



Accounts Payable Admin Guide



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V1 Camptra Technologies 1/1/2024

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Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud ERP delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training & Learning Team at learn@camptratech.com.

How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- Any fields with an asterisk are required fields.
- Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the ERP module.



Glossary of Terms

Here we've included common terms associated to the ERP module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Invoice Import

- An Oracle Payables process you use to import invoices from non-Oracle payables systems and to create invoices from Payables expense reports. You can also use Invoice Import to create invoices from expense reports in Oracle Projects.
- When you initiate Invoice Import, Payables imports the required invoice or expense report information and automatically creates invoices with invoice distribution lines from the information. Payables also produces a report for all invoices or expense reports it could not import.

Mass Additions

Invoice distribution lines that you transfer to Oracle Assets for creating assets. Payables only creates mass additions for invoice distribution lines that are marked for asset tracking. Invoice distribution lines distributed to Asset Accounting Flexfields are automatically marked for asset tracking.

Pay-Through-Date

A feature you use during automatic payment processing. You define a payment cycle (the number of days between regular payment batches), and Payables calculates the Pay-Through-Date by adding the number of days in the payment cycle to the payment date. Payables selects an invoice for payment if either the due date or discount date is before the Pay-Through-Date.

Sales Tax

A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

Scheduled Payment

A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered. See also payment terms.

Secondary Accounting Method

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The accounting method you choose for your secondary set of books. You can choose either the cash basis or accrual basis accounting methods. Your secondary accounting method cannot be the same as your primary accounting method. You do not need a secondary accounting method if you do not use a secondary set of books.

Secondary Set Of Books

The set of books you maintain for reporting purposes. You can run your business using accrual accounting and report on a cash basis or run your business on a cash basis and report on an accrual basis.

Serial Number

A number assigned to each unit of an item and used to track the item.

Day to Day Operations Guide

Creating A Supplier

Navigation: Procurement>Suppliers>Tasks>Create Supplier>Supplier>Business Relationship> Tax Organization Type>Tax Country>Create>Addresses>Actions and select Create>Addresss Information>Save and Close>Go to Home page and click on Bell icon> Approve>Click Edit and go to Sites>Create>Information>Save and Close>Pencil Icon>Purchasing>Receiving>Invoicing> Site Assignments>Save and Close>Contacts>Actions and select Create>Contact Information> Actions and Select and Add>Apply and OK>Save and Close



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Creating A Supplier With Banking Information

Navigation: Procurement>Suppliers>Tasks>Create Supplier>Supplier Name>Business Relationship>Tax Organization Type>Tax Country>Create>Addresses>Actions and select Create>Address Information>Save and Close>Sites>Create>Fill Appropriate details>Save and Close>Pencil Icon>Payments>Payments Methods>Bank Accounts>Payment Attributes>Save and Close

From home screen, click **Procurement**

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Add A Year To An Existing Calendar

Navigation: Profile>Setup and Maintenance>Select Financials from Setup dropdown>Manage Payables Calendars and click Search>Manage Payables Calendars>Row for correct calendar that needs to be adjusted and click Edit icon>Add Years in the Period Information>Below >Details> Save and Close

From home screen, Click Profile

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Creating A 1099 Vendor

Navigation: Procurement>Suppliers>Tasks>Create Supplier>Create>Actions and select Create> information>Save and Close>Go to Home Page and click on Bell Icon>Approve>Procurement> Suppliers>Tasks>Manage Suppliers>Enter Keywords and click Search>Select Supplier hyperlink> To fill details in Income Tax click Edit>Yes>Income Tax details>Submit>OK

From home screen, click Procurement



Click Suppliers

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Fill Income Tax details

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Creating An Invoice In A Spreadsheet

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Note: Prior to opening the spreadsheet, Desktop Integration must be installed. This is done by going to Navigator -> Tools -> Download Desktop Integration Installer. Run the installer and follow the prompts until Desktop Integration is successfully installed

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ERS-1001-316440	12/2/19	1/3/20 10:14 AM Edison Co	Edison UK	360.00 GBP	360.00 GB	0.00 GBP Standard	Validated	Workflow a

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Use the Lines, Holds and Approvals, Payments, and Installments tabs to review details about the invoice

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Creating An Invoice Without A Purchase Order

Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>Amount and select the Distribution Set>Save>Actions and Validate>Save and Close

From home screen, click Payables

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Creating An Invoice Matched To A Purchase Order

Navigation: Payables>Invoices>Tasks>Create Invoice>Search Icon (magnifying glass) next to the field Identify PO>Purchase Order and click Search>OK>Business Unit>Number and Amount> Go down to Lines dropdown and click on Expand Lines>Amount>Save>Invoice Actions> Save and Close

From home screen, click Payables

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	•				+	Total
					OK Cancel	0.00
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Note: After click on OK, Supplier details and Legal entity will automatically popup

Enter Number and Amount

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Select Distribution Set from dropdown

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Click Save

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Click Invoice Actions and select Validate

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Supplier ABC Consulting	R. Type Standard ~	Apply or Unapply Prepayments
Supplier Number 1288	Description	Manage Holds
* Supplier Site ABC Supremo US	/	Account Coding
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Invoice Group		Cancel Invoice
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View - + I × F F Detach Allocate -	Cancel Line Distributions	Pay in Full
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Creating An Invoice With A Discount

Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount> Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>Amount and select the Distribution Set>Invoice Actions and select Manage Installments>Installment 1: Details region for discount and net amounts and Click Save and Close> Save>Invoice Actions>Validate>Save and Close

From home screen, click **Payables**

	Good evening, System Brown)!	Administrator (C	Casey	
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Click Invoices

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0,00000000	Initiate Payables Invoice Approval Workflow			Click Invoices		
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Jiew	Detach Amount Supplier	Supplier Site	Validation Status	Invoice Date Business Unit	Creation Date	Assignee	Identii ↓

Click Create Invoice



Click in the Business Unit field and select from list of values

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Enter Supplier, Supplier Number, Supplier Site and Legal Entity

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Enter Amount and select the Distribution Set from the dropdown

