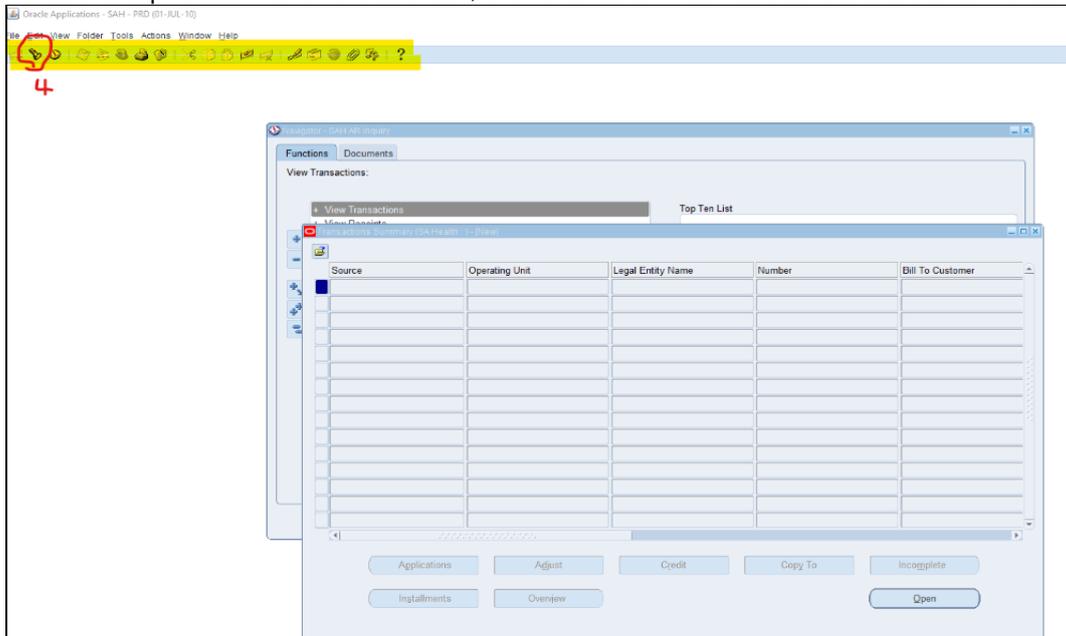


[You might want to add this program to your login favourites/dashboard for quick access.]

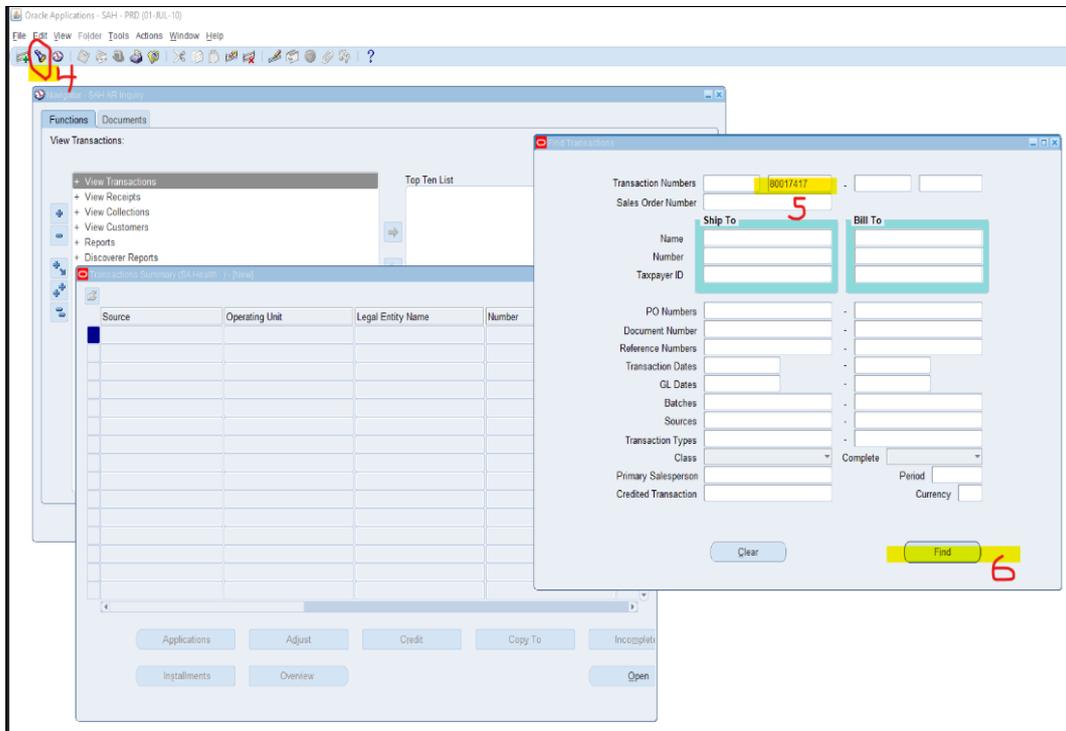
- (2) Go to > **SAH AR Inquiry**, then
- (3) Go to > **Transaction Summary**



