(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.**

Windows > Start Menu > Corporate Programs > SAH Applications
↑ Name ✓ Oracle Corporate Systems
 Cracle Corporate Systems x + × C → C ∩ https://hit797vma084.had.sa.gov.au:7012/oam/server P ∩ ↑ ↑ ↑ ↑ Not syncing • ··· Government of South Australia SA Health Sign In Oracle Corporate Systems Enter your Single Sign-On user name and password to sign in. User Name
Cracle Applications Home Page C
Full List (14) Personalize Full List (14) Set up your favorites.

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

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

Navigator	
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(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.

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- (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).

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- (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'.