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Click Invoice Actions and select Manage Installments

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Click Invoice Actions and select Validate

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Creating A Credit Memo

Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount> Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>Amount and select the Distribution Set>line amounts must equal the invoice amount>Distributions>Distribution Combination>Save>Invoice Actions>Validate>Save and Close

From home screen, click Payables

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Click Invoices

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Click Tasks

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Click in the Business Unit field and select from list of values

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Note: Select the appropriate Invoice Type from the list of values

Select Type as Credit Memo

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Note: Credit Memo amount should be negative

Enter Supplier, Supplier Number, Supplier Site and Legal Entity

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Click **Distributions**

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Enter the appropriate information in the **Distribution Combination** field

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Click Save and Close

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Creating A Credit Memo Matched To An Invoice

Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount> Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>Match Type>Go>Checkbox, enter Amount and click Apply Search>Ok>Invoice summary>Save>Invoice Actions>Save and Close

From home screen, click Payables

	Good evening, System Administrator (Casey Brown)!
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Click Invoices

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Click Create Invoice



Click in the Business Unit field and select from list of values

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Enter Supplier, Supplier Number, Supplier Site and Legal Entity

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Creating A Debit Memo Matched To An Invoice

Navigation: Payables>Invoices>Tasks>Create Invoice> Business Unit> Debit Memo> Number and Amount> Enter Supplier, Supplier Number, Supplier Site and Legal Entity> Go down to Lines dropdown and click on Expand Lines> information> Save> Invoice Actions>Validate>Save and Close

From home screen, click Payables

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Note: Review the invoice totals in the Invoice Summary region

Click Save

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Click Actions and select Validate

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* Supplier Site ABC US1	▼ Description	Account Coding	Q
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Creating A Prepayment

Navigation: Payables>Invoices>Tasks>Create Invoice> Business Unit>Prepayment>Amount and Number>Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>Fill Information>Invoice Actions and Validate>Invoice Actions>Pay full>Select Appropriate values>Submit>OK

From home screen, click Payables

Good evening, Syst Brown)!	em Administ	rator (Casey	
Supply Chain Planning Payables QUICK ACTIONS	General Accounting	Intercompany Accounting Fix	• >
Create Invoice Click Payables	Payables Dashboard	Invokes Payments	
Import Invoices Validate Invoices Initiate Pavables Invoice Approval	+		
Workflow Show More			

Click Invoices

	Good evening, Syst Brown)!	em Administ	rator (C	asey	
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Click Create Invoice

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Invoice Number	Amount Supplier	Supplier Site	Validation Status Inv	oice Date Business Unit	Creation Date Assignee	Create Adjustment Journal Review Journal Entries Payables to Ledger Reconciliation Assets Create Mass Additions Payables Periods Manage Accounting Periods

Click in the Business Unit field and select from list of values

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Select Type as Prepayment

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Enter Supplier, Supplier Number, Supplier Site and Legal Entity

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Click Invoice Actions and Validate

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* Supplier Supplier Number * Supplier Site	ABC Consulting Q 1288 ABC US1	[~] Type Description	Prepayment ~	Manage Holds Account Coding Approval	Þ	Ċ@
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Lines ⑦ Match Invoice Lines Taxes				Pay in Full Post to Ledger		Đ
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Click Invoice Actions and Pay in Full

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Fill Appropriate details and click Submit

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					All item Lines			
	4			Fill	Appropriate details and clic	k Submit		•
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Click **OK**

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Supplier Site Flipkart CMAASK		Type Prepayment Description			Requester			
Legal Entity CMAASK Hyderab	ad LE, Inc.		4		Attachments	None 🕂		
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Lines ⑦ Match Invoice Lines 🗸 🕤								
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Applying A Prepayment

Navigation: Payables>Invoices>Tasks>Create Invoice> Business Unit>Prepayment>Number and Amount>Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines>information>Click Invoice Actions and Apply or Unapply prepayments>Invoice Actions and select Validate>Save and Close

From home screen, click Payables

	Good evening, Syst Brown)!			
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	Create Invoice Click Payables			
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Click Invoices

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Fill below information

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Click Invoice Actions and Apply or Unapply Prepayments

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Creating An Invoice With A Distribution Set

Navigation: Payables>Invoices>Tasks>Create Invoice Business Unit>Number and Amount> Supplier, Supplier Number, Supplier Site and Legal Entity>Go down to Lines dropdown and click on Expand Lines Distribution>Save and Close>Invoice Actions and select Validate>Save and Close

From home screen, click Payables

	Good evening, System Administrator (Casey Brown)!
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Click Create Invoice



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Placing A Manual Hold On An Order

Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount> Supplier>Go down to Lines dropdown and click on Expand Lines>Information>Invoice Actions and click Manage Holds>Add>Save and Close>Save and Close

From home screen, click Payables

	Good evening, System Administrator (Casey Brown)!						
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Create An Invoice With A Non-Item Line Type That Transfers To Fixed Assets Module Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount> Supplier>Go down to Lines dropdown and click on Expand Lines>Freight> Allocate and Specific Lines>Distributions>Manage Distributions and click Save and Close>Invoice Actions and Click Post to Ledger>Create Mass Additions>Accounting Date and Select the Asset Book from the dropdown>Submit>OK>Cancel

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Manage Distributions and click Save and Close

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Click Invoice Actions and select Validate

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Note: Click Save and Close and click the task pane

Click Create Mass Additions

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Enter Accounting Date and Select the Asset Book from the dropdown

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Viewing An Invoice

Navigation: Payables>Invoices>Tasks>Manage Invoices>Search>Invoice Number>Lines, Holds and Approvals, Payments, and Installments>Done

From home screen, click **Payables**

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Click Invoices



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Click Manage Invoices



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Use the Lines, Holds and Approvals, Payments, and Installments tabs to review details about the invoice

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Adjustment To A Manual Invoice

Navigation: Payables>Invoices>Tasks>Manage Invoices>Search>Invoice Number>Actions and click Edit>Invoice Number>Actions and click Edit>Information>Distributions>Distribution Combination>Save and Close>Click Invoice Actions and click Validate>Save and Close>Done