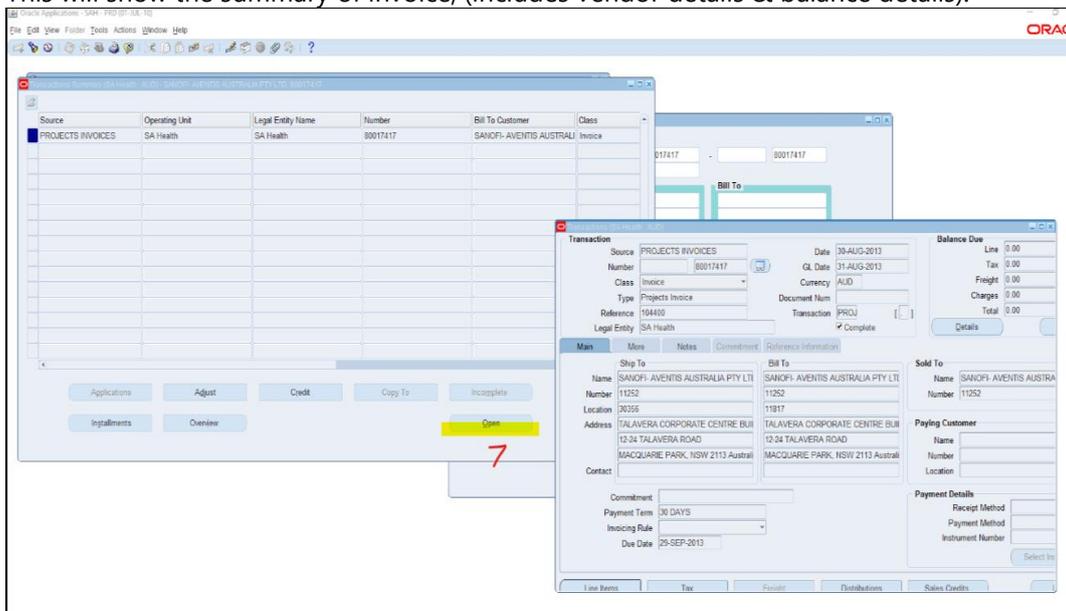
- (4) The **View Transactions** page will open, (see below).
Go to the top left corner of the tool bar, click the **'torch'** icon to activate the search function.



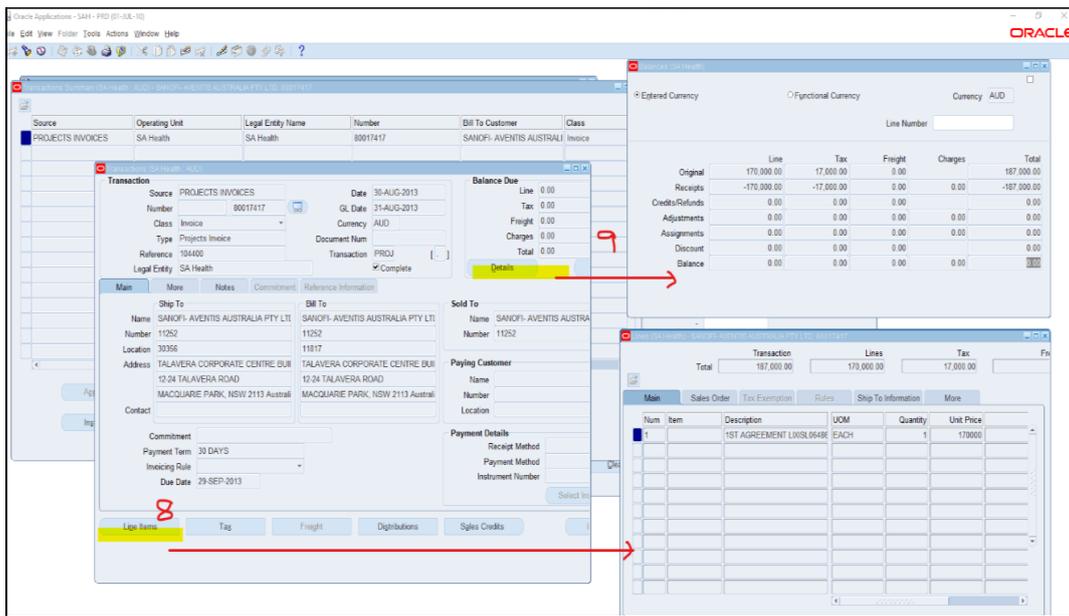
- (5) 'Find Transactions' page will pop up.
In the 'Transaction Number', go to the **second entry field box** and **key in** the tax invoice number.
- (6) Click > **'FIND'**



- (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'.