From home screen, click Payables

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Click Manage Invoices



Fill above details and click Search

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Click Distributions

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Update Distribution Combination

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Click Invoice Actions and select Validate

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Click Done

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Releasing A Manual Hold On An Invoice

Navigation: Payables>Invoices>Tasks>Manage Invoices>Search>Invoice Number>Hold and Approvals>Name and select Reason from dropdown>Save and Close>Done

From home screen, click Payables

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Click Invoices



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Click Manage Invoices



Fill above details and click Search

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Click Hold and Approvals

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Select Name and select Reason from dropdown

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Note: Select a release reason from the Name list of values

Click Save and Close

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Releasing A System Hold On An Invoice

Navigation: Payables>Invoices>Tasks Manage Invoices>Search>Highlighted row>Under Hold and Approvals Update Release Reasons>Save and Close>Done

From home screen, click Payables

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Click Invoices



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Click Manage Invoices



Fill above details and click Search

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Under Hold and Approvals Update Release Reasons

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Note: not all System holds are allowed to be manually released. You will receive an error message if you select a release reason and try to continue. Matching related holds may be manually released, so release one of these.

Click Save and Close

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Supplier or Party Supplier Site	ABC Consulting	Unpaid Amount	12,000.00 USD	Payment Terms Payment Currency	Click Save and Close
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Cancelling An Invoice

Navigation: Payables>Invoices>Tasks>Manage Invoices>Search>Invoice Number>Actions and Cancel Invoice>OK

From home screen, click Payables

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Fill above details and click Search

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1234567890	10/16/22	10/16/22 5:39 ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD Standard		Not valida	ted	Not require

Highlight the row and click the **Invoice Number**

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Click Actions and Cancel Invoice

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Approval and Notification F View # I F I Detact Workflow Type Line Action No approval or notification history. Holds (2)	tistory Action Date Approver	Reviewed Amount Comments Hold	OK Cancel	Click OK				
Approval and Notification H View * 第 译 @ Detact Workflow Type Line Action No approval or notification history Holds @ View + * ※ 第 译 @	Action Date Approver Action Date Approver Release Holds	Reviewed Amount Comments Hold	OK Cancel	Click OK				

Click Done

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Manage Invoices ⑦				Click	Done Done
Search Results 123456789					
Invoice Details				Needs revalidation Actions	Save Save and Close
Invoice Date	10/16/22	Invoice Amount	12,000.00 USD	Business Unit	US1 Business Unit
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	US1 Business Unit
Supplier or Party	ABC Consulting	Unnaid Amount	12 000 00 USD	Payment Terms	Immediate
Supplier Site Address	ABC US1 1100 ABERNATHY ROAD, ATLANTA, GA-30328	Holds	2	Payment Currency Attachments	None +
		Notes			
Lines Holds and Approvals Paym Approval and Notification ⊢ View ▼ 第 15 12 Detact	ents Installments				
Workflow Type Line Action No approval or notification history.	Action Date Approver	Reviewed Amount Comments	lold Reason		
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Creating A Payment Process Request Template

Navigations: Payables>Payments>Tasks>Manage Payment Process Request Templates>Actions and click Create>Enter Name, Type and Description>Fill Below Information under Selection Criteria>Enter Appropriate Details>Save and Close>OK>Done

From home screen, click **Payables**

= vision	Q Search for people and actions	습 & ㅁ ¢ 🚳
	Good afternoon, System Administrator (Casey Brown)!	
	Supply Chain Planning Payables General Accounting Intercompany Accounting Fixe	
	Manage Invoices Payables Invoices Payments Dashboard	
000000	Import Invoices	
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Click Payments

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	Good afternoon, Sy Brown)!	vstem Admin	istrator (Case	y	
	✓ Supply Chain Planning Payables	General Accounting	Intercompany Accountin	g Fixe >	
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	Pending	0 1	0 1-1-1-		Installments	Payment	11
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Payment Files Requiring Attention tions ▼ View ▼							*
Reference Administrator Reference			Creation Date	Status		Action	*
						+	
Stop Payment Requests							
ew 🔻 🛱 🛱 Detach Cancel Stop Request Void Payment 🖸							
Payment Payment Amount Stop Request Payment Date Method	Bank Account	Bank Name	Payee			Business Unit	

Click the Manage Payment Process Request Templates

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Payment Process Requests ⑦ Payment Attention (1) Recently Completed (2) Recently Terminated (5)	ELET X DE L'A	Click	the Manage Payment Proces	s Request Template	5	Manage Payment Process Requests Manage Payment Process Request Ter Create Payment
View v J Diatch						Manage Payments Create Electronic Payment Files Create Printed Payment Files Manage Payment Files
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Aadhi Seelam	10/11/22	Document validation	Pending action to complete info	rmation rec 🕤	5033	Send Separate Remittance Advice
A Payment Files Requiring Attention Actions ▼ View ▼						Payment File Accompanying Letter Junting Create Accounting Create Adjustment Journal Review Journal Entries
Reference Administrator Reference ✓ Stop Payment Requests			Creation Date	Status	-	Payables to Ledger Reconciliation Ibles Periods Manage Accounting Periods
View ▼ Image: The second	Bank Account	Bank Name	Payee			

Click Actions and click Create

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						S	arch Reset	save
Actions Vew Create Edit Submit Cash Requirement R Submit Single Request Schedule Requests	Click Actions of	ind click Create	 		Status	Туре	_	*
								

Enter Name, Type and Description

Create Payment Process Request Temp	ate 🕜	Actions 🔻	Save	Save and Close	Cancel
		11 8 9 1	A7.479.966		
* Name	Weekly Check Processing Descri	ption 7 pay through	days		1
Туре	Daily 🗸			11	
Inactive Date	m/d/yy 🕫				- C
Selection Criteria Payment and Processing Options	Enter Name, Type and Description				
Pay Through Days	0 Include Zero Amount Invo	ices No 🗸			
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To Payment Priority	99 Payment Met	hod	•		
Date Basis	Pay date 🗸 Invoice Conversion Rate	ype	~	·	
Select Early Payment Invoices	✓ Supplier or F	arty	Q		
Pay Group:	All Specific				
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Business Unit	All Payment Invoice				
Legal Entitie:	All Specific				
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Fill Below Information under Selection Criteria

* Name	Weekly Check Processing	Description 7 pay through days
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Inactive Date	m/d/yy	
Selection Criteria Payment and Processing Options		
Pay Through Days	0	Include Zero Amount Invoices No ~
From Payment Priority	1	Supplier Type
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Click Payment and Processing Options

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To Payment Priority	99 Payment Method	Bills Payable
Date Basis	Pay date 🗸 Invoice Conversion Rate Type	User 🗸
Select Early Payment Invoices	Yes V Supplier or Party	ABC Consulting
Pay Groups	All Specific	
Currencies	All Peyment Invoice	
Business Units	All Payment Invoice	
Legal Entities	All Specific	

Enter Appropriate Details

* Name	Weekly Check Processing	Description	7 pay through days
Туре	Daily ~		4
Inactive Date	m/d/yy	Enter Appropriate Details	
Selection Criteria Payment and Processing Options			
Payment Attributes			
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	 Calculate based on request date 	Bank Charge Bearer Override	Following Service Level 🗸
Disbursement Bank Account	WGCC Weekly Pay	Starting Voucher Number	
Payment Document	~	* Payment Conversion Rate Type	Corporate 🗸
Payment Process Profile	TEST	Cross-Currency Rate Type	•
Processing Options			
	Apply credits up to zero amount payment		 Review proposed payments
	Review installments		Create payment files immediately
Validation Failure Handling ⑦			
Document	Reject only documents with errors	Payment	Reject only payments with errors
Approvals ⑦			
First Approver	•		•••

Note: Use the Processing Options region to specify processing controls and how to handle document and payment validation features

Click Save and Close

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Create Payment Process Request Temp	ate ⊘	Actions V Save Save and Close Cancel
		and and a
* Name	Weekly Check Processing	Description 7 Click Save and Close
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Selection Criteria Payment and Processing Options		
Payment Attributes		
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	Calculate based on request date Bank Charge Bean	r Override Following Service Level 🗸
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Payment Process Profile	TEST Cross-Currency	Rate Type
Processing Options		
	Apply credits up to zero amount payment	Review proposed payments
	Review installments	Create payment files immediately
Validation Failure Handling ⑦		

Click OK

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Creating A Payment Process Request Using A Template

Navigations: Payables>Payments>Tasks>Submit Payment Process Request>Name>Template> Selection Criteria>Payment and Processing Options>Submit>OK>Done

From home screen, click Payables

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	Good afternoon, System Administrator (Casey Brown)!	
	Supply Chain Planning Payables General Accounting Intercompany Accounting Fixe	
	Manage Invoices Payables Invoices Payments Dashboard	
000000	Import Invoices	
000	Validate Invoices	
0 0 0	Initiate Payables Invoice Approval	

Click Payments

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	Good afternoon, Sy Brown)!	vstem Admin	istrator (Case	y	
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	QUICK ACTIONS	APPS			
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	Manage Invoices	Payables Dastboard	Invoices Paym	ents	Click Payments
0000000	Import Invoices	Dashovaru			
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Click Tasks

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	Pending	Stage S			Installments	Payment	
Name	Since		Status	Action	Selected Reject	Date	
Aadhi Seelam	10/11/22	Document validation	Pending action to complete informati	on rec 🕤	5033	10/11/22	
							*
Reference Administrator Reference			Creation Date	Status		Action	•
A Stop Payment Requests							
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Payment Payment Amount Stop Request Payment Number Date Amount Date Method	Bank Account	Bank Name	Payee			Business Unit	
ξ.							

Click Submit Payment Process Request

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View ▼ ୨ III 🔐 Detach 👈					Ξ	Create Ele Create Prir	tronic Payment Files ted Payment Files	s
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Click in the Name field

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* Name			Template	×	
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Pay Through Date	10/17/22		Supplier Type	~	
Pay from Date	m/d/yy		Payment Method	•	
From Payment Priority	1		Invoice Conversion Rate Type	~	
To Payment Priority	99		Supplier or Party	Q	
Date Basis	Pay date 🗸		Invoice Group	•	
Select Early Payment Invoices	Yes 🗸				
Include Zero Amount Invoices	No 🗸				
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Select the Template

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Selection Criteria Payment and Processing Options			
Pay Through Date	10/17/22	Supplier Type	~
Pay from Date	m/d/yy	Payment Method	
From Payment Priority	1	Invoice Conversion Rate Type	~
To Payment Priority	99	Supplier or Party Q	
Date Basis	Pay date 🗸	Invoice Group	
Select Early Payment Invoices	Yes 🗸		
Include Zero Amount Invoices	No 🗸		
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Click Selection Criteria and fill details

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Submit Payment Process Request (7)				Sub <u>mit</u> <u>Cancel</u>
* Name	Test 1		Template	·
Selection Criteria Payment and Processing Options		Click Selection Criteria and fill details		
Pay Through Date	11/2/22	ŭ.	Supplier Type	~
Pay from Date	m/d/yy	Û	Payment Method	▼
From Payment Priority	1		Invoice Conversion Rate Type	~
To Payment Priority	99		Supplier or Party	٩
Date Basis	Pay date 🖌		Invoice Group	▼
Select Early Payment Invoices	Yes 🗸			
Include Zero Amount Invoices	No 🗸			
Pay Groups	All Specific			
Currencies	All Payment) Invoice		
Business Units	All Payment) Invoice		~~

Note: Use the Selection Criteria tab to specify criteria used to determine which installments to select for payment.

Click Payment and Processing Options and fill details

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Submit Payment Process Request ⑦				Sub <u>m</u> it
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* Name	Test 1		Template	T
		Click Payment and Processing Options and fill details		
Selection Criteria				
Payment Attributes				
* Payment Date	11/2/22	Settlement F	Priority Override	~
Disbursement Bank Account	•	Bank Charge	Bearer Override	~
Payment Document	Ŧ	Starting V	oucher Number	
Payment Process Profile	•	Cross-Cur	rency Rate Type	•
* Payment Conversion Rate Type	Corporate •			
Processing Options				
	Apply credits up to zero amount	payment	8	Review proposed payments
	Review installments			Create payment files immediately
Validation Failure Handling ⑦				
Document	Reject only documents w 🗸		Payment	Reject only payments wi 🗸

Note: Use the Payment and Processing Options tab to specify payment attributes such as the payment date, and to specify payment processing options, such as whether to view the selected installments.

Click Submit

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Submit Payment Process Request ⑦			Sub <u>mit</u> <u>C</u> ancel
	N	Click s	ubmit
* Name	Test	Template	UK Supplier Payme 🔻
Selection Criteria Payment and Processing Options			
Payment Attributes			
* Payment Date	10/17/22	Settlement Priority Override	•
Disbursement Bank Account	Multi Currency - 1	Bank Charge Bearer Override	•
Payment Document	•	Starting Voucher Number	
Payment Process Profile	SWIFT MT100	Cross-Currency Rate Type	
* Payment Conversion Rate Type	Corporate 🗸 🔻		
Processing Options			
	Apply credits up to zer	o amount payment	Review proposed payments
	Review installments		Create payment files immediately
Validation Failure Handling ⑦			
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Click OK

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Manage Payment Proc	ess Request Templates ⑦					Done
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Click Done

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Creating A Payment Process Request Using A Template – AP Check

Navigations: Payables>Payments>Tasks>Submit Payment Process Request>Name>Template> Selection Criteria>Payment and Processing Options>Submit>Done>Tasks>Manage Payment Process Requests>Name and Status>Search>Arrow for Actions> Submit>Tasks> Manage Payment Process Requests> Name and Status>Search>Arrow for Actions> Resume Payment Process>Refresh>Print document>Submit>Done

From home screen, click **Payables**

= vision	Q Search for people and actions
	Good afternoon, System Administrator (Casey Brown)!
	Supply Chain Planning Payables General Accounting Intercompany Accounting Fixe >
	Manage Invoices Payables Invoices Payments Dashboard
000000	
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0 0	Initiate Payables Invoice Approval Workflow

Click Payments

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	QUICK ACTIONS	APPS			
0 0 0 0 0	Create Invoice				
	Manage Invoices	Payables Dashboard	Invoices Pay	ments	Click Payments
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Click Tasks

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Bank Account	Bank Name	Payee		I	Business Unit	•••	
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Click Submit Payment Process Request

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h Andhi Caslam	40/44/22	Desument uslidation	Dending estion to complete infor	mation cos	5022	Create Positive Pay File Sond Sonarato Romittanco Advico
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= 1 dyment hies hequiling Attention						counting
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Click in the Name field

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Submit Payment Process Request ⑦		Submit Gancel
	Click in the Name field	
* Name		Template
Selection Criteria Payment and Processing Options		
Pay Through Date	10/17/22	Supplier Type
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From Payment Priority	1 Invoice Con	version Rate Type
To Payment Priority	99	Supplier or Party
Date Basis	Pay date 🗸	Invoice Group
Select Early Payment Invoices	Yes 🗸	
Include Zero Amount Invoices	No 🗸	
Pay Groups	All Specific	
Currencies	All Payment Invoice	
Business Units	All Payment Invoice	

Select the Template

= vision			Q Ѽ ☆ F	ı 🗘 🔇
Submit Payment Process Request ⑦		Select the Template	[Sub <u>m</u> it <u>C</u> ancel
* Name	Test	Template		
Selection Criteria Payment and Processing Options				
Pay Through Date	10/17/22	Supplier Type	~	
Pay from Date	m/d/yy	Payment Method	•	
From Payment Priority	1	Invoice Conversion Rate Type	~	
To Payment Priority	99	Supplier or Party	٩	
Date Basis	Pay date 🗸	Invoice Group	•	
Select Early Payment Invoices	Yes 🗸			
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Click Selection Criteria and fill details

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Note: Use the Selection Criteria tab to specify criteria used to determine which installments to select for payment.

Click Payment and Processing Options and fill details

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* Payment Date	11/2/22	Settlement Priority Override	~
Disbursement Bank Account	•	Bank Charge Bearer Override	~
Payment Document	T	Starting Voucher Number	
Payment Process Profile	•	Cross-Currency Rate Type	▼
* Payment Conversion Rate Type	Corporate		
Processing Options			
	Apply credits up to zero amount payment		Review proposed payments
	Review installments		Create payment files immediately
Validation Failure Handling ⑦			
Document	Reject only documents w 🗸	Payment	Reject only payments wi 🗸

Note: Use the Payment and Processing Options tab to specify payment attributes such as the payment date, and to specify payment processing options, such as whether to view the selected installments.

Click Submit

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	NATURA KAN	Click	Submit
* Name	Test	Templa	te UK Supplier Payme V
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Payment Process Profile	SWIFT MT100 V	Cross-Currency Rate Ty	pe v
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	Apply credits up to zero amou	unt payment	Review proposed payments
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Validation Failure Handling ⑦			
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Aadhi Seelam	10/11/22	Document validation	Pending action to complete inform	ation rec 🕤	5033	10/11/22
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Note: Click the Arrow for Action to Print Payment Documents and Press Record Print Status button and click Submit

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Assigning Payment Process Attributes

Navigations: Payables>Payments>Tasks>Manage Payment Process Requests>Search>Actions Icon>Disbursement Bank Account>Save>OK>Cancel>Done

From home screen, click Payables

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Reviewing And Adding Installments To A Payment Process Request

Navigations: Payables> Payments> Tasks> Manage Payment Process Requests> Actions and Review Installments> Add Installments> Search> Search and Add to Payment Process Request>OK>Submit>Done

From home screen, click **Payables**

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tons View View II Detach Export to Excel Review Installments	Click Actions and Review Installments	Stage	Status	Action	Install	ments Rejecte	Paym Reco	h Reset	Sav yment
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Click Add Installments

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Supplier or Party		Click Add Installments	Due Date	Currency	Unpaid Amount With	hheld Tax Disc	ount Amount	Interest	Amount with Interest
JGA		89002-1	3/5/15	USD	-279.00	0.00	-200.00	0.00	-200.00
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Enter above details and click Search

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Click Search and Add to Payment Process Request

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USD	** Supplier or Party	-	Invoice Currency	-		200.00
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Click **OK**

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Click Submit

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Name	Stage	Status	Action	Install	ments	Payments	Payment
				Selected	Rejected	Recorded	Date
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Reviewing And Accounting For A Payment

Navigation: Payables>Payments>Tasks>Manage Payments>Payment Number and click Search> Payment Number>Paid Invoices>Paid Invoice hyperlink>OK>Actions and View Accounting> Actions and click Post to Ledger>Done>Done

From home screen, click **Payables**

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	Good afternoon, System Administrator (Casey Brown)!	
	Supply Chain Planning Payables General Accounting Intercompany Accounting Fixe	
	Create Invoice Click Payables	
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000	Validate Invoices	
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Click Payments

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	Supply Chain Planning Payables	General Accounting	Intercompany A	Accounting Fixe >	
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Click Manage Payments

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▶ PPR3214	10/17/22	Installment selection	Pending installments review		0	1	Creat	e Regulatory	Reporting
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Enter Payment Number and click Search

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	**	Supplier or Party	ABC Bank	•			** Payment Type		~	Actedist one is required
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	**	Payment Number	1000				Payment Status	~		
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Payment Number	Payment Document	Payment Status	Reconciled F	ayee	Payment Date	Payment Amount	Remit-to Address		Rem Num	hit-to Account Details
10000	Check 1	Negotiable	No A	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOO	DD CITY, CA 94065 San Mater	xxx	XX1359
10001	Check 1	Negotiable	No A	NBC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOO	DD CITY, CA 94065 San Mater	xxx	XX1359 📃
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Click on the appropriate Payment Number hyperlink

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lanage Payı	ments ⑦	1.070						NAMES AL REALTY OF	D <u>o</u> ne
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Ctions ▼ View ▼ Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Detail
10000	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	
		Click on the appro	priate Paymer	nt Number hyperlin	sk				
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Click the Paid Invoices tab

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			A7477584	1990				AT 1575 180	
		Payee ABC Bank				Payment Amount		1,095.00	
	Paym	Status Negotiable				Withheld Amount		0.00	
	Accountin	g Status Unaccounte	t			Business Unit	US1 Business Unit	USD	
	Re	conciled No				Legal Entity	US1 Legal Entity		
		Click the Paid	nvoices tab			Stop Date			
						Void Date			
						Attachments	None 🕂		
Payment Details	d Invoices History	Other							
View 🔻 🎵 R	everse Select and	I Add 🔐 Detach	0						
	Invoice		Payment (U	SD)		P			
Number	Туре	Due Date	Discount	Amount	Payment Reason	Payment Reason Comments			
Test_Pre	Prepayment	8/24/22	0.00	1,095.00					
			0.00	1,095.00					

Note: Use the Paid Invoices tab to review the paid invoices and drill down to invoice details.

Click the appropriate **Paid Invoice** hyperlink

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Payment: 10001 ⑦								Actions 🔻	Done
						MA347	11 7,58		
Payee	ABC Bank			Payment Amount		1,095.00			
Payment Date Status	Negotiable			Withheld Amount		0.00			
Accounting Status	Unaccounted			Business Unit	US1 Business Unit	050			, -
Туре	Quick			Legal Entity Stop Date	US1 Legal Entity				
				Void Date					
				Attachments	None 🕂				
Payment Details Paid Invoices History Other									
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Invoice	Payment	(USD)	Payment Reason	Payment Reason Comments					
Number Type Due	Date Discount	Amount	,	•					
Test_Pre Prepayment 8/24/	22 0.00	1,095.00							
	0.00	1,095.00							
Click the appro	priate Paid Invoice hyperlin	nk.							

Click OK

Line * Regime	* Tax Name	Fax Jurisdiction * Tax Status	* Rate Name Line Type	Amount
4			No shipping and ha	ndling.
Totals				
Tax charges summary				
CITY 3%	30.00		Items	1,000.00
COUNTY 0%	0.00		Freight	0.00
STATE 6.5%	65.00		Miscellaneous	0.00
Inclusive Tax	0.00		Tax	95.00
Self-Assessed Tax	0.00		Subtotal	1,095.00
			Less Inclusive Prepayments	0.00
				0
			Remaining Amount	0.00
			Invoice Amount	1,095.00
			Less Withheld Tax	0.00
			Less Exclusive Prepayments	0.00
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			Due	1,095.00
			Click Ok	
				OK

Click Actions and select View Accounting

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	Accountin	ng Status Unaccour	nted			Business Unit	US1 Business Unit			
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Click Actions and click Post to Ledger

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	A	Status Negotiable			Withheld Amount	USD	Post to Ledger
	Account	teconciled No	u		E Click Actions and click Po	st to Ledger	Account in Draft
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Test_Pre	Prepayment	8/24/22	0.00	1,095.00			
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Click Done

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Reconciled	No		Legal Entity	US1 Legal Entity	
Туре	Quick		Stop Date	10/22/22	
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10001	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	
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Initiating A Stop Payment

Navigation: Payables>Payments>Tasks>Manage Payments>Payment Number and click Search> Actions and Initiate Stop>Stop Date and enter Stop Reason>Submit>Done

From home screen, click Payables

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	Supply Chain Planning Payables General Accounting Intercompany Accounting Fixe	
	QUICK ACTIONS APPS	
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	Manage Invoices Payables Invoices Payables Invoices Payables Invoices Payments Dathboard	
0000	Import Invoices	
	Validate Invoices	
00000	Initiate Payables Invoice Approval Workflow	

Click Payments

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	Supply Chain Planning Payables	General Accounting Ir	ntercompany Accounting Fixe >	
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Click Tasks

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▲ Payment Process Requests ⑦							
Requiring Attention (1) Recently Completed (0) Recently Terminated (5)							
View ▼ 🎟 📰 Detach 👈					Click Tasks		
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Name	Since	Stage	Status	Action	Selected Reject	ted Date	
Aadhi Seelam	10/11/22	Document validation	Pending action to complete information r	ec 🖸	5033	10/11/22	
							*
Reference Administrator Reference			Creation Date S	Status		Action	*
4						÷	
Stop Payment Requests							
View 🔻 🛱 🛱 Detach Cancel Stop Request Void Payment 🖸							
Payment Payment Amount Stop Request Payment Number Date Method	Bank Account	Bank Name	Payee			Business Unit	•••

Click Manage Payments

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A Payment Process Requests (2)							Create Payment
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Verse III (12 Patrix a)				01-1-10			Create Electronic Payment Files
view ♥ 3m (iii) betach 0				Спск мапад	le Payment	S 🖃	Create Printed Payment Files
Name	Pending	Stage	Status		Action	_ հե	Manage Payment Files
Name	Since	Stage	Status		Action	Selected	Apply Missing Conversion Rates Create Resitive Rev File
Aadhi Seelam	10/11/22	Document validation	Pending action to comple	te information rec	0	5033	Send Separate Remittance Advice
					-		Create Regulatory Reporting
▶ PPR3214	10/17/22	Installment selection	Pending installments revi	ew	Ð	1	Payment File Accompanying Lette
4 Desmant Files Describies Attention							Accounting
Payment Files Requiring Attention							Create Accounting
Actions v View v 🗐 戻 🖃 Detach 🔹							Create Adjustment Journal
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Stop Payment Requests							
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Payment Payment Amount Stop Request Payment Date Method	Bank Account	Bank Name	Payee				

Enter Payment Number and click Search

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Payment Number	Payment Document	Payment Status	Reconciled I	Payee	Payment Date	Payment Amount	Remit-to Address		Remi Num	t-to Account Detai
10000	Check 1	Negotiable	No /	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOO	DD CITY, CA 94065 San Mater) XXXX	X1359 📃
10001	Check 1	Negotiable	No /	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOO	DD CITY, CA 94065 San Mater	xxxx	X1359 📃
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Click Actions and Initiate Stop

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Click Submit

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Click Done

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Voiding A Payment

Navigation: Payables>Payments>Tasks>Manage Payments>Payment Number and click Search> Actions and click Void>Submit>Done

From home screen, click **Payables**

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Click Payments

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Enter Payment Number and click Search

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Click Actions and click Void

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Click Submit

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Note: Accept the default void and accounting dates. Use the Invoice Action list to cancel the invoices, place the invoices on hold, or leave the invoices available for payment

Click Done

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Paying An Invoice During Invoice Inquiry

Navigation: Payables>Payments>Tasks>Create Positive Pay File>Appropriate details>Submit

From home screen, click Payables

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Click Payments

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Click Create Positive Pay File

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Transmit File	

Process Payment File And Record Payment Status

Navigation: Payables>Payments>Tasks>Create Printed Payment Files>Appropriate details> Payment Process Profile and Payment Process Request>Submit

From home screen, click **Payables**

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Click Create Printed Payment Files

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Resolving Payment File Validation Errors

Navigation: Payables>Payments>Tasks>Manage Payments File>Select Status as Failed Validation and pending action and Hit search>Done

From home screen, click Payables

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Click Manage Payment Files

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Select Status as Failed Validation and pending action and Hit search

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Note: Review the data after Search

Click Done

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Transmitting Payment Files Electronically

Navigation: Payables>Payments>Tasks>Create Electronic Payment Files>Disbursement Bank Account>Business Unit and Legal Entity>From Payment Date and To Payment Date>Payment Document>Transmit Now>Submit

From home screen, click Payables

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Click Payments

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Click Tasks

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Click Create Electronic Payment Files

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Select Disbursement Bank Account from dropdown

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Select Business Unit and Legal Entity from dropdown

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Click Submit

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Comments					111

Validating Invoices

Navigation: Payables>Invoices>Tasks>Validate Invoices>Business Unit and Ledger>Invoice Group>Submit

From home screen, click **Payables**

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Click Invoices

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Click Tasks

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Click Validate Invoices



Select Business Unit and Ledger from dropdown

This process will be queued up this process will be queued up	p for submission at position 1			Process Options Advanced Submit Cancel
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* Ledger	US Primary Ledger	•		
* Option	All 🗸		Select Business Unit and Ledger from dro	topdown
Invoice Group		•		
From Invoice Date	m/d/yy			
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Supplier or Party		•		
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Entered By		•		
Maximum Invoices Count				
Number of Parallel Processes	1	I		

Select Invoice Group from dropdown

 This process will be queued up 	o for submission at position 1						
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From Invoice Date	m/d/yy						
To Invoice Date	m/d/yy						
Supplier or Party		•					
Pay Group		•					
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Inquiring On Invoices

Navigation: Payables>Invoices>Tasks>Manage Invoices>Invoice Number and click Search> Invoice Number link>Invoice details>Search tab>Invoice Number link>Compare the Invoices by selecting the data in each tab>Done

From home screen, click Payables

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Click Invoices

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Click Invoice Number and click Search

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Running The Payables Data Extraction Program

Navigation: Tools>Scheduled Processes>Schedule New Process>Name and click OK>Enter Request Name, Ledger, Business Unit, Accounting Period from dropdown>Submit>OK

From home screen, click **Tools**

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	Good afternoon, Sys Brown)!	stem Admi	nistrator (Click Tools	(Casey				
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	QUICK ACTIONS	APPS						
	Hanage Collaboration Messaging	Set Preferences	Approvals	Reports and Analytics				
		Scheduled Processes	File Import and Export	Transaction Console				

Click Scheduled Processes



Click Schedule New Process

Overview ③ Search Search Results ③ Click Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Flat Lit Herarchy Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process View ● Schedule New Process <td< th=""><th>■ vision</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>\$ P 🗘</th><th>3</th></td<>	■ vision								\$ P 🗘	3
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fiew ● Flat List	Type	● Job ◯ Job Set		
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Rebuild Learning Item Stop Word Index	Description	Evaluate Certification Updates	·	10/29/22 6:01 PM UTC
Rebuild Learning Item Stop Word Index		Evaluate Certification Updates: Subprocess		10/29/22 6:00 PM UTC
Rebuild Learning Item Stop Word Index		Generate Daily Breakdown of Absence Details		10/29/22 6:00 PM UTC
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Enter the Name again and hit search and then select the appropriate Name and click Ok

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Click **OK**

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Rebuild Learning Item Stop Word Index		Ledger.	10/18/22 10:40 AM UTC	10/18/22 10:35 AM UTC
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Enter Request Name, Ledger, Business Unit, Accounting Period from dropdown

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Import Payables Invoices	* Accounting Period Oct-29	10/18/22 10:35 AM UTC 10/18/22 10:35 AM UTC
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Click Submit

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Reviewing The Payables To General Ledger Reconciliation Report

Navigation: Payables>Invoices>Tasks>Payables to Ledger Reconciliation>Ledger>Request Name>Apply>Done

From home screen, click Payables

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Click Invoices

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Click Payables to Ledger Reconciliation

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Select the Ledger from dropdown

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Click Apply

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(Non-Payable	es Begin Balance)			147,5	596,520.55	
Payables Beg	gin Balance		6,606,891.06	(147,5	96,520.55)	(140,989,629.49)
Invoices			0.00		0.00	0.00
Payments					0.00	0.00

Note: Use the Payables to Ledger Reconciliation Summary to view payables and accounting beginning and ending balances as well as summarized accounts payable activity and its corresponding accounting.

Note: Investigate and correct differences between transactional and accounted amounts. Drill down on amounts in the Difference columns to display the Differences Details report for that item.

Click Done

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Payables	to Ledger Re	econciliatio	n Report			
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Closing A Payables Period

Navigation: Payables>Invoices>Tasks>Manage Accounting Periods>Ledger>Select the Accounting period which we want to close>Click on Close Period

From home screen, click Payables

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Click Invoices



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Click Manage Accounting Periods

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Australia Primary Ledger		Oct-22	D	Sep-22	D	Nov-22	
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CMAASK UK PL		Oct-22	1	Sep-22	D	Nov-22	•
Canada Primary Ledger		10-22	D	09-22		11-22	
China Primary Ledger		10-22	D	09-22	D	11-22	D
Federal US Primary Ledger		Oct-23	1	Sep-22	D	Nov-23	•
Fin Svcs UK Primary ADB Ledger		Oct-22	•	Sep-22	•	Nov-22	•
Fin Svcs US Primary ADB Ledger		Oct-22	•	Sep-22	•	Nov-22	•
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France Primary Ledger		10-22	D	09-22	D	11-22	

Select the Accounting period which we want to close and click on Close Period

■ VISION Edit Accounting Period Statuses: AU Council Primary	Ledger ()			Q (_) ☆	
* Ledger AU Council Primary Ledger Application Payables	Select the Accounting period which the	we want to close and	click on Close Period		
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Aug-23	2	2024	8/1/23	8/31/23	1
Jul-23	1	2024	7/1/23	7/31/23	D
Jun-23	12	2023	6/1/23	6/30/23	D
May-23	11	2023	5/1/23	5/31/23	
Apr-23	10	2023	4/1/23	4/30/23	D
Mar-23	9	2023	3/1/23	3/31/23	D
Feb-23	8	2023	2/1/23	2/28/23	
Jan-23	7	2023	1/1/23	1/31/23	D
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Opening A Payables Period

Navigation: Payables>Invoices>Tasks>Manage Accounting Periods>Ledger>Select the Accounting period which we want to Open and click on Open Period>Done

From home screen, click Payables

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Click Invoices

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Click Tasks



Click Manage Accounting Periods

Invoice Number Amount Supplier Supplier Site Validation Status Invoice Date Business Unit Creation Date Assignee • Review Journal Entries •	Scanned <u>0</u> 0 17 0.7 8-14 15+ View ▼ ※ 第 ■	Recent 24 Hours O T	Holds 34 Validation 15 Purchasing 2 Other	Approval O	Prepaid 0 2 8 0-30 31-60 61+			Create Invoice Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices Apply Missing Conversion Rates Validate Invoices Initiate Approval Workflow Import Invoices Correct Import Errors Import Payment Requests Accounting Create Accounting Create Adjustment Journal
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Click the **Ledger** hyperlink

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AU Council Primary Ledger		Oct-22	D	Sep-22	D	Nov-22	D ^
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Canada Primary Ledger		10-22	D	09-22	D	11-22	D
China Primary Ledger		10-22	D	09-22	D	11-22	D
Federal US Primary Ledger		Oct-23	1	Sep-22	D	Nov-23	•
Fin Svcs UK Primary ADB Ledger		Oct-22	•	Sep-22	•	Nov-22	•
Fin Svcs US Primary ADB Ledger		Oct-22	•	Sep-22	•	Nov-22	•
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Select the Accounting period which we want to Open and click on Open Period

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Oct-22	7	2023	10/1/22	10/31/22	1
Sep-22	6	2023	9/1/22	9/30/22	D
Aug-22	5	2023	8/1/22	8/31/22	D
Jul-22	4	2023	7/1/22	7/31/22	
Jun-22	3	2023	6/1/22	6/30/22	D
May-22	2	2023	5/1/22	5/31/22	
Apr-22	1	2023	4/1/22	4/30/22	
Mar-22	12	2022	3/1/22	3/31/22	D
Feb-22	11	2022	2/1/22	2/28/22	
Jan-22	10	2022	1/1/22	1/31/22	•••
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Running Standard Reports

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From home screen, click **Tools**

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Note: Follow the same steps for as **Payables invoice aging report** for the following reports

- 1. Supplier Balance Aging Report
- 2. Payables Invoice Register
- 3. Payables Payment Register

Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at <u>learn@camptratech.com</u>

Version	Revision		
History	Date	Author	Changes
Version 1.0		SughaPriya	Initial Version